



**BOROUGH OF CARROLL VALLEY  
COUNCIL REORGANIZATION MEETING  
MONDAY, JANUARY 2, 2024 – 7:00 P.M.  
BOROUGH OFFICE**

**AGENDA**

Ronald J. Harris, Mayor, Presiding (until election of Council President)  
Pledge of Allegiance  
Roll Call

1. Presentation of Certificates of Election to Borough Secretary and Swearing in of Elected Officials (as needed)
2. Election of President and Vice President of Council
3. Affirmation of Committee Structure
4. Reappointment of Borough Officers, Committee Members, Consultants, etc.
5. Reappointment of Representatives to County Committees
6. Authorized Account Signatories
7. Resolution #1-2024: 2024 Fee Schedule – For Approval
8. New Business
9. Open to the Public
10. Adjournment

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**INTEROFFICE MEMORANDUM**

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**TO:** BOROUGH COUNCIL  
**FROM:** DAVID A. HAZLETT, BOROUGH MANAGER  
**SUBJECT:** 2024 APPOINTMENTS  
**DATE:** 12/29/2023  
**CC:** FILE

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Committee Appointments for terms that expired on December 31, 2022, are named below for your consideration of reappointment:

<b>Finance Committee</b> Jason Shay	<b>(5-year term)</b>
<b>Parks, Recreation &amp; Environmental Advisory Council</b> Tim Skoczen	<b>(5-year term)</b>
<b>Planning Commission</b> Brett Robinson Jeff Pannebaker Owen Phelan	<b>(4-year term)</b>
<b>Public Safety Committee</b> Anthony Golden Ron Harris John Svalina	<b>(4-year term)</b>
<b>Public Sewer Advisory Committee</b> N. Kenneth Lundberg David Funk	<b>(5-year term)</b>
<b>Vacancy Board</b> Frank Buhrman	<b>(1-year term)</b>
<b>Zoning Hearing Board</b> Anthony Golden	<b>(3-year term)</b>

**Current Vacancies:**

<b>Public Safety Committee</b> Vacancy (Created by the death of Dan Patton)	<b>(5-year term)</b> Term Expiration: 12/31/2025
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The Borough maintains agreements with the following Professional Consultants and County and Regional Committees. I ask that you review the list and consider the Re-Appointment of those listed:

**Borough Professional Consultants:**

Solicitor:	Salzmann Hughes, PC	Auditor:	Boyer & Ritter, LLC
Sewage Enforcement Officer:	KPI Technology	Engineer:	KPI Technology

**Borough Delegates to County Committees:**

Adams County Tax Collection Committee (ACTCC)	York Adams Tax Bureau (YATB)
Adams County Council of Government (ACCOG)	Fairfield Regional EMA (FREMA)
Delegate: Ron Harris, Mayor	
Alternate: Gayle Marthers, Asst. Borough Manager	

## BOROUGH OF CARROLL VALLEY

### 2024 MEETING SCHEDULE

The Governmental Bodies of the Borough of Carroll Valley shall meet as follows: BOROUGH COUNCIL – regular monthly meetings are scheduled for the second Tuesday after the first Monday; PLANNING COMMISSION – regular meetings are scheduled for the first Monday, with the following exceptions January 8, September 3, and November 6; PUBLIC SEWER ADVISORY – regular meetings are scheduled for the fourth Monday of every month with the following exception April 29.

The Committees of the Borough of Carroll Valley shall meet as follows: PARKS, RECREATION AND ENVIRONMENTAL ADVISORY COMMITTEE – regular meetings are scheduled for January 24, April 24, July 24, and October 23; FINANCE COMMITTEE - regular meetings are scheduled for March 26, June 25, October 14 and Special joint meetings with Borough Council on October 22 and October 29; PUBLIC SAFETY COMMITTEE – regular meeting is scheduled for November 26.

All scheduled public meetings will be held at the Borough Office, 5685 Fairfield Road, Carroll Valley, Pennsylvania. The Carroll Valley Office meeting room is accessible to the handicapped. Any person with a disability requiring special accommodations to attend a public meeting should notify the Borough Secretary at 642-8269 as early as possible, but no later than five days prior to the meeting. The Borough will make every effort to provide reasonable accommodations.

Gayle R. Marthers  
Borough Secretary

# Borough of Carroll Valley

## Calendar of Events - 2024



January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

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April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

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July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

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October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- Planning Commission
- Finance
- Parks/Recreation
- Public Sewer Advisory Committee
- Public Safety
  
- Holiday (Offices Closed)
- Borough Event

**Meeting Times:**  
 All meetings are held at 7pm  
 (Unless otherwise advertised)

All Meetings are held at the  
 Borough Office:  
 5685 Fairfield Road

**BOROUGH OF CARROLL VALLEY  
ADAMS COUNTY, PENNSYLVANIA  
Resolution # 1 - 2024**

A resolution of the Borough of Carroll Valley, Adams County, PENNSYLVANIA, amending the fees for services and facilities.

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

**WHEREAS**, it is the desire of the Borough Council of the Borough of Carroll Valley 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 Borough of Carroll Valley that all fees are hereby fixed as follows, to be effective January 1, 2024:

**AMUSEMENT RIDES/CARNIVALS**

Permit	\$50
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**ATTORNEY FEES**

Rates	\$200/hour (to be added to claims collected pursuant to Municipal Claims and Tax Liens Act, 53 P.S. §7101 et seq.)
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**BUILDING/ZONING/CODES**

UCC Inspections	Rates charged by 3rd party inspection company	
Demolition Permit	\$5.00 per 1000/cu ft (\$50 min / \$200 max)	
Driveway Permit	\$50	
Street Excavation Permit	\$10 / lineal foot + Bonding	
Well Drilling Permit	\$150	
Zoning Hearing Board Application Fee	\$1,500	<del>\$500</del>
Zoning Permit (for new construction and additions greater than 1,000 square feet)	\$250	
Zoning Permit (for living area additions of less than 1,000 square feet)	\$50	
Zoning Permit (for SHEDS, DECKS, POOLS, ACCESSORY BUILDINGS less than 1,000 square feet)	\$50	<del>\$25</del>
Zoning Certification	\$50	<del>\$30</del>
No-Impact Home Based Business Permit	\$50/ 2 years	
Home Occupation Permit	\$50/ 2 years	
Fireworks Permit	\$150	
Limited Residential Chicken Permit (5-Year)	\$50	
Short-Term Rental License	\$250/year	
Long-Term Rental License	\$250/year	

**POLICE**

Reclamation costs:	
Towing charge	As prescribed by towing agent
Impound Administrative Fee	\$45
Impound Storage Fee	\$35/day
State Accident Report	\$15
Other Police Report	\$25
Employment Finger Printing:	
Resident of Police Service Area	No Charge
Non-resident of Police Service Area	\$15

## FACILITY RENTALS

All non-Borough affiliated users of Borough facilities, within Class I or II, shall be required to pay a base rental fee of \$50 per event. In addition to the base rental fee, additional rental fees may apply as follows:

Classes of Organizations		Regular Rates				Weekday Rate	
		Class I	Class II	Class III	Class IV	Class III	Class IV
Cortner Community Room	/day	No Charge	No Charge	\$250	\$375	\$100	\$200
Veterans' Pavilion	/day	No Charge	No Charge	\$35	\$50	\$20	\$30
Unnamed Pavilion	/day	No Charge	No Charge	\$100	\$200	\$50	\$75
Hertz Pavilion	/day	No Charge	No Charge	\$50	\$75	\$30	\$50
Steeves Pavilion	/day	No Charge	No Charge	\$30	\$50	\$20	\$30
Borough Athletic Fields	/day	No Charge	No Charge	\$50	\$75		
Carroll Commons Park	/Month**	No Charge	\$100	n/a	n/a	n/a	n/a
Ranch Trail Park	/Month**	No Charge	\$100	n/a	n/a	n/a	n/a
Ranch Park Baseball Field	/Month**	No Charge	\$100	n/a	n/a	n/a	n/a
Municipal Building							
Front Conference Room	/day	No Charge	No Charge	***	\$400	n/a	n/a
AV Equipment Fee			\$100	\$100	\$100	n/a	n/a
Meeting Room	/day	No Charge	No Charge	****	\$500	n/a	n/a
AV Equipment Fee			\$100	\$100	\$100	n/a	n/a

PLEASE NOTE: Additional charges for employee services will be charged to the responsible party for extraordinary cleanup. Further, the responsible party will pay actual costs for any repair/replacement costs due to damage of Borough owned property, regardless of user classification.

Classes: The following classes of use groups shall be established for determining rental fees to be charged and/or priorities for use of facilities in the event of scheduling conflicts.

**Class I:** Carroll Valley Borough sponsored programs, or other local, State, or Federal agencies.

**Class II:** Incorporated Nonprofit Organizations located within the boundaries of Carroll Valley Borough or nonprofit volunteer service organizations outside Borough boundaries that provide emergency or other services to the Borough or its citizens, Support Groups, or Organizations.

**Class III:** Resident, or business, located in Carroll Valley Borough.

**Class IV:** Non-resident of Carroll Valley Borough and Nonprofit Organizations located outside the Borough's boundaries which do not meet the qualifications of a Class I or II group, and all other nonprofit organizations.

\*\* Available only to Class I and Class II organizations, or with prior approval of the Borough Manager.

\*\*\* Resident/Personal - \$50      Resident/Business - \$100

\*\*\*\* Resident /Personal - \$100      Resident/Business - \$200

## PUBLIC SEWER

Residential		
Private Dwelling Unit, Flat Rate, Quarterly Rate		\$217.00 / quarter
Non-Residential Non-Metered		
Commercial or Short-Term Rental Dwelling Unit Flat Rate, Quarterly		\$308.25 / quarter
Non-residential		
First 3,000 Gallons Per Month		\$112.50 (minimum)
For flow in excess of 3,000 gallons Per Month		\$0.0375 cents per gallon
Residential Holding Tank		
First 1,000 Gallons Pumped Per Pumping (mandatory twice per month)		\$55.15 (minimum)
Amount Pumped in excess of 1,000 gallons per pumping		\$.05515 cents per gallon
Miscellaneous Charges		
Duplicate Bill		\$10
Returned Check Fee		\$40
Late Fees (Assessed on any account having an Unpaid Balance at time of Billing)		10% of past due amount
Permit to Connect to Existing Public Sewer Line:		\$ 125 + Tapping Fee
Permit for Installation of Holding Tank:		\$ 125 + Tapping Fee

**ON-SITE SEWER**

I. Application Fee for all new systems (excluding subdivisions):	\$275
A This fee entitles the applicant to a site investigation, test pit analysis (maximum 4 per lot) and the preparation of the forms associated with the examination of the test pit(s)	
B Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
1 For each additional visit to the site:	\$125
2 For each test pit over four:	\$25
C Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<b>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</b>	
II. Percolation Test (excluding subdivisions):	\$350
A The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six (6) holes, and completing the appropriate test report forms stipulated by PA DEP. If additional percolation tests are required, this fee will repeat for each additional test.	
B The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.	
C The applicant will be responsible for supplying sufficient water at the site to perform the tests.	
D If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<b>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</b>	
III. Permit Fee for single-family dwelling. (Includes 1- design review & 1- final inspection (two trips)):	\$325
<b>NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.</b>	
IV. Permit Fee for multi-family, commercial, institutional or other applications will be based on the size of the on-site disposal system.	
A 150 sq. ft. to 1,000 sq. ft.	\$325
B 1,001 sq. ft. to 2,500 sq. ft.	\$400
C 2,501 sq. ft. to 5,000 sq. ft.	\$500
D 5,001 sq. ft. to 10,000 sq. ft.	\$600
V. INSPECTION FEES: The cost of final inspection is included in the permit fee. If the system is not ready for inspection when notified, or corrections are required, additional fees will be required prior to the issuance of the Use and Occupancy Permit.	
VI. TRANSFER OF APPLICATIONS and/or PERMITS:	\$150
VII. REPAIRS: Fee for investigating any on-site sewerage system malfunction will require fees commensurate with the work performed. If, upon the investigation of the malfunction, the SEO determines that a new on-site sewerage system is required, the necessary tests will need to be performed and appropriate fees must be paid in accordance with the fee schedule (§ I, II, III & V).	
VIII. Application Fee for new system (subdivisions):	\$275
A This fee entitles the applicant to a site visit investigation, test pit analysis (max. 4 /lot) and the preparation of the forms associated with the examination of the test pit(s).	
B Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:	
1 Each additional visit to the site will require fees commensurate w/time.	
2 For each test pit over four:	\$20
C Lack of Preparation: If the test pit is not dug or the backhoe and operator are not on site when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.	
<b>NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) will be the responsibility of the Applicant.</b>	
IX. Percolation Test (subdivisions):	\$350
The fee associated with this portion of the application covers the cost of performing the percolation test, which shall be limited to one complete test on six holes, and completing the appropriate test report forms stipulated by DEP. If additional percolation tests are required, this fee will repeat for each additional test.	

- A The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.
  - B The applicant will be responsible for supplying sufficient water at the site to perform the tests.
  - C If the applicant does not properly prepare the test holes or the holes are not ready when the Sewage Enforcement Officer arrives for the scheduled appointment, the applicant will be charged an additional fee.
- X. Application Fee for new IRSIS, AB, or other new DEP approved systems. \$325
- A This fee entitles the applicant to a site investigation, test pit analysis (maximum 6 per lot) and the preparation of the forms associated with the examination of the test pit(s).
  - B Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:
    - 1 For each additional visit to the site: \$50
    - 2 For each test pit over six: \$20
  - C If the test pit is not dug or the backhoe with operator is not at the site when the Sewage Enforcement Officer visits the site, the applicant will be charged a fee commensurate for time spent as determined by the municipality.
- XI. REVIEW FEES: of Act 537 planning modules, for residential, commercial, institutional and other facilities will require fees commensurate with work performed.
- XIII. Fee for review of Act 537, Form B: \$75
- XIV. Permit Fee for repair of on-site sewerage system if application does not involve any of the investigation and design review expenses associated with and implied by Steps I through IV. \$200 +\$125 for site visit
- XV. Permit Fee for hooking into existing septic system, when required: \$100
- XVI. Permit Fee for single family residence utilizing IRSIS, AB, or other new DEP approved systems. This includes 1-design review and final inspection of the system (3-trips). \$350
- NOTE: There will be an additional charge for additional design reviews and inspections. The representative of the property will be responsible for these fees prior to a permit being issued.**

## STORMWATER MANAGEMENT

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The following "tiers" have been established to regulate the fees that will be collected by the Borough to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof). Where the term "cumulative new impervious coverage" is used, it shall mean the area of impervious coverage created (cumulatively) after January 27, 2012, which is the date DEP approved the adopted Adams County Act 167 Stormwater Management Plan. Each project will be required to provide an accounting of both the total impervious coverage since that date and the project specific amount being proposed individually at the time of permit application. The following tiers and fees are hereby established:

- Tier 1** Tier 1 shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq.ft. of cumulative new impervious area. The review will be completed by the Borough Zoning Officer. No Fee Required.
- Tier 2** This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$150 is required.
- Tier 3** This fee shall include all projects that cannot show a cumulative new impervious coverage of less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Borough Zoning Officer, with a subsequent review (and report) conducted by the Borough Engineer. A non-refundable fee of \$250 is required.
- Tier 4** Projects that propose impervious coverage and require a Land Development Plan and/ or a Stormwater Management Plan to be prepared, reviewed and approved, will be responsible for actual costs incurred by the Borough for the review by the Borough's Engineer.

## EROSION & SEDIMENT POLLUTION CONTROL

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- Tier 1** Projects disturbing less than 5,000 square feet shall not be required to submit a fee for review by either the Borough or the Adams County Conservation District, unless said review is an integral part of some other permitting process. No Fee Required.
- Tier 2** Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 2 Stormwater Program. A non-refundable fee of \$150 is required.
- Tier 3** Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 3 Stormwater Program. This tier shall also include all projects within this range that are disturbing the existing ground, but not constructing new impervious coverage such general grading activities. Agricultural operations and/ or gardening will be reviewed on a case-by-case basis. A non-refundable fee of \$250 is required.
- Tier 4** Projects that disturb 1.0 acre or more shall not be required to submit a fee to the Borough due to the regulations requiring such a review to be conducted by the Adams County Conservation District using their current fee schedule as approved annually by the Conservation District Board of Directors and/ or PA DEP (per Chapter 102 of the Pennsylvania Code).



## SUBDIVISION AND LAND DEVELOPMENT

The filing fee for consideration of a subdivision or a land development plan shall be broken into categories based upon the type of subdivision or land development presented. The accompanying fees under each category shall include the sketch plan, preliminary plan and final plan. The categories, together with the accompanying fees, are as follows:

### Category I: Residential Subdivisions or Land Developments:

Number of lots or dwelling units	General Fee	Fee per lot or dwelling unit	Deposit for Consultant* and legal review fees
0-2	\$50	\$50	\$170
3-5	\$150	\$50	\$500
6+	\$250	\$50	\$800

### Category II: Non-Residential Subdivision:

Number of Lots	General Fee	Fee for Each Lot	Deposit for Consultant* and legal review fees
0-5	\$300	\$50	\$600
6+	\$300	\$50	\$800

### Category III: Non-Residential Land Developments:

Number of acres	General Fee	Fee for each acre	Deposit for Consultant* and legal review fees
0-5	\$300	\$50	\$800
6+	\$400	\$50	\$1,000

\* Any unused portions of the deposit for consultant's review fees shall be returned to the applicant within three months following signature or disapproval of the Final Plan. In the event that the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee upon receipt of the invoice.

1. The developer or subdivider shall pay the ordinary and customary hourly rate charged to the Borough for review and comment on the plan(s) by any consultant the Borough deems necessary to review said plan(s). Said charge shall be for time devoted by said consultant on the requested review. The rate charged shall not exceed the rate charged by the consultant to the Borough for other work performed at the Borough's request for which there is no outside reimbursement. Such costs shall include, but not be limited to:

- A. Reviewing the plan for conformance to the provisions of the codes and ordinances of the Borough.
- B. Site inspection for conformance to topographic survey.
- C. Reviewing cost estimates of required improvements.
- D. Such other fees which shall be sufficient to cover the cost of all necessary reviews by the Borough's consultants.

***The definition of "consultant" shall include the services of the Borough Solicitor, Engineer or other professional or specialist whose services the Borough deems necessary to the review of any land development or subdivision plan.***

2. In the case where the developer/subdivider desires the Borough to sign a Final Plan, all fees shall be paid prior to the release of signed plan by the Borough to Developer/subdivider. This shall be applicable to Preliminary and Final Plan stages.

3. The developer/subdivider shall be obligated to pay any fees incurred by the Borough, including services of the Borough Solicitor, Borough Engineer or authorized inspector, regarding the dedication of public improvements, for inspecting and approving final construction pursuant to the Borough of Carroll Valley Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code. A deposit of \$500 shall be submitted to the Borough to be applied to the cost of inspection fees. The deposit shall be submitted at such time that the signed Final Plan is released to the Developer. If inspection fees are anticipated to significantly exceed the \$500 deposit, the developer/subdivider shall establish an escrow account. The amount of the escrow account shall be as estimated by the Borough Engineer. Any remaining deposit monies for engineering and legal review fees may be used towards the inspection fee deposit. Any unused portion of the deposit for inspection fees shall be returned to the applicant at such time that construction of improvements is completed and/or accepted for dedication by the Borough. In the event that the actual amount of inspection fees exceeds the amount of the escrow, the applicant shall reimburse the Borough an amount equal to the increased fee.

### DEVELOPMENT PERMIT VERIFICATION UNDER THE PERMIT EXTENSION ACT (ACT 46 of 2010)

I. Residential Development Permit Approval Verification	\$100
II. Commercial Development Permit Approval Verification	\$500

## TAX COLLECTOR TO IMPOSE AND RETAIN COSTS AND FEES

### I. Individual Earned Income Tax

#### A. Non-filing individual taxpayer delinquency notices:

1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10

3. Preparation of Criminal Complaint	\$20
4. Preparation of re-filing Criminal Complaint due to noncompliance	\$40
B. Unpaid individual earned income tax:	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12 -18 months	\$40
d. 18 months or more	\$50
4. Wage attachment	\$40
5. Suit in assumpsit or other appropriate remedy	Actual costs incurred plus \$20 preparation fee
C. Noncompliance with required quarterly individual Tax payments.	\$5/quarter or \$20/year
D. Cost to provide copies of filed tax returns or W-2s to taxpayers (current and next prior year) (2nd prior year and older)	\$5 \$10
II. Employer Accounts	
A. Non-filing tax return or support documentation: (Applicable for each quarter)	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Employer's Remittance of Employee's Tax: (Applicable for each quarter)	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Preparation of Criminal Compliant	\$20
5. Preparation of re-filing Criminal Compliant due to noncompliance	\$40
III. Municipal Property Tax.	
A. Certification Fee	\$10
B. Duplicate Bill Fee	\$5
C. Returned Check Fee	\$40
D. Tax Certification	\$15
IV. Other Tax Collection Services. (Mercantile/Business Privilege; Emergency and Municipal Services Tax; Delinquent Per Capita Tax). (As applicable for year or designated tax period).	
A. Non-filing of return or support documentation delinquency notice:	
1. First delinquent notice (each notice)	\$5
2. Second delinquent notice (each notice)	\$10
3. Preparation of Criminal Compliant	\$20
4. Preparation or re-filing Criminal Compliant due to noncompliance	\$40
B. Unpaid Taxes.	
1. First nonpayment notice (each notice)	\$5
2. Second nonpayment notice (each notice)	\$10
3. Payment schedule fee:	
a. 0-6 months	\$20
b. 6-12 months	\$30
c. 12-18 months	\$40
d. 18 months or more	\$50
4. Wage attachment	\$40
5. Suit in assumpsit or other appropriate remedy	Actual costs incurred plus \$20 preparation fee
6. Credit Card Payment Service Fee	2.20%

**TRANSIENT RETAIL BUSINESSES (13, Part 2)**

Semi-Annual License Fee:	\$100	\$50
Annual License Fee:	\$200	\$100

**APPLICATION FOR HEARING BEFORE BOROUGH COUNCIL**

Application Fee	\$300
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**SCHEDULE OF COSTS FOR MATERIALS AND SERVICES**

Borough Code (complete)	\$169.50
Land Subdivision Ordinance:	\$17.25
Zoning Ordinance:	\$34.75
Administrative Services:	
Copier Costs: 8 - 1/2 x 11 (letter size)	\$.25/page
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APPROVED AND ADOPTED this \_\_\_\_ day of January, 2024.

ATTEST:

\_\_\_\_\_

CARROLL VALLEY BOROUGH COUNCIL

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

CERTIFICATION OF ADOPTION

I hereby certify that the foregoing resolution was duly approved as set forth at a regular meeting of the Borough Council of the Borough of Carroll Valley on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Borough Secretary