

**MILLERSBURG BOROUGH  
DAUPHIN COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 22-16**

**A RESOLUTION ESTABLISHING FEES FOR THE FILING OF APPLICATIONS,  
PERMITS AND LICENSES FOR THE BOROUGH**

**WHEREAS**, the Borough Council has adopted a codification, consolidation and revision of the ordinances of the Borough; and

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

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Millersburg that all fees for the 2023 calendar year are hereby fixed as follows:

**SUBJECT**

**FEES**

**BOROUGH LABOR**

The following sums shall be charged to those owners whose properties are benefited by labor, equipment and materials expended by Borough employees under the direction of the Borough Council or Borough Manager. These rates further apply to Borough labor is to be charged to a third party or credited as in-kind service, unless superseded by another law or rule:

<b>Labor (per man hour)</b>	<b>\$30.00</b>
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*Ten percent (10%) of labor costs will be added for miscellaneous use of hand tools if appropriate. Fifty percent (50%) of labor costs will be added if the labor is "overtime."*

**Equipment (per hour, operator costs not included)**

Dump truck	\$30.00
Passenger vehicles	\$20.00
Backhoe	\$50.00
Tractor	\$30.00
Riding mower	\$17.50
Push mower	\$12.50
Concrete saw	\$12.50
Tar Buggy	\$15.00
Wood Chipper	\$15.00
Line Painter	\$15.00

*There will be no equipment use without a Borough operator.*

**SUBJECT****FEES****BOROUGH LABOR (CONTINUED)**

Acquiring material	Cost to the Borough plus 25%
Cutting and removal of vegetation	\$100 or actual cost (greater amount)
Removal and disposal of debris or materials	\$200 or actual cost (greater amount)

**DEVELOPMENT PERMITS (Borough Ordinance Nos. 1-12, 4-14 and 2-16)\***

Floodplain development	\$150
Stormwater management	\$100
Zoning permit review and initial compliance inspection	Cost to the Borough + \$20
Additional compliance inspection	Cost to the Borough
Zoning permit: ADA access, solar panel, window sign	\$25
UCC Permits	Cost to the Borough

- *Floodplain and stormwater management permit fees are in addition to other fees.*
- *No permit shall be issued without full payment of all fees.*

**ENGINEER**

Cost to the Borough plus 10%

**FALSE ALARM SERVICE FEE****(Borough Ordinance No. 5-11)**

First two alarms in a calendar year:	No charge
Third and fourth alarms in a calendar year:	\$100
Fifth and sixth alarms in a calendar year:	\$200
Seventh and eighth alarms in a calendar year:	\$500
Ninth alarm and above in calendar year:	\$1,000

**HANDICAPPED PARKING SPACES (Ordinance No. 2-19)**

Initial Residential (non-metered)	\$100
Initial Business (non-metered)	\$100
Existing Spaces (Section 8)	No charge
Initial Residential or Business (metered space)	\$250
Annual renewal (non-metered and existing)	No charge
Annual renewal (metered space)	\$200
30-day Reminder of annual renewal (Section 11)	\$20

*Fee waived for first reminder in a three-year period***HOUSEHOLD BIRDS PEN REGISTRATION  
(Borough Ordinance No. 5-22)**

\$2.00

**SUBJECT****FEES****MEETING ROOMS**

Fees do not apply to community service groups, government, and sports leagues.

Council Chambers	\$30.00 per hour
Basement Meeting Room	\$30.00 per hour

<b>NOTARY SERVICE (Council action 12-26-2012)</b>	\$5.00 per notarization
<i>Fee waived for Borough residents</i>	

**PARK USER FEE**

Wedding	\$60.00 per day
Park Reservation Fee (not including pavilion rental)	TBD by Council

*See Borough Resolution No. 16-06 for other park user requirements. Fees may be waived by action of the Borough Council for community service groups, government, and sports leagues.*

**PARKING METER PERMIT (§15-409 and §15-513)**

3 Month	\$60.00
6 Month	\$115.00
9 Month	\$170.00
12 Month	\$205.00
Parking meter bag	\$5.00 per meter per day

**PAVILLION RENTAL**

MYO #1 & #2	\$60.00 per day
MYO #3	\$80.00 per day
Seal #1	\$60.00 per day
Seal #4	\$65.00 per day
Gazebo	\$65.00 per day

**PERMIT FOR MYO PARK COMPOST RECYCLING (§20-202)**

Residential	\$35 per calendar year
School Commercial	\$30 per calendar year
Business and Institutional	\$15 per pickup truck up to ¾ ton \$30 per single axle light dump truck load or similar sized vehicle or trailer

**SUBJECT****FEES****PHOTO COPYING/DATA DUPLICATION**

Postage	Face value, if applicable
Copying Fee (black and white)	\$.25/one-sided page
CD-R/DVD Copies	\$3.00
Specialized Documents	Actual cost to the Borough
Flash Drives	Actual cost to the Borough
Certification	\$5.00 per document

*Per the Pennsylvania Open Records Law, prepayment is required for requests estimated to exceed \$100. No Right to Know requests will be granted to any individual owing payment for previous requests. In the event that the Commonwealth amends the Open Records Law, this provision shall automatically change to comply with current law. Any fee not covered herein shall be the maximum permitted under the Commonwealth's Official Right to Know Law Fee Schedule.*

**PROPERTY MAINTENANCE (Borough Ordinance No. 1-17)**

1. First Inspection, Notice of Violation, and Compliance Inspection – No Charge
2. All subsequent follow-up visits may be charged at \$50 per hour.
3. Unauthorized removal of a “Condemned” placard - \$500
4. Remediation work by Borough forces – per the Borough’s current Fee Schedule
5. Remediation work by third party contractor – cost to the Borough plus 10%
6. Legal expenses and Court costs – If non-compliance requires investment by Borough legal counsel – cost to Borough
7. Board of Appeals hearing (due at time of application) – \$375. All fees (including Notice of Violation fees) waived and returned if Board overturns ruling of Code Official
8. Attorney’s fees – per the “Solicitor” rate listed below.

**RESERVED PARKING SPACE (Business)  
(Borough Ordinance No. 3-12)**

\$200.00 per year

**RESERVED PARKING (Non-metered streets)  
(Borough Resolution No. 14-03)**

\$25.00 per week

**RETURNED CHECK FEE (Council Action 1-9-13)**

\$50.00

*This fee shall automatically change to the maximum allowed by law in the event that the maximum allowable fee is adjusted by the Commonwealth. Notice of returned check fees shall be prominently posted in the Borough Building.*

**SEWER PERMIT (§18-302)**

\$25.00

**SHADE TREE REMOVAL PERMIT (§1-133)\***

\$25.00

<u>SUBJECT</u>	<u>FEES</u>
<b>STREET CLOSURE PERMIT*</b> <b>(Ordinance No. 2-18)</b> <i>(Proof of insurance required unless waived by Council)</i>	\$25.00
<b>SOLICITOR (§1-901)</b>	Cost to the Borough plus 10%
<b>STORAGE</b>	\$35.00 per day
<b>STREET EXCAVATION PERMIT FEE (§21-304)*</b>	\$30.00
<i>Fee waived for work performed for or on behalf of Millersburg Borough and Millersburg Area Authority. If engineer review is required for permit review or compliance inspection, appropriate Engineering fees apply.</i>	
<b>TRANSIENT RETAIL BUSINESS LICENSE FEE (§13-102)</b>	
Three Months	\$50.00
Sponsored Special events (upon Sponsor's approval)	\$10.00 per vendor
<b>WASTE DUMPSTER PLACEMENT PERMIT*</b> <b>(Borough Ordinance No. 1-07, amended by No. 1-09)</b>	
	\$25.00 for non-metered streets
	\$25.00 + \$5.00 per day per metered space
	\$25.00 for second permit
<b>ZONING HEARING BOARD</b> <b>(Borough Ordinance No. 2-16)</b>	\$250

*This fee will be held in escrow and used to pay all fees that are recoverable per the Pennsylvania Municipalities Planning Code. Any funds remaining at the end of the hearing process shall be returned to the applicant along with a breakdown of all costs incurred by Millersburg Borough. In the event that the escrow is exhausted prior to the end of the process, the applicant shall deposit an additional \$250 before any further hearings are scheduled.*

\*All fees marked with an asterisk will be doubled if the activity commences prior to approval and payment of fee.

**Note:** Payment of fees is expected at the time of service. In the event that an invoice must be submitted, payment is due within 30 days of the date of delivery. If an invoice is not paid, an interest rate of 1.5 percent per month shall be applied, unless waived by an action of Council. A statement detailing the interest rate on unpaid invoices shall be included in all contracts, agreements and invoices. The Borough of Millersburg reserves all rights and recourses under law to recover payments due, including fees, fines, legal costs, and attorney's fees.

RESOLVED this 14th day of December, 2022

**BOROUGH OF MILLERSBURG**

By:   
President of Council

**ATTEST:**

  
Borough Secretary