

**EAST COVENTRY TOWNSHIP**

**BOARD OF SUPERVISORS**

**CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2024-02**

**A RESOLUTION PROVIDING AN UPDATE TO THE FEES  
NECESSARY FOR THE TOWNSHIP TO COVER ITS  
COSTS TO PROCESS TOWNSHIP PERMITS AND  
APPLICATIONS FOR THE BENEFIT OF PRIVATE  
PROPERTY OWNERS.**

**WHEREAS**, from time to time it is necessary for the Township to review and revise its fee schedule to reflect the increased cost of conducting business; and

**WHEREAS**, the Board of Supervisors does hereby rescind Resolution Number 2015-11 pertaining to a schedule of fees and costs and Resolution Number 2017-13 pertaining to subdivision and land development and stormwater management administrative fees; and

**WHEREAS**, the Second Class Township Code, P.L. 350, No. 60, as amended, pursuant to Section 1506, provides for the adoption of regulations for the proper management of Township finances; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 1 Administration and Government, Section 1-1201, provides for the Board of Supervisors to assess fees incurred in the collection of delinquent accounts and charges; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 5 Code Enforcement, Sections 5-111, 5-206, 5-208, and 103.5 provides for the Board of Supervisors to establish fees for plan examination, permit application, and inspection with respect to building, plumbing, property maintenance, mechanical, electrical, and floodplain

codes; and to establish fees for appeals to the Township Uniform Construction Code Board of Appeals; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 9 Grading and Excavating, Sections 9-161 and 9-162, provides for the Board of Supervisors to establish fees and financial security with respect to stormwater management site plan review, operation and maintenance agreements, operation and maintenance plans and agreements, as-built plans, inspections, and enforcement including the administration of a drainage permit; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 13 Licenses, Permits, and General Business Regulations, Section 13-104, provides for the Board of Supervisors to establish a fee with respect to persons conducting transient retail business activity; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 14 Mobile Homes and Mobile Home Parks, Sections 14-105 and 14-108, provides for the Board of Supervisors to establish a fee with respect to permit, inspection, investigation and plans with respect to mobile home parks; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 15 Motor Vehicles, Section 15-506, provides for the Board of Supervisors to establish fees with respect to a vehicle owner reclaiming his/her vehicle; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 18 Sewers and Sewage Disposal, Sections 18-209, 18-306, and 18-310 provides for the Board of Supervisors to establish fees with respect to management of individual

and community on-lot sewage systems, sanitary sewer/building sewer permit applications, and sewer rental fees; and

**WHEREAS**, the Code of the Township of East Coventry, as enacted and amended, pursuant to Chapter 21 Streets and Sidewalks, Sections 21-105 and 21-202, provides for the Board of Supervisors to establish fees with respect to constructing new driveways and substantial improvements to existing driveways and fees in accordance with the Pennsylvania Department of Transportation for Highway Occupancy Permits and Restoration Charges with respect to the administration of a permit for improvements within or over a Township right-of-way; and

**WHEREAS**, the Pennsylvanian Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, pursuant to Section 503.(1), provides for the charge of review fees including the necessary and reasonable charges by the Township Consultants for review and report with respect to the administration of Chapter 22 Subdivision and Land Development of the Code of the Township of East Coventry; and

**WHEREAS**, the Pennsylvanian Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, pursuant to Section 503-A, provides for the charge of impact fees for any of the offsite public transportation capital improvements with respect to the administration of Chapter 22A Transportation Impact Fees of the Code of the Township of East Coventry; and

**WHEREAS**, the Pennsylvanian Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, pursuant to Section 617.3(e), provides for the Board of Supervisors to prescribe reasonable fees with respect to the administration of Chapter 27 Zoning of the Code of the Township of East Coventry; and

**WHEREAS**, the Pennsylvanian Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, pursuant to Section 908.(1.1), provides for the Board of

Supervisors to prescribe reasonable fees with respect to hearings before the Zoning Hearing Board; and

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, pursuant to Section 909.1.(b), vests jurisdiction in the Board of Supervisors for all applications for conditional use, curative amendments, amendments to land use ordinances, special encroachment permits, appeals from Zoning Officer or Township Engineer determinations in the administration of the provisions of any land use ordinance referable to sedimentation and erosion control and stormwater management under Chapter 22 Subdivision and Land Development of the Code of the Township of East Coventry, and the Board of Supervisors are authorized to establish reasonable fees for such applications.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of East Coventry Township, County of Chester, Commonwealth of Pennsylvania, that the following Schedule of Financial Securities and Fees to be paid by each applicant or appellant filing an application(s) or appeal(s) to the Township Treasurer upon submission, as follows:

**Second Class Township Code, Section 1506**

1. Black and White Photocopy 8 ½” x 11” (per printed side of page): \$0.25
2. Color Photocopy 8 ½” x 11” (per printed side of page): \$0.50
3. All Other Photocopy: Charged at cost.
4. Postage: Charged at cost.
5. False Alarm - One Free Per Year
  - a. Police Department Responds Each Additional Time: \$125.00
  - b. Fire Department Responds Each Additional Time: \$150.00
  - c. Police and Fire Departments Respond Each Additional Time: \$175.00

6. Copy of Accident Report or Police Incident Report: \$15.00
7. Park Pavilion Rental
  - a. Towpath Park
    - i. Township Resident (per day): \$100.00
    - ii. Non-Township Resident (per day): \$150.00
  - b. Ellis Woods Park
    - i. Township Resident (per day): \$100.00
    - ii. Non-Township Resident (per day): \$150.00
8. Township Meeting Room Rental (per day): \$50.00
9. Returned Check Fee: \$35.00
10. Township Consultants Fees: Invoiced per fee schedule rates in Appendix A.
11. Performing Work without a Township Permit Fee: 1½ times the cost of permit fee(s).
12. Miscellaneous Agreement Drafting and Review Escrow: \$3,000.00.  
Actual cost is invoiced in accordance with the Township Consultants rates in Appendix A. In the event the escrows are exhausted, the property owner shall replenish the escrow account in the amount requested by the Township within five (5) business days of the date of notice sent to the address furnished by the property owner/party/entity requesting or otherwise desirous of the agreement.
13. Flood Plain Determination Review Escrow for Review by the Township Engineer if Deemed Necessary by the Zoning Officer: \$ 1,000.00

**Chapter 1 Administration and Government, Section 1-1201 Collection of Delinquent Accounts and Charges**

14. Township Solicitor Fees: Invoiced per Wisler Pearlstine, LLC rates in Appendix A.

**Chapter 5 Code Enforcement, Sections 5-111, 5-206, and 5-208 Building, Plumbing, Property Maintenance, Mechanical, and Electrical Review, Permit, and Inspections Fees and Uniform Construction Code Board of Appeals**

15. Building Code Official Fees

- a. Fees regarding the Pennsylvania Uniform Construction Code and Chapter 5 of the Code of the Township of East Coventry are calculated and invoiced per Barry Isett & Associates Inc. rates in Appendix A, plus ten percent (10%) of the permit cost for Township administrative and overhead costs. All inspection fees are to be paid to the Township prior to the issuance of the Use & Occupancy Certificate.
- b. Uniform Construction Code Training Fee for Building Permits: \$4.50

16. Uniform Construction Code Board of Appeals

- a. Residential Appeal from Building Code Official: \$1,000.00
- b. Residential Request for Variance: \$1,000.00
- c. Non-residential Appeal from Building Code Official: \$1,000.00
- d. Non-residential Request for Variance: \$1,000.00
- e. Extension of Time: \$750.00

**Chapter 9 Grading and Excavating, Sections 9-161 and 9-162 Stormwater Management Plan Review and Inspection**

17. Drainage Permit: \$100.00

18. Stormwater Management Plan Review and Inspection Escrow: \$3,000.00

Actual cost is invoiced in accordance with the Township Consultants rates in Appendix A. In the event the escrows are exhausted, the property owner shall replenish the escrow account in the amount requested by the Township within five (5) business days of the date of notice sent to the address furnished by property owner on the application or a stop work order shall be issued. Inspection fees will terminate after certification by the Township Consultant having jurisdiction that all work is completed and acceptable. Any unused funds will be returned.

19. Stormwater Management Agreement Drafting and Review Escrow: \$3,000.00.

Actual cost is invoiced in accordance with the Township Consultants rates in Appendix A. In the event the escrows are exhausted, the property owner shall replenish the escrow account in the amount requested by the Township within five (5) business days of the date of notice sent to the address furnished by the property owner/party/entity requesting or otherwise desirous of the agreement.

**Chapter 13 Licenses, Permits, and General Business Regulations, Section 13-104 Transient Retail Business Activity**

20. Transient Retail Business Permit: \$100.00

**Chapter 14 Mobile Homes and Mobile Home Parks, Sections 14-105 and 14-108 Mobile Home Park Application and Renewal Fees**

21. Mobile Home Park License Application Fee: \$100.00

22. Mobile Home Park Annual License Renewal Fee: \$100.00

**Chapter 15 Removal and Impoundment of Illegally Parked Vehicles, Section 15-506 Impounded Vehicle Reclamation Fees**

23. Towing, Storage, and Associated costs: Charged at cost.

**Chapter 18 Sewers and Sewage Disposal, Sections 18-209, 18-306, and 18-310 On-lot Sewage Systems, Sanitary/Building Sewer Permit, and Sewer Rental Fees**

24. Sanitary Sewer Permit: \$500.00

Payable at the time Sanitary Sewer Permit Application is submitted. Actual cost is invoiced in accordance with the Township Consultants rates in Appendix A for work associated with review, approval, and inspections. The \$500.00 will be credited toward costs incurred for services performed under the East Coventry Township Contract for Professional Services.

25. Sewage Facilities Planning Module Review Fee

a. On-lot Sewage Disposal System: \$1,500.00

b. Public Sanitary Sewage System: \$500.00

26. Sewage Facilities Agreement Drafting and Review Escrow: \$3,000.00.

Actual cost is invoiced in accordance with the Township Consultants rates in Appendix A. In the event the escrows are exhausted, the property owner shall replenish the escrow account in the amount requested by the Township within five (5) business days of the date of notice sent to the address furnished by the property owner/party/entity requesting or otherwise desirous of the agreement.

27. Building Sewer Repair Permit Application Fee: \$100.00

28. Public Sanitary Sewage System Tapping Fee (per equivalent dwelling unit): \$6,797.00

29. Quarterly Sanitary Sewer Rental: \$185.00

30. Sewer Payment Certification Fee (per parcel): \$15.00

**Chapter 21 Streets and Sidewalks, Section 21-202 Road Occupancy Permits**

31. Driveway Permit and Inspection

- a. Existing Driveway Permit Application: \$100.00
- b. New Driveway Permit Application: \$150.00
- c. Existing Driveway Inspection: \$125.00
- d. New Driveway Inspection: \$150.00

32. Road Occupancy Permit: In accordance with Pennsylvania Department of Transportation Schedule of Fees for Highway Occupancy Permits and Restoration Charges.

**Chapter 22 Subdivision and Land Development**

33. Land Development Fees (land development not involving subdivision). The below fees are applicable to Sketch, Preliminary, and Final Plan submissions.

<u>Acres Affected</u>	<u>Application Fee</u>	<u>Escrow*</u>
0 to 4.99	\$500.00	\$5,000.00
5.0 to 9.99	\$500.00	\$5,000.00
10 to 19.99	\$500.00	\$8,000.00
20 to 49.99	\$500.00	\$10,000.00
50 +	\$750.00	\$12,000.00

Escrow deposit for cost of inspection of improvements construction; materials or site testing; maintenance prior to acceptance of improvements by Township pursuant to Section 703 of Chapter 22 of the Township’s Code of Ordinances, as amended, shall be ten percent of the estimated project cost.

34. Subdivision Fees.

- a. Minor Subdivision

<u>Number of Lots</u>	<u>Application Fee</u>	<u>Escrow*</u>
1+	\$300.00	\$3,500.00



b. Major Subdivision

i. Sketch Plan

<u>Number of Lots</u>	<u>Application Fee</u>	<u>Escrow*</u>
1 to 2	\$500.00	\$2,500.00
3 to 5	\$500.00	\$3,000.00
6 to 10	\$500.00	\$6,000.00
11 to 50	\$500.00	\$10,000.00
51 to 100	\$750.00	\$15,000.00
101 +	\$750.00	\$20,000.00

ii. Preliminary Plan

<u>Number of Lots</u>	<u>Application Fee</u>	<u>Escrow*</u>
1 to 2	\$500.00	\$5,000.00
3 to 5	\$500.00	\$6,000.00
6 to 10	\$500.00	\$12,000.00 + \$100.00/lot
11 to 50	\$750.00	\$15,000.00 + \$150.00/lot
51 to 100	\$750.00	\$15,000.00 + \$200.00/lot
101 +	\$750.00	\$20,000.00 + \$250.00/lot

iii. Final Plan

<u>Number of Lots</u>	<u>Application Fee</u>	<u>Escrow*</u>
1 to 2	\$500.00	\$3,000.00
3 to 5	\$500.00	\$5,000.00
6 to 10	\$500.00	\$6,000.00 + \$100.00/lot
11 to 50	\$750.00	\$6,000.00 + \$100.00/lot
51 to 100	\$750.00	\$7,000.00 + \$100.00/lot
101 +	\$750.00	\$10,000.00 + \$100.00/lot

Escrow deposit for cost of inspection of improvements construction, materials or site testing; maintenance costs prior to acceptance of improvements by Township pursuant to Section 703 of Chapter 22 of the Township's Code of Ordinances, as amended, shall equal ten percent (10%) of the estimated project cost.

\*Fees of Professional Consultants. The Township shall be reimbursed for the charges of its professional consultants used in connection with any land use matter. Such charges shall be billed to the appropriate person in accordance with the Township Consultants rates in Appendix A for work that is not reimbursable plus five percent (5%) for administrative costs including but not limited to the following:

- A. The services of the Township Engineer, as provided in Chapter 22 of the Township Code of Ordinances, plus all costs for other engineering and professional certifications as deemed necessary.
- B. The services of the Township Solicitor for legal services incidental to the review and approval of plans for each subdivision and land development, or section thereof, and specifically including but not limited to the review of all plans, correspondence and permits, the preparation of subdivision and land development escrow agreements, easements, covenants and deeds; the attendance at any meetings with the Board of Supervisors, the Planning Commission, the Township Engineer, the Township Manager or other staff, the Developer or Developer's representatives in connection with the development; and any telephone conferences in connection with any of the above.
- C. The actual costs of all drainage, water, and/or material tests.
- D. Legal fees, advertising and other costs involved in the dedication of streets and public improvements to the Township.
- E. The administrative costs of processing subdivision and land development escrow account release requests as follows: ten percent (10%) of the total amount of every escrow release request of less than \$500.00 and in the amount of \$100.00 for every escrow release request in excess of \$500.00. Such charge shall be due and payable at the time the escrow release is submitted to the Township.

(\* ) These are the initial amounts to be deposited with the Township for purposes of reimbursing itself or paying review fees in accordance with Chapter 22, Section 703 Fees and Costs of the Code of Ordinances of East Coventry Township. The respective initial deposit shall be made, together with the applicable application filing fee, at the time the subdivision and/or land development application is filed. Additional deposits shall be required by the Township if the balance of the escrow account falls below twenty-five percent (25%) of the amount of the initial deposit.

### **Chapter 22A Traffic Impact Fees**

- 35. Transportation Service Area North: \$2,846 per new weekday afternoon trip
- 36. Transportation Service Area South: \$1,062 per new weekday afternoon trip

## Chapter 27 Zoning

37. Zoning Permit: \$150.00

38. Zoning Hearing Board

a. Substantive Challenge to the Validity of the Zoning or Other Land Use Ordinance

i. Residential, Agricultural, Noncommercial or Nonindustrial: \$3,000.00

ii. Commercial or Industrial: \$5,000.00

b. Challenge to the Validity of the Zoning Ordinance or Other Land Use Ordinance Raising Procedural Questions or Alleged Defects in the Process of Enactment or Adoption: \$5,000.00

c. Appeal from Zoning Officer Determination

i. Residential, Agricultural, Noncommercial or Nonindustrial: \$1,000.00

ii. Commercial or Industrial: \$2,500.00

d. Application for Special Exception

i. Residential, Agricultural, Noncommercial or Nonindustrial: \$1,000.00

ii. Commercial or Industrial: \$2,500.00

e. Application for Variance

i. Residential, Agricultural, Noncommercial or Nonindustrial: \$1,000.00

ii. Commercial or Industrial: \$2,500.00

39. Board of Supervisors

a. Application for a Curative Amendment to the Zoning Ordinance

i. Residential, Agricultural, Noncommercial or Nonindustrial: \$3,000.00

ii. Commercial or Industrial: \$5,000.00

- b. Petition to Amend the Zoning Ordinance or Zoning Map
    - i. Residential, Agricultural, Noncommercial or Nonindustrial: \$2,500.00
    - ii. Commercial or Industrial: \$5,000.00
  - c. Conditional Use
    - i. Residential, Agricultural, Noncommercial or Nonindustrial: \$3,000.00
    - ii. Commercial or Industrial: \$3,000.00
40. The filing fees for the Zoning Hearing Board and Board of Supervisors shall be paid to the Township at the time the appeal, application or petition is filed.
41. The filing for the Zoning Hearing Board for appeals and applications to the Zoning Hearing Board shall be an initial deposit to cover the cost of the following with respect to hearings before the Zoning Hearing Board upon the appeal or application:
- a. Compensation for the members of the Zoning Hearing Board;
  - b. Notice and advertising costs;
  - c. Necessary administrative overhead connected with the hearing; and
  - d. Fifty percent (50%) of the appearance fee for the stenographer (court reporter).
42. Unless and to the extent otherwise provided by law, the fees for the Board of Supervisors for the filing of applications and petitions to the Board of Supervisors shall be an initial deposit to cover the following costs and fees:
- a. Any and all costs and fees incurred by the Township in connection with the processing, hearing, review and determination of the application or petition, including, without limitation, hearing notice and advertising costs, necessary administrative overhead, and the entire appearance fee of the stenographer (court reporter) at the hearing upon the application or petition; and
  - b. The cost of the original transcript of the hearing proceedings before the Board of Supervisors upon the application or petition; and
  - c. The cost of one copy of the transcript of the hearing proceedings before the Board of Supervisors upon the application or petition for use by the Board of Supervisors.

43. In the event that the filing fees for the Zoning Hearing Board and Board of Supervisors do not cover the respective costs and fees set forth above, the appellant, applicant or petitioner shall be responsible for payment of the excess costs and fees, and shall pay the amount of the excess to the Township within thirty (30) days from the date of the Township's invoice for the excess. In the event that the filing fees for the Zoning Hearing Board and Board of Supervisors exceed the respective costs and fees set forth above, the Township shall refund the amount of the excess to the appellant, applicant or petitioner.

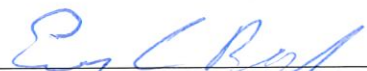
44. Transcripts of hearing proceedings:

- a. The cost of the original transcript of the hearing proceedings upon an appeal or application before the Zoning Hearing Board under Paragraph 40 shall be paid by the Zoning Hearing Board, if the Board orders the transcript. However, in the case of an appeal from the decision of the Zoning Hearing Board, the person appealing the decision shall pay the cost of the original transcript. In all other cases, the person requesting the original transcript shall bear the cost thereof. The cost of any copy of the transcript shall be paid by the person requesting the copy.
- b. If the appellant or applicant before the Zoning Hearing Board is the person responsible for payment of the cost of the original or any copy of the transcript under subparagraph a. and is entitled to a refund of filing fees under Paragraph 45, the cost of the original or copy of the transcript shall be deducted from the amount of the refund and the balance, if any, of the refund shall be remitted to the appellant or applicant.
- c. The cost of the original and one copy of the transcript of the hearing proceedings upon an application or petition before the Board of Supervisors under Paragraph 41 shall be paid by the applicant or petitioner pursuant to Paragraph 44 or Paragraph 45. The cost of any other copy of the transcript shall be paid by the person requesting the other copy. If the applicant or petitioner is the person requesting the other copy of the transcript and is entitled to a refund of filing fees under Paragraph 45, the cost of the other copy shall be deducted from the amount of the refund and the balance, if any, of the refund shall be remitted to the applicant or petitioner.


**ADOPTED** at the public meeting of the East Coventry Township Board of Supervisors held on this 2<sup>nd</sup> day of January, 2024.

**BOARD OF SUPERVISORS OF  
EAST COVENTRY TOWNSHIP**

Attest:

  
Eugene C. Briggs, Secretary

By:

  
Ray Kolb, Chairman

**APPENDIX A  
EAST COVENTRY TOWNSHIP  
CONSULTANT RATES**

Blue Bell Executive Campus  
460 Norristown Road, Suite 110  
Blue Bell, Pennsylvania 19422-2323  
610.825.8400 ♦ Fax 610.828.4887  
www.wislerpearlstine.com

Mark A. Hosterman, Esquire  
mhosterman@wispearl.com

December 14, 2023

**VIA EMAIL**

East Coventry Township  
Eugene Briggs, Township Manager  
855 Ellis Woods Road  
Pottstown PA 19465

**RE: Request for Reappointment  
Township Solicitor 2024**

Dear Mr. Briggs,

Please include this engagement letter for consideration by the Board of Supervisors at the annual reorganization meeting. On behalf of my firm, I am proposing no increase in hourly rates for the calendar year 2024. A schedule of rates for 2024 is included with this engagement letter with hourly rates identical to 2023.

For several years, we have represented the Township pursuant to the terms of the original engagement letter. The terms of this engagement letter remain substantially similar to the original; however, we recognize changes in the composition of the Township staff and Board of Supervisors. Therefore, we are endeavoring to restate our terms for the benefit of all.

This letter will briefly describe the ways in which our firm handles the attorney/client relationship, as well as our firm's billing policies, procedures, and rates. Obviously, I would be happy to hear from you at any time if you have a question about any aspect of our professional relationship.

Our statements will be rendered monthly. We have found that one advantage of regular billing is that it enables our clients to monitor on a current basis the cost effectiveness of the services we are rendering. If at any time you wish to discuss the scope of our representation, or the level of our activity, or any other aspect of our work or billing for our work, please don't hesitate to contact me. We request our statements to be paid upon presentation, but not later than 30 days after being timely received by the Township.

Our statements will include itemized charges for any expenses and services such as filing fees, messenger and delivery services, overnight mail, and computerized legal research if we use Lexis,

ATTORNEYS AT LAW

Newtown Office: 301 North Sycamore Street ♦ Post Office Box 1186 ♦ Newtown, Pennsylvania 18940-3808 ♦ 215.579.5995 ♦ Fax 215.579.7909  
Malvern Office: 460 East King Road ♦ Malvern, Pennsylvania 19355-3049 ♦ 610.722.5800 ♦ Fax 610.647.6714  
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Eugene Briggs  
December 14, 2023  
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Nexis, Westlaw, or another widely recognized legal research outlet that bills us for our use. Obviously, these expenses are incurred on your behalf only on an as-needed basis.

We do not charge for routine office expenses such as copying, routine postage, staff overtime or the like unless, in our opinion, the extent of such expenses becomes extraordinary. We do not charge for travel time to and from regularly scheduled monthly Board of Supervisors meetings. However, travel time will be charged for other in-person meetings during normal business hours and night meetings other than the regular Board of Supervisors meetings. When feasible, such travel time will be billed to a file that is reimbursable to the Township.

We regularly communicate with clients and with third parties on behalf of our clients using cellular telephone and unencrypted emails. These means of communication are susceptible to varying risks of interception or mis-delivery to unintended recipients. Your acceptance of this engagement letter below will signify your consent to these means of communication and assumption of associated risks.

We have an ethical obligation to reserve the right to withdraw in the event of a conflict of interest with an established client, your lack of cooperation, or other reason which would frustrate or preclude our continuing to represent the Township. At this time, we are not aware of any such conflict or other reason preventing us from representing you and will not knowingly create such a situation.

Our firm also takes pride in providing what is called narrative billing. This means that we explain in detail the nature of any services that we render. Although this type of billing requires more attention from us, we have found that our clients genuinely appreciate the detail.

During our representation of you in these matters, we will attempt to provide you with a copy of all significant documents and correspondence. In addition, you are entitled, upon written request, to those papers in our possession related to the legal services performed by us for you, excluding our internal accounting records and other documents not reasonably necessary to your representation (subject to our right to make copies of any files withdrawn by you). Once a particular matter is concluded, we will close your file. Your physical files may be sent to storage off-site, and thereafter there may be an administrative cost for retrieving them from storage. Thus, we recommend that you request copies of any additional documents you would like to obtain from our file at the conclusion of your matter. Under our document retention policy, we normally destroy files six (6) years after the matter is closed, unless other arrangements have been made, in writing, by the client. If such arrangements have not been made, you authorize us to destroy the contents of your file after the normal six (6) year period from the conclusion of a matter.



**East Coventry Township  
Wisler Pearlstine, LLP  
2024 Schedule of Rates**

Description	Rate
Partners/Senior Associates	175.00
Labor Counsel	215.00
Associates	160.00
Law Clerk	110.00
Paralegal	110.00
Partners - Litigation*	220.00
Associates - Litigation*	195.00

\*The above litigation rates include matters in the Court of Common Pleas and PA Appellate Courts for zoning and land use appeals and enforcement and collection matters including municipal claims in accordance with the Municipal Claims and Tax Lien Law of 1923, as amended. Rates for other matters shall be based on the complexity of the subject matter of the litigation and the individual attorneys assigned to represent the Township.



August 31, 2023

Mr. Eugene C. Briggs, Jr.  
Township Manager  
East Coventry Township  
855 Ellis Woods Road  
Pottstown, PA 19465

Subject: 2024 Reappointment Request and Rate Schedule

Dear Mr. Briggs:

Carroll Engineering Corporation (CEC) respectfully requests to be reappointed as Township Engineer and Driveway Inspector for calendar year 2024. Attached you will find a copy of CEC's 2024 rate table, which reflects a comprehensive increase of 3.27% from 2023 rates.

I would like to take this opportunity to thank you for your confidence in CEC. We truly appreciate the opportunity to be your business partner and look forward to serving and continuing our relationship with you for years to come. As always, if you have any questions, or should you require any additional information, please do not hesitate to contact me via email at [bflaharty@carrollengineering.com](mailto:bflaharty@carrollengineering.com) or mobile phone at 484.995.7137.

Very truly yours,

CARROLL ENGINEERING CORPORATION

A handwritten signature in black ink, appearing to read 'Brady L. Flaharty', is written over a light blue horizontal line.

Brady L. Flaharty, P.E.  
Municipal Practice Leader

Attachments  
BLF:cam

*Today's Commitment to Tomorrow's Challenges*

Corporate Office:  
949 Easton Road  
Warrington, PA 18976  
215.343.5700

630 Freedom Business Center  
Third Floor  
King of Prussia, PA 19406  
610.572.7093

433 Lancaster Avenue  
Suite 200  
Malvern, PA 19355  
610.489.5100

105 Raider Boulevard  
Suite 206  
Hillsborough, NJ 08844  
908.874.7500

[www.carrollengineering.com](http://www.carrollengineering.com)



**RATE SCHEDULE FOR 2024  
EAST COVENTRY TOWNSHIP**

Department Manager	\$ 165.00
Professional V	160.00
Professional IV	150.00
Professional III	140.00
Professional II	134.00
Professional I	118.00
Engineer II	116.00
Engineer I	103.00
Project Manager II	137.00
Project Manager I	116.00
GIS Analyst II	110.00
GIS Analyst I	105.00
Technician IV	116.00
Technician III	100.00
Technician II	84.00
Technician I	72.00
Party Chief III	110.00
Party Chief II	100.00
Party Chief I	84.00
Instrument Person	67.00
Chief Field Representative	110.00
Field Representative III	107.00
Field Representative II	84.00
Field Representative I	75.00
Project Administrator	81.00
Clerical	67.00
Clerk	45.00

All services performed in accordance with Carroll Engineering Corporation Standard Consulting Contracting Terms and Conditions (A copy of which is attached).

*Today's Commitment to Tomorrow's Challenges*

Corporate Office: 949 Easton Road Warrington, PA 18976 215.343.5700	630 Freedom Business Center Third Floor King of Prussia, PA 19406 610.572.7093	433 Lancaster Avenue Suite 200 Malvern, PA 19355 610.489.5100	101 Larry Holmes Drive Suite 201 Easton, PA 18042 610.989.4940	105 Raider Boulevard Suite 206 Hillsborough, NJ 08844 908.874.7500
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**CARROLL ENGINEERING CORPORATION  
2024 REIMBURSABLE EXPENSE RATES**

The following represent reimbursable expenses to all contracts for professional services. All such expenses shall represent an additional charge and shall not be included in the basic fee, unless otherwise noted in the contract.

In-House Bulk Photocopying (includes labor, binding materials, etc.)

Black           \$.25 each

Color Image \$1.00 each

Postage - Federal Express, Certified, Insured, Overweight - 1.1 times actual cost

Vehicles - Mileage Maximum Federal Reimbursement Rate

Tolls           1.1 times actual cost

Parking       1.1 times actual cost

Plan Reproduction (excluding labor)

Black           \$0.30 per square foot

Mylar          \$2.50 per square foot

Color          \$1.50 per square foot

Minimum charge \$15.00 (up to 2 prints)

Mounting Board (excluding labor) - \$5.00 per square foot

Reimbursable Expense Labor (plan reproduction, board mounting, delivery/pickup) - \$48.00 per hour

Subconsultants - 1.1 times actual cost (including engineering, laboratory, outside printing/photocopying, and other reimbursable charges)

Others - All other expenses directly assignable to a contract as an additional service shall be invoiced at 1.1 times actual cost. Equipment to be used in the performance of services will be itemized in the agreement as a reimbursable expense

CARROLL ENGINEERING CORPORATION  
2024 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS  
FOR MUNICIPAL AND MUNICIPAL AUTHORITY SERVICES

11. Termination: The appointment of CEC as engineering consultant is subject to termination by Client or CEC with seven days prior written notice. In the event of any termination, CEC shall be paid for all services rendered to the date of the termination, all reimbursable expenses and reimbursable termination expenses, if all services have been satisfactorily performed.
12. Limitation of Liability: CEC shall perform the services with the care and skill ordinarily used by members of CEC's profession practicing under similar conditions at the same time and in the same locality. There are no other warranties, express or implied or in any reports, opinions, drawings, specifications or other documents furnished by CEC. CEC shall not be liable for the results of services performed with professional care and skill.
13. Indemnification: To the fullest extent permitted by law, CEC shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of CEC or CEC's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify CEC, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.

14. Force Majeure: Neither party shall hold the other responsible for damages or for delays in performance caused by force majeure, acts of God, unusual weather conditions, unanticipated site conditions, changes in applicable law, or other acts or circumstances beyond the control of the other party or that could not have been reasonably foreseen and prevented. Should such acts or circumstances occur, both parties shall use their best efforts to overcome any difficulties arising from such events and to resume the project as soon as reasonably possible.
15. Use of Documents: Documents are not intended or represented to be suitable for use without appropriate signatures and professional seal and are not intended for reuse or extension of the project or on any other project. Upon payment for all services and execution of an Agreement of Release, Client may obtain reproducible or computer format copies of documents. The Engineer will invoice for reproduction cost plus direct expenses associated with preparation of these documents. It shall be understood no professional certifications, seals, or signatures will be provided with reproducible plans, computer files, and similar documents. Client hereby agrees that copies of documents will not be made by anyone, other than CEC, without the written approval of CEC if the documents contain a signature, seal, or certification. If a limited license is granted and digital files are released, CEC does not guarantee the files will be compatible with licenses, systems, software application packages, or computer hardware.
16. Record Documents: Client may contract with CEC for preparation of record, as-constructed, or corrected documents conforming to constructed conditions. If CEC's professional services do not include full-time construction observation and recording of the contractor's work, the engineer will compile said documents conforming to the construction records of the contractor as provided to CEC. The documents will show the reported location of the work. The information submitted to CEC will be assumed to be reliable and CEC will not be responsible for the accuracy of this information, nor for any errors or omissions that may appear in the record documents as a result.
17. Certifications: CEC does not maintain professional liability insurance covering liability associated with many certifications requested by Clients. In the event a certification is requested, the Client must totally indemnify CEC against any and all costs, damages, and other expenses that could arise from the issuance of such certifications. As an alternative, CEC will determine an additional fee associated with the risk of certification. The fee will be due and payable prior to issuance of the certification.
18. Dispute Resolution: All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to engineering services will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This provision to arbitrate will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. All demands for arbitration and all answering statements thereto which include any monetary claim must contain a statement of the total sum or value in controversy. The arbitrators will not have jurisdiction, power or authority to consider, or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount in controversy of any such claim, counterclaim, dispute or matter is more than \$200,000 (exclusive of interest and costs). The award rendered by the arbitrators will be final. Judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modification or appeal except to the extent permitted by Section 10 and 11 of the Federal Arbitration Act (9 U.S.C.10,11).

CARROLL ENGINEERING CORPORATION  
2024 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS  
FOR MUNICIPAL AND MUNICIPAL AUTHORITY SERVICES

19. Hazardous Substances: Client represents and warrants to CEC that it has and will comply with all obligations imposed by applicable law upon the generation, storage or disposal of hazardous substances and/or waste and that it will promptly notify CEC of any notices concerning such matters. Client agrees to hold harmless, indemnify and defend CEC from and against any and all damages and liabilities and expenses arising out of or in any way connected with the presence, discharge, exposure, release, or escape of hazardous substances, or wastes of any kind, excepting only such liability as may arise out of the sole negligence of CEC in the performance of services. It is understood and agreed by both parties that CEC, in performing professional services for Client with respect to hazardous substances, will make recommendations to Client with respect thereto, but does not have the authority, nor shall be required to become an "arranger", "operator", "generator", or "transporter" of hazardous substances as defined on the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).
20. Cost Estimate: Since CEC has no control over the cost of labor, materials, or equipment, CEC opinions of probable project construction costs are made on the basis of experience and qualifications and represent a best judgment as a design professional familiar with the construction industry. CEC cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable costs prepared by CEC.
21. Performance of Others: During the course of this engagement, CEC may be required to report on the past or current performance of others engaged, or being considered, for engagement, directly or indirectly, by the Client; and to render opinions and advise in that regard. Those about whom reports and opinions are rendered may, as a consequence, initiate claims for libel or slander against CEC. To help create an atmosphere in which CEC feels free to be candid, the Client agrees to waive any claim against CEC, and to defend, indemnify, and hold CEC harmless from any claim or liability for injury or loss allegedly arising from professional opinions rendered by CEC to the Client or the Client's agents. The Client further agrees to compensate CEC for any time spent, or expenses incurred, by CEC in defense of any such claim, in accordance with CEC's prevailing fee schedule and expense reimbursement policy.
22. Dangerous Situations: CEC accepts no right or obligation of the Client or Contractor as a direct or indirect result of the performance of professional services for responsibility of construction means, methods, techniques, or sequences. CEC accepts no responsibility for developing, implementing, monitoring, or supervising safety precautions and programs. Such items are solely the responsibility of the contractor and his subcontractors. CEC does not accept the responsibility or assume the authority to stop work, said responsibility residing with the Client and contractor.
23. Review of Contractor's Performance: It is understood and agreed that CEC's basic services under this agreement do not include full-time construction observation or review of the Contractor's performance. Client acknowledges the importance of such services and, should Client have such services performed by a party other than CEC, then Client shall assume responsibility for interpretation of the contract documents and for construction observation and shall waive any claims against CEC that may be in any way connected thereto. In addition, if CEC does not perform construction observation, Client shall, to the fullest extent permitted by law, indemnify and hold CEC harmless from any loss, claim, or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed field or other conditions, or for a contractor's performance, or the failure of a contractor's work to conform to the design intent and the contract documents, except for claims arising from the sole negligence or willful misconduct of CEC. If this agreement provides for construction phase services by CEC, it is understood that the contractor, not CEC, is responsible for the construction of the project, and that CEC is not responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement, or for construction means, methods, techniques, sequences and procedures employed by the Contractor.
24. Laws, Rules, Codes, Ordinances and Regulations: CEC will use professional efforts and judgments to interpret applicable ADA requirements and other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the project, but CEC cannot and does not warrant or guarantee that the project will comply with all interpretations of the ADA requirements and/or requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they may apply to the project.



# Natural Lands

Hildacy Preserve  
1031 Palmers Mill Road  
Media, PA 19063

610-353-5587

info@natlands.org  
natlands.org

#### board of trustees

Peter O. Hausmann  
*chairman*

Jane G. Pepper  
*vice chairman*

Barbara B. Aronson  
Lloyd H. Brown  
Jason Duckworth  
Gail Harrity

Jeffrey Idler  
John W. Lea  
Katharine F. Maroney  
Susan P. Mucclarone  
Stephan K. Pahides  
Robert K. Stetson  
Douglas W. Tallamy, Ph.D.  
Andrew I. VandenBrul  
William G. Warden, IV  
Christopher H. Washburn  
Penelope P. Watkins  
David W. Weaver  
William Y. Webb

#### emeritus trustees

Henry E. Crouter  
Theodore V. Wood, Jr.

Oliver Bass  
*president*

August 24, 2023

Eugene Briggs, Manager  
East Coventry Township  
855 Ellis Woods Road  
Pottstown, PA 19465

Dear Mr. Briggs,

I am enclosing 2024 billing rates for Natural Lands staff with the hope that the Board will reappoint me as Township Planner and include additional staff in the list of consultants the Township may use for planning services. The attached list includes rates for all staff in the Conservation Services department, listed by title. Listed below are Natural Lands staff we may expect to work with East Coventry in the upcoming year.

- Rick Tralies, Sr. Director of Planning - \$99.00/hr
- Nick Upmeyer, PLA, Landscape Planning Designer - \$78.00/hr
- Kate Raman, AICP, Conservation Project Manager - \$78.00/hr
- Jack Stefferud, Sr. Director of Land Protection - \$104.00/hr
- Robyn Jeney, Land Protection Project Manager - \$78.00/hr

If you have any questions regarding billing rates and services, please do not hesitate to contact me. It has been a pleasure working with East Coventry Township's staff, board and commissions, and I look forward to continuing our work in 2024.

Sincerely,

Richard M. Tralies, RLA  
Sr. Director of Landscape Planning

enc.: 2024 Billing Rate Schedule



PA: The official registration and financial information of Natural Lands Trust, Inc. may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. NJ: Information filed with the Attorney General concerning this charitable solicitation and the percentage of contributions received by the charity during the last reporting period that were dedicated to the charitable purpose may be obtained from the Attorney General of the State of New Jersey by calling 973-504-6215 and is available on the internet at [www.NJConsumerAffairs.gov](http://www.NJConsumerAffairs.gov). Registration with the Attorney General does not imply endorsement.



Natural  
Lands

## Hourly Billing Rates 2024

A. *Land Use Planning: Development Plan Review, Land Use Ordinances, Open Space & Trail Planning, Site Walks, Testimony, Sketch Plans:*

Senior Director, Planning	\$99.00
Conservation Project Manager	\$78.00
Landscape Planning Designer	\$78.00
Senior Conservation Advisor	\$135.00

B. *Land Protection: Acquisition, Conservation Easements, Open Space Referenda, Open Space Stewardship Plans for Parks & Developments:*

Senior Director, Land Protection	\$104.00
Director, Conservation Easement Programs	\$104.00
Stewardship Planning Program Manager	\$78.00
Conservation Project Manager	\$78.00
Regional Director, Land Stewardship	\$80.00
Land Protection Project Manager	\$78.00

C. *Mapping, Graphic Design, and Support Staff:*

Art Director	\$78.00
GIS Program Director	\$83.00
Graphic Designer	\$62.00
Clerical/Hourly Support	\$52.00
Intern	\$33.00

### Direct Costs:

- Mileage billed at Federal mileage rate.
- Natural Lands prefers to submit electronic versions of work, such as plan reviews and codes, and for the client to handle photocopying, when necessary. Where Natural Lands provides photocopies: black & white copies billed at \$.08/8 ½ x 11-inch sheet; and, color copies billed at \$.47/8 ½ x 11-inch sheet. Two-sided sheets count as two copies.
- Map prints provided at \$10.00 per linear foot (most maps are three feet long).
- Postage and misc. materials (workshop supplies, foam core for maps), billed at actual cost.





September 1, 2023

Eugene Briggs, Jr., AICP, CZO  
Township Manager  
East Coventry Township  
855 Ellis Woods Road  
Pottstown, PA 19465

**Request for Rates – Township Traffic Engineering Consultant**

Dear Mr. Briggs:

**McMahon, a Bowman Company** is proud of our long-standing relationship with East Coventry Township, serving in the role as its Township Traffic Engineering Consultant. For more than 20 years, McMahon has worked closely with the Township and its consultants on a variety of land development reviews, roadway and bridge improvement projects, transportation planning studies, and other various traffic engineering tasks. We appreciate and look forward to the opportunity to continue to serve the municipality as there several ongoing projects with important transportation implications and improvements as well as several that will continue in the near year.

As requested, our 2024 billing rates are attached. Again, we are both excited and appreciative for the opportunity to continue to work closely with the Township in the coming year and years.

Sincerely,

A handwritten signature in cursive script that reads "John J. Yurick".

John J. Yurick, P.E., PTOE, PTP  
Senior Project Manager

Q:\PA-EXTO-MC\mcm\eng\EASTCOV1\820140 - General Services\Billing Rates\2023\2024 Billing Rates.docx

835 Springdale Drive, Suite 200, Exton, PA 19341  
P: 610.594.9995  
[mcmahonassociates.com](http://mcmahonassociates.com) | [bowman.com](http://bowman.com)



**McMahon, a Bowman Company**  
**Hourly Rates**  
 2024

CLASSIFICATION	HOURLY RATES
Principal/Branch Manager/Service Leader	\$220.00/HR
Senior Project Manager	\$205.00/HR
Survey Manager/Senior Technical Lead	\$195.00/HR
Project Manager/Technical Lead II	\$180.00/HR
Assistant Project Manager/Technical Lead I	\$165.00/HR
Senior Project Engineer/Senior Survey Technician	\$150.00/HR
Project Engineer	\$140.00/HR
Survey Party Chief	\$135.00/HR
Staff Engineer/Inspector	\$115.00/HR
Senior Technician/Survey Technician/Drone Pilot	\$105.00/HR
Technician/Admin/Survey Technician	\$ 95.00/HR
Field Personnel	\$ 65.00/HR

**SERVICES**

McMahon, a Bowman Company reserves the right to make adjustments for individuals within these classifications as may be desirable in its opinion by reason of promotion, demotion, or change in wage rates. Such adjustments will be limited to the manner in which charges are computed and billed and will not, unless so stated in writing, affect other terms of an agreement, such as estimated total cost. The following rates will apply to actual time devoted by McMahon, a Bowman Company staff to this project computed to the nearest quarter hour.

**TERMS**

1. Invoices – McMahon, a Bowman Company will invoice Client monthly or more frequently based on percentage of completion or actual hours, plus expenses. Payment is due to McMahon, a Bowman Company within 30 days of the invoice date. Unpaid balances beyond 30 days are subject to interest at the rate of 1.5% per month. This is an annual percentage rate of 18%.
2. Confidentiality – Technical and pricing information in this proposal is the confidential and proprietary property of McMahon, a Bowman Company and is not to be disclosed or made available to third parties without the written consent of McMahon, a Bowman Company.
3. Commitments – Fee and schedule commitments will be subject to renegotiation for delays caused by the client's failure to provide specified facilities or information, or any other unpredictable occurrences.
4. Expenses – Traffic data collection equipment usage will be billed at \$50.00 per 24-hour count. Drone equipment usage, inclusive of insurance costs, will be billed at \$250/day, or portion of a day. Incidental expenses are reimbursable at cost. These include reproduction, postage, graphics, reimbursement of automobile usage at the IRS-approved rate, parking and tolls. Expenses which by company policy are not billed as reimbursable expenses to clients and therefore, will not be billed as part of this contract include the following: air travel, rental car, lodging, meals, and long-distance phone charges between McMahon, a Bowman Company offices. If it becomes necessary during the course of this project to travel elsewhere, those travel costs will be treated as reimbursable expenses. These expenses will be reflected in the monthly invoices.
5. Attorney's Fees – In connection with any litigation arising from the terms of this agreement, the prevailing party shall be entitled to all costs including reasonable attorney's fees at both the trial and appellate levels.
6. Ownership and Use of Documents – All original drawings and information are to remain the property of McMahon, a Bowman Company. The client will be provided with copies of final drawings and/or reports for information and reference purposes.
7. Insurance – McMahon, a Bowman Company will maintain at its own expense Workman's Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance and, upon request, will furnish the client a certificate to verify same.
8. Termination – This agreement may be terminated by the authorized representative effective immediately on receipt of written notice. Payment will be due for services rendered through the date written notice is received.
9. Binding Status – The client and McMahon, a Bowman Company bind themselves, their partners, successors, assigns, heirs, and/or legal representatives to the other party to this Agreement, and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Contract.

Initials: McMahon, a Bowman Company \_\_\_\_ / Client \_\_\_\_



📍 1003 Egypt Road, Phoenixville, PA 19460  
📞 610.935.2175 📠 610.481.9098  
🌐 barryisett.com

Date: December 14, 2023  
Project #: 379023.000  
Service Task: 00CIS00

To: Eugene C. Briggs, East Coventry Township Manager  
ebriggs@eastcoventry-pa.org  
Address: 855 Ellis Woods Road, Pottstown, PA 19465  
From: Matthew T. McCloskey, Code Department, Operations Manager  
RE: **2024 HOURLY RATES / FEE SCHEDULE – BCO, ZONING AND PROPERTY  
MAINTENANCE SERVICES**  
East Coventry Township, Chester County, Pennsylvania

Barry Isett & Associates began providing services to East Coventry Township in 2016 and those services have been Zoning Officer/Inspector; Property Maintenance Inspectors and Building Code Plans Examiners, Inspectors and Officials.

For 2024, our hourly rate for Property Maintenance and non-permit related Zoning issues will continue to be billed at \$65.00, concurrent with the 2023 rate. Prior to this letter, Barry Isett & Associates has not billed East Coventry Township for the Zoning portion of permits as that fee was collected and held by the Township and all Zoning activities, review, discussion and follow up, are being charged, to the Township, at the rate of \$65.00. This practice places a burden on the municipality for those projects or issues that require more time. As a result of discussions with BIA and ECT staff, we propose the increase of the Zoning Permit fee from \$100.00 to \$150.00 and the fee will be invoiced with the building permit, with the monthly invoice and all time regarding that permit will not be charged beyond the permit fee.

The Pennsylvania Uniform Construction Code Fee Schedule will remain unchanged for 2024.

Feel free to contact me with any questions.



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702  
670.285.8200 570.285.8201  
barryisett.com

Date: September 21, 2022  
Project #: 380218,000  
Service Task: 01CIS00

To: David Kraynlk, East Coventry Township Manager  
email: [dkraynlk@eastcoventry-pa.gov](mailto:dkraynlk@eastcoventry-pa.gov)  
Address: 855 Ellis Woods Road, Pottstown, PA 19465  
From: Harry Weaver, Code Department Operations Manager DVO  
RE: 2023 HOURLY RATES – ZONING AND PROPERTY MAINTENANCE OFFICER SERVICES  
East Coventry Township, Chester County, Pennsylvania

Barry Isett & Associates began providing Zoning Officer and Property Maintenance Code Enforcement Officer services to East Coventry Township in 2016, with hourly services being billed at a rate of \$55 per hour. Since that time, although Isett's hourly rate for those services has increased, we did not increase the hourly rate we charged many of our established clients, including East Coventry Township.

The cumulative rate of inflation since March 2016 to August 2022 is approximately 24% and is expected to further increase throughout the remainder of 2022. It has become increasingly difficult for Isett to absorb the cost increases we experience every year.

For 2023, we must propose an hourly rate increase for Zoning Officer and Property Maintenance Code Enforcement Officer services we provide East Coventry Township. Our current rate that we offer to new clients is \$90 per hour, however, because of our existing relationship with East Coventry Township, we can offer a reduced rate of \$65.00 per hour for those services. Please note that, at \$65.00 per hour, the 2023 hourly rate will be lower than our 2016 hourly rate in inflation-adjusted dollars.

Should you have any questions regarding this memo, feel free to contact me.



**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART I – Building/General Permit Fee Schedule**

**RESIDENTIAL**  
 (One- and Two-Family Dwellings)

**PERMIT FEES**

<b>New Construction (8 inspections)</b>	
Plan Review Per Submission	\$200.00
Single Family Dwelling up to 3,500 gross square feet	\$1,200.00
Per 100 gross square feet or fraction thereof above 3,500 square feet	\$20.00

- *Mechanical, Electrical, and Plumbing Permit Fees Included*
- *Gross square footage shall include basement, each floor level, garage, decks, and porches*
- *Measurements shall be from exterior face of wall to exterior face of wall*
- *Sprinkler and Fire Alarm permit fees are additional*

<b>Additions (5 inspections)</b>	
Plan Review Per Submission	\$100.00 per hr
Single Family Dwelling Addition Up to 500 gross square feet	\$600.00
Enclosed porches/sunrooms (unconditioned) Up to 500 gross square feet	\$375.00
Per 100 gross square feet or fraction thereof above 500 square feet	\$20.00

- *Mechanical, Electrical and Plumbing Permit Fees Included*
- *Gross square footage shall include basement, each floor level, garage, decks, and porches*
- *Gross square footage shall include the entire project area where an addition is accompanied by alterations to the existing structure*
- *Measurements shall be from exterior face of wall to exterior face of wall*
- *Enclosed porches and three season rooms shall be priced as an addition*
- *Sprinkler and Fire Alarm permit fees are additional*

<b>Alterations and Renovations (2 Inspections)</b>	
Plan Review Per Submission	\$100.00
Up to 1,000 Gross Square Feet	\$250.00
per 100 Gross square feet or fraction thereof above 1,000 square feet	\$25.00

- *Mechanical, Electrical, and Plumbing Permit Fees Additional*
- *Sprinkler and Fire Alarm permit fees are additional*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous construction fees.*

<b>Decks (Includes 3 Inspections)</b>	
Plan Review Per Submission	\$100.00
Up to 500 gross square feet	\$200.00
Per 100 gross square feet or fraction thereof above 500 square feet	\$20.00
Including a Roof Over a Deck	\$200.00

- *Mechanical, Electrical, and Plumbing Permit Fees Additional*
- *Screened In porches shall be priced as a deck.*
- *Enclosed porches and three season rooms must be priced as an addition.*

<b>Accessory Buildings and Detached Garages (4 Inspections)</b>	
Plan Review Per Submission	\$100.00
Up to 1,500 gross square feet	\$350.00
Per 100 gross square feet or fraction thereof above 1,500 square feet	\$20.00
Where an accessory structure also includes finished & Conditioned space	\$150.00 additional

- *Mechanical, Electrical, and Plumbing Permit Fees Additional*

<b>Solar Array (2 Inspections)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials and labor)	\$300.00 minimum

- *Electrical permit fees included*
- *Roof mount or ground mount arrays*

<b>Generators (2 inspections)</b>	
Plan Review Per Submission	\$100.00
Per Generator	\$225.00

- *Electrical and mechanical permit fees included*

<b>Demolition Permit</b>	
Permit /Documentation Review Per Submission	\$50.00
Garage/accessory structures (1 inspection)	\$100.00
Single/Double home (2 inspections)	\$250.00

<b>Manufactured and Modular Homes</b>	
Plan Review Per Submission	\$100.00
Manufactured home With Basement up to 2,500 gross square feet (7 inspections)	\$895.00
Manufactured home with Pier Foundation up to 2,500 gross square feet (5 inspections)	\$795.00
Modular home up to 2,500 gross square feet (7 inspections)	\$895.00
Per 100 gross square feet or fraction thereof above 2,500 square feet	\$20.00

- *Decks, Porches, Garages, or Other Attachments Additional*
- *Utility Connections included*

<b>Swimming Pools/Spas</b>	
Plan Review Per Submission	\$50.00
Spa or Hot Tub (1 inspection)	\$150.00
Above-ground Pool (2 inspections)	\$250.00
In-ground (3 Inspections)	\$400.00

- *Includes Electric Permit*

<b>Miscellaneous Building Construction Only (Number of inspections to be determined)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials & labor)	\$125.00 minimum

- *Mechanical, Electrical, and Plumbing Permit Fees Additional*
- *Sprinkler and Fire Alarm permit fees are additional*
- *Any building projects not covered elsewhere in Part I of this fee schedule shall be priced as miscellaneous building-construction*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART II – Electrical Permit Fee Schedule**

**RESIDENTIAL**

(One- and Two-Family Dwellings)

**PERMIT FEES**

<b>Electrical Alterations Only (2 Inspections each)</b>	
Plan Review Per Submission	\$50.00
Up to 1,000 Gross Square Feet	\$250.00
<i>Per 100 gross square feet or fraction thereof above 1,000 square feet</i>	\$25.00

- *Projects with only electrical inspections shall be priced by the electrical alterations only schedule*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous Electrical Only fees*

<b>Services and Feeders (1 inspection each)</b>	
Not over 100 amps	\$125.00
101 amps to 400 amps	\$200.00
Feeders and panel boards not over 400 amps	\$100.00

- *Over 400 amps require commercial fees*
- *This schedule covers service upgrades, repairs, and replacements*

<b>Miscellaneous Electrical Only (2 inspections)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials & labor)	\$125.00 minimum

- *Building, Mechanical, and Plumbing Permit Fees Additional*
- *Any electrical projects not covered elsewhere in Part II of this fee schedule shall be priced as miscellaneous electrical.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**

**PART III – Plumbing Permit Fee Schedule**

**RESIDENTIAL**

(One- and Two-Family Dwellings)

**PERMIT FEES**

<b>Plumbing Alterations Only</b>	
Plan Review Per Submission	\$50.00
Per Fixture (2 Inspections – Rough and Final)	\$50.00
\$150.00 Minimum	

- *Projects with only plumbing inspections shall be priced by the plumbing alterations only schedule*
- *Alterations that cannot be calculated per fixture will be calculated per miscellaneous plumbing only fees.*

<b>Utility Plumbing Inspections</b>	
Plan Review Per Submission	\$50.00
Utility sewer connection (1 inspection)	\$125.00 minimum
Utility water connection (1 inspection)	\$125.00 minimum

<b>Miscellaneous Plumbing Only (2 Inspections)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials & labor)	\$125.00 minimum

- *Building, Mechanical, and Electrical Permit Fees Additional*
- *Sprinkler and Fire Alarm permit fees are additional*
- *Any plumbing projects not covered elsewhere in Part III of this fee schedule shall be priced as miscellaneous plumbing only*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*



**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART IV – Mechanical Permit Fee Schedule**

**RESIDENTIAL**  
 (One- and Two-Family Dwellings)  
**PERMIT FEES**

<b>Mechanical Appliances Only</b>	
Plan Review Per Submission	\$100.00
Per first Individual new appliance (Two Inspections)	\$200.00
Per each additional Individual new appliance	\$75.00
Per Individual Replacement Appliance (1 Inspection)	\$150.00
Oil Tank replacement, Relocation, installation, removal & closure (1 Inspection)	\$125.00
Alterations (2 Inspection) (gas lines, duct work etc.)	\$200.00

- *Includes associated duct work/piping*
- *Large scale HVAC, refrigeration and process equipment will be based on commercial fees*
- *Alterations that cannot be calculated per the mechanical appliances only fee schedule will be calculated per miscellaneous Mechanical only fees*

<b>Miscellaneous Mechanical Only (2 Inspections)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials & labor)	\$125.00 minimum

- *Building, Plumbing, and Electrical Permit Fees Additional*
- *Any mechanical projects not covered elsewhere in Part IV of this fee schedule shall be priced as miscellaneous mechanical only*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART V – Fire Suppression & Detection Systems Permit Fee**  
**Schedule**

**RESIDENTIAL**  
(One- and Two-Family Dwellings)  
**PERMIT FEES**

<b>NFPA 13D or IRC P2904 Sprinkler System (2 Inspections)</b>	
Plan Review Fee per submission	\$100.00
1 to 75 Heads	\$200.00
Each additional head over 75	\$1.00

- *NFPA 13 sprinkler system, NFPA 13R sprinkler system, NFPA 72 fire alarm system, or any alternative fire suppression system will be priced per the commercial fee schedule.*
- *Utility water connection fee per plumbing fee schedule*
- *Additional inspections charge re-inspection fees*

<b>NFPA 13D or IRC P2904 Sprinkler system alterations Only (2 inspections)</b>	
Plan Review Per Submission	\$100.00
2% of total cost of construction (materials & labor)	\$125.00 minimum

- *Building, Plumbing, Mechanical and Electrical Permit Fees Additional*
- *Any NFPA 13D or IRC P2904 Sprinkler System projects not covered elsewhere in Part V of this fee schedule shall be priced as NFPA 13D or IRC P2904 Sprinkler system alterations Only*
- *Additional inspections charge re-inspection fees*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*



**PENNSYLVANIA UNIFORM CONSTRUCTION CODE  
PART I – Building/General Permit Fee Schedule**

**NON-RESIDENTIAL**

(Commercial & Residential – other than One- and Two-Family Dwellings)

**PERMIT FEES**

<b>New Construction (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$10.00 \$500.00 Minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$500.00 minimum

- Mechanical, Electrical, and Plumbing Permit Fees Included
- Sprinkler and Fire Alarm permit fees are additional
- Gross square footage shall include basement, each floor level, garage, decks, swimming pools, and porches. Measurements shall be from exterior face of wall to exterior face of wall
- Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)
- Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)
- Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)

<b>Additions (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$10.00 \$250.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$500.00 minimum

- Mechanical, Electrical, and Plumbing Permit Fees Included
- Sprinkler and Fire Alarm permit fees are additional
- Gross square footage shall include basement, each floor level, garage, decks, and porches.
- Measurements shall be from exterior face of wall to exterior face of wall
- Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)
- Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)
- Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)

<b>Renovations/Alterations/Change of Use (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$10.00 250.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$30.00 \$360.00 minimum

- Mechanical, Electrical, and Plumbing Permit Fees Additional
- Sprinkler and Fire Alarm permit fees are additional
- Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)
- Alterations that cannot be calculated by square footage will be calculated per miscellaneous construction fees.
- Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)
- Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)

<b>Demolition (3 inspections maximum)</b>	
Plan review fee per submission	\$100.00
Buildings up to 5,000 gross	\$300.00 minimum
Per 100 gross square feet or fraction thereof above 5,000 square feet	\$25.00

- *Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)*

<b>Solar Array (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials & labor)	\$150.00 minimum
2% of total cost of construction (materials & labor)	\$300.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)*

<b>Pallet Racking or Conveyers (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$15.00 \$225.00 minimum
Inspections per 100 gross square feet or fraction thereof of work area	\$8.50 \$360.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)*

<b>Miscellaneous Construction Building Only (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$100.00 minimum
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, swimming pools etc.*
- *Mechanical, Electrical, and Plumbing Permit Fees Additional*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Any building projects not covered elsewhere in Part I of this fee schedule shall be priced as miscellaneous building construction*
- *Additional inspections shall be charged at a rate of \$100.00/hr. (1 hr min)*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**

**PART II – Electrical Permit Fee Schedule**

**NON-RESIDENTIAL**

(Commercial & Residential – other than One- and Two- Family Dwellings)

**PERMIT FEES**

<b>Electrical Only New Construction (5 inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Electrical Only Additions (5 Inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Electrical Only Alterations (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$100.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$250.00 minimum

- *Includes Electric Services, Feeders, Panel Boards, Signs, Motors, Generators, Transformers, Vaults, Enclosures, HVAC electrical connections Etc.*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous electrical only fees*

<b>Swimming Pools, Spas</b>	
Three-year State Certification	Quote Required

<b>Miscellaneous Electrical Only (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$100.00 minimum
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, Swimming pools etc.*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Any electrical projects not covered elsewhere in Part II of this fee schedule shall be priced as miscellaneous electrical only*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART III – Plumbing Permit Fee Schedule**

**NON-RESIDENTIAL**

(Commercial & Residential – other than One- and Two-Family Dwellings)

**PERMIT FEES**

<b>Plumbing Only New Construction (5 Inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Plumbing Only Additions (5 Inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Plumbing Only Alterations (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$100.00 minimum
Inspections per 100 gross square feet or fraction thereof	12.00 \$250.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Alterations that cannot be calculated by square footage will be calculated per miscellaneous plumbing only fees*

<b>Miscellaneous Plumbing Only (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$100.00 minimum
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Cell towers, retaining walls, roofs, signs, ramps, decks, Swimming pools etc.*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Any plumbing projects not covered elsewhere in Part III of this fee schedule shall be priced as miscellaneous plumbing only*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART IV – Mechanical Permit Fee Schedule**

**NON-RESIDENTIAL**

(Commercial & Residential – other than One- and Two- Family Dwellings)

**PERMIT FEES**

<b>Mechanical Only New Construction (5 inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Mechanical Only Additions (5 Inspections maximum)</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$200.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$500.00 minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*

<b>Mechanical Only Alterations</b>	
Plan review per 100 gross square feet or fraction thereof	\$4.00 \$100.00 minimum
Inspections per 100 gross square feet or fraction thereof	\$12.00 \$250.00 minimum

- *Includes associated duct work/piping*
- *Electrical hook-ups require an electrical permit*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Alterations that cannot be calculated by square footage will be calculated per misc. fees*

<b>Commercial Hood and Duct Systems and Process Equipment Exhausts</b>	
Plan review 1% of total cost of construction (materials and labor)	\$150.00 minimum
2% of total cost of construction (materials and labor)	\$300.00 minimum

- *Includes associated duct work/piping*
- *Electrical hook-ups require an electrical permit*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*

<b>Miscellaneous Mechanical only (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$100.00 minimum
2% of total cost of construction (materials & labor)	\$200.00 minimum

- *Includes associated duct work/piping*
- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*

**PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
**PART V – Fire Suppression & Detection Systems Permit Fee Schedule**

**NON-RESIDENTIAL**

(Commercial & Residential – other than One- and Two- Family Dwellings)

**PERMIT FEES**

<b>Fire Sprinkler Systems (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$1.50 \$250.00 Minimum
Inspection for 1 to 75 heads	\$350.00
Inspection for Each addition head over 75	\$1.00
Fire Line Inspection per linear foot	\$0.15 \$350.00 Minimum
Fire Pump Inspection	\$450.00
Fire Loop Inspection per linear foot	\$0.15 \$350.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>Fire Detection / Alarm Systems (Number of inspections to be determined)</b>	
Plan review per 100 gross square feet or fraction thereof	\$1.50 \$250.00 Minimum
Inspections per 100 gross square feet or fraction thereof	\$10.00 \$250.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*

<b>ANSUL or Alternate Fire Suppression System (Number of inspections to be determined)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$150.00 Minimum
2% of total cost of construction (materials and labor)	\$300.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Phased construction that requires additional inspections may be charged \$100.00/hr. (1 hr min)*
- *Utility water connection fee per plumbing fee schedule*

<b>Sprinkler system alterations Only (2 inspections)</b>	
Plan review 1% of total cost of construction (materials and labor)	\$150.00 Minimum
2% of total cost of construction (materials & labor)	\$300.00 Minimum

- *Additional plan review submissions will be reviewed at a rate of \$150.00/hr. (1 hr min)*
- *Additional inspections charge re-inspection fees*
- *Building, Plumbing, Mechanical and Electrical Permit Fees Additional*
- *Any Sprinkler or Alarm System projects not covered elsewhere in Part V of this fee schedule shall be priced as Sprinkler system alterations only*

*Note: A \$4.50 surcharge per permit is required to be assessed on each permit issued, in accordance with Pennsylvania Act 157 of 2006.*





Consulting   Arboriculture   Forestry

William Gambone, L.L.C. D.B.A B.G. Services  
93 Zieber Road, Spring City, PA 19475  
Direct: 484-941-1014 Office: 484-941-4232  
[Bill@bgtreecare.com](mailto:Bill@bgtreecare.com) [Bgtreecare.com](http://Bgtreecare.com)

Eugene C. Briggs, Jr.  
Township Manager  
East Coventry Township  
855 Ellis Woods Road  
Pottstown, PA 19465

December 10, 2023

Dear Eugene,

Subject: 2024 Reinstatement Proposal Letter

I am writing to propose my reinstatement as Municipal Consulting Arborist for East Coventry Township in 2024. I want to continue to support and enhance the management and preservation of East Coventry's municipal forestry. As I stated in my initial proposal letter, I have lived in East Coventry since 1992 and I have owned and managed my own tree service business within the township since 1994. As a township resident, the success of the township's initiatives are personal to me and my family. I hope to continue in my endeavor to provide long-term care for East Coventry's municipal forestry. As an ISA Certified Master Arborist and ASCA Consulting Arborist with over 40 years of experience in the tree care industry, I am confident that I can maximize the benefits of the forestry within the township for all residents and reduce any tree-related hazards or risks.

The first and most critical step in creating an urban forest management plan is to create an inventory of all the trees in the township. This is the only way to **proactively** identify the tree care needs within the township. The federal government has allocated \$1.5 billion for U.S. municipalities in 2024 to develop and manage the health of their urban forests and to remove any hazards that could lead to legal problems for the township or injury for its residents. There is an additional \$4 billion in other grants available within the green industry.

I would like to conduct a thorough inventory and assessment of all trees within the municipality to evaluate their health, species diversity, age, and condition. This assessment will help in

creating a detailed database of the urban forest and provide insights into its overall health. This database is necessary to prioritize the maintenance needs of the township's trees and to create a cost-effective and sustainable plan for tree risk related remediation and long-term urban forestry management.

If reinstated, I will assist East Coventry Township in identifying and applying for relevant grants and funding opportunities to support its urban forestry initiatives, including the creation of this inventory.

I have attached my proposed rate for consulting services as requested. I do hope to continue working with East Coventry township as its municipal consulting arborist. If you have any questions, please call me at 484-941-1014 or email: [bill@bgtreecare.com](mailto:bill@bgtreecare.com)

Sincerely,

William Gambone  
Owner, B.G. Services  
ISA Certified Master Arborist  
ASCA Consulting Arborist



William Gambone LLC DBA B.G. Services  
 93 Zieber Road  
 Spring City, PA 19475

Proposal #3477  
 Created: 12/10/2023  
 From: Bill Gambone

Proposal For

East Coventry Township

855 Ellis Woods Road  
 Pottstown, PA 19465

main: 610-495-4443  
 ebriggs@eastcoventry-pa.gov

Location

855 Ellis Woods Rd  
 Pottstown, PA 19465

Terms

Monthly Progress Billing

EC Township - 2024 Reappointment Rate

ITEM DESCRIPTION	AMOUNT
------------------	--------

1) Municipal Consulting

\$ 150.00

Cost per hour for Master Arborist Consulting Services.

This rate encompasses comprehensive consultation and report writing by Master Consulting Arborist, William Gambone.

Additionally, the Master Arborist, handles small tree service projects independently within this rate.

Other costs may be incurred during creation of reports and these costs will be proposed and billed separately. Such costs include but are not limited to costs of lab work and any costs incurred in the pursuit of research.

Separate proposals will also be provided for tree service projects requiring additional laborers, equipment or machinery ensuring transparent and customized solutions for East Coventry Township's specific needs.

Fuel costs for any work performed will be billed separately at the time of work being completed. Fuel costs include all products needed for equipment to operate including but not limited to fuel, oil, and coolant.

Client Notes

Monthly progress billing ensures transparency and accountability throughout the year. At the end of each month, East Coventry township will receive a detailed invoice reflecting the work completed during that period. The invoice is to be paid in full each month upon receipt.

This approach allows tracking of milestones, associated costs, and aligns payments with the tangible advancements achieved. This fosters a collaborative and efficient working relationship.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

Signature

x

Date:

Please sign here to accept the terms and conditions



William Gambone LLC DBA B.G. Services  
93 Zieber Road  
Spring City, PA 19475

Proposal #3477  
Created: 12/10/2023  
From: Bill Gambone

Assigned to	Sales Reps
Bill Gambone	Bill Gambone
Office: 484-941-4232	Office: 484-941-4232
Mobile: 484-941-1014	Mobile: 484-941-1014
bill@bgtreecare.com	bill@bgtreecare.com