

**Borough of Edinboro  
Reorganizational Meeting  
January 6, 2025**

**Call to Order:**

Aaron Gast called the meeting to order at 6:20 PM.

Council members present were Aaron Gast, Mary Ann Horne, Pat Davis, Kelly Gheres, and George Gast. Absent were Mark Eisert and Amanda Frantz-Mamani. Junior Council Members Braydan Hartshorn and Cole Montanye were also present.

Other official present was Borough Manager Jason Spangenberg. Citizens present were Maria Dennis and Mary Ann Schenck.

**Nominations:**

The meeting was opened with nominations for Mayor. Pat Davis moved to appoint Aaron Gast as Mayor. Mary Ann Horne seconded the motion. With no other nominations, Aaron Gast was then appointed as Mayor by unanimous vote.

Mayor Gast moved to appoint Mary Ann Horne as Deputy Mayor. Pat Davis seconded the motion. With no other nominations, Mary Ann Horne was then appointed as Deputy Mayor by unanimous vote.

**Council Committee Appointments:**

Mayor Gast stated that he would review each person's preferences and email out the appointments. He noted items that the committees may work on in 2025.

**New Business:**

Mary Ann Horne moved to re-appoint Tim Wachter and Knox Law Firm as Solicitor; re-appoint Mark Wassell and Knox Law as labor solicitor; re-appoint engineers HRG, Greenman-Pedersen Engineering, Deiss & Halmi Engineering, KLH Engineering, and Mark J. Corey & Associates as needed; designate PLGIT and Marquette Savings Bank as the depositories of funds; designate the local paper of circulation as Meadville Tribune and/or Erie Times-News as needed; set the authorized signers on all bank accounts as the Mayor, Finance Committee Chair, and the Deputy Mayor; re-appoint West Erie County Emergency Management Agency and Shawn Wroblewski as the Emergency Management Coordinator; re-appoint Building Inspection Underwriters as Building Code Official; and approve the reappointment of R. Joseph Bufalino to the Zoning Hearing Board through 2029. The motion was seconded by Pat Davis, and it passed by unanimous vote.

Mary Ann Horne moved to approve Resolution 1-2025:

*Borough of Edinboro  
Fee Resolution 1-2025*

*A resolution establishing fees for the filing of applications, permits, and licenses for the Home Rule Borough of Edinboro.*

WHEREAS, the Borough Council of the Home Rule Borough of Edinboro has adopted a codification, consolidation, and revision of the ordinances of the Home Rule Borough of Edinboro; and,

WHEREAS, it is the desire of the Borough Council of the Home Rule Borough of Edinboro to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Borough Council of the Home Rule Borough of Edinboro that all fees are hereby fixed as follows:

<u>Subject</u>	<u>Fees</u>
<b>All fees are hereby fixed as follows:</b>	
<b><i>ADMINISTRATION</i></b>	
Photocopies ( Per Page)	
Letter – One Side // Two Sided	.25 // .35
Legal – One Side // Two Sided	.35 // .40
Returned Check Fee	\$30.00
Municipal No-Lien Letter	\$10.00
Floodplain Certification	\$5.00
Fax - Per Page	\$1.00
<b><i>Publications - Maps - copy of current document</i></b>	
Property Maintenance Code/Zoning Ordinance/Subdivision and Land Development Ordinance (each)	\$40.00
Zoning Map	\$20.00
<b><i>Building Room Rentals (non-profits-no charge)</i></b> <span style="float: right;"><b>*NO SMOKING OR ALCOHOLIC BEVERAGES*</b></span>	
Council Workroom	Free
Council Chambers (Refundable Deposit / First Hour / Each Additional Hour)	\$50.00 / \$50.00 / \$5.00
Basement Rooms (Refundable Deposit / First Hour / Each Additional Hour)	\$50.00 / \$50.00 / \$5.00
With Kitchen – additional charges (Refundable Deposit / First Hour / Each Additional Hour)	\$20.00 / \$20.00 / \$2.00
Repeated or regularly scheduled use – pay only the above “Additional Hour” cost for each hour of use (ex: use room three hours every week, pay \$15 per week). No deposit paid but user agrees to pay any costs for repair/maintenance that may arise at their fault. Certificate of insurance may be required naming Borough as additional insured.	
<b><i>Refuse / Recycling</i></b>	
Refuse / Recycling / Household Hazardous Waste (per month)	\$31.50
Recycling Bins	\$5.00
<b><i>Engineering Fees</i></b>	
Review of plans – per hour	At Cost
Inspection of Subdivision Site / Stormwater Site – per hour	At Cost
<b><i>Solicitor Fees</i></b>	
Preparation of Easements / Agreements for Residents / Businesses	At Cost
<b><i>Operator / Personnel Rates</i></b>	
Employee’s gross hourly or overtime rate including benefits	
<b><i>Recreational Fees</i></b>	
Canoe Rack Rental – Resident // Non-Resident	\$40.00 // \$50.00
Dock Rental – Per Eight (8) Foot Section – Resident // Non-Resident	\$180.00 // \$200.00
Daily // Weekly – if available, price total, regardless of length	\$15.00 // \$80.00
Road closing permit (if not applying for Event permit) – local road // state road	\$20.00 // \$60.00
Event permit – no road closing // local road closing // state road closing	\$20.00 // \$30.00 // \$60.00
Firework permit	\$50.00
Lakeside summer food vendors – per day // per week // per year	\$20.00 // \$50.00 // \$100.00
Food truck permit – per day // per week // per year	\$50.00 // \$150.00 // \$750.00
<b><i>POLICE DEPARTMENT FEES</i></b>	
Background Check - each	\$25.00
Accident/Incident Report Copy	First report \$20.00, \$5.00 each additional
Fingerprinting	\$25.00
Alarms – False (annually)	
One (1) to Five (5) incidents	Free
Six (6) to Ten (10) - each incident	\$50.00
Ten (11) and Above – each incident	\$100.00

Services of Police Officer - gross hourly or overtime rate including benefits	At Cost
Vehicle Storage – per day	\$30.00
<b>Police Department Fines (parking fines must be updated via Ordinance)</b>	
Parking Violation – if paid within five (5) days	\$20.00
Parking Violation - Late - if paid after five (5) days until Citation is issued	\$30.00
Handicapped Zone - if paid within five (5) days	\$50.00
Handicapped Zone - Late - if paid after five (5) days until Citation is issued	\$100.00

**STREETS DEPARTMENT FEES**

Operator/Personnel – gross hourly rate including benefits	At Cost
Equipment – Hourly Rate plus Personnel Rate (minimum 1 hour billed)	
Street Sweeper or Leaf Vac	\$150.00
Loader	\$100.00
Dump – Single Axle	\$125.00
Dump – One Ton	\$100.00
Dump with Plow – One Ton	\$125.00
Backhoe	\$75.00
Mower	\$60.00
Cleanup	\$60.00
Materials and Repairs	At Cost
All Other Equipment	\$60.00

**WATER DEPARTMENT FEES**

Shutoff – At Road (due to delinquent account / bad checks)	\$25.00
Turn on – At Road (due to delinquent account / bad check shutoff)	\$25.00
Water Meter	At Cost
Backflow Preventer	At Cost
Meter Settings	At Cost
Backhoe / Dump one ton or Dump one ton with plow (see Streets Dept. Equipment Fees)	
Valve Exercise – Per hour plus Personnel Rate	\$40.00
Repair Leak – Materials plus Personnel Rate	At Cost
Water Activation – Illegal per incident – All Actual Costs plus any legal fees	\$50.00
<b>Water and WWCT - Certified Inspection and Compliance (818-103)</b>	
Application received 4 or more business days prior to due by date (W \$12.50 / WWCT \$37.50)	\$50.00
Additional water meters, each	\$12.50
Application received less than 4 business days of due by date (W \$18.75 / WWCT \$56.25)	\$75.00
Additional water meters, each	\$18.75

**Water Billing**

- > Billing will be every two (2) months – six (6) per year. There shall be a minimum of three (3) actual usage billings. Estimates will be based on prior usage history.
- > Payments are due as indicated on invoices provided, if not paid by the due date penalty fees will be assessed at 10%.
- > Final bills are due upon receipt. For property transfers, final bills are due at closing (escrow funds). For rentals, landlords are ultimately responsible for tenant final bills. Unpaid tenant final bills risk termination of service past 30 days of bill date.

**WATER DEPARTMENT FEES – Continued**

**Water Connection Fees**

Connection inside municipal limits by service line	¾" – 1" – 1¼" – 1½" – 2" – 3" – >3"	At Cost
Connection outside municipal limits by service line	¾" – 1" – 1¼" – 1½" – 2" – 3" – >3"	At Cost

**Water Tapping Charges: Permit required**

Tapping fee inside & outside municipal limits by service line	¾" – 1" – 1¼" – 1½" – 2" – 3" – >3"	Per EDU	\$ 487.86
Facilities Fee inside & outside municipal limits by service line	¾" – 1" – 1¼" – 1½" – 2" – 3" – >3"	At Cost	

**Service Line Connection Inspection:**

Service line connection inspection fee inside & outside municipal limits	Per Inspection	\$ 45.00
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**Broken Meter Inspection:**

A. Inside Borough Limits		
1. If meter is determined to be broken		Free
2. If meter is determined to be NOT broken		\$ 20.00
B. Outside Borough Limits		

1. If meter is determined to be broken		Free
2. If meter is determined to be NOT broken		\$ 25.00

**Bulk Water Rates:**

The Borough may provide or deny bulk water to customers at the Borough's discretion.

Service Charge		\$ 30.00
Per 1,000 gallons		\$ 15.00

**SEWER DEPARTMENT FEES**

**Sewer Charges**

Sewer billing for all property owners and/or tenants and/or Township shall be as follows:

- a. Billed every two (2) months, with a total of six (6) per year.
- b. There shall be no more than three (3) estimated readings, based on prior usage / records.
- c. All current bills shall be due and payable when rendered with penalty charges assessed at 10%.
- d. Final billings (terminated account) are due and payable when rendered, with penalty charges assessed at 10% after 10 days.

The sewer rental hereby imposed shall be a bimonthly charge based upon water consumption of the property served as measured by water supplied for the then current billing period, and shall be computed at the rate established by or fixed in accordance with the annual fee schedules adopted by the Borough of Edinboro.

- A. The minimum charge for all C1, R1, I1, and P1 customers' connections (established by metered water usage) shall be \$240.00 per year or \$40.00 per billing period based on up to 10,000 gallons of water supplied in each billing period. The base rate of \$4.35 for 1,000 gallons per billing. All customers will be billed according to the enclosed rate tables for sewer and water.
  - a. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township / Borough of Edinboro Sewer Services Agreement.
- B. The minimum charge for all connections (not established by metered water usage) shall be based on 400 gpd at the current rate. The rate for 400 gpd will be \$655.65 per year or \$109.28 per billing period for unmetered accounts. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township Sewer Services Agreement.
- C. Sewer charges for Edinboro University will be established as per the 2008 Borough / University Sewer Service Agreement.
- D. Sewer charges for Washington Township (excluding those properties covered under the 2005 Sewer Service Agreement) will be established as per the 2007 Borough / Washington Township Sewer Service Agreement.
- E. The Borough has established a set billing formula for any customer terminating services within a bi-monthly billing period. The following schedule shall only apply to C1, R1, I1, and P1 customers. (With usage up to and including 10,000 gallons of water.) This schedule may be modified from time to time by Borough Council.

a. 1 ~ 30 days	50%	\$ 20.00
b. 31 ~ 45 days	75%	\$ 30.00
c. 46 + days	100%	\$ 40.00
All other rate groups will be charged according to water volume per 1,000 gallons as applied to the appropriate rate table or with less than the minimum usage, as follows		
a. 1 ~ 30 days	50%	
b. 31 ~ 45 days	75%	
c. 46 + days	100%	

**SEWER DEPARTMENT FEES - Continued**

**Miscellaneous Sewer Charges**

**Sewer Tapping Charges: Permit required**

- Upon issuance of a building permit, a tapping fee as outlined in the following schedule shall be paid to the Borough of Edinboro for each connection to the Edinboro Public Sewer System. No connection to the sewer system shall be allowed until this fee is paid in full.
- Tapping fees may be amended from time to time as per PA State Act 57 of 2003.
- All EDUs shall be determined by the Borough using 257 gpd. In determining the assignment of EDUs the Borough shall rely on set references as established by the Borough Manager and/or his authorized representative.

Tapping fee based per EDU

Inside municipal limits of the Borough	\$1,027.00
Outside municipal limits of the Borough	\$1,027.00

**WWCT and Water - Certified Inspection and Compliance (\$18-103)**

Application received 4 or more business days prior to due by date (W \$12.50 / WWCT \$37.50)	\$50.00
Additional water meters, each	\$12.50
Application received less than 4 business days of due by date (W \$18.75 / WWCT \$56.25)	\$75.00
Additional water meters, each	\$18.75

**WWCT Department Fees**

Operator/Personnel, gross hourly rate including benefits	At Cost
Root-X	At Cost
Vector, per hour plus materials and personnel rate(s)	\$200.00
Camera Van, per hour plus materials and personnel rate(s)	\$75.00
Push Cam, per hour plus materials and personnel rate(s)	\$45.00
Haben, per hour plus personnel rate(s)	\$60.00

<i>Materials</i>	At Cost
<i>Mobile Home – Wastewater disposal</i>	\$15.00
<i>Industrial Permit Application Review / Pretreatment</i>	
(a) <i>Permit application and processing</i>	\$500.00
(b) <i>Collection and analysis of samples</i>	
a. <i>For sample collection equipment, per day // b. Laboratory Fees</i>	\$50.00 // At Cost
(c) <i>Inspection of Facility – Annually</i>	\$200.00
(d) <i>Monitoring report review, per report</i>	\$50.00
(e) <i>Responding to accidental discharges</i>	At Cost
(f) <i>Filing Fees, to include legal and consulting fees</i>	At Cost
<i>Inspection and Testing of sewer lines</i>	At Cost
<i>Investigation illegal connections/discharge, equipment, legal, materials, lab fees, personnel</i>	At Cost
<i>Special discharge permit – The Borough has the right to deny any and all requests.</i>	\$50.00
<i>Special discharge per 1,000 gallons (Not to exceed 20,000 gallons per day without written permission)</i>	\$10.00
<i>Cost &amp; Fees – All costs including, but not limited to, sample, analyses, inspections, legal, and engineering fees shall be billed by the Borough</i>	At Cost

***Sewer Surcharges***

There is hereby imposed a surcharge upon the owners of, and the users of sewer in or on, all properties discharging or permitting to be discharged or infiltrated into the public sanitary sewerage system abnormal industrial wastes, which surcharge is intended to cover the additional cost to the public sanitary sewerage system from the treatment and disposal of such abnormal industrial waste. Such surcharges shall be in addition to the regular sewer service charge and shall be payable as hereinafter provided in the amount hereinafter provided.

The strength of any industrial waste, the discharge of which is subject to surcharge, shall be determined monthly, or more frequently, from samples taken either at the manhole or at any other sampling point established by the Borough. The frequency and duration of the sampling period shall be such as, in the opinion of the Borough, will permit a reasonably reliable determination of the average composition of such wastes, exclusive of stormwater runoff, surface and ground water. Samples shall be collected by the Borough (in accordance with the current fee schedule) in proportion to the flow of wastes exclusive of stormwater runoff surface water and ground water, and composite for analysis in accordance with the latest edition of Standard Methods for the Examination of Water and Sewage as published by the American Public Health Association. Except as hereinafter provided, the strength of such wastes so found by analysis shall be used for establishing the surcharge or surcharges. The Borough may, if it so elects, accept the results of routine sampling and analyses by the producer of such wastes in lieu of making his own sampling and analyses.

***BOD Surcharge***

In the event any industrial waste is found by the Borough to have a BOD (BOD shall designate the "Biochemical Oxygen Demand" which shall mean the quantity of oxygen utilized in the biochemical oxidation of the organic matter in sewage or industrial waste under standard laboratory procedure in 5 days at 20 degree Celsius, expressed in mg/l by weight) in excess of 300 mg/l, the owners of and the users of sewer in or on, the property from which such wastes are discharged shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in thousand gallons per billing period, exclusive of stormwater runoff, surface water and ground water, discharged to the public sanitary sewerage system; and
- b. The "BOD Surcharge Rate" shall be determined by the following formula:
  - >  $Rc = 0.00834 P (C-300)$
  - > Where Rc = the BOD surcharge rate in cents per 1,000 gallons of waste discharged
  - > P = the average annual fixed, operating and maintenance cost of treatment processes per pound of BOD received at the treatment works, including chlorination
  - > C = the average BOD of the industrial waste expressed in mg/l as determined previously

The figure 300 appearing in the above formula corresponds to the maximum BOD permissible without surcharge. The figure 0.00834 is the factor to convert parts per million to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having BOD less than 300 mg/l.

***Suspended Solids Surcharge***

In the event any industrial waste is found by the Borough to have an average suspended solid concentration in excess of 250 mg/l, the owners of, and the users of sewer in or on, the property from which such wastes are discharge shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in thousand gallons per billing period, exclusive of stormwater runoff, surface water and ground water, discharged to the public sanitary sewerage system; and
- b. The "Suspended Solids Surcharge Rate" shall be determined by the following formula:
  - >  $Rs = 0.00834 \times B (s-250)$
  - > Where Rs = the suspended solids surcharge rate in cents per 1,000 gallons of waste discharged
  - > B = the average annual fixed, operating and maintenance cost of the sludge digestion, sludge drying and sludge disposal operations per pound of suspended solids received at the treatment works.
  - > S = the average suspended solid concentration of the abnormal industrial wastes expressed in mg/l.

The figure 250 appearing in the above formula corresponds to the maximum suspended solids concentration permissible without surcharge. The figure 0.00834 is the factor to convert parts per million to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having suspended solids concentration less than 250 mg/l.

***Chlorine Surcharge***

In the event any industrial waste is found by the Borough to have a chlorine requirement in excess of 30 milligrams per liter, the producer of said waste shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in 1,000 gallons per billing period discharged to the public sanitary sewerage system; and
- b. The "Chlorine Requirement Surcharge Rate" shall be determined by the following formula:
  - >  $Rc = 0.00833 P (C-20)$
  - > Where Rc = the chlorine requirement surcharge rate in cents per 1,000 gallons of waste discharged
  - > P = the average cost of chlorine to the Borough in cents per pound.

- C = the average chlorine requirement of the industrial waste expressed in milligrams per liter as determined in accordance with the Borough Sewer Usage Ordinance.

The figure 30 appearing in the above formula corresponds to the maximum chlorine requirements which are permissible without surcharge. The figure 0.00833 is the factor to convert milligrams per liter to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having chlorine requirement less than 30 mg/l.

### WATER & SEWER RATES

- An ordinance establishing a combined fee schedule for the Borough water and sewer services, fixing the schedules of rates to be charged various classes of properties and users, establishing the manner for computing individual charges, and providing for the setting of these fees each year by resolution at the annual reorganization of Borough Council.
- Two (2) month rates for water metered into buildings.

	Cost per 1,000 gallons		Minimum Service Charge	
	Prior Yr.	Current Yr.	Prior Yr.	Current Yr.
<i>Meter Size: C1 - R1 - I1 - P1 - 5/8 inch x 3/4 inch single meter (Figures are based on bi-monthly billing)</i>				
Water Minimum 1,000 gallons		====		\$ 20.00
Water over 1,000 gallons, per 1,000 gallons		\$ 5.75		\$ 5.75
Sewer Minimum 10,000 gallons		====		\$ 40.00
Sewer over 10,000 gallons, per 1,000 gallons		\$ 4.35		\$ 4.35

Multi-Units (Figures are based on bi-monthly billing) – over eight units is to be calculated the same as below using the number of units times the minimum for a single-family dwelling.

	2 units	3 units	4 units	5 units	6 units	7 units	8 units
Water – minimum gallons	2,000	3,000	4,000	5,000	6,000	7,000	8,000
Water – bi-monthly minimum	\$ 40.00	\$ 60.00	\$ 80.00	\$ 100.00	\$ 120.00	\$ 140.00	\$ 160.00
Water – over minimum, per 1,000 gallons	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75
Sewer – minimum gallons	20,000	30,000	40,000	50,000	60,000	70,000	80,000
Sewer – bi-monthly minimum	\$ 80.00	\$ 120.00	\$ 160.00	\$ 200.00	\$ 240.00	\$ 280.00	\$ 320.00
Sewer – over minimum, per 1,000 gallons	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35

	Cost per 1,000 gallons		Minimum Service Charge	
	Prior Yr.	Current Yr.	Prior Yr.	Current Yr.
<i>Meter Size: R3 - C3 - 1 inch (Figures are based on bi-monthly billing)</i>				
Water Minimum 8,000 gallons		====		\$ 120.00
Water over 8,000 gallons, per 1,000 gallons		\$ 5.75		\$ 5.75
Sewer Minimum 15,000 gallons		====		\$ 60.00
Sewer over 15,000 gallons, per 1,000 gallons		\$ 4.35		\$ 4.35

	Cost per 1,000 gallons		Minimum Service Charge	
	Prior Yr.	Current Yr.	Prior Yr.	Current Yr.
<i>Meter Size: R5 - C5 - 1 1/2 inch (Figures are based on bi-monthly billing)</i>				
Water Minimum 10,000 gallons		====		\$ 160.00
Water over 10,000 gallons, per 1,000 gallons		\$ 5.75		\$ 5.75
Sewer Minimum 20,000 gallons		====		\$ 80.00
Sewer over 20,000 gallons, per 1,000 gallons		\$ 4.35		\$ 4.35

	Cost per 1,000 gallons		Minimum Service Charge	
	Prior Yr.	Current Yr.	Prior Yr.	Current Yr.
<i>Meter Size: R6 - C6 - I6 - P6 - 2 inch (Figures are based on bi-monthly billing)</i>				
Water Minimum 20,000 gallons		====		\$ 320.00
Water over 20,000 gallons, per 1,000 gallons		\$ 5.75		\$ 5.75
Sewer Minimum 40,000 gallons		====		\$ 160.00
Sewer over 40,000 gallons, per 1,000 gallons		\$ 4.35		\$ 4.35

	Cost per 1,000 gallons		Minimum Service Charge	
	Prior Yr.	Current Yr.	Prior Yr.	Current Yr.
<i>Meter Size: R7 - C7 - 3 inch (Figures are based on bi-monthly billing)</i>				
Water Minimum 45,000 gallons		====		\$ 750.00
Water over 45,000 gallons, per 1,000 gallons		\$ 5.75		\$ 5.75
Sewer Minimum 90,000 gallons		====		\$ 360.00
Sewer 90,001 gallons, per 1,000 gallons		\$ 4.35		\$ 4.35

<i>Meter Size: 18 - 4 inch</i>		<i>(Figures are based on bi-monthly billing )</i>		
Water Minimum 60,000 gallons				\$ 1,080.00
Water 60,001 ~ 500,000 gallons		\$ 5.75		
Water 500,001 ~ 1,500,000 gallons		\$ 5.98		
Water 1,500,001 ~ 3,000,000 gallons		\$ 6.09		
Water 3,000,001 ~ 5,000,000 gallons		\$ 6.20		
<i>Meter Size: 18 - 4 inch</i>		<i>(Figures are based on bi-monthly billing)</i>		
Sewer 200,00 gallons				\$ 720.00
Sewer 200,001 ~ 750,000 gallons (5% ↑)		\$ 4.57		
Sewer 750,001 ~ 1,500,000 gallons (10% ↑)		\$ 4.79		
Sewer 1,500,001 ~ 3,000,000 gallons (12.5% ↑)		\$ 4.89		
Sewer 3,000,001 ~ 6,000,000 gallons (15% ↑)		\$ 5.00		
<i>Meter Size: 19 – P9 6 inch and 110 – P10 8 inch</i>		<i>(Figures are based on bi-monthly billing)</i>		
Water Minimum 75,000 gallons				\$ 1,350.00
Water 75,001 ~ 1,750,000 gallons		\$ 5.75		
Water 1,750,001 ~ 2,500,000 gallons		\$ 5.98		
Water 2,500,001 ~ 4,000,000 gallons		\$ 6.09		
Water 4,000,001 ~ 7,000,000 gallons		\$ 6.20		
<i>Meter Size: 19 – P9 6 inch and 110 – P10 8 inch</i>		<i>(Figures are based on bi-monthly billing)</i>		
Sewer 250,00 gallons				\$ 900.00
Sewer 250,001 ~ 1,875,000 gallons (5% ↑)		\$ 4.57		
Sewer 1,875,001 ~ 3,000,000 gallons (10% ↑)		\$ 4.79		
Sewer 3,000,001 ~ 4,750,000 gallons (12.5% ↑)		\$ 4.89		
Sewer 4,750,001 ~ 8,000,000 gallons (15% ↑)		\$ 5.00		
<i>PennWest Edinboro University</i>		<i>(Figures are based on bi-monthly billing)</i>		
Water Minimum 75,000 gallons				\$ 5,400.00
Water 75,001 ~ 1,750,000 gallons		\$ 5.75		
Water 1,750,001 ~ 2,500,000 gallons		\$ 5.98		
Water 2,500,001 ~ 4,000,000 gallons		\$ 6.09		
Water 4,000,001+ gallons		\$ 6.20		
<i>PennWest Edinboro University Sewer billing is calculated per the 2019 Borough / University Agreement</i>				
Sewer 1,375,000 gallons		\$ 3.60		
Sewer 1,375,001 ~ 3,125,000 gallons (5% ↑)		\$ 3.78		
Sewer 3,125,001 ~ 5,625,000 gallons (10% ↑)		\$ 3.96		
Sewer 5,625,001 ~ 9,625,000 gallons (12.5% ↑)		\$ 4.05		
Sewer 9,625,001 ~ 16,625,000 gallons (15% ↑)		\$ 4.14		

**\*\*Administrative note regarding the Building/Zoning/Code Enforcement fees: The following permits will be processed by Borough staff and will follow the below fee schedule: Accessory Structure (not requiring a building permit), Business, Chickens, Driveway/Sidewalk, Fence, Multiple Projects, Peddle/Solicit, Rentals, Road Bond, Roof (residential), Sewer/Water, Siding, Subdivision/Land Development, and Window (non-structural). All other permits and inspections, aside from rental inspections, will be handled and processed by Building Inspection Underwriters, Inc. (BIU) as the appointed third party. BIU permit fees will be paid directly to BIU based on their fee schedule. A 15% Borough staff administrative fee will be added to all BIU fees and remitted to the Borough by BIU.**

***BUILDING / ZONING / CODE ENFORCEMENT***

***Building and Zoning Permit Fees - no prorating of building / zoning permits***

*Fees for additional / other services not listed shall be assessed by the Zoning Administrator at a reasonable rate*

*Late Fees, based on the date of issue – late after 15 days* 15%

*Working without proper permitting, penalty assessed at percentage of permit fee* 100%

Stop Work Order Issued, fine (in addition to permit fees)	\$100.00
<b>Zoning Permits</b>	
➤ Accessory Structure (may require building permit)	\$50.00
➤ Certificate of Use	\$50.00
➤ Chicken(s) - Initial / Renewal	\$15.00 // \$5.00
➤ Close Out Sales - Initial Fee // Renewal (\$13-312)	\$100.00 // \$50.00
➤ Code Compliance – utilized when a building permit will be issued	\$25.00
➤ Curb Construction, if line and grade established by Borough – First 100 feet // Each additional foot	\$125.00 // \$2.50
➤ Curb Construction, if line not requested	\$35.00
➤ Demolitions, Residential // Commercial	\$50.00 // \$100.00
➤ * Door(s) (may require building permit)	\$50.00
➤ Driveway, new or replacement	\$40.00
➤ Fence – retaining wall (may require building permit)	\$25.00
➤ Home Based Business - No Impact // Home Occupations – Annual renewal required	\$10.00
➤ * Roof (may require building permit)	\$50.00
➤ Sewer Lateral – new // repair-replace (inspection only)	\$100.00 // \$75.00
➤ Sidewalk, new or replacement	\$35.00
➤ * Siding	\$50.00
➤ Signage, new or replacement	\$60.00
➤ Swimming pool (may require building permit)	\$50.00
➤ Water Lateral – new // repair-replace (inspection only)	\$100.00 // \$75.00
➤ * Window(s) (may require building permit)	\$50.00
➤ (*) Multiple projects within a one year period – permit must be issued listing all items	
✓ Two permitted projects	\$60.00
✓ Three permitted projects	\$75.00
✓ Four permitted projects	\$100.00
➤ Extension of permit, three (3) additional months (may only extend once)	\$25.00
<b>Building Permits – Fees for UCC compliance inspections and plan reviews by third party agency(s) are not included in fees listed</b>	
Residential – New Construction	\$325.00
Additions / Alterations – 1 ~ 199 square feet	\$50.00
Additions / Alterations – 200 ~ 499 square feet	\$75.00
Additions / Alterations – 500 ~ 999 square feet	\$100.00
Additions / Alterations – over 1,000 square feet	\$150.00
Commercial and Industrial – New Construction	
Total square feet of 1 ~ 1,499	\$750.00
Total square feet of 1,500 ~ 2,499	\$1,125.00
Total square feet of 2,500 ~ 4,999	\$2,000.00
Total square feet of 5,000 ~ 9,999	\$2,500.00
Total square feet of 10,000 ~ 24,999	\$2,900.00
Total square feet over 25,000	\$3,600.00
Commercial and Industrial – Additions / Renovations	
Total square feet of 1 ~ 499	\$350.00
Total square feet of 500 ~ 1,499	\$700.00
Total square feet of 1,500 ~ 2,999	\$1,000.00
Total square feet of 3,000 ~ 9,999	\$1,400.00
Total square feet of 10,000 ~ 24,999	\$1,700.00
Total square feet over 25,000	\$2,000.00
<b>Rental Permits - Annual Cycle January 1 - December 31 (no prorating of fees)</b>	
Initial Application // Annual Renewal (per unit)	\$100.00 // \$50.00
Initial Application // Annual Renewal - Dorm style (per unit)	\$70.00 // \$35.00
Initial Application B & B	\$100.00
Annual Renewal – B & B (per sleeping room)	\$25.00
Late Fee – applications received after Dec. 1 – fee assessed Dec. 2 and the 1 <sup>st</sup> of each month thereafter	20%



<i>Fees for non-payment of late fees – assessed after 15 days</i>	15%
<i>Re-Inspection Fee – Return for failed inspection: First // Second</i>	\$20.00 // \$40.00
<i>No Show of Owner / Agent for Scheduled Inspection</i>	\$40.00
<b><i>Application to Zoning Department - other</i></b>	
<i>Subdivision / Land Development Plan Application - Planning Commission / Council</i>	
<i>Sketch Plan - Minor or Major (Zoning Administrator / Planning Commission)</i>	\$250.00
<i>Preliminary Plan – Major only</i>	\$550.00
<i>Final Plan - Minor</i>	\$250.00
<i>Final Plan - Major</i>	\$550.00
<i>Review by Municipal Engineer</i>	At Cost
<i>Zoning Hearing Board - Appeal / Variance Request / Special Exception</i>	\$600.00
<i>**\$600 due with application. Total expenses for legal fees, stenographer, and advertising will be calculated. The difference from \$600 will be reimbursed (under \$600) or invoiced (over \$600).</i>	
<i>Conditional Use Application - Planning Commission / Council</i>	\$600.00
<i>Re-Zoning Application - Planning Commission / Council</i>	\$600.00
<i>Housing Review Board – Appeal</i>	\$600.00
<i>Fire Protection System Fees – plan review &amp; inspections – suppression and alarm systems – per square foot</i>	\$.12
<i>Fire Protection System Fees – as above – minimum fee</i>	\$125.00
<i>Soliciting / Peddle Permit (No Fee for Residents / Non-Profits / Borough Businesses) (§13-202)</i>	
<i>Daily</i>	\$25.00
<i>Weekly</i>	\$50.00
<i>Monthly</i>	\$100.00
<i>Annually</i>	\$200.00
<i>Public Indecency and Sexually Oriented Businesses Application Fee / Renewal Fee (§13-504)</i>	\$150.00 // \$50.00
<i>Motor Vehicle &amp; Traffic – Size / Weight / Vehicle / Load Restriction - Permit per vehicle (§15-305)</i>	\$100.00
<i>Streets &amp; Sidewalks - Borough Rights-of-Way (§21-308)</i>	
<i>Application for New right-of-way permit</i>	\$500.00
<i>Annual renewal of right-of-way permit</i>	\$250.00
<i>Application for a Construction right-of-way permit</i>	\$150.00
<b><i>Code Enforcement</i></b>	
<i>Property Maintenance – Enforcement – Violations are within a two year period</i>	
<i>First Violation -</i>	\$ 50.00
<i>Second Violation – same as previous</i>	\$ 75.00
<i>Third Violation or more – same as previous (per notice)</i>	\$ 100.00
<i>Mowing of property by Borough personnel – see Streets Dept fees</i>	
<i>Solid Waste – Penalty – Enforcement (§20-111)</i>	
<i>Curb Side Violation // Dumpster Violation (each separate violation)</i>	\$25.00 // \$75.00

RESOLVED this 6th day of January, 2025.

Pat Davis seconded, and the motion passed by unanimous vote: George Gast, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

Mary Ann Horne moved to approve Resolution 2-2025:

***Borough of Edinboro***

***Resolution 2-2025***

**ERIE COUNTY TAX COLLECTION COMMITTEE**  
**Voting Delegate Appointment Resolution**

**Background.** Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs, and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to appointment.

**RESOLVED**, by the governing body of the Borough of Edinboro, that the following individuals are appointed as TCC delegates for the Borough of Edinboro:

1. Primary voting delegate: Jason Spangenberg
2. First alternate voting delegate: Mary Ann Horne
3. Second alternate voting delegate: The Chairperson of the Erie County Tax Collection Committee
4. If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.
5. These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in November or December or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

**Certification of adoption.** The undersigned certifies that the above Resolution was adopted at a public meeting on this 6th day of January, 2025.

George Gast seconded, and the motion passed by unanimous vote: George Gast, yes; Mary Ann Horne, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

Mary Ann Horne moved to approve Resolution 3-2025:

**Borough of Edinboro**

**Resolution 3-2025**

**ERIE AREA COUNCIL OF GOVERNMENTS**  
**Voting Delegate Appointment Resolution**

**Background.** The Erie Area Council of Governments (EACOG) requires that each member municipality appoint a member of their municipal Council to attend all EACOG meetings and act as a voting member on behalf of the municipality. Alternate voting members may be appointed for attendance if the primary delegate is unable to attend, and alternates may be other Council members, the Borough Manager, and/or the Borough Secretary.

**RESOLVED**, by the governing body of the Borough of Edinboro, that the following individuals are appointed as EACOG delegates for the Borough of Edinboro:

6. Primary voting delegate: Pat Davis (elected official)
7. First alternate voting delegate: Aaron Gast (elected official)
8. Second alternate voting delegate: Jason Spangenberg (Borough Manager)

9. *If the primary voting delegate cannot be present for a meeting, the first alternate voting delegate shall be the representative at the meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a meeting, the second alternate voting delegate shall be the representative at the meeting.*
10. *These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in January or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.*

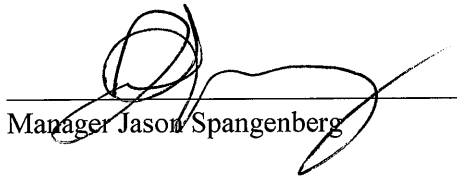
**Certification of adoption.** *The undersigned certifies that the above Resolution was adopted at a public meeting on this 6th day of January, 2025.*

Kelly Gheres seconded, and the motion passed by unanimous vote: George Gast, yes; Mary Ann Home, yes; Pat Davis, yes; Kelly Gheres, yes; and Aaron Gast, yes.

**ADJOURN:**

Mayor Gast moved for adjournment, and the meeting was adjourned at 6:27 PM.

ATTEST:

  
\_\_\_\_\_  
Manager Jason Spangenberg

  
\_\_\_\_\_  
Mayor Aaron Gast