

## Columbia Borough Council | Meeting Packet Information

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Meeting Date: January 6, 2020

Agenda Item: Emergency Management Coordinator

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### Notes:

Columbia Borough Council will consider making a recommendation for appointment (by Governor Wolf) as Columbia Borough Emergency Management Coordinator

The following four individuals have expressed interest in the volunteer appointment:

- Jay Barninger
- Brian Brooks
- Edward McCauley Jr.
- Mackenzie Paris

**BOROUGH OF COLUMBIA  
LANCASTER COUNTY, PENNSYLVANIA  
RESOLUTION No. 2020-01**

**A RESOLUTION OF BOROUGH COUNCIL DESIGNATING DEPOSITORIES/FINANCIAL INSTITUTIONS AND  
AUTHORIZATION OF SIGNATORIES**

**WHEREAS,** The Borough Council of the Borough of Columbia must approve bank depositories/financial institutions for Borough funds;

**THEREFORE, BE IT RESOLVED,** that the Columbia Borough Council hereby approves BB&T Bank, S&T Bank, and the Pennsylvania Local Government Investment Trust as primary depositories, and all FDIC insured banks doing business in Pennsylvania for investing funds of the Borough.

**BE IT FURTHER RESOLVED,** that the following persons may act on behalf of the Borough of Columbia as signatories for all the aforementioned depositories/financial institutions, and requires two signatures on all checks/bank drafts at all times, and that the Borough Manager or Finance Manager is hereby authorized to: (1) move money among all the above authorized depositories/financial institutions to maximize interest rate yields consistent with the safety of principle and to meet the financial obligations of the Borough in a timely and cost effective manner, and (2) open or close separate bank accounts as is deemed necessary, at the primary and secondary depositories.

Rebecca S. Denlinger, Borough Manager

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Kyle Watts, Finance Manager

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Todd Burgard, Councilperson

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Frances FitzGerald, Councilperson

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Eric Kauffman, Councilperson

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Sharon Lintner, Councilperson

\_\_\_\_\_

Howard Stevens, Councilperson

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Pamela S. Williams, Councilperson

\_\_\_\_\_

Heather Zink, Councilperson

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**Dated:** \_\_\_\_\_

**By: Borough Council**

\_\_\_\_\_  
Borough Council President

**ATTEST:** \_\_\_\_\_

Rebecca S. Denlinger  
Borough Manager

**BOROUGH OF COLUMBIA  
LANCASTER COUNTY, PENNSYLVANIA  
RESOLUTION No. 2020-02**

**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF COLUMBIA, LANCASTER COUNTY, PENNSYLVANIA APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH, TAX COLLECTOR AND KYLE WATTS AND DIRECTING THE OFFICIALS OF THE BOROUGH TO TAKE ALL NECESSARY ACTION TO COMPLY WITH THE TERMS OF THE AGREEMENT REGARDING THE COLLECTION OF THE BOROUGH’S REAL ESTATE TAXES AS AMENDED FROM TIME TO TIME**

**WHEREAS**, Marlene Geltz is the duly elected Tax Collector (“Tax Collector”) for the Borough of Columbia, Lancaster County, Pennsylvania (the “Borough”); and

**WHEREAS**, the Borough and Columbia desire to have Kyle Watts appointed as Deputy Tax Collector to assist in the collection of the Borough’s taxes in the form attached hereto and incorporated herein as Exhibit “A”; and

**WHEREAS**, the Borough, the Tax Collector and Kyle Watts, Finance Manager of the Borough of Columbia entered into an agreement dated February 13, 2017 as amended by a First Amendment to Agreement dated January 2, 2018 for the collection of the Borough’s and County of Lancaster’s real estate taxes (the “Borough Agreement”); and

**WHEREAS**, all monies collected by the Tax Collector and/or Deputy Tax Collector are placed into an account of the Borough of Columbia and shall continue to be placed into an account of the Borough of Columbia in accordance with Pennsylvania’s Act 38 of 2017.

**THEREFORE, BE IT RESOLVED**, that the proper officers of the Borough of Columbia are hereby directed to take any and all actions necessary to enter into, execute and take all actions in accordance with the Agreement attached hereto as Exhibit “A”; and

**BE IT FURTHER RESOLVED** that all monies collected in accordance with the Agreement are to be deposited into accounts which satisfy the terms of Act No. 38 of 2017; and

**BE IT FURTHER RESOLVED** that the Borough does hereby authorize Marlene Geltz to deputize Kyle Watts, the Borough of Columbia’s Finance Manager, to collect any and all property taxes by the County of Lancaster and the Borough; and

**BE IT FURTHER RESOLVED** that any actions taken by the Tax Collector, any former Deputy Tax Collector and the Borough of Columbia in accordance with an Agreement dated February 13, 2017, as amended from time to time by and among the Borough, Marlene Geltz and Georgianna Schreck be and hereby are ratified and confirmed.

**ADOPTED AND RESOLVED**, by the Borough of Columbia in lawful session duly assembled on the 6th day of January 2020.

**ATTEST:**

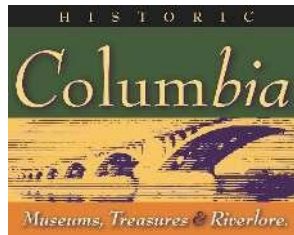
**Columbia Borough Council**

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Rebecca S. Denlinger  
Borough Manager  
Secretary/Treasurer

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Kelly Murphy  
Council President



## Agenda Item 14

Leo S. Lutz, Mayor  
Kelly Murphy, Borough Council President

Robert L. Pfannebecker, Solicitor  
Rebecca S. Denlinger, Borough Manager

DATE: January 3, 2020  
TO: Columbia Borough Council  
FROM: Rebecca Denlinger / Kyle Watts  
RE: **2020 BUDGET MEETINGS**

The information herein is provided for discussion at the January 6, 2020 Reorganization Meeting to allow for scheduling Calendar Year 2020 Regular and Budget related meetings.

### 2020 BOROUGH COUNCIL (Regular/Work Session) MEETINGS

The dates below are provided for information / discussion (if Borough Council determines to keep with a similar schedule followed in 2019)

- Work Session (Non-Voting Meeting) on the first Tuesday at 6:00 PM
- Regular (Voting) Borough Council Meeting on the Second & Fourth Tuesdays at 7:00 PM
- Borough Council will need to determine desire to maintain Information Sessions
- Dates that **conflict** with other community/scheduled events or activities are **highlighted** and an alternate date is recommended.

Month	First Tuesday	Second Tuesday	Fourth Tuesday	Dates with Conflicts / Recommend Alt.
	Work Session	Regular Meeting	Regular Meeting	
January	N/A	1/14/20	1/28/20	
February	2/4/20	2/11/20	2/25/20	
March	3/3/20	3/10/20	3/24/20	
April	4/7/20	4/14/20	4/28/20	4/28 Primary Election: Recommend 4/30
May	5/5/20	5/12/20	5/26/20	
June	6/2/20	6/9/20	6/23/20	
July	7/7/20	7/14/20	7/28/20	
August	8/4/20	8/11/20	8/25/20	8/4 National Night Out: Recommend 8/6
September	9/1/20	9/8/20	9/22/20	
October	10/6/20	10/13/20	10/27/20	
November	11/3/20	11/10/20	11/24/20	11/3 General Election: Recommend 11/5
December	12/1/20	12/8/20	12/22/20	



## **2020 BUDGET YEAR REVIEW**

1. October 2020
  - a. 2020 1<sup>st</sup> - 3rd Quarter Review
    - i. Proposed Budget Changes Presented.

## **2021 BUDGET CREATION, REVIEW, and APPROVAL**

1. September 2020
  - a. Present 1<sup>st</sup> Budget Proposal to Council
  - b. Council Objectives and Directives Discussed.
2. October 2020
  - a. Present 2<sup>nd</sup> Proposal To Council
  - b. Additional Council Directives Discussed.
3. November 2020
  - a. Present 3<sup>rd</sup> (Final) Budget Proposal to Council.
  - b. Council Review and Advertising Considerations Given.
4. December 2020
  - a. Post Advertising, Council Approval Considerations.

Internal reviews and discussions will be held in August, September, and October in order to meet the Council meeting schedule above. Additional internal reviews may be scheduled as are needed.

## **AGREEMENT**

This Agreement is made this 6<sup>th</sup> day of January 2020, by and between the Borough of Columbia, located in Lancaster County, Pennsylvania (hereinafter Municipality) and Commonwealth Code Inspection Service, Inc., a Pennsylvania business corporation with its main office located at 176 Doe Run Road, Manheim, Pennsylvania 17545 (hereinafter CCIS).

**WHEREAS**, the Municipality adopted Act 45-1999, The Pennsylvania Uniform Construction Code and requires the services of a qualified Building Code enforcement officer and inspectors to assist the Municipality in inspection and enforcing these codes.

**WHEREAS**, CCIS has qualified inspectors available to perform the required Building Code services on an as needed basis in exchange for payment of reasonable fees.

**WHEREAS**, the Municipality and CCIS previously entered into agreement in 2007, under which CCIS satisfactorily provided Building Code inspection and enforcement services for the Municipality on an as needed basis.

**WHEREAS**, the Municipality desires to continue to retain the services of CCIS to provide inspection and Building Code enforcement services for the Municipality on an as needed basis.

**WHEREAS**, the Municipality adopted Act 247 of 1968, the Pennsylvania Municipalities Planning Code, as amended, and requires the services of a qualified Zoning Officer and inspectors to assist the Municipality in inspection and enforcing these codes.

**WHEREAS**, the Municipality desires to continue to retain the services of CCIS to provide Building Code services on an as needed basis, along with additional Zoning Officer services for approximately eight (8) hours weekly and on an as-needed basis in the manner set forth herein.

**WHEREAS**, the parties have discussed the items of this undertaking and have taken all action required to enter into this Agreement.

**NOW THEREFORE**, for and in consideration of the mutual covenants hereafter set forth and for other good and valuable consideration, the receipt of which is acknowledged, the parties, intending to be legally bound hereby, agree as follows:

1. This Agreement, as amended, shall be executed and effective as of the date set forth above.
2. CCIS shall perform the following services for the Municipality:
  - a. Inspect building construction to determine compliance with Municipality's applicable Act 45 of 1999 legislation and Local Ordinances;

- b. Inspect electrical, plumbing and mechanical installation to determine compliance with the Municipality's applicable Electrical, Plumbing and Mechanical Codes;
- c. Review plans and specifications for proposed building construction, electrical installations, plumbing installations and mechanical installations to determine compliance with the above referenced Codes and Ordinances;
- d. Review plans and specifications for proposed one- and two-family dwelling installations, multi-family dwellings containing three or more units, and commercial/industrial properties to determine compliance with the above referenced Codes and Ordinances, and provide all necessary inspections therefore;
- e. Review applications for land development within the Borough, including identify potential need for special exceptions, conditional uses, or variances and coordinating subsequent processing to the Borough Council/Zoning Hearing Board. Provide subsequent inspections as needed. CCIS agrees to provide these services on an in-person basis, every Tuesday and Thursday, or twice weekly as otherwise agreed, for four (4) hours each day at a rate of \$35.00/hour. CCIS and the Borough agree that additional service hours may be needed from time to time, at the discretion of and subject to approval of the Borough Manager.
- f. Provide assistance in enforcement proceedings and consultation services;
- g. Maintain data and records regarding inspections and services and if requested and appropriate provide the Municipality with information, documentation and certifications relating to inspection and code enforcement activities;
- h. Assist in the administration of the above referenced Code and Ordinances as may be required;
- i. CCIS will respond within 24 hours to all requested inspections or requests from an applicant, beginning at the time of call, during normal working hours;
- j. All inspection requests shall be initiated by an applicant to the CCIS office or inspector and shall include the permit number. CCIS shall report any failure to request or obtain any required inspection to the Municipality;
- k. CCIS shall advise the Municipality when each code inspection has been completed and the results thereof;
- l. CCIS will provide its inspectors with mobile telephones for the purpose of maintaining contact during normal business hours;

- m. CCIS, its agents, employees and servants are independent contractors, and not employees of the Municipality;
  - n. CCIS will furnish the Municipality a Certification of Insurance not less than one million dollars (\$1,000,000.00) in general liability (copies enclosed);
  - o. The Municipality shall name CCIS as an official Code Enforcement Agency to perform the services referenced or implied in this Agreement and the respective Ordinances relating hereto.
- 3. For the service provided by CCIS, each Applicant shall pay all fees as set forth in the attached fee schedule before a permit is issued. The Municipality agrees to accept a monthly statement containing the following information: Permit Number, name and address of property, type of inspection performed. CCIS will not charge any additional fees for having one of its shareholders, officers or employees serving as the official Building Code Officer/Official of the Borough of Columbia.
  - 4. The fee schedules may be changed from time to time upon agreement or the parties which shall be noted by a written addendum to this Agreement, signed by the parties.
  - 5. CCIS will designate in writing, qualified inspectors that the permit applicants will contact to perform the services required. CCIS reserves the right to add or substitute persons it so designates.
  - 6. This Agreement shall commence on the date set forth above and shall remain in effect for two years and shall be renewed automatically every two years thereafter. This agreement may be terminated by either party upon serving the other party with a written notice of termination at least ninety (90) days before the termination date. This Agreement shall be automatically terminated on the date set forth in such notice.
  - 7. In the event that CCIS must appear in any legal proceedings relevant to this agreement, a charge for such appearance is seventy-five dollars (\$75.00) per hour with a three-hour minimum charge. The charge shall be paid by the Municipality.
  - 8. CCIS, for itself and its shareholders, officers, employees, successors and assigns hereby indemnifies and holds harmless the Municipality, its employees, successors and assigns from all and every kind of claim, suit, damage or injury which it suffers as a result of any services rendered by CCIS pursuant hereto.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day herein stated.

ATTEST:

COMMONWEALTH CODE  
INSPECTION SERVICE, INC.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

ATTEST:

BOROUGH OF COLUMBIA

\_\_\_\_\_  
Kyle Watts  
Assistant Secretary/Treasurer

\_\_\_\_\_  
Rebecca S. Denlinger  
Borough Manager

### **Residential Inspection Prices**

Residential inspection prices are for dwellings 0 to 2500 square feet. Dwellings over 2500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings	\$40.00
Foundations	\$40.00
Framing	\$50.00
Plumbing and Mechanical	\$60.00
Electrical	\$60.00
Energy	\$50.00
Drywall	\$30.00
Final	\$40.00

\$370.00 Inspection Fees

Additional inspection fees may be assessed at not less than \$30.00 per visit as required due to the complexity, number of visits, or execution of the work being done. Small-scale projects will be priced depending on the complexity of the project, the length of the project, and the number of inspections required. Inspection fees may be assessed at not less than \$30.00 per visit as required. Some examples are:

Mobile homes (2 trips only) (or not less than \$30 per trip)	\$115
Decks	
High (2 trips over 30")	\$60
Sheds (Over 1000 Sq. Ft.)	
Stick built (1 trip only)	\$50
Fences (over 8')	\$30

### **Residential Plan Reviews**

Residential R-3 & R-4 plan review fees are calculated as follows:

General residential (R-3 & R-4) housing and additions (1 hour minimum)	\$30/hour
Small alterations (residential decks, fences, porches, sheds etc.) (1/2 hour minimum)	\$30/hour

## CONSOLIDATED COMMERCIAL FEE SCHEDULE

### Commercial Inspection Fees

The fee schedule for inspections is based upon the latest building valuation data report of square foot construction costs published by the ICC valuation service, with a regional modifier applied. Actual cost submitted to, and accepted by, the Municipality may also be used.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

**Projects with a total construction cost of \$0.00 to \$499,999.99\***

Total construction cost X .002 = insurance cost  
+ Estimated length of project in weeks X \$50. = labor & travel cost  
= Total  
**or** no less than \$30 per trip based on scope and complexity of the project

**Projects with a total construction cost of \$500,000.00 to \$2,000,000.00\***

Total construction cost X .002 = insurance cost  
+ Estimated length of project in weeks X \$50. = labor & travel cost  
= Total

**Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00\***

\$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost  
+ Estimated length of project in weeks X \$45. = labor & travel cost  
= Total

**Projects with a total construction cost of > \$6,000,000.00 to 10,000,000.00\***

\$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost  
+ Estimated length of project in weeks X \$40. = labor & travel cost  
= Total

**Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00\***

\$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost  
+ Estimated length of project in weeks X \$40. = labor & travel cost  
= Total

**Projects with a total construction cost of > \$30,000,000.00\* to \$50,000,000.00\***

\$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost  
+ Estimated length of project in weeks X \$40. = labor & travel cost  
= Total

**Projects with a total construction cost of > \$50,000,000.00 to \$100,000,000.00\***

$\$39800.00 + [(\text{Total construction cost} - \$50,000,000) \times .00065] = \text{insurance cost}$   
 $+ \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}$   
 $= \text{Total}$

**Projects with a total construction cost of > \$100,000,000.00 to \$200,000,000.00**

$\$72300.00 + [(\text{Total construction cost} - \$100,000,000) \times .0006] = \text{insurance cost}$   
 $+ \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}$   
 $= \text{Total}$

**Projects with a total construction cost of > \$200,000,000.00 to \$350,000,000.00\***

$\$132000.00 + [(\text{Total construction cost} - \$200,000,000) \times .00055] = \text{insurance cost}$   
 $+ \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}$   
 $= \text{Total}$

**Projects with a total construction cost of > \$350,000,000.00 to \$500,000,000.00\***

$\$214500.00 + [(\text{Total construction cost} - \$350,000,000) \times .0005] = \text{insurance cost}$   
 $+ \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}$   
 $= \text{Total}$

The inspection fees for Mechanical, Plumbing, Electrical, and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline.

**Inspection Fee Example:**

Type of Construction: 2C      Height: 1 story, 12 feet  
 Use Group; B                      Area/Floor; 10,000 sq. ft.

Solution		
1	Gross square footage: 1 story X 10,000 square feet	10,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67)	\$683,400.00
3	Compute plan review fee	
	Building: \$683,400 X .002	\$1,366.80
	Mechanical, Plumbing, Electrical: (.25 X \$1366.80) X 3	\$1,025.10
4	Total inspection fees	\$2,391.90
5	Commonwealth Discount fee: X .80 (if applicable**)	\$1,914

\* Pricing schedules assume that the project will not cause an increase in our insurance costs.

\*\*Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments



## Commercial Plan Reviews

**We will perform commercial plan reviews. Our Commercial Plan review fees are calculated according to the ICC Valuation Service or actual cost of construction as follows:**

Estimated Construction Value \$0 to \$1,250,000. = Construction value X .0015  
(\$150 Minimum)

Estimated Construction Value \$1,250,000 to \$5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)

Estimated Construction Value over \$5,000,000 = \$3,750 + (.0004 X construction value over \$5,000,000)

Plan review for mechanical, plumbing, electrical is computed at 25% of the building plan review fee for each discipline. (\$150 minimum)

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

### **Plan Review Fee Example:**

Type of Construction: 2C

Use Group: B

Height: 3 stories, 35 feet

Area/Floor: 10,000 sq. ft.

Solution		
1	Gross square footage: 3 stories X 10,000 square feet	30,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	1.02
	Square foot cost of construction	67
	Estimated construction value (30000 X 1.02 X 67*)	\$2,050,200.00
3	Compute plan review fee	
	Building: \$1,875 + (2,050,200 - \$1,250,000) X (.0005)	\$2,275.00
	Mechanical, Plumbing, Electrical: (.25 X \$2,275) X 3	\$1,706.25
4	Total ICC Based Plan Review Fee	\$3,981.25

\*(Gross area modifier of 67 as example, actually based on the average building cost per square foot in the geographic area.)

\* This formula does not reflect changes that ICC may have made to their fee schedule. We will use other plan review services that meet or criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews covering the requirements of mechanical and plumbing codes are available, each for a fee of 25% of the applicable building code review fee. Plan reviews for the requirements of the electrical code shall be provided at a fee of 35% of the applicable building code review fee, excluding reviews for any use included in the I (Institutional) use group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity.

A preliminary plan review is available for a fee of 50% of the full plan review fee cost. Preliminary plan review addresses such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, and fire restrictive construction requirements.

The preliminary plan review fee shall be credited towards the cost of a complete building code plan review conducted by Commonwealth Code Inspection Service, Inc.

CHECKS FOR PLAN REVIEW FEES SHALL BE MADE PAY ABLE TO: Commonwealth Code Inspection Service, Inc. (CCIS).

### **Zoning Services**

We will perform zoning services at a rate of \$35.00/hour as follows:

- Tuesdays and Thursdays or twice weekly as otherwise agreed (up to 4 hours each day)
- Additional zoning services as needed, subject to prior approval of the Borough Manager.

**Borough of Columbia  
Lancaster County, Pennsylvania  
RESOLUTION 2019-16**

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Columbia, Lancaster County, Pennsylvania the following fees as provided for in the Ordinances of the Borough of Columbia codified in the Code of the Borough of Columbia, Pennsylvania, be and hereby are as follows:

Code/Section	Type of Fee	Amount of Fee
<b>ALARMS</b>		
74-5A(2)	Alarm Business Annual Permit	\$25.00
74-7B(2)	Alarm User Annual Permit	\$10.00
74-9A(2)(a)	Interim Alarm User Permit	\$100.00
74-9A(2)	Special Interim Alarm User Permit	\$25.00
74-10A	Appeal Fee Revocation of Alarm User Permit	\$50.00
<b>POLICE &amp; PUBLIC WORK EVENT FEES</b>		
Any business, organization or entity requiring police and/or public work department services for an event shall be required to reimburse the Borough of Columbia for the cost of those services. An event shall be approved in advance by the Borough with the Chief of Police determining the necessary resources. Resources would include but are not limited to personnel, equipment, and supplies.		Fees To Be Determined based on set personnel and equipment costs
<b>POLICE FEES</b>		
	Breathalyzer Testing	\$100.00
<b>BICYCLE REGISTRATION</b>		
86-4	Bicycle Registration Fee	\$1.00
86-8	Bicycle Registration Restoration Fee	\$1.00
<b>CODE FEES</b>		
112-6F(2)	Condemnation Fee	\$750.00
116-6F(2)	Condemnation Inspection Fee	\$250.00
112-6.D(9)(a),(b)	Appeal fee for any decision of the Code Enforcement Officer/Police Officer	\$250.00
	PA UCC Appeal Board Fee (excludes Property Maintenance Code Violation Letters)	\$600.00
	Columbia Borough Board of Appeals IPMC Fee	700 plus 1/2 stenographers fee
112-6C(3)	Fire/Safety Inspection	\$75.00
	Re-Inspection for Fire/Safety	\$25.00
<b>BYOB FEES</b>		
	Annual BYOB Establishment Application Fee (Non-refundable)	\$25.00
	Annual Administration Fee:	
	1 to 100 Patron Capacity	\$100.00
	101 to 200 Patron Capacity	\$150.00
	201 Patron Capacity and up	\$200.00
	Annual Temporary BYOB Event Application Fee (Non-refundable)	\$25.00

Code/Section	Type of Fee	Amount of Fee
	(An application fee will be assessed only once during a calendar year for a temporary permit, regardless of the number of temporary permits obtained during the year, provided that the applicant and location of the temporary club are the same)	
	BYOB Temporary Event Fee (good for 1 day - in addition to \$25 Application Fee)	\$10.00
	Appeal Fee (Disapproval/Suspension or Termination of Permit)	\$50.00
<b>BODY ART</b>		
	Annual Body Art Establishment License Fee (Late fee - 5% Penalty)	\$100.00
126-A. XI	Annual Body Art Professional - License Fee (Late fee - 5% Penalty)	\$25.00
<b>HANDICAP PARKING</b>		
207-87	A. Application/Installation Fee	\$100.00
	(If denied, \$90.00 will be refunded)	
	(Veterans who have a current severely disabled Veteran Plate or	
	Placard issued by the Commonwealth of PA are exempt from fees)	
	B. Yearly Renewal Fee	\$20.00
	C. Request to move sign to new address	\$75.00
<b>IN-OFFICE SERVICE FEES</b>		
	Recycle Bins (Several sizes currently ranging in price from \$10.00-\$15.00)	Actual cost to Borough
	Copies	
	A. Black and White	\$.25/ea
	B. Color	\$.50/ea
	C. Certified & Duplicate Tax Fees	\$15.00/ea
	D. DVD/CD Copies	\$1.50/ea
	Facsimile	\$1.00/page
	Comprehensive Plans	\$50.00 plus \$5.00 S/H
	Zoning Ordinance	\$50.00 plus \$5.00 S/H
	Subdivision & Land Development Ordinance	\$50.00 plus \$5.00 S/H
	Zoning Maps	
	Street Maps	\$10.00
	Certified Mail	As per USPS Fee Schedule
	Kraft Bags	\$.75 ea, 3 for \$2.00 or Actual Cost to Borough
	No Parking Signs	\$4.00 per day per meter or spot
	Sewer Certification Letter	\$15.00
	Facilities Use Application Fee	\$25.00
	Non-Profit Facilities Use Application Fee	Free
	Park Pavilion Rental (River Park Green Roof Pavilion & Makle Park Pavilion)	\$25.00



Code/Section	Type of Fee	Amount of Fee
	Bounced Check Fee	\$30 or Fee charged by Bank whichever is greater
	Returned ACH Fee	\$30 or Fee charged by Bank whichever is greater
	Parking Permit - Avenue H Municipal Parking Lot	
	If paid monthly by the first of the month	\$30.00 per month
	If paid 6 months in advance	\$25.00 per month
<b>JUNKYARD FEES</b>		
138-3B	Junkyard Permit Application	\$25.00
138-3C	Junkyard Annual License	\$25.00
<b>LAND DEVELOPMENT FEES</b>		
220-7	Sketch Plan/Lot add on or revised subdivision Administrative Fee (non-refunded)	\$300.00
220-7	Sketch Plan Escrow	\$2,000.00
220-7	Subdivision or Land Development (Preliminary or Final Administration Fee (non-refundable)	\$500.00
220-7	Major Subdivision or Land Development and all Commercial Properties (preliminary or final) escrow fee (3 or more lots)	\$7,000.00
220-7	Minor Subdivision or Land Development (preliminary or final) escrow fee (less than 3 lots)	\$5,000.00
220-7	Zoning Waivers - Non-refundable Administration Fee of \$100.00 included	\$600.00
	Legal and Engineering Reviews/Invoices by Outside Consultants	Actual Cost
	Other Professional Reviews/Invoices	Actual Cost
<b>DEMOLITION FEES</b>		
Demolition Permit Fees		
	Not exceeding 3,000 square feet	\$100.00
	Not exceeding 10,000 square feet	\$200.00
	Not exceeding 20,000 square feet	\$400.00
	Not exceeding 50,000 square feet	\$500.00
	Not exceeding 100,000 square feet	\$1,000.00
	Greater than 100,000 square feet	\$1,000 + \$50 for each 1,000 square feet over 100,000 square feet
Demolition Restoration Deposit		
	Not exceeding 3,000 square feet	\$1,000.00
	Not exceeding 10,000 square feet	\$1,500.00
	Not exceeding 20,000 square feet	\$2,000.00
	Not exceeding 50,000 square feet	\$3,000.00
	Not exceeding 100,000 square feet	\$4,000.00
	Greater than 100,000 square feet	\$4,000 + \$1,000 for each additional 100,000 square feet over 100,000 square feet
<b>PAWNBROKER / ANTIQUE DEALER / SECOND HAND DEALER</b>		
	License Issuance Fee (October 1st-September 30th)	\$25.00 per Year

Code/Section	Type of Fee	Amount of Fee
	Re-Issuance Fee	\$5.00
	Business Re-location Fee (For Removal)	\$5.00
	Decision Appeal Fee	\$50.00
<b>PETS</b>		
82-6,7,8,9	Any Dog Detained by Borough	\$50.00
82-6,7,8,9	A. Boarding and Care	\$20.00 per day per dog
82-6,7,8,9	B. Euthanasia	\$40.00 per dog
82-6,7,8,9	C. Cremation	\$50.00 per dog
82-6,7,8,9	D. Medical/Surgical Fees	Actual Expenses
<b>PUBLIC WORKS DEPARTMENT FEES</b>		
	Yard Waste Hauler Fee	\$25.00 per ton rate in effect through 12/31/2019 \$30.00 per ton Effective 1/1/2020
	Compost/Mulch	We load -\$7.00 per scoop, you load - Free
<b>SALE OF PROPERTY</b>		
112-6	Certificate of Use and Occupancy Fee	\$100.00
112-6F(1)	Residential Property Inspection Fee	\$100.00
	Residential Property Re-Inspection	\$50.00
112-6F(1)	Commercial Property Inspection Fee	\$150.00
	Commercial Property Re-Inspection Fee	\$50.00
112-6F(1)	Industrial Property Inspection Fee	\$200.00
	Industrial Property Re-Inspection Fee	\$50.00
<b>RENTAL OF PROPERTY (TO INCLUDE SHORT-TERM RENTALS)</b>		
112-6C,D,E 220-19 220-25, 30, 31,	Rental Inspection - Single Unit	\$100.00
	Rental Inspection - 2-5 Units	\$200.00
	Rental Inspection - 6-10 Units	\$300.00
	Rental Inspection - 11 and Greater Units	\$500.00
	Re-Inspection Fee Per Visit	\$100.00
	Residential Rental Registration	
	A. Administration Fee - New Rental	\$100.00
	B. Administration Fee - Yearly Re-Registration	
	- Due Date June 30th	\$100.00
	If paid after June 30 a NOV will be issued	\$500.00
	C. Admin Fee - Non-Compliant/Un-registered Rental	\$500.00
	D. Failure to Comply with Notice of Violation	\$500.00
	E. Change of Occupancy Inspection	free
	F. Failure to Report Change of Occupancy	\$500.00
<b>SEWAGE CHARGES AND FEES</b>		
173-5E	Private On-lot Sewage Disposal System Permit	
	A. Application (non-refundable)	\$60.00
	B. Site System Inspection	\$60.00
	C. Soil Profile	\$90.00
	D. Percolation Test	\$200.00



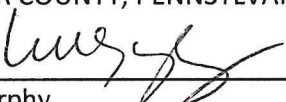
Code/Section	Type of Fee	Amount of Fee
	E. Design Review/Permit Issuance	\$100.00
	F. Final Inspection	\$90.00
	G. Complaint Investigation	\$60.00/hr
	H. Court Preparation or Appearance at Hearing	\$60.00/hr
	I. Miscellaneous Inspections or Meeting	\$60.00/hr
	J. Subdivision Plan Review	\$60.00
	K. Interim Inspection	\$60.00
173-55B	Waste Water Discharge Permit	\$500.00
<b>STREET AND SIDEWALK FEES</b>		
202-15&16	Street Tree Permit for the installation, removal or trimming of a street tree	\$10.00
198-7	Transient Soliciting/Peddler's License (Admin fee \$25, Background Check \$10)	\$35.00
207-21D	Parking Meters	\$.50 per 1/2 hour
207-30	Contractor's Parking Permit	\$4.00 per day per meter or spot
207-74	Booting Fee	\$35.00
<b>PARKING VIOLATION FEES</b>		
	Parking Meter Violation	\$10.00
	Parking Outside Lines	\$10.00
	Double Parking	\$10.00
	Parking on Left Side of Street	\$10.00
	Continuous Parking for 48 Hours or More	\$10.00
	No Parking Zone	\$10.00
	Parking at Bus Stop	\$10.00
	Street Sweeping Violation	\$10.00
	Parking Within 20 Feet of Crosswalk at an Intersection	\$15.00
	Parking Within 15 Feet of a Fire Hydrant	\$15.00
	Parking in Front of a Driveway	\$15.00
	Handicap Area Violation	\$30.00
	Other Violations	\$25.00
<b>QUICK TICKET VIOLATION FEES</b>		
	Grass and Weeds	\$25.00
	Accumulation of Trash	\$25.00
	Trash Storage/Collection	\$25.00
	Failure to Remove Sidewalk Snow	\$25.00
	Abandoned Hazardous Vehicle	\$25.00
	Smoke Detectors	\$25.00
	Illegal Burning/Illegal Burn Pit	\$25.00
	Animal Waste	\$25.00
	Missing Building Identification	\$25.00
	Pool Sanitation/Non-Permit	\$25.00
	Stagnant Water	\$25.00
	Excessive Animals (Per Animal Ove Limit)	\$25.00
	Grass Clippings in the Street/Gutter	\$25.00
	Failure to Comply - Notice of Violation	\$500.00
	Noncompliant/Unregistered Rental	\$500.00



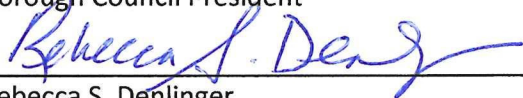
Code/Section	Type of Fee	Amount of Fee
	Failure to Report Change of Occupancy	\$500.00
<b>STREET EXCAVATION FEES</b>		
186-10A&B	A. Minimum fee to accompany all street openings	\$100.00
	B. A trench fee will be charged for all trenches with no max or min limitations	\$1.00 per lineal ft
	C. A degradation Fee will be charged for all street openings (1 sq. yd min) regardless of the age of the roadway or the elapsed time since the roadway's previous overlay	\$10.00 per sq. yd.
	Flood Plain Project Construction Review	Actual Cost by Engineer
186-8,10,23	Flowable Fill Inspection Fee	\$25.00
	Penalty for no permit issued when working on job	\$25.00
<b>ZONING AND OTHER INCORPORATED CODE PERMITS</b>		
220-7	First \$1,000.00	\$25.00
220-7	Each Additional \$1,000.00	\$5.00
220-7	Zoning Determination Letter (simple)	\$50.00
220-7	Zoning Determination Letter (complex)	\$100.00
220	Zoning permit fee (for work/use begun without a required zoning permit)	Double the permit fee
116-1&2	Solicitor Review	\$100.00/hr
220-7	Zoning Hearing Fee	\$700 plus 1/2 stenographer's fee per meeting
	Dumpster Permit (on the street )	5.00/day

**DULY RESOLVED**, this 24th day of September by the Borough Council of  
BOROUGH OF COLUMBIA  
LANCASTER COUNTY, PENNSYLVANIA

By:

  
\_\_\_\_\_  
Kelly A. Murphy  
Borough Council President

ATTEST:

  
\_\_\_\_\_  
Rebecca S. Denlinger  
Borough Manager