

RESOLUTION NO. 2024 - 2

A RESOLUTION AMENDING THE FEE SCHEDULE OF THE BOROUGH OF POTTSTOWN TO AMEND CERTAIN FEES ASSOCIATED WITH THE POTTSTOWN MUNICIPAL AIRPORT, LICENSING AND INSPECTIONS DEPARTMENT, THE POTTSTOWN POLICE DEPARTMENT, THE PARK AND RECREATION DEPARTMENT, AND THE PUBLIC WORKS DEPARTMENT.

WHEREAS, the Burgess and Town Council of the Borough of Pottstown adopted a Comprehensive Fee Resolution on July 10, 1995; and

WHEREAS, the Borough periodically reviews the Fee Schedule to determine if additions and/or amendments to the Fee Schedule are necessary and proper; and

WHEREAS, based upon the recommendation of the Department of Licensing and Inspections, the Park and Recreation Department, the Police Department, the Public Works Department, and the Pottstown Municipal Airport, the Borough desires to revise its Comprehensive Fee Resolution to amend certain fees by and through this Resolution.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Burgess and Town Council of the Borough of Pottstown, Montgomery County, Pennsylvania, as follows:

SECTION 1. The following fees associated with the Pottstown Municipal Airport shall be revised and/or established as reflected on Exhibit "A" which is attached hereto and incorporated herein.

SECTION 2. The following fees associated with the Borough's Licensing and Inspections Department as it relates to Plan Reviews are amended to read as follows:

1. Review fees shall be based upon the square footage of the building.

Initial Submission - \$.30 cents per square foot (\$250.00 minimum)
Resubmissions - \$.05 cents per square foot (\$100.00 minimum)

1.(j) Residential Alterations – i.e. renovations, decks, porches, patios, patio enclosures, canopies and completion of unfinished spaces such as basements - \$.30 cents per square foot (\$100.00 minimum)

When review fees cannot be calculated based upon square footage, a minimum of \$250.00.

Maximum Fee - \$7,500.00

SECTION 3. The following fees associated with the Parks and Recreation Department are hereby deleted:

Park Bark Fees – ALL
Equipment Rentals
Commercial Canopies
Dunk Tank
Med Sound System

SECTION 4. The following fees associated with the Parks and Recreation Department shall be revised or established as follows:

Reimbursement Rate – Parks Worker I/II - \$80.00 per hour (one hour minimum)
Conditional Park Overnight Usage Fees - \$75.00 per unit, per contract
(by special permission only)
Conditional Vendor Event Fee - \$80.00 per engagement
Smith Family Plaza Electric Services - \$150.00 per day
Firewood Permit - \$25.00 per year plus haul out fee

SECTION 5. The following fees associated with the Police Department and Special Police Services are amended and/or established as follows:

9. Fingerprinting Cost/Employment or Other Purposes - \$30.00
15. Motor Vehicle Accident Reports - \$25.00
- Redacting Body Camera and In Car Camera Footage - \$90.00 per hour

SECTION 6. The following fees associated with Public Works are hereby amended as

follows:

1. Equipment Price List for billable work – **Labor shall be billed at \$135% for each employee plus overtime.**

- a. Air Compressor - \$50.00 per hour plus labor
- b. Backhoe - \$95.00 per hour plus labor
- c. Bucket Truck - \$100.00 per hour plus labor
- d. Dump Truck (5 yard) - \$90.00 per hour plus labor
- e. Gas Cut Saw - \$30.00 per hour plus labor
- f. Gas Cut Saw (on wheels) - \$60.00 per hour plus labor
- g. Loader - \$95.00 per hour plus labor
- h. Pick-up Truck - \$60.00 per hour plus labor
- i. Roller - \$75.00 per hour plus labor
- j. Tamper - \$30.00 per hour plus labor
- k. Trash Pump (2 inches) - \$30.00 per hour plus labor
- l. Trash Pump (small) - \$25.00 per hour plus labor
- m. TV Rig - \$100.00 per hour plus labor
- n. Sewer Jet Truck - \$250.00 per hour plus labor
- o. Snow Blower - \$50.00 per hour plus labor
- p. Snowplow Dump Truck - \$75.00 per hour plus labor
- q. Snowplow Pickup - \$60.00 per hour plus labor
- r. Small Dump Truck - \$80.00 per hour plus labor

Sewer Service Call after normal business hours - \$65.00 per hour


Water Service Call after normal business hours - \$65.00 per hour

SECTION 7. All future modifications of these and other fees established by the Comprehensive Fee Schedule shall be made by Resolution, from time to time, duly adopted by the Burgess and Town Council of the Borough of Pottstown.

SECTION 8. This Resolution shall become effective immediately upon enactment.

ENACTED and **RESOLVED** this 8th day of January, 2024.

**THE BURGESS AND TOWN COUNCIL
OF THE BOROUGH OF POTTSTOWN**

BY: 
Dan Weand, President

ATTEST: 
Alexa Barry, Secretary



2024 Pottstown Municipal Airport Rental Rates

For your convenience, the Borough provides (4) billing options:

- 1.) Annual Payment Option - Paying annually, you will receive a 3% discount and no service charge.
- 2.) Semi Annual Payment Option – Paying semi-annually, you will receive a 1% discount per billing, and will incur a \$3.00 service charge per bill.
- 3.) Quarterly Payment Option – Paying quarterly will receive a ½ % discount with a \$1.50 service charge per billing.
- 4.) Monthly Payment Option – Paying monthly, there will be no discount, and you will incur a \$1.00 service charge every month for billing.

Payment Breakdowns:

Annual rent will be as follows:

New Hangars	$\$429.00 \times 12 = \$5,148.00$ (NH)
Old Hangars	$\$321.00 \times 12 = \$3,852.00$ (OH)
Tie Downs	$\$108.00 \times 12 = \$1,296.00$ (TD)

Annual payment 3% discount:

$\$5,148.00 - 3\% = \$4,994.00$ (NH)
$\$3,852.00 - 3\% = \$3,736.00$ (OH)
$\$1,296.00 - 3\% = \$1,257.00$ (TD)

Semi-Annual payment, 1% discount and \$3.00 service charge:

$\$5,148.00/2 = \$2,574.00 - 1\% = \$2,548.00 + \$3.00 = \$2,551.00$ (NH)
$\$3,852.00/2 = \$1,926.00 - 1\% = \$1,907.00 + \$3.00 = \$1,910.00$ (OH)
$\$1,296.00/2 = \$648.00 - 1\% = \$642.00 + \$3.00 = \$645.00$ (TD)

Quarterly payment, ½% discount and \$1.50 service charge:

$\$5,148.00/4 = \$1,287.00 - \frac{1}{2}\% = \$1,281.00 + \$1.50 = \$1,282.50$ (NH)
$\$3,852.00/4 = \$963.00 - \frac{1}{2}\% = \$958.00 + \$1.50 = \959.50 (OH)
$\$1,296.00/4 = \$324.00 - \frac{1}{2}\% = \$322.00 + \$1.50 = \323.50 (TD)

Monthly payment, no discount and \$1.00 service charge:

$\$5,148.00/12 = \$429.00 + \$1.00 = \430.00 (NH)
$\$3,852.00/12 = \$321.00 + \$1.00 = \322.00 (OH)
$\$1,296.00/12 = \$108.00 + \$1.00 = \109.00 (TD)

Please advise the Finance Department what pay schedule you prefer to be invoiced under. Otherwise, you will be automatically billed monthly. Contact the Finance Department at 610-970-6533 with any questions or concerns.

Thank you for your business!

2024 Fee Schedule Updates

Department	Fee Description	Current Fee	2024 Fee	
Airport				
	*See Attached Schedule			
*New	Additional Swipe Card Fee	\$ -	\$ 5.00	per card
Parks & Recreation				
	Reimbursement Rate - Parks Worker I/II	\$ 75.00	\$ 80.00	per hour (one-hour minimum)
	Conditional Park Overnight Usage Fees	\$ 35.00	\$ 75.00	per unit, per contract (by special permission only)
	Conditional Vendor Event Fee	\$ 75.00	\$ 80.00	per engagement
*New	Smith Family Plaza Electric Services	\$ -	\$ 150.00	per day
*Remove	Park Bark Fees - ALL		\$ -	
*Remove	Equipment Rentals:		\$ -	
	Commerical Canopies		\$ -	
	Dunk Tank		\$ -	
	Med Sound System		\$ -	
Add language	Firewood Permit	\$ 25.00	\$ 25.00	per year + haul out fee
Add language	Newsletter Sponsorship and Acknowledgment Rates			
	Newsletter is full color, quarterly, digital-only publication designed to display at 8.5" x 11" (limited space available per issue)			
Police				
	Fingerprinting Costs - Employment or Other Purposes	\$ 25.00	\$ 30.00	
	Accident Report Copies	\$ 15.00	\$ 25.00	
*New	Redacting Body Camera & In-Car Camera Footage	\$ -	\$ 90.00	per hour
Public Works				
	Public Works Services Equipment Expense for Billable Work			
	Air Compressor	\$ 50.00	\$ 50.00	per hour + labor
	Backhoe	\$ 125.00	\$ 95.00	per hour + labor
	Bucket Truck	\$ 125.00	\$ 100.00	per hour + labor
	Dump Truck (5 yard)	\$ 100.00	\$ 90.00	per hour + labor
	Gas Cut Saw	\$ 35.00	\$ 30.00	per hour + labor
	Gas Cut Saw (on wheels)	\$ 60.00	\$ 60.00	per hour + labor
	Loader	\$ 65.00	\$ 95.00	per hour + labor
	Pick-up Truck	\$ 50.00	\$ 60.00	per hour + labor
	Roller	\$ 100.00	\$ 75.00	per hour + labor
	Tamper	\$ 35.00	\$ 30.00	per hour + labor
	Trash Pump (2 inches)	\$ 35.00	\$ 30.00	per hour + labor
	Trash Pump (small)	\$ 35.00	\$ 25.00	per hour + labor
	TV Rig	\$ 200.00	\$ 100.00	per hour + labor
	Sewer Jet Truck	\$ 200.00	\$ 250.00	per hour + labor
	Snow Blower	\$ 60.00	\$ 50.00	per hour + labor
	Snowplow Dump Truck	\$ 75.00	\$ 75.00	per hour + labor
	Snowplow Pickup	\$ 60.00	\$ 60.00	per hour + labor
*New	Small Dump Truck	\$ -	\$ 80.00	per hour + labor
	Sewer Service Call after normal business hours	\$ 60.00	\$ 65.00	per hour
	Water Service Call after normal business hours	\$ 60.00	\$ 65.00	per hour