



East Allen Township

Northampton County, Pennsylvania

2024 Preliminary Budget

EAST ALLEN TOWNSHIP
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Northampton, PA 18067
(610) 262-7961

2024 Township Budget

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MEMORANDUM

TO: Board of Supervisors

FROM: Brent M. Green, Township Manager

RE: Proposed 2024 Township Budget

On behalf of the Township staff of East Allen Township, I am pleased to submit to the Board of Supervisors the 2024 Proposed East Allen Township Budget. The Budget sets forth the financial plan for East Allen Township for the New Year on January 1st, 2024 and provides a financial plan for the next fiscal year.

As 2023 dwindles down to the final months of this fiscal year, we reflect on some of the impacts, challenges, and opportunities we will have had to overcome and prepare to overcome in the future. To date, the Township General Fund has received actual revenue in the amount of \$2,685,742.44 and we estimate our projected revenue will be \$2,870,742.44 by December 31st, 2023. As for expenditures, we currently have only expended 95.63% of approved expenditures of the \$2,286,771.26 that was budgeted for 2023.

As the 2024 Budget was drafted, we have held true to principle of our budget that East Allen Township is fiscally responsible for the dollars we collect, and we are effective and efficient with spending those dollars. In reviewing our current financial condition, I recommend the Board hold the line on tax levies for both general purposes and fire hydrants. This would keep the millage rate for general purposes at 6.5 mills and for \$30.00 for the Township's fire hydrant tax. The last time the Township saw a tax increase for general purposes was in 2006, meaning the Township has held the line on taxes for the last 18 years. While we strive to continue to meet this accomplishment, the Board should consider incrementally increasing the tax levies in the future to ensure funds are keeping up with inflation and price increases. By increasing taxes incrementally, the Board can prevent large increases that would burden most taxpayers in the Township.

Currently, (1) mill equates to \$205,321.00 based on the Township's assessed valuation of \$213,320,100. This equates to an increase of our assessed value over last year's assessment of \$192,628,600 or by \$20,691,500 from October 2022 to November 2023.

The Township utilizes fund accounting to manage our financials and ensure that certain funds are expended for the purpose of the funds. For 2024, we are using the following as our funds for our budget. The following are the proposed funds:

1. General Fund – 01

The General Fund (01) is utilized for general purposes of the Township. This includes operations of the Township and services, including the administration of services, maintenance and improvements of assets, wages and benefits for staff, planning and zoning reviews, and other services that the Board of Supervisors may deem necessary.

2. Open Space Fund – 04

The Open Space Fund is being proposed to receive the 2023 Earned Income Tax levied on those living and working in East Allen Township. This fund should be segregated since the income tax is collected for a sole special purpose and must only be used for such purposes the tax was enacted.

3. Water Fund – 06

The Water Fund is being proposed to receive the Township's Hydrant taxes fees collected by those living within 780 feet of a hydrant. This fund should be segregated since the hydrant tax is collected for a sole special purpose and must only be used for such purposes as the tax was enacted.

4. Sewer Fund – 08

The Sewer Fund was created by the Township in 2021 to receive service fees for the sewage collection system located on the southeast corner of the Township for the Regency at Creekside Meadows Age Restricted Community. Expenditures include the long-range capital funding for maintenance and improvements, professional services, other maintenance items deemed necessary by the City of Bethlehem Water and Sewer Resources Department, who maintains the sewage pump station and force main. For 2024, we anticipate a second sewer service district be created for the Northampton Area School District for the proposed Route 329 Elementary School and Administrative Offices. This district differs from the Regency at Creekside Meadows, where the

Township will not own or operate any sewer infrastructure. The Township is responsible for the administration and billing for both Northampton Borough for the conveyance and treatment of sewer and Allen Township for the conveyance of sewer.

5. Capital Projects Fund – 18

The Capital Projects Fund (18) serves as the primary reserve for Township funds and is used to accrue funds for large capital projects and equipment that typically cost over \$25,000.00. As part of the Capital Projects Fund, the Township uses this fund to hold Developer Recreation Impact Fees and Stormwater Management Impact Fees.

6. Liquid Fuels Fund – 35

The Liquid Fuels Fund (35), sometimes known as the highway aid fund serves as fund for all gas tax monies collected by the Commonwealth of Pennsylvania. Funds are used primarily for the maintenance of Township roads and bridges. Other allowable expenditures include highway materials, equipment acquisition, and street lighting. It is recommended that the Township continue to use this funding for maintenance activities.

7. Escrow Fund - 80

The Escrow Fund (80) is utilized for the accounting of reimbursable financials for professional services. The funds are collected by the Township for projects in the Township or impacting the Township from property owners and developers. The Township does not budget for this fund.

Overall, the East Allen Township Proposed 2024 Budget anticipates receiving \$3,999,839.68 in revenues and \$4,246,577.68 in expenditures. While this appears to be an unbalanced budget, it is projecting expending funds from the Township's Capital Fund for road projects and recreation facility enhancements as part of money accrued over the last several fiscal years. Further details can be found on the following pages.

I hope you find this budget sound and balanced and we can move forward in ensuring East Allen Township is providing the services our residents expect and deserve.

Respectfully,

Brent M. Green
Township Manager

Projected Fund Balances

For 2024, the following are the proposed revenues and expenditures as compared to the projected starting balance of each fund.

1. General Fund – 01

Projected Starting Balance – \$ 5,509,326.95
Proposed 2024 Revenues – \$ 3,231,668.00
Proposed 2024 Expenditures – \$ 3,211,662.00
Projected Ending Balance - \$ 5,529,372.95

2. Open Space Fund – 04

Projected Starting Balance – \$ 387,375.24
Proposed 2024 Revenues – \$ 400,000.00
Proposed 2024 Expenditures – \$ 0.00
Projected Ending Balance - \$787,375.24

3. Hydrant Fund – 06

Projected Starting Balance – \$ 5,000.00
Proposed 2024 Revenues – \$ 40,200.00
Proposed 2024 Expenditures – \$ 31,944.00
Projected Ending Balance - \$ 13,256.00

4. Sewer Fund – 08

Projected Starting Balance – \$ 77,147.75
Proposed 2024 Revenues – \$ 75,200.00
Proposed 2024 Expenditures - \$ 77,147.75
Projected Ending Balance – \$ 75,200.00

5. Capital Projects Fund – 18

Projected Starting Balance – \$ 1,320,597.18
Proposed 2024 Revenues - \$ 27,271.68
Proposed 2024 Expenditures - \$ 507,271.68
Projected Ending Balance - \$ 840,597.18

6. Liquid Fuels Fund – 35

Projected Starting Balance – \$ 211,788.52
Proposed 2024 Revenues - \$ 209,833.96
Proposed 2024 Expenditures - \$ 421,622.48
Projected Ending Balance - \$ 0.00



2024 Proposed General Fund Revenues

General Fund Revenues

Line Item Account	Name	Description of Revenue	YTD	2023 Budgeted	Recommended
01-301-100	Real Estate Taxes--Current Year	Revenue received from the general fund millage set at 6.5 mills for 2024. 95% of collections is estimated at \$1,462,918.54	\$1,236,200.12	\$1,275,000.00	\$ 1,462,918.00
01-301-200	Real Estate Taxes--Prior Years/Delinquent	Revenue received from previous tax years.	\$ 20,304.46	\$ 50,000.00	\$ 5,000.00
01-310-030	Per Capita – Delinquent Prior Years	Revenue received from non-payment of Per Capita Tax that was abolished in 2007.	\$ 0.00	\$ 0.00	\$ 0.00
01-310-510	Local Services Tax	Revenue received from the levy of a local service tax on those working within the Township. Currently the rate is set at the statutory limit of \$52 per year.	\$ 68,688.59	\$ 100,000.00	\$ 85,000.00
01-310-100	Real Estate Transfer Tax	Revenue received from the sale of property within the Township. Currently the rate is set at the statutory limit of ½ % of the sale price.	\$ 273,770.19	\$ 150,000.00	\$ 150,000.00
01-310-210	Earned Income Tax	Revenue received from an Earned Income tax levy on those residing and working within the Township. The current rate is set at 1%, which is split with the Northampton Area School District.	\$ 762,314.59	\$ 750,500.00	\$ 825,000.00
01-321-800	Cable Franchise Tax	Revenue received from the imposition of a 5% cable franchise fee on fees collected by cable provider's usage of the Township's right-of-ways.	\$ 85,950.75	\$ 0.00	\$ 105,000.00
01-321-000	Licenses & Permits	Fees collected for various licenses and permits collected by the Township for Zoning, Building, Grading, Stormwater and other miscellaneous permits.	\$ 129,707.14	\$ 250,000.00	\$ 150,000.00
01-322-430	Burning Permits	Fees collected for opening burning within the Township for the calendar year. The current fee is \$20.00 per household. We are estimating 25 permits for 2024	\$ 700.00	\$ 500.00	\$ 700.00

<u>Revenues</u>	\$ 2,783,618.00
General Fund Revenues	

Line Item Account	Name	Description of Revenues	YTD	2023 Budgeted	Recommended
01-322-440	Brush Permits	Fees collected for the FRCA compost permit for residents for the calendar year. The current fee is \$25.00 per household. We are estimating 250 permits for 2024.	\$ 6,475.00	\$ 6,250.00	\$ 0.00
01-331-120	Violations - Magistrate	Fees collected by the District Magistrate on fines levied within East Allen Township.	\$ 213.20	\$ 0.00	\$ 250.00
01-341-000	Interest Earnings	Interest earned on checking account and money market account for the Township's General Fund banking accounts.	\$ 25,004.68	\$ 500.00	\$ 150,000.00
01-351-000	Federal Capital & Operating Grants	Grants from the federal government for projects within the Township.	\$ 0.00	\$ 0.00	\$ 0.00
01-354-000	State Capital & Operating Grants	Grants from the Commonwealth of Pennsylvania for projects within the Township.	\$ 0.00	\$ 0.00	\$ 0.00
01-354-150	Recycling Grant/Act 101	Reimbursement for recycling activities from PA DEP for Act 101 for the recycling of certain materials.	\$ 0.00	\$ 0.00	\$ 0.00
01-355-040	Alcoholic Beverage Taxes	Revenue received from the Commonwealth of Pennsylvania for liquor licenses issued by the PA Liquor Control Board for licenses issued within the Township.	\$ 800.00	\$ 600.00	\$ 800.00
01-355-060	State Shared Pension	Funding from Act 205 for the reduction of the Township's pension Minimum Municipal Obligation (MMO).	\$ 46,623.10	\$ 46,000.00	\$ 46,500.00
01-355-070	Foreign Fire Insurance Premium	Revenue received by the Commonwealth of Pennsylvania from a tax levied on fire insurance premiums that are underwritten from insurance companies outside the Commonwealth.	\$ 42,914.10	\$ 38,000.00	\$ 45,500.00

<u>Revenues</u>	\$ 243,050.00
General Fund Revenues	

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-356-000	Public Utility Realty Tax	Revenue received from the Commonwealth of Pennsylvania for property taxes for property owned by utilities as part of an in-lieu of property tax assessments.	\$ 2,455.61	\$ 0.00	\$ 2,450.00
01-357-000	Local Capital & Operating Grants	Grants from Northampton County and other local agencies for projects within the Township.	\$ 0.00	\$ 0.00	\$ 30,000.00
01-361-300	SALDO Submission Fees	Revenue from matters before the Planning Commission for Zoning and/or Subdivision and Land Development Plan reviews.	\$ 18,200.00	\$ 2,500.00	\$ 10,000.00
01-361-320	SALDO Review & Inspection Fees	Revenue for charges for the review and inspection of Subdivision and Land Development projects under review by the Township.	\$ 0.00	\$ 0.00	\$ 50,000.00
01-361-340	Public Hearing Fees	Revenue from matters before the Zoning Hearing Board or Board of Supervisors for public hearings related to zoning amendments, conditional uses, special exceptions, variances, and appeals	\$ 3,000.00	\$ 3,000.00	\$ 10,000.00
01-361-710	Photocopies	Revenue for duplication and photocopying of township records.	\$ 2.75	\$ 10.00	\$ 1.00
01-367-100	Soccer	Revenue received from the East Allen Township Rage Soccer Program. Current programs include both Spring and Fall Soccer for both recreation and travel programs.	\$ 47,554.75	\$ 30,000.00	\$ 50,000.00
01-367-200	Summer Program Fee	Revenue received for the 7-week summer camp program held at Bicentennial Park.	\$ 38,915.00	\$ 25,000.00	\$ 40,000.00
01-367-300	Pavilion Rentals	Revenue received from the rental of pavilion shelters at both Bicentennial Park and Jacksonville Park.	\$ 17,925.00	\$ 7,500.00	\$ 17,000.00

<u>Revenues</u>	\$ 209,451.00
General Fund Revenues	

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-367-310	Field Rentals	Revenue received from the rental of fields and courts.	\$ 2,200	\$ 5,000.00	\$ 2,500.00
01-367-500	Other Programs	Revenue received from special programs held by the Township Parks and Recreation Department.	\$ 250.00	\$ 1,000.00	\$ 15,000.00
01-380-000	Miscellaneous Revenue	Revenue that does not fit in the above categories.	\$ 16,053.57	\$ 0.00	\$ 0.00
01-387-000	Contributions from Other Organizations	Revenue Received as Contributions, Sponsorships, Grants, Financial Assistance, or Donations to programs and events for the Township.	\$ 0.00	\$ 0.00	\$ 5,000.00
01-391-010	Sale of Equipment	Revenue from the sale of surplus equipment or tools owned by the Township.	\$ 0.00	\$ 0.00	\$ 50,000.00
01-392-000	Transfer from Other Funds	Transfers from funds other than the General Fund.	\$ 0.00	\$ 0.00	\$ 0.00
01-395-000	Refunds of Prior Year Expenditures	Revenue that was refunded in the current fiscal year from expenses that were paid in the previous fiscal year.	\$ 8,104.00	\$ 0.00	\$ 0.00

<u>Revenues</u>	\$ 72,500.00
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Summary of General Fund Revenues

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
300	Real Property Taxes	Revenue from Property Taxes on Real Property	\$ 1,246,200.86	\$ 1,325,000.00	\$ 1,467,918.00
310	Act 511 Taxes	Revenue from Earned Income & Local Service Taxes	\$ 1,104,774.37	\$ 1,000,000.00	\$ 1,060,000.00
321	Franchise Fees, Licenses, & Permits	Revenue from Franchise Fees, License & Permits	\$ 215,657.89	\$ 250,000.00	\$ 225,000.00
322	Non-Business Licenses & Fees	Revenue from Burning & Yard Waste Permits	\$ 7,175.00	\$ 8,000.00	\$ 700.00
331	Fines & Citations	Revenue from fines imposed in the Township	\$ 213.20	\$ 0.00	\$ 250.00
341	Interest Earnings	Revenue from interest on bank accounts & CD's,	\$ 25,004.68	\$ 500.00	\$ 150,000.00
351-357	Federal, State, & Local Grants & Fees	Revenue from Grants and Fees In-Lieu of Taxes	\$ 92,782.81	\$ 84,600.00	\$ 125,300.00
361	Charges for Services	Revenue from Charges for SALDO's Developments	\$ 21,202.75	\$ 4,510.00	\$ 70,000.00
367	Recreation Fees & Charges	Revenue from Recreation Programs & Events	\$ 106,844.75	\$ 68,500	\$ 119,500.00
380	Miscellaneous	Revenue from Miscellaneous Sources	\$ 16,053.57	\$ 0.00	\$ 0.00
387	Contributions & Donations	Revenue from Contributions & Donations	\$ 0.00	\$ 0.00	\$ 15,000.00
391	Proceeds from the Sale of Fixed Assets	Revenue from Sale of Equipment & Insurance Claims	\$ 0.00	\$ 0.00	\$ 0.00
392	Interfund Operating Transfers	Revenue from transfer from other funds	\$ 0.00	\$ 80,000.00	\$ 0.00
395	Refunds of Prior Year Expenditures	Revenue that was refunded in the current fiscal year	\$ 8,104.00	\$ 0.00	\$ 0.00

Summary of General Fund Revenues

\$

3,231,668.00



2024 Proposed General Fund Expenditures

Summary of Projected Expenditures by Department

- 400 - Legislative & Governing Body
- 401 - Executive
- 402 - Auditing & Financial Services
- 403 - Tax Collection
- 404 - Legal Services
- 405 - Administration & Finance
- 407 - IT/Networking Services
- 408 - Engineering
- 409 - Building & Facilities
- 410 - Police Contracted Services
- 411 - Fire
- 412 - Ambulance
- 413 - UCC & Code Enforcement
- 414 - Planning & Zoning
- 426 - Yard Waste and Recycling Services
- 430 - 439 - Public Works
- 450 - Recreation
- 462 - Community Development
- 483 - Employer Paid Benefits
- 486 - Insurance
- 492 - Interfund Operating Transfers

400 - General Government - Legislative & Government Body

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-400-105	Governing Body - Salaries	Salary for Elected Officials at \$1,875.00 per member	\$ 7,031.25	\$ 9,405.00	\$ 9,375.00
01-400-200	Governing Body - General Supplies	Supplies for Elected Governing Body	\$ 3,739.70	\$ 500.00	\$ 500.00
01-400-216	Governing Body - Library Contribution	Contribution to the Northampton Area Library Based on \$1 per resident residing in East Allen.	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
01-400-310	Governing Body - Professional Services	Expenses for Codification of Township Ordinances and other related professional services.	\$ 1,195.00	\$ 1,500.00	\$ 1,500.00
01-400-340	Governing Body - Advertising & Printing	Expenses for Advertising Public Meetings & Newsletters	\$ 3,034.50	\$ 5,000.00	\$ 5,000.00
01-401-420	Governing Body - Dues, Subscriptions, & Memberships	Dues for Organizations and Associations. PSAT's membership dues.	\$ 1,970.40	\$ 0.00	\$ 2,500.00
01-400-460	Governing Body - Conferences & Trainings	Expenses for Annual PSATS Conference & Northampton County Assn. Twp. Officials	\$ 700.00	\$ 2,500.00	\$ 2,500.00

Total General Government - Legislative Expenses

\$ 26,875.00

401 - General Government - Executive

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-401-110	Executive - Manager's Salary	Annual Salary for Appointed Township Manager. Established by Resolution Annually.	\$ 79,280.09	\$ 82,725.00	\$ 85,232.00
01-401-200	Executive - Manager's Supplies	Supplies for Township Manager	\$ 97.32	\$ 5,000.00	\$ 5,000.00
01-401-212	Executive – Newsletters & Communications	Costs for Township Newsletters and Resident Engagement and Communications, including website.	\$ 0.00	\$ 0.00	\$ 25,000.00
01-401-312	Executive - Management Consulting Services	Management Consulting Services and Programs to Assist with Employee Development & Services and other consultant services.	\$ 0.00	\$ 5,000.00	\$ 5,000.00
01-401-350	Executive - Bonding of Manager	Bonding of Manager for Surety	\$ 0.00	\$ 1,000.00	\$ 1,000.00
01-401-420	Executive - Dues, Subscriptions, & Memberships	Dues for Township Manager. Includes PSATS, APMM, ICMA	\$ 0.00	\$ 2,500.00	\$ 2,500.00
01-401-460	Executive - Conferences & Training	Expenses for Attending Conferences and Trainings	\$ 430.87	\$ 5,000.00	\$ 5,000.00
01-401-471	Executive - Pre-Employment Testing	Employment Drug Testing, Physicals, and Other Pre-employment Testing for New Hires	\$ 0.00	\$ 5,000.00	\$ 2,500.00
<u>Total General Government - Executive Expenses</u>					\$ 131,232.00

402 - General Government - Auditing & Financial Services

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-402-105	Auditing & Finance - Elected Auditor Wages	Wages for Annual Auditor's Organization Meeting at \$10.00 per Auditor	\$ 0.00	\$ 30.00	\$ 30.00
01-402-310	Auditing & Finance - Payroll Services	Fees for Processing of Payroll and Payroll Software	\$ 5,410.90	\$ 6,000.00	\$ 6,000.00
01-402-311	Auditing & Finance - Accounting Services	Contract for the Audit of the 2022 Township Financials by C.P.A.	\$ 0.00	\$ 8,000.00	\$ 8,000.00
01-402-390	Auditing & Finance - Bank Fees	Fees Assessed By Township Depositories For Services and Merchant Services for Credit Cards	\$ 14,119.43	\$ 1,000.00	\$ 15,000.00
<u>Total General Government - Auditing & Financial Services Expenses</u>					\$ 29,030.00

403 - General Government - Tax Collection

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-403-105	Tax Collector - Elected Tax Collector Salary	Compensation for Elected Tax Collector. Overall Compensation is \$10,000.00	\$ 7,500	\$ 10,000.00	\$ 10,000.00
01-403-200	Tax Collector - Supplies	Supplies for Elected Tax Collector	\$ 850.00	\$ 1,000.00	\$ 1,000.00
01-403-215	Tax Collector - Postage	Postage for Elected Tax Collector	\$ 1,669.47	\$ 2,500.00	\$ 3,500.00
01-403-342	Tax Collector - Printing	Printing of Tax Bills for 2024	\$ 1,117.04	\$ 2,000.00	\$ 2,000.00
01-402-353	Tax Collector - Bonding of Tax Collector	Cost of the multi-year surety bond for elected Tax Collector. No cost until the end of election term.	\$ -	\$ -	\$ -

<u>Total General Government – Tax Collection Expenses</u>					\$ 16,500.00
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404 - General Government - Legal Services

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-404-310	Legal - Township Solicitor	Services Performed by Township Solicitor Regarding Legal Matters Before the Board or Staff	\$ 16,106.75	\$ 45,000.00	\$ 25,000.00
01-404-314	Legal - Township Special Counsel	Services Performed As Deemed Necessary by the Board for Land Use Appeals or Other Unique Issues	\$ 0.00	\$ 15,000.00	\$ 10,000.00
01-404-317	Legal - Township Labor Counsel	Services Performed by Labor Counsel Related to Employment Issues or Collective Bargaining.	\$ 44,898.56	\$ 25,000.00	\$ 5,000.00
01-404-317	Legal - Township SALDO	Services Performed by the Township Solicitor Regarding Legal Matters Related to SALDO & Zoning for Reimbursement by Developers or Applicants	\$ 0.00	\$ 0.00	\$ 10,000.00
<u>Total General Government - Legal Services</u>					\$ 50,000.00

405 - Administration & Finance

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
01-405-110	Admin & Finance - Township Secretary Wages	Salary for Full Time Township Secretary.	\$ 44,490.38	\$ 48,651.00	\$ 50,150.00
01-405-111	Admin & Finance - Township Treasurer Wages	Salary for Full Time Township Treasurer.	\$ 52,373.90	\$ 57,876.00	\$ 59,100.00
01-405-210	Admin & Finance - Office Supplies	Expenses for Office Supplies. Includes Paper, Pens, Envelopes, and Other General Office Supplies.	\$ 2,708.99	\$ 10,000.00	\$ 10,000.00
01-405-213	Admin & Finance - Computer/Copier Supplies	Expenses for Computer Supplies and Copier Toner and Other Supplies.	\$ 31,347.06	\$ 15,000.00	\$ 20,000.00
01-405-215	Admin & Finance - Postage	Expenses for Postage and Postage Machine Lease.	\$ 2,063.95	\$ 15,000.00	\$ 10,000.00
01-414-270	Admin & Finance - Software	Software For Admin and Finances	\$ 0.00	\$ 0.00	\$ 10,000.00
01-405-460	Admin & Finance - Continuing Education & Training	Training for Administration and Finance Employees	\$ 915.39	\$ 2,500.00	\$ 2,500.00
01-405-320	Admin & Finance - Communication	Includes expenses for Municipal Phone System, Internet, and Wireless Phones for Employees	\$ 8,543.25	\$ 15,000.00	\$ 15,000.00
01-405-350	Admin & Finance - Bonding of Admin & Finance Staff	Bonding for Admin & Finance Employees	\$ 606.00	\$ 2,500.00	\$ 2,500.00

Total General Government - Administration & Finance Expenses

\$ 179,250.00

407 - IT- Networking Services

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-407-200	IT - Networking. - Supplies	Networking Supplies for Municipal Building	\$ 592.17	\$ 2,500.00	\$ 5,000.00
01-407-310	IT - Networking. - Professional Services	Services with Third Party Contractor For The Maintenance of Computers, Servers, and Networking	\$ 5,580.34	\$ 10,000.00	\$ 20,000.00
01-407-700	IT - Networking. - Capital Purchases	Purchase of (2) Laptop Computers, (2) Desktop Computers, and Other Miscellaneous Technology	\$ 6,950.00	\$ 20,000.00	\$ 25,000.00

Total General Government - IT - Networking Services Expenses

\$ 50,000.00

408 - Engineering

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-408-313	Engineering - General Engineering	Expenses for General Engineering, includes meeting attendance, design services, inspections.	\$ 45,026.25	\$ 75,000.00	\$ 75,000.00
01-408-317	Engineering - Stormwater Management/MS4	Expenses for the Township's MS4 stormwater management engineering. Work also includes work on the Township's Pollution Reduction Plan (PRP)	\$ 25,834.03	\$ 35,000.00	\$ 50,000.00
01-408-318	Engineering - Community Planning	Expenses for the planning consultant services related to updating the Township's Zoning Ordinance and Subdivision and Land Development Ordinances.	\$ 0.00	\$ 0.00	\$ 15,000.00
01-408-319	Engineering – SALDO Reviews & Inspections	Expenses for the review and inspections of development from SALDO.	\$ 0.00	\$ 0.00	\$ 50,000.00
01-408-360	Engineering – Sewage Enforcement Services	Expenses for the review of sewage permits and enforcement of violations for malfunctioning septic systems within the Township.	\$ 0.00	\$ 0.00	\$ 5,000.00
01-408-453	Engineering - GIS Services	Expenses for the geographic information services and mapping of township facilities, assets, and other GIS related data sets.	\$ 0.00	\$ 10,000.00	\$ 15,000.00
<u>Total General Government - Engineering Expenses</u>					\$ 210,000.00

409 - Building & Facilities

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-409-226	Building and Facilities - Cleaning Supplies	Expenses for the purchase of cleaning supplies and equipment	\$ 0.00	\$ 5,000.00	\$ 2,000.00
01-409-227	Buildings and Facilities - Sanitation	Expenses for the handling of waste and recycling at all Township owned facilities.	\$ 2,052.50	\$ 10,000.00	\$ 5,000.00
01-409-230	Buildings and Facilities - Heating Oil & Propane	Expenses for heating oil and propane for all Township owned facilities.	\$ 12,976.04	\$ 35,000.00	\$ 20,000.00
01-409-230	Buildings and Facilities - Building Supplies	Expenses for building supplies and materials for improvements at all Township owned facilities.	\$ 0.00	\$ 5,000.00	\$ 75,000.00
01-409-316	Buildings and Facilities - Lab Fees and Services	Expenses for water quality testing and treatment.	\$ 0.00	\$ 5,000.00	\$ 5,000.00
01-409-317	Buildings and Facilities - Cleaning Services	Expenses for cleaning of the Township Building.	\$ 2,850.00	\$ 5,000.00	\$ 3,500.00
01-409-360	Building and Facilities - Public Utility Services	Expenses for electric, internet, and water for all facilities.	\$ 64,444.95	\$ 50,000.00	\$ 75,000.00
01-409-370	Building & Facilities- Repair & Maintenance	Expenses for repair & maintenance.	\$ 8,122.21	\$ 5,000.00	\$ 15,000.00
01-409-700	Building and Facilities - Capital Purchases	Expenses for capital purchases such as furniture, equipment, and other improvements.	\$ 0.00	\$ 5,000.00	\$ 25,000.00
<u>Total General Government - Building and Facilities Expenses</u>					\$ 225,500.00

410 - Police Contracted Services

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-410-450	Police - Contracted Services	Expense for As-Needed Motor Vehicle Carrier Enforcement within the Township	\$ 0.00	\$ 25,000.00	\$ 15,000.00
<u>Total Public Safety - Police Expenses</u>					\$ 15,000.00

411 - Fire

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-411-163	Fire - Firemen's Relief Funding	Funding received on behalf of the East Allen Township Volunteer Fire Department Firemen's Relief Assc.	\$ 42,914.10	\$ 38,000.00	\$ 42,914.00
01-411-300	Fire – Recruitment and Retention	Funding to assist with recruitment and retention activities for the East Allen Township Volunteer Fire Department.	\$ 0.00	\$ 25,000.00	\$ 75,000.00
01-411-354	Fire - Worker's Compensation Insurance	Expenses for Worker's Compensation for the East Allen Township Vol. Fire Company through the PA State Worker's Compensation Insurance Fund. (SWIF)	\$ 13,350.00	\$ 25,000.00	\$ 25,000.00
01-411-500	Fire - Operating Expense Contributions	Funding for Operations for the East Allen Township Volunteer Fire Department.	\$ 33,750.00	\$ 45,000.00	\$ 55,000.00
01-411-700	Fire - Capital Purchases	Funding for capital improvements and purchases for the East Allen Township Volunteer Fire Department.	\$ 49,366.24	\$ 25,000.00	\$ 0.00

Total Public Safety - Fire Expenses

\$ 197,914.00

412 - Ambulance

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-412-300	Ambulance – Operating Expense Contributions	Expenses for an Annual Contribution to the Township’s Emergency Medical Services provider for operating costs.	\$ 50,000.00	\$ 0.00	\$ 0.00
01-412-354	Ambulance - Worker's Compensation Insurance	Expense for Worker's Compensation Insurance for Volunteer EMT's & First Responders	\$ 0.00	\$ 1,000.00	\$ 0.00
<u>Total Public Safety - Ambulance Expenses</u>					\$ 0.00

413 - UCC & Code Enforcement

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-413-310	UCC & Code Enforcement - Professional Services	Professional Services for Building Plan Review and Inspection Services	\$ 40,187.17	\$ 1,000.00	\$ 15,000.00
01-413-539	UCC & Code Enforcement - PA L&I UCC Quarterly Fee	Fee due quarterly to PA Dept. of Labor & Industry for UCC Permits processed by the Township	\$ 427.50	\$ 500.00	\$ 250.00
<u>Total Public Safety - UCC & Code Enforcement Expenses</u>					\$ 15,250.00

414 - Planning & Zoning

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-414-110	Planning & Zoning - Zoning Officer Salary	Salary for Full-Time Zoning Officer	\$ 60,991.48	\$ 68,250.00	\$ 68,920.00
01-414-200	Planning & Zoning - Supplies	Supplies for Department, including Zoning Officer, Planning Commission, and Zoning Hearing Board.	\$ 0.00	\$ 5,000.00	\$ 5,000.00
01-414-270	Planning & Zoning - Software	Software For Permit Management and Planning	\$ 14,802.12	\$ 20,000.00	\$ 20,000.00
01-414-300	Planning & Zoning – Consulting Services	Services for Third Party Consultants and scanning services for Township’s files.	\$ 0.00	\$ 0.00	\$ 5,000.00
01-414-314	Planning & Zoning - Public Hearing Legal Expenses	Cost of Zoning Hearing Board Solicitor and Stenographer for Public Hearings.	\$ 12,441.20	\$ 5,000.00	\$ 5,000.00
01-414-460	Planning & Zoning - Continuing Education & Training	Training for Department. Includes Zoning Officer, Planning Commission, and Zoning Hearing Board.	\$ 136.60	\$ 1,000.00	\$ 1,000.00
<u>Total Public Safety - UCC & Code Enforcement Expenses</u>					\$ 104,920.00

426 - Yard Waste and Recycling Services

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-426-300	Yard Waste and Recycling - Programs	Expenses for hosting an electronic waste recycling and shredding event for 2024.	\$ 0.00	\$ 0.00	\$ 2,000.00
01-426-500	Yard Waste - Program Contributions & Subsidies	Contributions for the operation and maintenance of the First Regional Compost Authority.	\$ 12,219.18	\$ 15,000.00	\$ 15,000.00
01-426-700	Yard Waste – Capital Purchases	Capital Purchases for Yard Waste Recycling Equipment and Facility Development	\$ 0.00	\$ 0.00	\$ 0.00
<u>Total Public Works - Yard Waste Expenses</u>					\$ 17,000.00

430 - 439 - Public Works

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-430-110	Public Works - Coordinator Wages	Wages for (1) Full Time Public Works Coordinator. Current salary is \$78,541 per year.	\$ 39,676.78	\$ 79,000.00	\$ 78,541.00
01-430-111	Public Works - Crew Leader Wages	Wages for (1) Full Time Public Works Crew Leader. Current wages are \$67,500.00	\$ 52,149.53	\$ 65,000.00	\$ 67,500.00
01-430-112	Public Works - Wages Full Time Employees	Wages for (5) Full Time Public Works Crew Members. Total wages w/ overtime are estimated at \$290,000.00	\$ 229,372.34	\$ 260,000.00	\$ 290,000.00
01-430-115	Public Works - Wages Part Time Employees	Wages for (5) Part Time Seasonal Public Works Employees. Estimated wages are \$100,000.00	\$ 25,821.70	\$ 73,500.00	\$ 100,000.00
01-430-200	Public Works - General Supplies	Expenses for general supplies for the Public Works Department	\$ 53,282.58	\$ 2,500.00	\$ 1,000.00
01-430-231	Public Works - Gasoline	Expenses for Gasoline for the Township's fleet. Includes allotment NREMS (\$5,000.00)	\$ 2,371.51	\$ 10,000.00	\$ 20,000.00
01-430-232	Public Works - Diesel Fuel	Expenses for Gasoline for the Township's fleet. Includes allotment NREMS (\$10,000.00)	\$ 8,427.23	\$ 40,000.00	\$ 50,000.00
01-430-234	Public Works - Oil & Lubricants	Expenses for oil and lubricants for Public Works Department equipment and tools.	\$ 996.99	\$ 3,500.00	\$ 3,500.00
01-430-238	Public Works - Clothing & Uniforms	Expenses for the purchase of employee shirts, coats, and reimbursement for safety boots.	\$ 656.68	\$ 2,500.00	\$ 2,500.00
01-430-245	Public Works - Highway Supplies & Materials	Expenses for road materials, such as stone, blacktop, sealer, and other road materials.	\$ 0.00	\$ 0.00	\$ 40,000.00
01-430-260	Public Works - Small Tools & Minor Equipment	Expenses for the purchase of small hand tools, power tools, and other minor equipment.	\$ 411.26	\$ 2,000.00	\$ 10,000.00

430 - 439 Public Works

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-430-316	Public Works - PA One Call Utility Fees	Expenses for being a locator and excavator in the PA 811 – One Call Utility Program.	\$ 279.41	\$ 150.00	\$ 450.00
01-430-384	Public Works - Rentals of Equipment	Expenses for the rental of equipment for Public Works Department projects and maintenance work.	\$ 1,896.60	\$ 0.00	\$ 30,000.00
01-430-460	Public Works - Continuing Education & Training	Expenses for training and education for Public Works Department. Includes Pesticide Spraying licenses.	\$ 35.00	\$ 2,500.00	\$ 500.00
01-430-470	Public Works - CDL, Drug & Alcohol Testing	Expenses for random CDL drug testing for all CDL drivers and also DOT consortium checks.	\$ 60.00	\$ 2,500.00	\$ 500.00
01-432-245	Public Works - Snow Removal Supplies	Expenses for snow removal supplies such as road salt and calcium chloride pre-wetting agent.	\$ 25,791.54	\$ 80,000.00	\$ 80,000.00
01-432-374	Public Works - Snow Removal Equip. Repairs & Maintenance	Expenses for the repair and maintenance of snow removal equipment and replacement of equipment.	\$ -	\$ 10,000.00	\$ 25,000.00
01-433-200	Public Works - Traffic Control Devices Supplies	Expenses for traffic control devices such as street signs, sign hardware, delineators, & other supplies.	\$ 5,232.25	\$ 10,000.00	\$ 15,000.00
01-433-246	Public Works - Traffic Control Line Painting	Expenses for line painting of double yellow and various white lines.	\$ 20,326.95	\$ 15,000.00	\$ 20,000.00
01-433-370	Public Works - Traffic Signal Maintenance Services	Expenses for the servicing and maintenance of traffic signal devices. Includes minor repairs.	\$ -	\$ 15,000.00	\$ 10,000.00
01-436-250	Public Works – Storm Sewers & Drains Supplies	Expenses for the purchase of storm sewer pipe, inlet structures, risers, and catch basin tops.	\$ -	\$ 0.00	\$ 35,000.00
01-437-250	Public Works - Repair of Equipment Supplies	Expenses for supplies for the repair and maintenance of Township equipment and vehicles.	\$ 23,539.76	\$ 15,000.00	\$ 30,000.00

430 - 439 Public Works

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-437-370	Public Works - Repair of Equipment Services	Expenses for the repair and maintenance of Township equipment and vehicles by others.	\$ 21,446.10	\$ 85,000.00	\$ 60,000.00
01-439-600	Public Works - Projects Capital Construction	Expenses for capital projects such as road repaving and chip sealing of roads.	\$ -	\$ 200,000.00	\$ 250,000.00
01-439-700	Public Works - Capital Vehicle Purchases	Expenses for the purchase of vehicles and equipment.	\$ 162,901.93	\$ -	\$ -

Total Public Works - Public Works Expenses

\$ 1,219,491.00

450 - Recreation

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-450-110	Recreation - Director's Salary	Expenses for the Recreation Coordinators wages. This is a part-time position.	\$ 23,482.50	\$ 30,000.00	\$ 25,000.00
01-450-115	Recreation – Program Assistants	Expenses for part-time employees for recreation events, programs, and sports.	\$ 0.00	\$ 0.00	\$ 15,000.00
01-450-120	Recreation - Wages Summer Program	Expenses for summer camp counselors for 2024.	\$ 18,092.82	\$ 27,500.00	\$ 22,500.00
01-450-200	Recreation – Program Supplies	Expenses for special programs and events at the Township’s parks.	\$ 6,696.81	\$ 10,000.00	\$ 10,000.00
01-450-247	Recreation – Sport Supplies	Expenses for sports equipment and supplies.	\$ 0.00	\$ 0.00	\$ 5,000.00
01-450-270	Recreation – Software	Expenses for the Township electronic recreation management software – CivicRec	\$ 0.00	\$ 0.00	\$ 5,000.00
01-450-300	Recreation – Other Services	Expenses for the registration of sport programs and sport club training.	\$ 0.00	\$ 0.00	\$ 7,500.00
01-450-310	Recreation – Professional Services	Expenses to finalize the Township’s Open Space and Parks & Recreation Plan.	\$ 0.00	\$ 0.00	\$ 35,000.00
01-450-340	Recreation - Advertising & Printing	Expenses to advertise and print for programs and activities by the Parks & Recreation Department.	\$ 0.00	\$ 0.00	\$ 10,000.00
<u>Total Culture Recreation Expenses</u>					\$ 135,000.00

462 - Community Development

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-461-310	Open Space - Professional Services	Expenses for Professional Services related to Open Space.	\$ 8,256.81	\$ 30,000.00	\$ 15,000.00
<u>Total Community Development Expenses</u>					\$ 15,000.00

462 - Community Development

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-462-310	Community Development - Professional Services	Expenses for Professional Services related to Community Development. Moved to Engineering.	\$ 15,258.13	\$ 25,000.00	\$ 0.00
<u>Total Community Development Expenses</u>					\$ 0.00

483 - Employer Paid Benefits

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-483-192	Employer Paid Benefits - FICA Employer Portion	This is for the Township's portion of all employee's social security contributions.	\$ 48,323.00	\$ 50,000.00	\$ 50,000.00
01-483-193	Employer Paid Benefits - Medicare Employer Portion	This is for the Township's portion of all employee's Medicare contributions.	\$ 0.00	\$ 25,000.00	\$ 25,000.00
01-483-194	Employer Paid Benefits - Unemployment Compensation Employer Portion	This is for the Township's portion of all employee's unemployment compensation services. The Township uses the PSAT's Trust for UC Services.		\$ 20,000.00	\$ 10,000.00
01-483-196	Employer Paid Benefits - Health Insurance	The Township offers a PPO Health Insurance Plan. The cost for insurance for 2024 is \$ for individual and \$ for a family plan	\$ 212,174.27	\$ 300,000.00	\$ 300,000.00
01-483-197	Employer Paid Benefits - Employee Pension	The Township offers all full-time employees a defined benefit pension plan.		\$ 85,000.00	\$ 74,000.00
01-483-198	Employer Paid Benefits - Other Group Benefits	The Township offers all full-time employees' vision, dental, and life insurance. Also offered is a short-term and long-term Disability Insurance.		\$ 20,000.00	\$ 10,000.00

<u>Total Employer Paid Benefit Expenses</u>					\$ 469,000.00
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486 - Insurance

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-486-350	Insurance - General Package	Property, Liability, Error's & Omissions, Employment Practices, In-Marine, ETC	\$ 50,661.00	\$ 40,000.00	\$ 55,000.00
01-486-195	Insurance - Workers Compensation Insurance	This is for the Township's Worker's Compensation Insurance for workplace injuries. The current provider is the Keystone Municipal Insurance Trust.	\$ 19,344.00	\$ 0.00	\$ 30,000.00
01-486-355	Insurance - Cyber Security	Cyber Insurance for East Allen Township	\$ 6,038.00	\$ 7,500.00	\$ 7,500.00
01-486-356	Insurance - Storage Tank Liability	Storage Tank Liability Insurance for Above Ground Storage Tanks	\$ 203.00	\$ 2,500.00	\$ 2,500.00
<u>Total Insurance Expenses</u>					\$ 95,000.00

492 - Interfund Operating Transfers

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-486-350	Interfund Transfers	Transfers made to the other funds. Transfer from General Fund to Hydrant Fund for \$10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00
<u>Total Interfund Operating Transfers Expenses</u>					\$ 10,000.00

493 - Miscellaneous

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-493-000	Miscellaneous	Miscellaneous	\$ 7,593.91	\$ 0.00	\$ 0.00
01-493-100	Refunds	Refunds	\$ 9,958.16	\$ 0.00	\$ 0.00
<u>Total Miscellaneous Expenses</u>					\$ 0.00

494 - Capital

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
01-494-700	Capital Purchases	Capital Projects and Purchases not assigned to Public Works.	\$ 64,965.00	\$ 0.00	\$ 0.00
<u>Total Capital Expenses</u>					\$ 0.00

499 – Prior Year Expenditures

Line Item Account	Name	Description	YTD	2023 Budgeted	Recommended
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01-499-000	Prior Year Expenditures	Expenses from the previous year	\$ 168,171.49	\$ 0.00	\$ 0.00
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<u>Prior Year Expenditures</u>				\$ 0.00
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Summary of General Fund Categories

Line Item Account	Name	2022 Actual	Year to Date Actual	2023 Budgeted	Recommended 2024 Budget
400	Governing Body – Board of Supervisors		\$ 21,200.45	\$ 24,405.00	\$ 26,875.00
401	Executive – Township Manager		\$ 81,778.68	\$ 106,225.00	\$ 131,232.00
402	Auditing & Finances		\$ 19,530.33	\$ 15,030.00	\$ 29,030.00
403	Tax Collection		\$ 11,136.22	\$ 15,500.00	\$ 16,500.00
404	Legal		\$ 61,005.31	\$ 85,000.00	\$ 50,000.00
405	Administration & Finance		\$ 145,848.78	\$ 151,527.00	\$ 179,250.00
407	IT/Networking Services		\$ 13,122.51	\$ 37,500.00	\$ 50,000.00
408	Engineering		\$ 70,860.28	\$ 120,000.00	\$ 210,000.00
409	Building & Facilities		\$ 65,434.52	\$ 195,000.00	\$ 225,500.00
410	Police Contracted Services		\$ 0.00	\$ 25,000.00	\$ 15,000.00
411	Fire		\$ 139,380.34	\$ 158,000.00	\$ 197,914.00
412	Ambulance		\$ 50,000.00	\$ 1,000.00	\$ 0.00
413	Zoning & Planning		\$ 88,371.40	\$ 128,250.00	\$ 104,920.00
414	UCC & Code Enforcement		\$ 40,614.67	\$ 1,500.00	\$ 15,200.00

426	Yard Waste & Recycling		\$ 12,219.18	\$ 16,292.24	\$ 17,000.00
430 to 439	Public Works		\$ 772,460.82	\$ 1,070,000.00	\$ 1,219,491.00
450	Recreation		\$ 90,074.54	\$ 92,500	\$ 135,000.00
461	Open Space		\$ 8,256.81	\$ 80,000.00	\$ 15,000.00
462	Community Development		\$ 11,550.00	\$ 25,000.00	\$ 0.00
483	Employer Paid Benefits		\$ 279,841.27	\$ 7,525.00	\$ 469,000.00
486	Insurance		\$ 56,902.00	\$ 50,000.00	\$ 95,000.00
492	Interfund Transfers		\$ 0.00	\$ 0.00	\$ 10,000.00
493	Miscellaneous		\$ 17,552.07	\$ 0.00	\$ 0.00
494	Capital Purchases		\$ 64,965.00	\$ 0.00	\$ 0.00
499	Prior Year Expenditures		\$ 168,171.49	\$ 0.00	\$ 0.00
	Total of Expenditures		\$ 2,318,590.20	\$ 2,947,163.40	\$ 3,211,662.00

Summary of General Fund Expenditures	\$ 3,211,662.00
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Projected Surplus of \$20,006

Appendix A

Proposed 2024 Fee Schedule



East Allen Township

2024 FEE SCHEDULE

EAST ALLEN TOWNSHIP
5344 Nor-Bath Boulevard
Northampton, PA 18067
(610) 262-7961

www.eatwp.org

info@eatwp.org

SECTION I: GENERAL GOVERNMENT

PUBLICATIONS:

1. Comprehensive Plan	\$25.00
2. Parks and Recreation Plan	\$25.00
3. Subdivision & Land Development Ordinance	\$25.00
4. Zoning Ordinance	\$25.00
5. Zoning Map or Official Map	\$10.00

FEE CHARGED:

DUPLICATION/ RECORDS REQUESTS:

1. Black & White Copy (8.5" x 11" up to 11" x 17")	\$0.25 Per Page
2. Color Copy (8.5" x 11" up to 11" x 17")	\$0.50 Per Page
3. Copy that requires to an outside vendor duplicate	\$10.00 + Actual Costs
4. CD/DVD Duplication	\$5.00 Per Disc
5. Flash Drive Duplication (Includes Flash Drive)	\$25.00 Per Flash Drive
6. Facsimile	\$0.25 Per Page
7. True & Correct Certifications	\$5.00 Per Certification
8. Mailing/Postage Costs/Fees	\$5.00 Plus Actual Costs

FEE CHARGED:

NOTES:

Costs for all copies and documents must be paid prior to their release. East Allen Township requires a deposit prior to fulfilling the requested documents that amount to over \$20.00 prior to fulfilling the duplication request.

FINANCE CHARGES:

1. Returned Check Charge	\$30.00 Per Check
2. Unwrapped Coin Charge	\$5.00 Per Application

FEE CHARGED:

TAX COLLECTION CHARGES:

1. Tax Certifications	\$20.00 Per Certification
2. Tax Duplicates	\$10.00 Per Duplicate
3. Removal of a Mobile Home Permit	\$2.00 Per Application

FEE CHARGED:

NOTES:

All Tax Collection Charges shall be made payable to the East Allen Township Tax Collector. Questions regarding these charges shall be directed to Joy Hemming, Tax Collector at taxcollector@eatwp.org.

GENERAL PERMITS:

1. Annual Burning Permit	\$25.00 Per Household
2. Annual Brush Permit (F.R.C.A.)	\$25.00 Per Household
3. Commercial Fireworks Display Permit	\$100.00 Per Display
4. Moving Permit (In or Out of Twp.)	\$20.00 Per Permit
5. Moving Permit (Within the Township)	Fee Waived
6. Solicitation Permit	\$100.00 Annually

FEE CHARGED:

SECTION II: ZONING BUILDING & GRADING PERMITS

Permits are required for all property improvements except for maintenance, repair, and landscaping. Please contact the Zoning Officer to determine the permit(s) required for your project(s). Certain activities may require additional permits and reviews based on the other ordinances and regulations adopted by East Allen Township & the Commonwealth of Pennsylvania. All permit submissions shall have a deposit for the review of the permits that is submitted. Permit review timeframes shall only commence once the deposit is received by the Township with the respective permit applications and supporting documents and plans.

PERMIT SUBMISSION DEPOSITS:

1. Residential Permit Deposit
2. Non-Residential Permit Deposit

DEPOSIT CHARGED:

\$100.00
\$250.00

ALL PERMIT SUBMISSIONS OVER 50,000 SQ. FT. WILL HAVE AN INITIAL DEPOSIT OF \$5,000.00

RESUBMISSION FEES:

1. Residential Building Permit Resubmission Fee
2. Non-Residential Building Permit Resubmission Fee

FEE CHARGED:

\$25.00
\$150.00

RESIDENTIAL USES:

1. Zoning/Building Permit (Not Listed Below)
2. Alarm Registration Permit
3. New Dwelling Construction
4. Additions/Major Alterations
5. Accessory Use/ Structures
6. Certificate of Resale/Zoning Compliance – Residential
7. Demolition Permit
8. Above Ground Pool
9. In-Ground Pool
10. Deck/Patio
11. Water Supply Well Permit

FEE CHARGED:

\$150.00 + \$10 Per 100 Sq. Ft.
\$50.00
\$500.00 + \$10 Per 100 Sq. Ft.
\$350.00 + \$10 Per 100 Sq. Ft.
\$150.00 + \$10 Per 100 Sq. Ft.
\$75.00
\$50.00
\$200.00
\$300.00
\$100.00 + \$10 Per 100 Sq. Ft.
\$300.00

NON-RESIDENTIAL USES:

1. Zoning/Building Permit (Not Listed Below)
2. Alarm Registration Permit
3. New Building/Structures under 50,000 Sq. Ft.
4. New Building/Structures over 50,000 Sq. Ft.
5. Additions/Major Alterations
6. Accessory Use/Structures
7. Change of Use Application - With Building Permit Review
8. Change of Use Application - With Building Permit Review
9. Demolition Permit/Holding Tank Removal Permit
10. Sign Permits
11. Cell Tower – New Installation
12. Cell Tower Modification/Alteration
13. Issuance of Duplicate Certificate of Occupancy
14. Salvage Permit (Junkyard Registration)

FEE CHARGED:

\$250.00 + \$20 Per 100 Sq. Ft.
\$250.00
\$750.00 + \$20 Per 100 Sq. Ft.
\$10,000.00 + \$40 Per 100 Sq. Ft.
\$500.00 + \$20 Per 100 Sq. Ft.
\$250.00 + \$20 Per 100 Sq. Ft.
\$100.00
\$500.00 + \$20 Per 100 Sq. Ft.
\$200.00 Each Building/Tank
\$100.00 + \$.50 per sq. ft.
\$1,000.00
\$350.00
\$20.00
\$300.00

GENERAL ZONING BUILDING PERMIT:

- 1. After-the-Fact Permit
- 2. Agriculture Exemption Review
- 3. Building Code Appeal
- 4. Certificate of Non-Conforming Use
- 5. New Driveway
- 6. Secondary Driveway
- 7. Driveway Enlarging/Widening
- 8. Repaving/Resurfacing Existing Driveway
- 9. Preliminary Opinion of the Zoning Officer
- 10. Temporary Use
- 11. Water Supply Well Permit
- 12. Zoning Verification

FEES CHARGED:

- Double Permit Fee
- \$50.00
- \$1,500.00
- \$250.00
- \$250.00
- \$350.00
- \$100.00
- \$20.00
- \$250.00
- \$100.00
- \$300.00
- \$50.00

GRADING & STORMWATER REVIEW:

- 1. Grading Permit
 - a. Resubmission of Grading Plans
 - b. Reinspection Fees
- 2. Stormwater Review
 - a. Resubmission of Grading Plans
 - b. Reinspection Fees
- 3. Storm Water Infiltration Testing (Non-SALDO Testing)

FEES CHARGED:

- \$1,000.00
- \$250.00
- \$250.00
- \$500.00
- \$250.00
- \$250.00
- \$500.00

NOTES:

All grading and storm water reviews allow for (2) submissions, (1) As Built Plan Review, and (1) Site Inspection. In the event the applicant exceeds those review submissions or inspections, the applicant shall pay the resubmission or reinspection fee as listed above. No Certificate of Occupancy shall be issued in the event the applicant fails to pay the fees listed above.

PLAN REVIEW & INSPECTIONS FEES:

An Administrative Fee of 20% is applied to all 3rd Party Reviews Fees & Charges to cover internal administration costs in processing permit. All Permits that Require More Than (1) Review Shall Be Subject to the Resubmission Fee Listed Above. Charges by the Township’s 3rd Party are based on the 3rd Party’s Fee Schedule as listed on page 5 and 6 of this fee schedule.

HEARINGS BEFORE THE GOVERNING BODY:

- 1. Request for Zoning Amendment
- 2. Conditional Use Hearing
- 3. Landowner Curative Amendment
- 4. Continuance of Hearing Requested by Petitioner
- 5. Liquor License Transfer Hearing

FEES CHARGED:

- \$10,000.00 + Actual Costs
- \$2,500.00
- \$5,000.00
- \$500.00 + Actual Costs
- \$1,000.00

HEARINGS BEFORE THE ZONING HEARING BOARD:

- 1. Request for Variance
- 2. Special Exception Hearing
- 3. Continuance Requested by Petitioner

FEES CHARGED:

- \$2,500.00
- \$2,500.00
- \$500.00 + Actual Costs

SECTION III: SEWAGE PERMITS

SYSTEM SEWAGE PERMIT:

- | | |
|--|-----------------------------|
| 1. Permit with Testing Required | \$2,500.00 |
| 2. Permit with Testing Complete | \$1,250.00 |
| 3. Residential Spray Irrigation Sewage Permits | \$2,500.00 + \$250.00 A Lot |
| 4. Community/Nonresidential Sewage Permits | \$2,500.00 + \$250.00 A Lot |

FEES CHARGED:

NEW SYSTEM INSPECTIONS:

- | | |
|----------------------------------|----------|
| 1. Subsurface System Inspections | \$300.00 |
| 2. Elevated System Inspections | \$550.00 |

FEES CHARGED:

REPAIR/MODIFICATION SEWAGE PERMIT:

- | | |
|---|------------|
| 1. Replacement of Absorption Area Required | \$1,900.00 |
| 2. Repair or Modification with No Work to Absorption Area | \$350.00 |

FEES CHARGED:

HOLDING TANK SEWAGE PERMIT:

- | | |
|---------------------------------|------------|
| 1. Installation of Holding Tank | \$1,500.00 |
|---------------------------------|------------|

FEES CHARGED:

MISCELLANEOUS SEWAGE ENFORCEMENT OFFICER FEES:

- | | |
|---|------------------|
| 1. General Correspondence Unrelated to Permit Issues | \$250.00 |
| 2. Well Isolation Distance Exemption Review | \$250.00 |
| 3. Sewage Enforcement Officer Hourly Rate | \$77.00 per hour |
| 4. Vehicle Mileage Reimbursement | Current IRS rate |
| 5. Resubmission of Design Plans Fee (After 2 Submissions) | \$100.00 |
| 6. Reinspection Fee (After Each Failure) | \$150.00 |

FEES CHARGED:

SUBDIVISION AND LAND DEVELOPMENT SEO REVIEW ESCROW:

- | | |
|-------------------------------|---------------------------|
| 1. SALDO Sewage Review Escrow | \$2,500.00 + \$250.00 EDU |
| 2. Planning Module Review | \$500.00 |

ESCROW AMOUNT:

NOTES:

1. If the Developer and/or Owner is conducting their own percolation test, then the Sewage Enforcement Officer is obligated to observe and monitor the test and the Developer will be obligated to reimburse the Township for the cost of the Sewage Enforcement Officer's monitoring and observation on an hourly rate basis, as listed in Item 5.A above.
2. The Developer and/or Owner is hereby obligated to reimburse the Township for any soil investigation costs or costs of Planning Module review incurred by the Township Sewage Enforcement Officer during the evaluation of soils and review and processing of Subdivision or Land Development Planning Modules.
3. Total fees due shall be equal to all costs of the Sewage Enforcement Officer (SEO) activities associated with the issuance of the permit and inspections of the system installation. Applicant is responsible to reimburse East Allen Township any additional costs that may exceed the above escrow amounts. In the event the SEO activity expenses exceed the amount collected, the applicant will be billed at the hourly rate established by the most current Professional Fee Schedule. For resubmissions, a fee of \$100.00 will be assessed after (2) submissions and a fee of \$150.00 will be assessed after (1) inspection.
4. For those permits with outstanding balances, no further activity will be taken by the SEO until such time as the account is paid in full to East Allen Township.
5. For the purposes of this Resolution, an equivalent dwelling unit is mathematically calculated to be 400 gallons per day of wastewater generated.

SECTION IV: PLANNING - SUBDIVISION & LAND DEVELOPMENT

PRE-DEVELOPMENT SUBMISSION FEES:

	<u>FEES CHARGED:</u>	<u>ESCROW:</u>
1. Pre-Application Meeting	\$1,000.00	\$750.00
2. Site Inspection Meeting	\$1,000.00	\$750.00
3. Meeting and Site Inspection	\$1,000.00	\$750.00
4. Sketch Plan Submission:	\$1,000.00	\$750.00

PRELIMINARY PLAN SUBMISSION FEES:

	<u>FEES CHARGED:</u>	<u>ESCROW:</u>
1. Minor Subdivision	\$500.00 + \$150 A Lot	\$1,000.00
2. Major Subdivision	\$1,000.00 + \$250 A Lot	\$5,000.00
3. Land Development	\$1,500.00 + \$250 An Acre	\$7,500.00
4. Subdivision/Land Development	\$1,250.00 + \$350 An Acre	\$7,500.00
5. Resubmission of Preliminary Plan	\$500.00	\$1,000.00

FINAL PLAN SUBMISSION FEES:

	<u>FEES CHARGED:</u>	<u>ESCROW:</u>
1. Minor Subdivision	\$250.00 +	\$1,000.00
2. Major Subdivision	\$1,500.00	\$5,000.00
3. Land Development	\$1,500.00	\$5,000.00
4. Resubmission of Final Plan	\$500.00	\$1,000.00
5. Amended to Recorded Plan:	\$1,000.00	\$2,500.00

SITE PLAN REVIEW:

	<u>FEES CHARGED:</u>
1. Site Plan Submission	\$500.00 + Actual Consultant Costs
2. Plan Amendment (Same Owner)	\$75.00 + Actual Consultant Costs

DEVELOPERS IMPACT FEES:

Recreation Contribution In Lieu of Dedication

FEES CHARGED:

\$5,000.00 Per Dwelling

SECTION V: PARKS & RECREATION

PAVILION RENTALS:

RENTAL FEE & DEPOSIT:

Resident Rates

- | | |
|----------------------|----------------------------|
| 1. Bicentennial Park | \$150.00 + \$75.00 Deposit |
| 2. Jacksonville Park | \$50.00 + \$50.00 Deposit |

Non-Resident Rates

- | | |
|----------------------|----------------------------|
| 1. Bicentennial Park | \$250.00 + \$75.00 Deposit |
| 2. Jacksonville Park | \$50.00 + \$50.00 Deposit |

Non-Profit Rates

- | | |
|----------------------|----------------------------|
| 1. Bicentennial Park | \$125.00 + \$75.00 Deposit |
| 2. Jacksonville Park | \$50.00 + \$50.00 Deposit |

FIELD/COURT RENTALS:

RENTAL FEE & DEPOSIT:

- | | |
|---|-----------------------------|
| 1. Fee Per Field Per Game - (1) Hour Rental | \$25.00 + \$100.00 Deposit |
| 2. Fee Per Field Per Day – Whole Day Rental | \$150.00 + \$100.00 Deposit |
| 3. Fee Per Court Per Game - (1) Hour Rental | \$25.00 No Deposit |
| 4. Fee Per Court Per Day – Whole Day Rental | \$150.00 + \$100.00 Deposit |

SUMMER PROGRAM:

PROGRAM FEE:

- | | |
|-----------------------------------|--------------------------------|
| 1. Resident | \$250.00 Per First Child |
| 2. Resident Multi Child Rate | \$150.00 Each Additional Child |
| 3. Non-Resident | \$350.00 Per First Child |
| 4. Non- Resident Multi Child Rate | \$250.00 Each Additional Child |

SOCCER PROGRAM:

USER FEE:

- | | |
|-------------------------------------|----------|
| 1. Recreation League – Resident | \$125.00 |
| 2. Recreation League - Non-Resident | \$150.00 |
| 3. Traveling Soccer - Resident | \$125.00 |
| 4. Traveling Soccer – Non-Resident | \$150.00 |

NOTE:

Sponsors of any gatherings which require police, maintenance, or other personnel and/or equipment shall be responsible for all additional associated costs as determined by the Township. A deposit to guarantee payment may be required by the Township and posted with the Township prior to the issuance of any permits.

SECTION IX: STREETS & SIDEWALKS PERMITS

Application Fee for Utility Permit

- | | |
|---|---|
| 1. Utility Permit Application under 2,500 Sq. Ft | \$500.00 + \$2.00 Per Sq. Ft. of Cut Asphalt/Right of Way |
| 2. Utility Permit Application under 5,000 Sq. Ft | \$1,500.00 + \$2.00 Per Sq. Ft. of Cut Asphalt/Right of Way |
| 3. Utility Permit Application under 10,000 Sq. Ft | \$2,500.00 + \$2.00 Per Sq. Ft. of Cut Asphalt/Right of Way |
| 4. Utility Permit Application over 10,000 Sq. Ft | \$5,000.00 + \$2.00 Per Sq. Ft. of Cut Asphalt/Right of Way |

All Utility Permits over 5,000 Sq. Ft. will have an escrow that is to be determined by the Township

Below Grade Facilities Installation Permit

- | | |
|--|----------------------------------|
| 1. Underground Horizontal Boring under 2,500 Ln. Ft | \$500.00 + \$1.50 a Linear Ft. |
| 2. Underground Horizontal Boring under 5,000 Ln. Ft | \$1,500.00 + \$1.50 a Linear Ft. |
| 3. Underground Horizontal Boring under 10,000 Ln. Ft | \$2,000.00 + \$1.50 a Linear Ft. |
| 4. Underground Horizontal Boring over 10,000 Ln. Ft | \$5,500.00 + \$1.50 a Linear Ft. |
| 5. Test Holes (Core Samples) | \$100.00 Per Test/Core |

All Permits over 5,000 Sq. Ft. will have an escrow that is to be determined by the Township

Aboveground Facilities Installation Permit

- | | |
|---------------------|---------------|
| 1. Pole/ Guide Wire | \$100.00 Each |
|---------------------|---------------|

Miscellaneous Highway Occupancy Permit Fees

- | | |
|--|--------------------------|
| 1. Additional Inspections (More than Three) | \$100.00 Each Inspection |
| 2. Revision to Utility Permit or Supplemental Change | \$50.00 Each Change |
| 3. Permit Extension (6 Month Time Extension) | \$250.00 Each Extension |

SECTION X: PUBLIC WORKS FEES

Personal Costs:

- | | |
|-----------------------------|-------------------|
| 1. Public Works Crew Member | \$75.00 Per Hour |
| 2. Public Works Crew Leader | \$100.00 Per Hour |
| 3. Public Works Coordinator | \$125.00 Per Hour |

Equipment Costs:

- | | |
|---------------------------|-------------------|
| 1. Pickup Truck | \$25.00 Per Hour |
| 2. Small Dump Truck | \$35.00 Per Hour |
| 3. Utility/Bucket Truck | \$50.00 Per Hour |
| 4. Single Axle Dump Truck | \$60.00 Per Hour |
| 5. Tandem Axle Dump Truck | \$65.00 Per Hour |
| 6. Backhoe Loader | \$100.00 Per Hour |
| 7. Wheel Loader | \$100.00 Per Hour |
| 8. Air Compressor | \$20.00 Per Hour |
| 9. Shoulder Mower | \$75.00 Per Hour |

SECTION XI: PROFESSIONAL STAFF/CONSULTANT FEES

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 126.50
Registered	120.00
Graduate Engineer (Nonregistered)	104.00
<u>CERTIFIED PLANNER</u>	
	120.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	
	120.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	
	120.00
<u>TRAFFIC SPECIALIST</u>	
	120.00
<u>REGISTERED SURVEYOR</u>	
	113.00
<u>SENIOR PROJECT MANAGER</u>	
	121.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	106.00
Environmental Technician	93.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	98.50
GIS Technician	83.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	103.50
Design/Calculations/Technician	92.50
Draftsperson 1 (CAD Drafting)	82.50
Draftsperson 3/Technician 3	61.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	
	118.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	
	96.50
<u>SURVEY CREW</u>	
One-Person Field Crew	106.00
Two-Person Survey Crew (2 @ \$78.00 each)	162.00
Three-Person Survey Crew (3 @ \$66.00 each)	204.00
One-Person Crew w/Survey Equipment	135.00
3D Scanning w/One-Person Crew	200.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	85.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	91.50
Certified Sewage Enforcement Officer	83.50
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 485.00
Observe Percolation Test	Lump Sum 408.00
<u>SECRETARIAL / WORD PROCESSOR</u>	
	46.00

- Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
- Overtime is charged at 1.5 times base rate.
- Ordinary overhead expenses are included in the above rates.
- Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
- A special rate of \$200.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
- Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
- Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
- Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
- Field equipment usage will be charged as follows: Sewage Flow Meter - \$15.00/day, Traffic Counter - \$58.00/day, GPS Locator - \$25.00/day, RTKGPS - \$220.00/day, SUB-RTKGPS - \$55.00/day.
- Push Camera - \$12.50/hour for Televising; \$17.00/hour for Televising and Locating Services.

SECTION XII: FEE SCHEDULE DISCLAIMER

1. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.
2. These fees are subject to change. Please contact the Township Office to verify you have the most recent Fee Schedule prior to conducting business with East Allen Township.
3. East Allen Township may at its discretion determine a fee in the event a fee is not listed above for services rendered based upon the cost of service and reasonable fees from other public and private sources.
4. Payment must be made in CASH or CHECK, payable to "East Allen Township".
5. Payment is required at the time of application, unless a deposit is permitted. No application will be accepted without payment. Applications mailed without proper payment will be returned to the Applicant.
6. All fees are rounded to the nearest dollar if necessary by East Allen Township.
7. All fees and applications are non-refundable. The only exception of escrow fees and deposit fees, which are marked after the category of the fee type.

Appendix B

Proposed 2024 Position Wages and Salaries



EAST ALLEN TOWNSHIP 2024 EMPLOYEE RATES & SALARIES

Employee Rates for 2024

Administration & Finance Department

Employee Information	Hourly Rate	Salary
Kate Hall, Secretary	\$24.11	\$50,110.20 Annually
Christine Wentz, Treasurer	\$28.38	\$59,030.40 Annually
Department Total Wages		\$109,137.60

Recreation Department

Employee Information	Hourly Rate	Salary
Chuck Frantz, Recreation Director	\$19.82	\$25,766.00
Department Total Wages		\$25,766.00

Zoning and Codes Department

Employee Information	Hourly Rate	Salary
Tim Weis, Zoning Officer/BCO	\$33.14	\$68,931.20 Annually
Department Total Wages		\$68,931.20

Public Works Department

Employee Information	Hourly Rate	Salary
Gary Mathesz, Coordinator	\$37.76	\$78,540.80 Annually
Thomas Gehringer, Crew Leader	\$30.28	\$62,982.40
Joseph Brader	\$27.39	\$56,971.20
John Chavanic	\$24.39	\$50,731.20
John Fritchman, Jr.	\$22.66	\$47,132.80
Sidney Gergar, III	\$27.39	\$56,971.20
Jason Klotz	\$25.89	\$53,851.20
Department Total Wages		\$407,180.80



**EAST ALLEN TOWNSHIP
2024 EMPLOYEE RATES & SALARIES**

Employee Rates for 2024

Recreation Seasonal Part Time Employees

Number	Employee Information	Hourly Rate	Salary	Total
1	Head Counselor	\$12.50	\$2,500.00	\$2,500.00
0	Fifth Year Counselor	\$9.00	\$1,800.00	\$0.00
4	Forth Year Counselor	\$8.75	\$1,750.00	\$7,000.00
4	Third Year Counselor	\$8.50	\$1,700.00	\$6,800.00
4	Second Year Counselor	\$8.25	\$1,650.00	\$6,600.00
0	First Year Counselor	\$8.00	\$1,600.00	\$0.00
Department Total Wages				\$22,500.00

Public Works Seasonal Part Time Employees

Employee Information	Hourly Rate	Salary
Public Works Seasonal (1,040 Hours)	\$15.00	\$15,600
Public Works Seasonal (1,040 Hours)	\$15.00	\$15,600
Public Works Seasonal (1,040 Hours)	\$15.00	\$15,600
Public Works Seasonal (1,040 Hours)	\$15.00	\$15,600
Public Works Seasonal (1,040 Hours)	\$15.00	\$15,600
Department Total Wages		\$78,000.00

Appendix C

Proposed Consultant Fee Schedules

HANOVER ENGINEERING ASSOCIATES, INC
2024 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 138.00
Registered	130.00
Graduate Engineer (Nonregistered)	112.00
<u>CERTIFIED PLANNER</u>	129.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	129.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	129.00
<u>TRAFFIC SPECIALIST</u>	129.00
<u>REGISTERED SURVEYOR</u>	121.50
<u>SENIOR PROJECT MANAGER</u>	130.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	114.00
Environmental Technician	100.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	106.00
GIS Technician	90.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	113.00
Design/Calculations/Technician	99.50
Draftsperson 1 (CAD Drafting)	91.00
Draftsperson 3/Technician 3	65.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	125.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	100.00
<u>SURVEY CREW</u>	
One-Person Field Crew	114.00
Two-Person Survey Crew (2 @ \$87.00 each)	174.00
Three-Person Survey Crew (3 @ \$73.00 each)	219.00
One-Person Crew w/Survey Equipment	145.00
3D Scanning w/One-Person Crew	215.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	90.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	100.00
Certified Sewage Enforcement Officer	95.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 500.00
Observe Percolation Test	Lump Sum 425.00
<u>SECRETARIAL / WORD PROCESSOR</u>	50.00

-
1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
 2. Overtime is charged at 1.5 times base rate.
 3. Ordinary overhead expenses are included in the above rates.
 4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
 5. A special rate of \$215.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
 6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
 7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
 8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
 9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$16.00/day, Traffic Counter - \$62.00/day, GPS Locator - \$27.00/day, RTKGPS - \$236.50/day, SUB-RTKGPS - \$59.00/day.
 10. Push Camera - \$13.00/hour for Televising; \$18.25/hour for Televising and Locating Services.



EAST ALLEN TOWNSHIP

Fee Schedule

Residential Building Plan Review/Inspection & Other Services

Valid through December 31, 2024

INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES:

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Type	Fee	Number of Site Visits*
Plan Review	\$100 / submission	
Single Family Dwelling	\$990 up to 3,500 SF \$22 for each additional 100 SF (or portion thereof)	12
Additions	\$660 up to 500 SF \$22 for each additional 100 SF (or portion thereof)	7
Renovations or Alterations	\$495 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	5
Accessory Structure	\$275 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	3
Manufactured Housing Mobile or with axle capabilities per unit on piers	\$303	3
Manufactured Housing Mobile or with axle capabilities per unit with basement	\$523	6
Industrialized Housing (Modular)	\$605 up to 3,500 SF \$11 for each additional 100 SF (or portion thereof)	7
Deck or Patio	\$220 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	3
Deck, Patio, or Porch w/ roof	\$330 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	4
Above-Ground Pool/Spa	\$198	2
In-Ground Pool	\$330	4
Solar and Photovoltaic Panel System installations (roof or ground mounted)	\$220 plus \$4 per panel	3

MINOR ALTERATIONS

Minor Alterations/Demolition, 1/ 2 disciplines	\$198	2
--	-------	---

ELECTRIC

Electric Service Inspection	\$138	1
-----------------------------	-------	---

NOTES AND ADDITIONAL SERVICES

Plan review re-submission for incomplete or denied plans	\$66 / hr.**
Inspections only, re-inspections or additional inspections	\$66 / hr.
Consultation, site visits and/or attendance at meetings with applicants, Township Officials, or staff	\$66 / hr.
Administration services (beyond typical permitting process)	\$44 / hr.
*If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection.	\$66 / hr.
**All hourly rates are based on a one-hour minimum fee.	
May require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.	
All listed fees containing a square foot price are calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.	

EAST ALLEN TOWNSHIP

Fee Schedule

Commercial Building Plan Review/Inspection & Other Services

Valid through December 31, 2024

INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES:

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Building Gross Square Footage	New Construction (3 or more disciplines)				Alterations and Renovations (3 or more disciplines)				1 to 2 Disciplines			
	Inspections	Unit	Plan Review	#Site Visits*	Inspections	Unit	Plan Review	#Site Visits*	Inspections	Unit	Plan Review	#Site Visits*
Change of Occupancy	N/A		N/A		\$220		N/A	1	\$110		N/A	1
Minor Change (1 visit)	N/A		N/A		\$220		N/A	1	\$121		\$110	1
1 to 2,000	\$770	Lump Sum	\$440	8	\$605	Lump Sum	\$440	6	\$275	Lump Sum	\$138	3
2,001 to 5,000	\$0.47	Per SF	\$495	11	\$0.36	Per SF	\$495	7	\$385	Per SF	\$165	4
5,001 to 10,000	\$0.42	Per SF	\$660	14	\$0.32	Per SF	\$660	7	\$0.09	Per SF	\$165	4
10,001 to 25,000	\$0.39	Per SF	\$770	18	\$0.29	Per SF	\$770	8	\$0.08	Per SF	\$193	5
25,001 to 50,000	\$0.36	Per SF	\$825	20	\$0.27	Per SF	\$825	8	\$0.07	Per SF	\$193	5
50,001 to 100,000	\$0.30	Per SF	\$880	25	\$0.25	Per SF	\$880	10	\$0.06	Per SF	\$220	6
100,001 to 200,2000	\$0.25	Per SF	\$990	30	\$0.20	Per SF	\$990	12	\$0.05	Per SF	\$275	6
200,001 to 300,000	\$0.20	Per SF	\$1,100	40	\$0.15	Per SF	\$1,100	14	\$0.04	Per SF	\$275	8
Over 300,001	Quote		Quote	Quote	Quote		Quote	Quote	\$0.03	Per SF	\$330	10

NOTES AND ADDITIONAL SERVICES

Plan review re-submission for incomplete or denied plans	\$275
Inspections only, re-inspections or additional inspections	\$83
Consultation, site visits and/or attendance at meetings with applicants, Township Officials, or staff	\$83 / hr.**
Administration services (beyond typical permitting process)	\$44/ hr.
Solar and Photovoltaic Panel System installations (roof or ground mounted)	\$385 plus \$4 per panel
*If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection.	\$83 / hr.
**All hourly rates are based on a one-hour minimum fee.	
Phased projects may require more services and may be assessed an additional fee.	
All listed fees containing a square foot price are calculated on the industry standard square footage basis measured outside-to- outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.	

Appendix D

Tax Levy and Advertisement



**EAST ALLEN TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2023 - _____

IMPOSITION OF REAL ESTATE TAXES FOR 2023

AN ORDINANCE OF EAST ALLEN TOWNSHIP SETTING THE REAL ESTATE TAX RATE FOR ALL TOWNSHIP PURPOSES FOR THE YEAR 2024

Under the authority of the statutes of the Commonwealth of Pennsylvania and the Ordinances of East Allen Township, the Board of Supervisors of East Allen Township hereby ordains as follows:

1. That a tax be paid and the same is hereby levied on all persons and real property within the said Township subject to taxation for Township purposes for the fiscal year, as follows:

Tax for the year 2023 for General Township purposes pursuant to 53 P.S. §68205(a)(1), the sum of six and one half (6.5) mills on each dollar of assessed valuation [or the sum of sixty-five (.65) cents on each one hundred dollars of assessed valuation];

<u>Purpose</u>	<u>Mills on Each Dollar of Assessed Valuation</u>	<u>Cents on Each One Hundred Dollars of Assessed Valuation</u>
General	6.5	\$.65
Total – All Purposes	6.5	\$.65

2. All Ordinances and parts of Ordinances inconsistent herewith be, and the same are hereby repealed.
3. This Ordinance will take effect January 1, 2024.

ENACTED and **ORDAINED** into law, this _____ day of December 2023, by the Board of Supervisors of East Allen Township, Northampton County, Pennsylvania.

ATTEST:

**EAST ALLEN TOWNSHIP
BOARD OF SUPERVISORS**

**KATE M. HALL
TOWNSHIP SECRETARY**

**ROGER C. H. UNANGST,
CHAIRPERSON**



**EAST ALLEN TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA**

**PUBLIC NOTICE
PROPOSED BUDGET AND
PROPOSED ORDINANCE**

NOTICE is hereby given by the Board of Supervisors of East Allen Township, Northampton County, Pennsylvania, pursuant to Title 53 P.S. Section 66601 of the Second Township Code of Pennsylvania, as amended, of their intention to consider for enactment at their public meeting to be held on Wednesday, December 13, 2023, at 7:00 PM, Northampton, Pennsylvania, a proposed Budget for 2024 and a proposed Ordinance titled: An Ordinance of East Allen Township Setting the Real Estate Tax Rate for all Township Purposes for the Year 2024.

A copy of the proposed Budget for 2024 and a copy of the proposed Ordinance may be examined, and copies obtained, at the East Allen Township Municipal Building located at 5344 Nor-Bath Boulevard, Northampton, Pennsylvania. A copy of the proposed Ordinance has also been supplied to the newspaper publishing this public notice.

Brent M. Green
Township Manager

End of Advertisement

Northampton Press
November 23, 2023 Edition
Proof of Publication Requested



2024 Proposed Open Space Fund Revenues

04 - Open Space Fund Revenues

Line Item Account	Name	Description of Revenue	YTD	2023 Budgeted	Recommended
04-310-200	Earned Income Tax - Current Year	Revenue received from the Earned Income Tax for Open Space.	\$ 0.00	\$ 0.00	\$ 400,000.00
04-301-220	Earned Income Tax - Prior Years/Delinquent	Revenue received from previous tax years.	\$ 0.00	\$ 0.00	\$ 0.00
04-351-000	Federal Capital & Operating Grants	Revenue received from the Federal government.	\$ 0.00	\$ 0.00	\$ 0.00
04-354-000	State Capital & Operating Grants	Revenue received from the State government.	\$ 0.00	\$ 0.00	\$ 0.00
04-357-000	Local Capital & Operating Grants	Revenue received from the County government.	\$ 0.00	\$ 0.00	\$ 0.00
04-341-000	Interest	Revenue received from interest from checking accounts.	\$ 675.00	\$ -	\$ 10,000.00

<u>Revenues</u>	\$ 410,000.00
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2024 Proposed Open Space Fund Expenditures

Open Space Fund Expenditures

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
04-408-300	Other Services	Professional Services for the implementation of the Township's Open Space program.	\$ -	\$ -	\$ 0.00
04-495-000	Miscellaneous Expenses	Miscellaneous Expenses	\$ -	\$ -	\$ 0.00
<u>Expenditures</u>					\$ 0.00



2024 Proposed Hydrant Fund Revenues

Hydrant Fund Revenues

Line Item Account	Name	Description of Revenue	YTD	2023 Budgeted	Recommended
05-301-100	Real Estate Current Year	Revenue received fire hydrant tax assessed on improved property and vacant land within 780' of a fire hydrant. Current tax is \$30.00 per property.	\$ 0.00	\$ 0.00	\$ 30,000.00
05-301-200	Real Estate Taxes--Prior Years/Delinquent	Revenue received from previous tax years.	\$ 0.00	\$ 0.00	\$ 5,000.00
05-341-000	Interest	Revenue received from interest from checking accounts.	\$ 0.00	\$ 0.00	\$ 100.00
05-392-001	Transfer from General Fund	Transfer from General Fund for properties outside of the hydrant tax area that receive benefits of fire hydrants.	\$ 0.00	\$ 0.00	\$ 10,000.00

<u>Hydrant Fund Revenues</u>					\$ 45,100.00
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2024 Proposed Hydrant Fund Expenditures

Hydrant Fund Expenditures

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
05-448-530	Contributions for Hydrant Service	Expenses for the maintenance and operations of hydrants from the City of Bethlehem for (121) hydrants at a cost of \$254 annually.	\$ 0.00	\$ 0.00	\$ 31,944.00
<u>Hydrant Fund Expenditures</u>					\$ 31,944.00



2024 Proposed Sewer Fund Revenues

Sewer Fund Revenues

Line Item Account	Name	Description of Revenues	YTD	2023 Budgeted	Recommended
08-364-100	Sewer Charges	Revenue received from the sewer surcharge for the Regency at Creekside Meadows Sewer District for the operation, maintenance, and replacement of the sewer pump station on Steuben Road.	\$ 0.00	\$ 0.00	\$ 75,200.00
08-322-430	Interest	Interest on Checking Account for Sewer Fund.	\$ 0.00	\$ 0.00	\$ 500.00

<u>Sewer Fund Revenues</u>					\$ 75,700.00
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2024 Proposed Sewer Fund Expenditures

Sewer Fund Expenditures

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
08-429-300	Contracted Services	Contracted Services for the RACM Pump Station	\$ 0.00	\$ 0.00	\$ 10,000.00
08-429-360	Public Utility Services	Utilities for the RACM Pump Station	\$ 0.00	\$ 0.00	\$ 10,000.00
08-429-530	Shared Services –	Contributions to the City of Bethlehem for the Operations and Maintenance of the RACM Pump Station and Hanover Township for the conveyance of sewer for the RACM Sewer Service Area.	\$ 0.00	\$ 0.00	\$ 15,000.00
08-429-800	Depreciation	Depreciation for the future replacement of the pump station and sanitary sewer force main along Route 512.	\$ 0.00	\$ 0.00	\$ 35,700.00
08-492-010	Transfer to General Fund	Transfers to the General Fund for Staff Time and Other Expenses Paid by General Fund	\$ 0.00	\$ 0.00	\$ 5,000.00
08-493-000	Miscellaneous	Miscellaneous Expenses for the Sewer Fund	\$ 0.00	\$ 0.00	\$ 0.00

<u>Sewer Fund Expenditures</u>					\$ 75,700.00
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2024 Proposed Capital Projects Fund Revenues

Capital Projects Fund Revenues

Line Item Account	Name	Description of Revenue	YTD	2023 Budgeted	Recommended
18-351-000	Federal Capital & Operating Grants	Revenue received from the Federal government.	\$ 0.00	\$ 0.00	\$ 0.00
18-354-000	State Capital & Operating Grants	Revenue received from the State government.	\$ 0.00	\$ 0.00	\$ 0.00
18-357-000	Local Capital & Operating Grants	Revenue received from the County government.	\$ 0.00	\$ 0.00	\$ 0.00
18-341-000	Interest	Revenue received from interest from checking accounts.	\$ 0.00	\$ -	\$ 20,000.00
18-392-010	Transfer from General Fund	Revenue received from General Fund for Capital Projects.	\$ 117,905.02	\$ 0.00	\$ 7,271.68

Capital Projects Fund Revenues

\$ 27,271.68



2024 Proposed Capital Projects Fund Expenditures

Capital Projects Fund Expenditures

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
18-409-600	Building – Capital Construction	Expenses for the capital construction of buildings and facilities.	\$ 0.00	\$ 0.00	\$ 0.00
18-409-700	Building – Capital Purchases	Expenses for the capital purchases for buildings and facilities.	\$ 0.00	\$ 0.00	\$ 0.00
18-430-600	Public Works – Capital Construction	Expenses for the capital construction of buildings and facilities.	\$ 0.00	\$ 0.00	\$ 0.00
18-430-700	Public Works – Capital Purchases	Expenses for the capital purchases for equipment and roads.	\$ 0.00	\$ 0.00	\$ 0.00
18-450-600	Recreation – Capital Construction	Expenses for the capital construction for equipment and roads.	\$ 0.00	\$ 0.00	\$ 500,000.00
18-450-700	Recreation – Capital Purchases	Expenses for the capital purchase for recreation and parks through fees-in-lieu of dedication by Developers.	\$ 0.00	\$ 0.00	\$ 0.00
18-471-350	Lease Payments	Expenses for lease payments for the purchase of new vehicles and equipment. The Lease for the 2020 Mack Single & Tandem Axle Plow Trucks is satisfied in February 2024.	\$ 87,541.48	\$ 0.00	\$ 7,271.68

Capital Projects Fund Expenditures

\$ 507,271.68



2024 Proposed Liquid Fuels Fund Revenue

Liquid Fuels Fund Revenues

Line Item Account	Name	Description of Revenue	YTD	2023 Budgeted	Recommended
35-335-020	Motor Vehicle Fuel Taxes	Revenue received from the Commonwealth of Pennsylvania from taxes levied on gas consumption.	\$ 211,395.50	\$ 205,000.00	\$ 210,000.00
35-341-000	Interest	Revenue received from previous tax years.	\$ 5.09	\$ 0.00	\$ 100.00

<u>Liquid Fuels Fund Revenues</u>					\$ 210,100.00
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2024 Proposed Liquid Fuels Fund Expenditures

Liquid Fuels Expenditures

Line Item Account	Name	Description of Expenditures	YTD	2023 Budgeted	Recommended
35-438-100	Maintenance & Repairs of Roads & Bridges	Expenses for road maintenance activities, such as crack sealing, chip seal, fog seals, etc.	\$ 0.00	\$ 0.00	\$ 0.00
35-438-100	Highway Construction & Rebuilding Projects	Expenses for road rebuilding such as overlays, full depth reconstruction, and full depth reclamation, etc.	\$ 0.00	\$ 200,000.00	\$ 420,000.00

<u>Liquid Fuels Fund Expenditures</u>					\$ 420,000.00
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