

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS
January 5, 2026 - 9:30 A.M.
HYBRID REORGANIZATION MEETING

RESOLUTIONS

The January 5, 2026 at 9:30 a.m. Solebury Township Board of Supervisors' Reorganization meeting was duly advertised and held in-person, as well as, electronically through the Zoom Virtual Meeting Platform.

Attendance: Mark Baum Baicker, Chair, Christy Cheever, Vice-Chair, Christy Cheever, Kevin Morrissey, Rickie Yudin, and Catherine Cataldi, Secretary.

Absent: John S, Francis, Christopher Garges, Township Manager, and Michele Blood, Assistant Township Manager

The recording device was turned on.

I. Opening of Meeting

The meeting was called to order followed by the Pledge of Allegiance.

II. Appointment of Temporary Chair

Res. 2026-1 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Yudin, Kevin Morrissey was appointed as temporary Chairman to receive nominations for a permanent Chairperson.

III. Election of Chair

Res. 2026-2 – Upon a motion by Ms. Cheever, seconded by Mr. Morrissey, Mark Baum Baicker was elected as Chairman of the Solebury Township Board of Supervisors for year 2026.

In Favor: Christy Cheever, Kevin Morrissey, and Rickie Yudin

Abstained: Mark Baum Baicker

Absent: John S. Francis

IV. Relinquish Temporary Chair

Res. 2026-3 – Upon a motion by Mr. Yudin, seconded by Ms. Cheever, the Board relinquished the temporary Chair, Kevin Morrissey, from his position and the Chair, Mark Baum Baicker took over the meeting.

V. Election of Vice-chair

Res. 2026-4 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, Christy Cheever was elected as Vice-chair of the Solebury Township Board of Supervisors for year 2026.

VI. Reorganization Resolutions

Appointment of Township Manager and Manager's Employment Agreement – Authorization to Execute

Res. 2026-5 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Yudin, Christopher Garges was reappointed as Township Manager for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto and it was unanimously agreed to authorize the Chair to execute the Manager's Employment Agreement for two thousand and twenty-six (2026) and two thousand and twenty-seven (2027).

Appointments

Res. 2026-6 Upon a motion by Mr. Baum Baicker, seconded by Mc. Cheever, the following appointments were made:

The Appointment of Assistant Manager

Michele Blood was reappointed as Assistant Manager for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Secretary

Catherine Cataldi was reappointed as Township Secretary for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Treasurer

Michele Blood was reappointed as Township Treasurer for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Zoning Officer

Zachary Zubris was reappointed as Township Zoning Officer for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Code Enforcement Officer

Zachary Zubris was reappointed as Township Code Enforcement Officer for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Assistant Code Enforcement Officer

John Ives was appointed as Assistant Township Code Enforcement Officer for year 2026 with salary commensurate with the 2026 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Professionals and Consultants

Res. 2026-7 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the following professionals and consultants are appointed for 2026 and their fee schedule approved as set forth in Exhibit "B":

1. Curtin & Heefner LLP as Township Solicitor;
2. Terry W. Clemons, Esquire of Clemons Richter & Reiss as Township Land Preservation Solicitor and Solicitor to Appeals Board;
3. Stephen P. Imms, Jr. as Township Zoning Hearing Board Solicitor;
4. Ryan Cassidy, Eckert Seamans Cherin & Mellott, LLC., as Township Labor Counsel;
5. Wynn Associates, Inc. as Township Engineer;
6. Curtis J. Genner Jr., of Wynn Associates, Inc. as Township Floodplain Administrator;
7. Bowman as Township Traffic Consultant;
8. Land Trust of Bucks County, Heritage Conservancy and Bucks County Planning Commission as Township consultants;
9. Barry Isett & Associates, Inc. as Building and Electrical Code Official;
10. Thomas Comitta Associates, Inc. (TCA) as Township Planner;
11. Simone Collins as Township Planner.

Appointment of Solebury Township Board of Appeals

Res. 2026-8 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Yudin, Curtis Genner, J. Peter

Grover, and TJ Francisco were reappointed to the Solebury Township Board of Appeals without compensation for 2026.

Appointment to Township Boards/Committees/Commissions

Res. 2026-9 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the following residents are appointed, without compensation, to the Township advisory boards, committees and commissions for the terms specified:

1. Chairman of the Environmental Advisory Council for 2026 – Eric Allen
2. Vacancy Board Chairman for 2026 – Noel Barrett
3. Solebury Township Police Pension Resident Representative – Peter Augenblick and David E. Griffith for one (1) year terms;
4. Environmental Advisory Committee – Eric Allen, Barry Fetterolf, Tim Marsh and Shannon Pendleton for three (3) year terms;
5. Farm Committee – Marissa Cloutier, Kaitlin Farbotnik and Tim Luccaro for three (3) year terms; Lars Crooks as Associate Member for a one (1) year term;
6. Historical Architectural Review Board – Margaret Newman for a five (5) year term;
7. Human Relations Commission – Thomas Lyon and Susan Whitman for three (3) year terms;
8. Land Preservation Committee – George Ashford, John Despirito, Sally Drayer and Joseph Tartaglia for two (2) year terms;
9. Parks and Recreation Board –Paul Klug, Nancy Stock Allen, Paul Kawoczka for a five (5) year term; Kim Wilson as Associate Member for a one (1) year term;
10. Solebury Township Planning Commission – Peter Brussock and Dan Fest for four (4) year terms.

Approval of Township Depositories and Financial Policies/Fees

Res. 2026-10 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Yudin, the following financial institutions are approved as depositories for Township funds, including those of the locally elected Tax Collector, with said depositories providing proof of collateralized guarantee:

1. US Bank;
2. First National Bank & Trust of Newtown;
3. Penn Community Bank;
4. Key Government Finance;
5. Pennsylvania Local Government Investment Trust (PLGIT);
6. U.S. Treasury.

Township Treasurer Bond

Res. 2026-11 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the Bond for the Treasurer shall be \$5,000,000.00 for 2026.

Authorization of Township Treasurer to Pay Bills

Res. 2026-12 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Cheever, the Township Treasurer shall be authorized to pay bills which do not exceed fifteen thousand dollars (\$15,000.00), and which provide for a discount period which would be financially beneficial for the Township, prior to them being approved by a majority vote of the Board of Supervisors.

Appointment of Township Employees and Approval of Non-Uniform Benefits

Res. 2026-13 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Cheever, the Solebury Township Employee Appointments and Non-Uniform Employee Benefits establishing employee benefits and staff positions for current non-uniform employees as of January 5, 2026, is approved and

adopted as set forth in Exhibit "A" attached hereto.

Appointment of Tax Collection Committee Delegates

Res. 2026-14 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the resolution (copy of which is attached) appointing the following individuals as the Bucks County Tax Collection Committee delegates for Solebury Township, Bucks County was approved:

- 1. Michele Blood as the Voting Delegate**
- 2. Christopher Garges as the Alternate Voting Delegate**

Fees

Res. 2026-15 – Upon a motion by Mr. Baum Baicker, seconded by Ms. Cheever, the Schedule of Filing Fees, Escrows, Park & Recreation Fee in Lieu, Ordinance Prices, Permit and Inspection Fees and Police Department Fees, dated January 6, 2026, is approved and adopted as set forth in Exhibit "C" attached hereto.

Approval of Towing and Storage Garages and Associated Fee Schedules

Res. 2026-16 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Yudin, Herb Elsner's Auto Repair and Towing, New Hope Mobil Towing & Recovery, Fred Beans Towing & Recovery, and Kirk's Towing & Recovery Specialists shall be designated as approved towing and storage garages for 2026 and their fees schedules approved as set forth in Exhibit "C" attached hereto.

Announcement of Supervisor Committee Liaisons

Res. 2026-17 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey the Township Supervisor Liaisons for 2026 will be as follows:

- Comprehensive Plan Committee – Kevin Morrissey**
- Comprehensive Parks, Recreation, Open Space Plan Committee – Rickie Yudin**
- Environmental Advisory Council – Christy Cheever**
- Farm Committee – Kevin Morrissey**
- Historical Architectural Review Board – Rickie Yudin**
- Human Relations Commission – Mark Baum Baicker**
- Land Preservation Committee – John S. Francis**
- Parks & Recreation Board – Rickie Yudin**
- Planning Commission – Kevin Morrissey**

- 202 Property – John S. Francis**
- Emergency Medical Services – Mark Baum Baicker**
- Finance Committee – Mark Baum Baicker**
- Lake Solebury – Kevin Morrissey and John S. Francis**
- Lower Delaware Wild & Scenic River Management Council – Mark Baum Baicker**
- New Hope/Solebury Committee – Christy Cheever**
- New Hope-Solebury School District – Christy Cheever**
- Police Pension – Mark Baum Baicker**
- The Free Library of New Hope and Solebury – Christy Cheever**

VII. New Business

Appointment of Delinquent Real Estate Tax Collector – Adoption of Ordinance

Res. 2026-18 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, it was unanimously agreed to adopt AN ORDINANCE OF THE TOWNSHIP OF SOLEBURY, BUCKS COUNTY, PENNSYLVANIA

APPOINTING THE TOWNSHIP'S ELECTED TAX COLLECTOR AS THE DELINQUENT REAL ESTATE TAX COLLECTOR FOR SOLEBURY TOWNSHIP FOR FISCAL YEAR 2025, as advertised.

VIII. Public Comment – No public comment.

IX. Adjournment

The meeting was adjourned at 9:42 a.m.

Respectfully submitted
Catherine Cataldi
Secretary

EXHIBIT A

**EXHIBIT 'A' – SOLEBURY TOWNSHIP
EMPLOYEE APPOINTMENTS
2026**

<u>ADMINISTRATIVE TITLE</u>	<u>NAME</u>
Township Manager & TCC Alternate	Christopher Garges All benefits as Attached
Assistant Township Manager, Finance & Human Resources Director / Treasurer / Website Administrator / TCC Rep / Chief Administrative Officer – Pension Plans	Michele K. Blood All benefits as Attached
Executive Administrative Assistant / Township Secretary / Human Relations Committee Administrator	Catherine Cataldi All benefits as Attached
Director of Planning & Zoning / Zoning Officer / HARB Administrator	Zachary Zubris All benefits as Attached
Planning & Zoning Administrator, LPC Administrator / Right-to-Know Officer	John Ives All benefits as Attached
Finance & Communications Coordinator Farm Committee Administrator	Renee Scally All benefits as Attached
Permit Specialist / Building Code Administration	Debra McFadden All benefits as Attached
Sustainability / Administrative Specialist EAC & Sustainability Committee Administrator	Kate Robeson-Grubb All benefits as Attached
Receptionist / File Clerk	Erika Canterbury All benefits as Attached
Director of Parks & Recreation	Dudley Rice Mileage/Life Insurance/Meal Allowance
Recreation Program Coordinator	Annelise Dahlin All benefits as Attached

**EXHIBIT 'A' – SOLEBURY TOWNSHIP
EMPLOYEE APPOINTMENTS
2026**

<u>POLICE DEPARTMENT TITLE</u>	<u>NAME</u>
Police Chief / Right-to-Know Officer	Kelley Warner Benefits as Attached
Police Sergeant / Detective	Jonathan Koretzky , Benefits per CBA
Police Sergeant	Marc Mansour , Benefits per CBA
Police Corporals	Daniel Marascio , Benefits per CBA Brendan Murphy , Benefits per CBA Gina Msylinski , Benefits per CBA Aaron Soldavin , Benefits per CBA
Detective	Joshua Brooks , Benefits per CBA
Patrol Officers	Kenneth Berger , Benefits per CBA Justin Broskey , Benefits per CBA Matthew Gaeta , Benefits per CBA Larry Grawe, Jr. , Benefits per CBA Gavin Leh , Benefits per CBA Sean Murrin , Benefits per CBA Matthew Rice (K-9) , Benefits per CBA Philip Varcoe , Benefits per CBA Anthony Viruet-Melendez , Benefits per CBA
Police Secretary	ReNee Derstine All benefits as Attached

<u>PUBLIC WORKS TITLE</u>	<u>NAME</u>
Director of Public Works	Christopher Clewell All Benefits as Attached
Foreman	Joseph Dicken All Benefits as Attached
Road Crew	Robert Rhodes All benefits as Attached Stephen Fanelli, Jr. All benefits as Attached Shawn Nisbet All benefits as Attached

SOLEBURY TOWNSHIP
FULL-TIME NON-UNIFORM EMPLOYEE BENEFITS
2026

1. SALARIES - Salaries shall be in accordance with the 2026 Salary Schedule as approved by the Board of Supervisors.
2. BASIC WORK WEEK - The basic work week shall be forty (40) hours with additional hours as required in the performance of the duties of the position. Remote work schedules may apply.
3. PERSONAL DAYS – Twenty-four (24) hours personal time per year to be taken at employee’s discretion with prior notification.
4. FUNERAL LEAVE – Forty (40) hours funeral leave with regular pay upon the death of a mother, father, sister, brother, wife, husband, child, mother-in-law, or father-in-law. Eight (8) hours funeral leave with regular pay upon the death of a sister-in-law, brother-in-law, or grandparent or grandchild.
5. SICK LEAVE – One Hundred twenty (120) hours sick leave which may be accumulated up to a maximum of twelve hundred (1200) hours.
6. BUY BACK OF SICK LEAVE - Upon retirement, including retirement for service related disability, the Township shall purchase the unused sick leave accumulated in the last ten (10) years of employment up to a maximum of nine hundred sixty (960) hours at fifty percent (50%) of the employee’s then current daily rate equivalent. (This is calculated by dividing the employee’s current yearly salary, as budgeted in the current year’s budget, by two thousand eighty (2,080) hours). If the employee petitions the Township Supervisors and can demonstrate need and reason, the Supervisors can approve the early buy back of up to four hundred eighty (480) hours of the employees maximum accumulated (1,200 hours) sick leave at twenty-five percent (25%) of the employee’s then current daily rate equivalent. Said early buy back will permanently reduce the employee’s maximum accumulation amount by the number of early buy back days (1,200-early buy back hours=new maximum accumulation).
7. HOLIDAYS - Employees shall receive the following holidays off with regular pay: New Year’s Day; Martin Luther King Day; President’s Day; Good Friday; Memorial Day; Independence Day; Veterans Day; Labor Day; Thanksgiving Day and day after; General Election Day; Christmas Day and day after and employee’s birthday.
8. LONGEVITY PAY - After four years of service, all full-time employees shall be paid the amount of One Hundred Dollars (\$100.00) for each year of service with Solebury Township to a maximum of One Thousand Five Hundred Dollars (\$2,000.00) for twenty or more years of service. This is to be paid to each employee in a lump sum based on the employee’s years of service with appropriate taxes withheld by the Township. Said sum to be paid on the anniversary date of employment. Begins with year four (4).
9. MILEAGE REIMBURSEMENT - Reimbursement in the amount of seventy-two and one-half cents (.725) per mile (or amount established by the Internal Revenue Service from time to time) for use of personal vehicle for Township business. Said reimbursement shall be paid upon the submission of a daily log of miles traveled.
10. VACATION - Each employee shall be allowed a maximum number of days for vacation leave use with regular pay in each calendar year, as specified below. The amount of vacation days allowed is based upon the completed years of service by each employee. Employees must work more than six (6)

months in a calendar year for that year to count towards a year of service. Vacation days may be taken in full or half day increments.

After one (1) year of service	=	Forty (40) hours
After two (2) years of service	=	Eighty (80) hours
After five (5) years of service	=	One Hundred twenty (120) hours
After ten (10) years of service	=	One Hundred sixty (160) hours
After fifteen (15) years of service	=	Two Hundred (200) hours
After twenty (20) years of service	=	Two Hundred forty (240) hours

11. DENTAL AND ORTHODONTIC INSURANCE - The Township will continue to provide dental and orthodontic insurance for 2026. The Township reserves the right to change carriers provided that the coverage and deductibles are equivalent or better than the current policies.
12. MEDICAL AND HOSPITALIZATION INSURANCE -The Township will continue to provide medical and hospitalization insurance for 2026. The Township reserves the right to change carriers provided that the coverage and deductibles are equivalent or better than the current policies. All non-uniform full-time employees shall contribute 9% of the monthly premium based on the employee's level of coverage, e.g., single, couple, parent/child or family. These contributions shall be handled as a payroll deduction.
13. VISION INSURANCE PLAN -The Township will continue to reimburse an employee up to a maximum of \$400.00 per year for vision care including prescription glasses, frames, and contact lenses for each employee and his/her dependents. Eligible dependents are the employee's spouse and unmarried children covered under the Twp. medical and dental coverage.
14. LIFE INSURANCE - Solebury Township shall provide a life insurance policy for each employee in an amount of at least Seventy-five Thousand Dollars (\$100,000.00).
15. PENSION PLAN - The Township will continue to maintain the full-time employees of the Township as members of the pension plan of the Pennsylvania Municipal Retirement System for 2026 as applicable based on date of hire.
16. POST EMPLOYMENT INSURANCE - Upon retirement, any full-time employee who received medical/hospitalization and/or dental insurance coverage through the Township shall be offered such coverage as is available through COBRA, if any, at the sole cost of the employee.
17. DEFERRED COMPENSATION PLAN - Solebury Township shall provide the access necessary for employees to voluntarily join a deferred compensation plan at no costs to the Township.
18. MEAL ALLOWANCE – Solebury Township shall reimburse employees for meals pursuant to *Section 35.4.C of the Employee Handbook and Section 39 of the Police Department CBA for the year in effect*. All meal reimbursements and approved miscellaneous expenses require proof of purchase (receipts) and must be for approved training which requires overnight travel out of the local area or in accordance with the applicable contract in instances involving Police Department Officers. Such reimbursement shall be paid upon written request from an employee after completion of the travel dates (completion of Travel Expense Reimbursement Form).

EXHIBIT B

October 28, 2025

Solebury Township Board of Supervisors
Attn: Catherine Cataldi
Township Secretary/Executive Assistant to the Township Manager
Sent via email: ccataldi@soleburytwp.org

Re: Solicitorship

Dear Members of the Board:

Please accept this letter as our statement of interest in seeking reappointment to serve the Township as Solicitor in 2026. We propose to continue at the same hourly rate we have been charging, namely \$180 per hour. For services involving Subdivision and Land Development/Grading Permit matters, we propose to continue at an hourly rate of \$245 per hour.

If you have any questions or concerns, please do not hesitate to contact us. Thank you very much for giving us the opportunity to serve.

Very truly yours,



Mark L. Freed, Esquire
For CURTIN & HEEFNER LLP

cc: Christopher Garges (via email at cgarges@soleburytwp.org)

LAW OFFICES



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SCOTT A. MACNAIR

*Fellow, College of Community
Association Lawyers

DANIEL M. KEANE
JOSEPHINE LEE WOLF
VICKI L. KUSHTO
ASHLEY C. GARRIDO

October 8, 2025

Sent Via Regular Mail and E-mail cgarges@soleburytwp.org

Solebury Township Board of Supervisors
and Christopher Garges, Township Manager
P. O. Box 139
3092 Sугan Road
Solebury, Pennsylvania 18963

Re: Solebury Township - Special Counsel and LPC - 2026

Dear Supervisors and Chris:

Please be advised that effective January 1, 2026, our firm will increase our rate to \$200.00 per hour.

We look forward to continuing to work with Solebury Township on open space and other projects in the coming year.

Of course, you know how much we value Solebury Township as a client. If any Supervisors would like to discuss this proposal, please feel free to contact me.

As always, if I can be of any assistance, please feel free to give me a call.

Very truly yours,

Terry W. Clemons

/de



Eckert Seamans Cherin & Mellott, LLC
Two Liberty Place
50 South 16th Street, 22nd Floor
Philadelphia, PA 19102

TEL 215 851 8400
FAX 215 851 8383
www.eckertseamans.com

Ryan J. Cassidy
rcassidy@eckertseamans.com
215-851-8531

December 12, 2024

Via Email (cgarges@soleburytwp.org)

Mark Baum Baicker, Chair
Solebury Township Board of Supervisors
c/o Christopher Garges, Township Manager
3092 Sungan Road
P.O. Box 139,
Solebury Township, PA 18963

Re: Engagement Letter; Special Labor Counsel

Dear Mr. Baum Baicker:

Thank you for considering Eckert Seamans (“Firm”) to assist Solebury Township (“the Township”) with respect to any labor and employment-related matters the Township may choose to assign from time to time (collectively, “the Project”). The purpose of this Engagement Letter and enclosed Terms of Engagement is to set forth our mutual understanding upon which we have agreed to undertake such representation. This letter agreement will become effective upon our receipt of a copy of this Engagement Letter signed by an individual authorized to do so on behalf of the Township.

Amy Snyder, Scott Blissman, Jon Nadler and I will be the primary points of contact for the Project, with assistance from other Firm attorneys on an as-needed basis. The hourly billing rates for any attorneys utilized on the Project shall be at a blended hourly rate of \$325 per hour for partner-level attorneys and \$250 per hour for associates. These rates reflect a significant discount being applied to the Firm’s regular hourly billing rates, and they would remain in effect with no increases through December 31, 2026. The rates would be subject to change thereafter, usually on an annual basis, upon notice to the Township. Unless otherwise agreed, any additional services requested to be provided by this Firm beyond the scope of the work involved in this Project would be billed in accordance with our hourly rates in effect at the time those services are rendered, or as mutually agreed prior to undertaking any such additional representation.

The Township will be billed for disbursements and expenses that we incur on its behalf, including, without limitation, travel costs, mileage, express mailings and postage, long distance telephone costs and photocopying charges. Unless you have a written arrangement with the Firm which specifies otherwise, our Firm policy requires that most expenses, excepting those which are extremely small in amount, incurred on the Township’s behalf and which are payable to a third party, will be forwarded to you for direct payment. Please remit such payments within

thirty days directly to the third party. The Firm shall not be responsible for the payment of disbursements and expenses incurred on behalf of the Township which are payable to a third party.

Unless we mutually agree in writing to a different process, invoices will be submitted by the Firm on a monthly basis and will be paid by the Township within 30 days of receipt. If you have any questions about fees, expenses or work we have performed, I encourage you to promptly contact me to discuss, and I will do my best to address any questions.

Scope of Client Representation and Engagement

Please note that we are required to make it clear that the Firm is only representing the Township as the Client in this engagement. In accepting this engagement, the Firm has not agreed that it is representing any other entity which is affiliated with the Township, or any individual persons, unless specifically identified above. In addition, the Firm's acceptance of this engagement does not involve an undertaking to represent the Township in any other matter beyond the scope of the Project as described above.

The enclosed Terms of Engagement document sets forth the Firm's standard engagement terms, which will apply to and are an agreed part of this engagement, unless mutually modified in writing.

If this Engagement Letter and enclosed Terms of Engagement are consistent with the Township's understanding of our fee and representation arrangement, please have someone with the legal authority to do so on behalf of the Township sign below and return an executed copy to me. If you have any questions concerning any of the matters discussed in this Engagement Letter or Terms of Engagement, please do not hesitate to let me know.

We appreciate the opportunity to be of service to Solebury Township.

Very truly yours,



Ryan J. Cassidy

ECKERT SEAMANS CHERIN & MELLOTT, LLC

TERMS OF ENGAGEMENT

We thank you for choosing Eckert Seamans Cherin & Mellott, LLC (“Eckert”) to provide you with legal counseling and services. We look forward to working with you and assisting with your legal needs.

This document is a supplement to our engagement letter with you and is incorporated therein by reference.

Who Is the Client

We have identified the person(s) and/or entity(s) that are the Client in the engagement letter. Eckert has not agreed to represent, and does not have an attorney-client relationship with, any person or entity other than those specifically identified in the engagement letter. For example, if you are a corporation or partnership, we do not represent any parent, subsidiary, sister company or commonly-owned entity, or other business affiliate, and we do not represent your officers, directors, shareholders, employees, partners, or agents, unless specified as a Client. If you believe we need to change the identification of the Client to which this engagement pertains, please discuss this with us before you execute the engagement letter. Similarly, if during the course of the engagement you believe the identification of the Client should be modified, please discuss that with us so that we can decide whether to modify the engagement letter appropriately.

Scope of the Representation

Eckert’s representation of you is limited to the legal services described in the engagement letter and does not include representation of you or your interests in

any other matter, unless subsequently agreed to in writing. If you desire our services outside the scope of this engagement, we will be pleased to discuss your needs with you.

Work Assignments

In all client matters an Eckert lawyer is assigned to be principally responsible for the engagement, typically the lawyer who sent you the engagement letter or in some situations another Eckert lawyer on whom you agree. The lawyer who is principally responsible for this engagement may assign your work, or parts of it, to other Eckert lawyers and legal assistants, who will be under his or her supervision. Delegation of work may be for a number of reasons including involving other legal personnel with special expertise on certain topics, or to provide the legal services in the most efficient, cost-effective and timely way. If you have any questions, requests or policies about staffing, please discuss them with the Eckert lawyer responsible for your matter.

Fees and Expenses

Unless you have a written arrangement with us that specifies otherwise, Eckert requires that most expenses, except those that are extremely small in amount, that are incurred on your behalf and that are payable to a third party, will be forwarded to you for direct payment. Non-exhaustive examples of such expenses are fees of experts and consultants, court reporters, e-discovery vendors, mediators or arbitrators, and other third parties who provide services in support of your matter. Please remit such payments within thirty days directly to the third party. Eckert is not

ECKERT SEAMANS CHERIN & MELLOTT, LLC
TERMS OF ENGAGEMENT

responsible for payment of any expenses incurred on your behalf and that are payable to a third party, or for any adverse consequence to your matter by a failure to pay a third party.

All bills submitted to you by Eckert are to be paid within thirty days of the date submitted. If you cannot commit to payment within this time frame, please discuss that with us before signing the engagement letter. We also reserve the right to charge interest on the amount of any unpaid bills after the expiration of this thirty-day period at a rate of one percent (1%) per month.

Some clients have preferred processes, policies or guidelines for billing. We are happy to review and discuss them with you and, if we agree to any such terms, we will confirm it in writing. Client billing processes, policies or guidelines will not be a basis to reject or delay payment of any part of an invoice from Eckert unless they have been disclosed in advance to Eckert and have been agreed to by Eckert in writing.

We will promptly respond to any questions you may have concerning any item on a bill submitted to you. We believe it is Eckert's responsibility to provide informative billing to our clients and to promptly respond to questions about billing. We ask that you promptly review our invoices and raise any questions you have. If no questions have been raised by the time payment is due, Eckert will proceed with the understanding that the amount due is approved by you.

Estimates and Budgets

On request, Eckert may be able to provide an estimate of future fees and costs based on the information available at the time of the request. However, actual fees and costs incurred can be affected by many factors during the course of the engagement. Accordingly, any estimate or budget provided by Eckert is not a maximum or fixed-fee quotation and does not constitute a guarantee of the final amount of fees and expenses that will be incurred, except where the engagement letter expressly provides for a flat or fixed-fee or contingent fee. Additionally, your obligation to pay Eckert's fees and costs is not in any way conditional on the ultimate outcome of the engagement.

Waiver of Future Conflicts of Interest

It is possible that some of Eckert's other present or future clients will have unrelated legal matters that are adverse to you while we are representing you. Given the size of our firm, it is important to all of our existing and future clients, including you, that Eckert not be unduly prevented from representing such clients. Thus, Eckert reserves the right to continue to represent existing clients, or represent new clients, on matters that are not substantially related to the work we perform for you under this engagement, even if the interests of other firm clients are directly adverse to you in those other matters.

By executing our engagement letter, you are granting an advance or prospective waiver of any actual or potential conflict of interest with other clients of Eckert as long as such representations are not substantially related, factually or legally,

ECKERT SEAMANS CHERIN & MELLOTT, LLC

TERMS OF ENGAGEMENT

to your engagement. We may represent current or future clients in business negotiations and transactions, alternative dispute resolution, administrative proceedings, discovery disputes, and other legal matters even if those matters are adverse to you. For example, and solely as illustrations, we may represent a supplier or customer in advising on or negotiating a contract with you, represent another client in mediation or non-litigation claim resolution in the event of a contractual or other dispute between that client and you, or represent another client in seeking discovery from you as a third party. While we represent you, we will not represent another client in litigation filed in a court of law where you are an opposing party unless we have separately discussed the situation with you and you agree to waive such conflict.

Eckert attorneys working on your matter will not disclose your confidential information to other firm attorneys not working on your matter. While your confidential information will always be protected, in the event of an adverse representation, Eckert will put in place a further screening mechanism to protect your confidential information, as it deems appropriate. In the event we take on a matter adverse to you, no lawyer working on your matter will work on the matter adverse to you. Although you may revoke this waiver as to future matters at any time, the revocation will not affect any matters undertaken by the firm prior to receipt of written notice of the revocation. We recommend that you discuss any questions about this waiver with us.

If you are a business entity and affiliate with, acquire, are acquired by, or merge with another company, you will provide

us with notice to permit us to consider whether a conflict has been created and whether we need to seek a waiver or consider withdrawing as your attorneys.

Communication and Cooperation

We will keep you informed about the status of our work on the engagement and will be available at reasonable times to consult with you or answer your questions. Eckert lawyers may express their views about the potential outcomes of your matter; however, these views are not a prediction or guarantee of the outcome and do not constitute a promise or assurance of success.

You acknowledge and understand that effective legal representation depends on your agreement to communicate with us accurately and completely and to provide us with all relevant documents and information. If an engagement involves litigation or other proceedings, you agree to make yourself, or, in the case of a business entity, your relevant officials and employees, available to meet with us, and to attend depositions, hearings, conferences and trial as may be requested by an Eckert attorney. You agree to commit the personnel and resources necessary to meet any discovery obligations.

We must be able to contact you in order to consult with you regarding this engagement. You will inform us, in writing, of any changes in name, address, telephone number, contact person, and email address regarding you or your business.

Public Communications

Eckert sometimes identifies clients on our website and in other published

ECKERT SEAMANS CHERIN & MELLOTT, LLC TERMS OF ENGAGEMENT

materials. Unless you inform us otherwise, you consent to including your name in these communications.

Eckert lawyers will not make public statements about you or any of your legal matters in response to press inquiries without first consulting with you. If you have any policies or practices in this regard, please share them early in the engagement.

Client File Retention Policy

Clients are entitled to request and receive client-owned files unless Eckert asserts a legally cognizable right to retain all or a portion of the file. Please be aware that Eckert may have the right to hold client files if its bills have not been paid.

No client files can be removed from the firm and transmitted to any person or entity without the client's written authorization. After a representation has ended, client-owned files will either be returned to the client or kept in Eckert's possession in accordance with its client file retention policy. Under that policy, client files are retained for a fixed time period depending on the type of matter involved, after which the files may be destroyed. No client files will be destroyed unless approved by the responsible Eckert attorney on that legal representation or by Eckert's Chief Legal Officer. Files released to a client are no longer subject to Eckert's client file retention policy.

Cybersecurity

Eckert has information security, business continuation, and disaster recovery policies and employs appropriate access

controls, user authentication measures and malware protection. Mandatory periodic training on cybersecurity is required of attorneys and staff. In addition to devices connected directly to the Eckert network, most Eckert attorneys use laptops, iPads, smartphones and other mobile devices. Consistent with best practices, we manage the connection and interaction of such devices with the Eckert network and systems, whether such devices are owned by the attorney or issued by Eckert, to protect the confidentiality of all Eckert data. Although we take significant measures to protect confidentiality of communications through mobile devices, there is a potential for these communications to be subject to security risks.

Many of our clients use email, text and other types of electronic communication in communicating with Eckert. In 1999, the ethics committee of the American Bar Association issued a Formal Opinion in which it concluded that an attorney could transmit information relating to the representation of a client by use of unencrypted email sent over the internet without violating the attorney's responsibilities under the Rules of Professional Conduct because such a mode of information transmission afforded a reasonable expectation of privacy. For greater protection of client information, Eckert has the capability to encrypt email. If you would like to request the use of encrypted email, please contact us. No system of encryption provides absolute protection of the confidentiality of information communicated by email or by other kinds of electronic communication. Your execution of the engagement letter will constitute the authorization for Eckert to

ECKERT SEAMANS CHERIN & MELLOTT, LLC
TERMS OF ENGAGEMENT

communicate with you electronically. If you do not want Eckert to use email or other forms of electronic communication for some, or all, of its communications with you, please advise us promptly. We will follow your instructions as to the manner in which you want to communicate with the firm.

In the event that you send and receive substantive legal communications via email or other electronic means using a computer or other device, you need to make certain that third parties are not able to gain access to such communications. An example of where a third party may gain such access is when a person communicates electronically via a business email account or a personal email account on a workplace computer or other workplace device. In such instances, the person's employer may have access to the electronic communications of the employee using the business devices. It is not advisable for you to communicate with us by using such email accounts or by any other electronic means where there is a significant risk that the electronic communications can be accessed by a third party. It is up to you to determine whether such a risk exists when communicating electronically with us.

Client Insurance for Liability or Legal Expenses

It is your responsibility to determine if you have insurance that could pay for all or part of your legal expenses in this engagement or to provide coverage to you in the event of any judgment or decision adverse to you in this matter. You are responsible for providing notice of any claim to your insurers. Eckert can assist you in examining whether

insurance coverage is available, but, if you desire our assistance, your request must be confirmed in writing.

Termination of Engagement

You may, terminate this engagement at any time for any reason, by written notice. Your termination of our services will not affect your obligation to pay for legal services rendered before termination and in connection with an orderly transition of the matter.

Eckert may terminate this engagement for nonpayment, late payment, or any other reason, subject to any limitations under the applicable rules of professional conduct. If permission for withdrawal is required by a court, we will apply for such permission and, if such a request is granted, you agree to engage successor counsel to represent you.

Eckert attorneys are subject to the rules of professional responsibility in the various jurisdictions in which we practice, which list several types of client conduct or other circumstances that require or allow us to withdraw from representing a client. These include but are not limited to failure to pay our bills, failure to disclose material facts, misrepresenting material facts, failure to cooperate with counsel, taking action contrary to our advice, and a conflict of interest with another client. Eckert will endeavor to discuss with you in advance any situation that could lead to our withdrawal.

Conclusion of Representation and Post-Engagement Matters

Unless terminated previously, the attorney-client relationship will terminate on completion of the services that you retained us to perform and our

ECKERT SEAMANS CHERIN & MELLOTT, LLC
TERMS OF ENGAGEMENT

submission of the last invoice for legal services rendered.

After we complete this representation, changes may occur in the applicable law, or subsequent events or circumstances may arise, that might affect your rights and liabilities in the future. Unless you retain Eckert in writing to provide additional legal advice pertaining to subsequent changes, events or circumstances, Eckert is under no continuing duty to advise you regarding those changes.

WYNN ASSOCIATES, INC.
MUNICIPAL ENGINEERING SERVICES

(215) 536-7336 • FAX (215) 536-5361
211 West Broad Street • Quakertown • PA • 18951
WWW.WYNN-ASSOCIATES.COM

December 9, 2025

Mr. Christopher Garges, Township Manager
Solebury Township
3092 Sungan Road
P.O. Box 139
Solebury, PA 18963

Subject: Professional Engineering Services
2026 Per Diem Rate Schedule

Dear Mr. Garges,

Enclosed for your reference is our 2026 Schedule of Per Diem Fees. Rate increases vary up to a maximum of 3%, (with an average of 2.25%) due to staffing/insurance/inflation costs. It is noted that rate changes over recent several years have trended lower than inflation rates and we strive to keep rates as low as possible. We have appreciated the opportunity to provide professional engineering services to Solebury Township during the past several years and look forward to continuing to serve the Municipality in 2026.

If you desire any change in our procedures, services, or billing practices, please do not hesitate to contact us.

Very truly yours,



Steven Baluh, P.E.
President



Curtis J. Genner, Jr., P.E.
Vice President



Timothy A. Fulmer, P.E.
Vice President

SB/rsd

WYNN ASSOCIATES, INC.
MUNICIPAL ENGINEERING SERVICES

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211 West Broad Street • Quakertown • PA • 18951
WWW.WYNN-ASSOCIATES.COM

SCHEDULE OF PER DIEM FEES
January 1, 2026

I. Schedule of Per Diem Fees

Professional Engineer	\$136.50/hr.
Project Engineer	\$115.00/hr.
Assistant Project Engineer	\$104.00/hr.
Surveyor	\$100.00/hr.
Robotic Survey Crew/GPS	\$153.50/hr.
Survey Crew – 3 Man Crew	\$174.00/hr.
Licensed Drone Pilot	\$150.00/hr.
Drone Data Processing	\$139.00/hr.
Drafting (ACAD)	\$ 98.00/hr.
Construction Observer I	\$ 87.00/hr.
Administrative Assistant	\$ 63.00/hr.
Secretarial/Clerical	\$ 47.50/hr.

Note: Mileage is not charged to the Municipality for public meeting attendance, or meetings at the municipal building with Municipal Officials. There is no charge for travel time to attend public meetings or mileage expense. Postage/outside copying/binding/CDs/flash drives billed at cost.

II. Project Consulting

In lieu of per diem fees provided in Section I, specific project fees may be determined by “lump sum” or “cost not to exceed” proposals if requested and accepted by the Municipality.

III. Expenses

Photocopies (B/W)	\$ 0.30/ea.
Photocopies (color)	\$ 0.90/ea.
Large Format Bond Print (B/W)	\$ 0.75/sf
Large Format Bond Print (color)	\$ 2.00/sf
Large Format Glossy Print	\$ 10.00/sf
Mileage	Federal Mileage Rate
PNDI Searches	\$ 50.00 per search
PA One Call	\$ 50.00 per registration
Landex Connections	\$ 15.00 per search
Drone Equipment Surcharge	\$150.00 per flight
Outside Services (Sub Consultant Invoices)	Net Cost plus 10%
Plan/Legal Document Recording	Fees billed at cost

Bowman

December 15, 2025

Mr. Christopher Garges, Township Manager
Solebury Township
3092 Sugan Road
Solebury, Pennsylvania 18963

Dear Chris:

Bowman Consulting is providing our 2026 municipal rate schedule to the Township for the reorganization meeting in January. We sincerely appreciate the opportunity to serve as the Solebury Township Traffic Engineer over the past 20 years. Serving the Township has been a rewarding experience, and we look forward to our continued work with the Township staff, Planning Commission members, Board of Supervisors, and the other consultants.

Bowman will continue to provide a wide range of transportation planning, traffic engineering, grant support, traffic signal design, and highway design expertise to the Township. Additionally, our staff will be available on an as needed basis to respond to the transportation needs of Township and your staff. As stated in the past, and evident through our services provided over the past year, Bowman has become sensitive to and knowledgeable of issues related to municipal responsibilities and the need for effective transportation planning and implementation to accommodate growth.

Thank you for selecting our firm to serve as the Township's traffic engineering consultant over the past years. We appreciate the opportunity and would like to continue our working relationship to help the Township reach their transportation goals. If there is anything we can do, or if we are not serving the Township to your expectations, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark A. Roth". The signature is fluid and cursive, with a large initial "M" and "R".

Mark A. Roth, P.E.
Branch Manager- Philadelphia Office

Attachment



BOWMAN CONSULTING GROUP LTD.

SCHEDULE B –MUNICIPAL HOURLY RATES

January 2026

CLASSIFICATION	HOURLY RATES
Principal	\$225.00/HR
Department Executive	\$225.00/HR
Team Leader	\$225.00/HR
Senior Project Manager	\$215.00/HR
Project Manager II	\$215.00/HR
Project Manager	\$190.00/HR
Assistant Project Manager	\$175.00/HR
Project Coordinator	\$145.00/HR
Senior Surveyor	\$205.00/HR
Engineer I Engineer II Engineer III Engineer IV	\$125.00/HR \$150.00/HR \$160.00/HR \$190.00/HR
Planner I Planner II Planner III	\$120.00/HR \$145.00/HR \$155.00HR
Designer I Designer II Designer III	\$105.00/HR \$110.00/HR \$115.00/HR
CAD Drafter I CAD Drafter II	\$100.00/HR \$105.00/HR
Senior Construction Inspector	\$145.00/HR
Construction Manager	\$185.00/HR
Construction Inspector	\$130.00/HR
Senior Construction Technician	\$170.00/HR
Technical Lead	\$205.00/HR
Traffic Technician	\$110.00/HR
Traffic Counter	\$ 70.00/HR
Survey Technician I Survey Technician II Survey Technician III	\$100.00/HR \$110.00/HR \$155.00/HR
Survey Field Crew - 1 Person	\$140.00/HR
Survey Field Party	\$100.00/HR
UAV Operation	\$110.00/HR
Office Manager	\$105.00/HR
Adm Professional	\$ 95.00/HR



The Almshouse Neshaminy Manor Center 1260 Almshouse Road
Doylestown, Pennsylvania 18901 215.345.3400 FAX 215.345.3886
E-mail: planningcommission@buckscounty.org

PLANNING COMMISSION:
Edward J. Tokmajian, *Chairman*
James E. Miller Jr., *Vice Chairman*
James J. Keenan, *Secretary*

Eleanor M. Breslin
Richard Donovan
Thomas J. Jennings, Esq.
David R. Nyman
Judith J. Reiss
Tom Tosti

Evan J. Stone
Executive Director

December 18, 2024

Ms. Catherine Cataldi
Township Secretary/Administrative Assistant
Solebury Township
3092 Sungan Road, P.O. Box 139
Solebury, PA 18963

**RE: Bucks County Planning Commission
2025 Hourly Rates**

Dear Ms. Cataldi,

We are in receipt of your email dated November 22, 2024, requesting our department’s rates for the 2025 calendar year. I am pleased to report that our rates for 2025 will remain unchanged from 2024. Our rates and fees are noted as follows:



BCPC 2025 Staff Rates

Staff	2025 Hourly Rate
Executive Director	\$80.00
Directors	\$70.00
Senior Planners	\$60.00
Planners	\$50.00
GIS	\$50.00
Administrative	\$40.00

Printing Costs	Municipal	Public
Letter Std	\$.05/sheet	\$.15/sheet
Letter Premium - Color	\$.35/sheet	\$1.00/sheet
Tabloid (11x17) Std	\$.10/sheet	\$.20/sheet
Tabloid (11x17) Premium -Color	\$.50/sheet	\$1.50/sheet

Should the township elect to appoint us as in an “on-call” capacity, our current Planning Services Agreement (PSA) between Solebury Township and BCPC effective February 15, 2023, will continue to be in place.



If you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Bucks County Planning Commission

A handwritten signature in black ink, appearing to read "Evan J. Stone". The signature is stylized with a large, looped "E" and a long horizontal stroke extending to the right.

Evan J. Stone
Executive Director

cc: Michael A. Roedig, BCPC Director of Planning Services (via email)
Bryn-Erin Kerr, BCPC, Solebury Planner (via email)



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

MEMORANDUM

TO: Christopher Garges, ICMA-CM
Solebury Township Manager

FROM: Thomas J. Comitta, AICP, CNU-A, RLA
Erin L. Gross, AICP, RLA

DATE: October 13, 2025

SUBJECT: **PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL
CONSULTANT SERVICES FOR 2026**

Thank you for inviting TCA to submit this Proposal!

We can continue our work from 2025 and provide assistance with Ordinance Amendments. In 2026, in addition to helping with Ordinance Amendments, we could continue to assist with the preparation of the Comprehensive Plan. We could also assist with the Review & Evaluation of Land Development Plans, and other Planning Services. To these ends, we enclose several items for your consideration.

Please let us know if you have any questions. Thanks.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL CONSULTANT SERVICES FOR 2026

October 13, 2025

Statement of Capabilities & Interest

TCA can continue to provide assistance in 2026, on a quick respond basis, for the tasks such as those listed below.

- + Ordinance Preparation, including drafting of text to address needed Amendments on a variety of topics/issues (such as Sustainability, EV Charging Stations, Dark Sky/Lighting, Farm Worker Housing, Warehouse/Distribution Center/Data Center, and any other current subjects).
- + Comprehensive Plan Preparation, including continuation of work regarding the Route 202 Corridor, the formatting of the Report, and liaison with the Comprehensive Plan Committee and the Bucks County Planning Commission.
- + Land Development Plan Review & Evaluation, including preparation of review comments and recommendations, especially pertaining to Landscape Plans. (We can also prepare sketches to depict Alternative Site Plans, and can review Building Elevations.)
- + Ordinance Review, including evaluation of Amendments drafted by others.
- + Inspections, including site inspections of installed landscaping and hardscaping. (If desired, we can also assist with the review of Requests for Escrow Release.)
- + Meeting participation, leadership, guidance and recommendations.
- + Other Assignments, including comprehensive planning, master planning, park planning & design, town planning, and expert witness testimony.

Our Resumes, and our Fee Schedule for 2026 are enclosed.

Personnel & Qualifications

Resumes for the TCA technical staff are enclosed for the following persons:

- + Thomas J. Comitta, AICP, CNU-A, RLA
 - President; Certified Planner; Licensed Landscape Architect in Pennsylvania; and Accredited Member Congress for the New Urbanism
 - Has over 52 years of relevant experience
 - Assisted Solebury Township from 1987 to 1992, and in 2024 and 2025
- + Erin L. Gross, AICP, RLA
 - Certified Planner in 2021
 - Licensed Landscape Architect in Pennsylvania
 - Has worked at TCA over the past 12 years
 - Assisted Solebury Township in 2024 and 2025

We also include our Overview of Services, as well as Project Profiles.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL CONSULTANT SERVICES FOR 2026

October 13, 2025

Fee Schedule for 2026

2026 FEE SCHEDULE

January 2, 2026

The following hourly rates will apply during 2026:

Thomas J. Comitta, AICP, CNU-A, RLA, President
Certified Planner, Town Planner, CNU-Accredited,
Registered Landscape Architect
\$202.00/hour

Erin L. Gross, RLA, AICP
Registered Landscape Architect, Certified Planner
\$150.00/hour

Project Clerk
\$85.00/hour

Notes: In addition to the fees, expenses will be charged at cost for items such as copies, mileage, postage, telephone, telefax, prints and the like. (Based on 2025 records, the expenses on various assignments were approximately 3%.)



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 FAX: 610-430-3804 WWW.COMITTA.COM



**Thomas J.
Comitta,**
AICP, CNU-A, RLA

**President;
Town Planner &
Landscape
Architect**

As President and founder of Thomas Comitta Associates, Inc., (TCA), Thomas J. Comitta serves as Principal-In-Charge and Operations Manager. He has blended his roles as a Town Planner and Landscape Architect on numerous projects for municipal and private clients.

Tom is an expert in communications and has utilized his verbal and graphic skills for many assignments pertaining to: town planning; landscape architecture; expert witness testimony; public participation; preference surveys related to community development; and land planning mediation. He is a frequent lecturer at town planning workshops, and conducts training sessions on town planning, form-based codes, and traditional neighborhood development.

Tom has traveled extensively in the United States and Europe and has studied many traditional towns and neighborhoods, new towns and new communities. He believes that compact development with attractive and functional public spaces is a needed alternative to conventional suburban sprawl. He promotes a humanistic, sustainable and balanced approach to planning and design through careful consideration of the historic and cultural context of towns, neighborhoods and landscapes.

Education

Master of Landscape Architecture
Harvard University
Graduate School of Design, 1973

Bachelor of Science
in Landscape Architecture
The Pennsylvania State University, 1971

University of Lisbon, Portugal
Instituto de Agronomia,
Arquitetura Paisagista
Study Abroad Program, 1970

Professional Experience

Thomas Comitta Associates, Inc.
Town Planners & Landscape Architects
1981 - Present

Comitta Frederick Associates
Environmental Planning &
Design Consultants
1975 - 1980

Roy F. Weston, Inc.
Environmental Consultants & Designers
1973 - 1975

Professional Registration

Certified Planner
American Institute of Certified Planners (AICP)

CNU-Accredited (CNU-A)
Congress for The New Urbanism

Registered Landscape Architect
Commonwealth of Pennsylvania
State of Delaware
State of New Jersey

Associations

- Congress for The New Urbanism (CNU)
- American Planning Association (APA)
- American Society of Landscape Architects (ASLA)

Awards

Envision Leadership Award
Lancaster County, PA
2010 - Lititz Borough
2011 - Penn Township

Bates Memorial Award for Outstanding Site Design,
Market Square Memorial Park
a riverfront/neighborhood park
Marcus Hook, PA

Significant Projects

Lantern Hill, Doylestown, Pennsylvania
A Traditional Neighborhood

Miller Park, West Whiteland Township
Exton, Pennsylvania

Market Square Memorial Park
Borough of Marcus Hook, PA

Historic Renewal Plan for the
Manayunk Canal, Philadelphia, PA

A Plan for Open Space
Barnstable, Massachusetts

For Numerous Municipalities:

- Form-Based Codes
- Comprehensive Plans
- Zoning Ordinances
- Land Development Ordinances
- Design Guidelines
- Recreation & Open Space Plans
- Revitalization Plans
- Streetscape Plans
- Plan Reviews and Evaluations
- Expert Witness Testimony



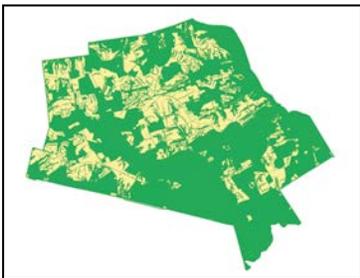
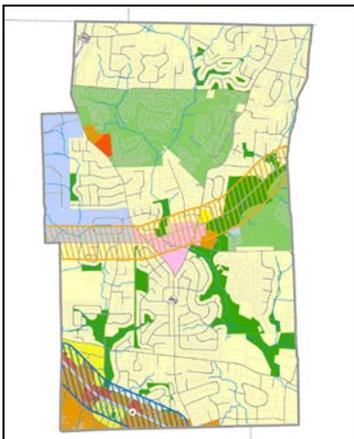
THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

OVERVIEW OF OUR SERVICES

October 2025

The physical manifestations of economic growth often conflict with community values, environmental integrity, historical character, visual quality, and established legal frameworks. Thomas Comitta Associates, Inc. (TCA) specializes in mediating conflicts between the impacts of land development and the values of resource protection.

TCA has over 50 years of experience in understanding and evaluating land development issues throughout Pennsylvania. TCA's team of Certified Planners, Registered Landscape Architects, and Land Planners provides excellence in service to the public and private sectors. We have assisted numerous municipal, institutional, commercial, and residential clients. We combine our planning and design talents to improve future growth and change in natural, historical, and man-made environments.



Our Professional Services include:

- Town Planning and Traditional Neighborhood Design
- Comprehensive Planning & Strategic Planning
- Zoning Ordinance Preparation
- Subdivision & Land Development Ordinance Preparation
- Expert Witness Testimony
- Land Development Plan Review, Evaluation, and Mediation
- Park, Recreation, and Open Space Planning and Design
- Land Planning and Landscape Architecture
- Demographic Analysis and Projections
- Historic Preservation Planning

Thank you for considering TCA with your needs for high quality planning and design services.

TCA celebrates 44 years of service to our clients in 2025!



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

“By The Numbers”: Overall Summary of Qualifications & Experience
Thomas Comitta Associates, Inc. (TCA)
and Thomas J. Comitta, AICP, CNU-A, RLA

October 2025

The following is a super summary of Tom Comitta/TCA, “By the Numbers”:

1. Tom’s experience with Municipal Planning & Zoning in Pennsylvania: over 50 years (including Town Planning & Landscape Architecture)
2. Number of Municipalities TCA has assisted since 1981: 133 Townships, Boroughs and Cities (and 149 since 1973 by Tom)
3. Number of Zoning Ordinances prepared by TCA since 1981: Over 65
4. Number of Subdivision & Land Development Ordinances prepared by TCA since 1981: Over 30
5. Number of Comprehensive Plans prepared by TCA since 1981: Over 50
6. Number of Public Hearings at which Tom Comitta has testified as an Expert Witness since 1973: Over 1,260
7. Number of Hours of Continuing Education Credits taken by Tom Comitta since 1973 Graduation from Harvard University: Over 1,000 hours (average 35 hours per year)
8. Number of Traditional Neighborhood Development (TND) Codes prepared by Tom Comitta since 1995: Over 30
9. Number of Form-Based Codes prepared by Tom Comitta since 2001: Over 20
10. Number of Campus Master Plans, Site Plans, Concept Plans, Land Development Plans, Cluster Development Plans, Revitalization Plans, and Traditional Neighborhood Development (TND) Plans prepared by Tom Comitta since 1973: Over 1,000
11. Number of Land Development Plans evaluated by Tom Comitta since 1973 for which an Evaluation Report for Code Compliance was prepared (i.e. “Review Comments”): Over 5,500
12. Number of Municipal Park Plans, County Park Plans, Playground Plans, Civic Plaza Plans, and Landscape Plans prepared by Tom Comitta since 1973: Over 200

Please contact Tom Comitta at 484-678-9245 for more information on TCA!



THOMAS COMMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 WWW.COMMITTA.COM



Erin L. Gross,
AICP, RLA

**Town Planner &
Registered Landscape
Architect**

Erin Gross, a licensed Landscape Architect and Town Planner at TCA, has developed a strong foundation in Sustainable Planning and Design, and in the Art of Placemaking.

Erin's professional practice ranges from regional master planning, to municipal comprehensive planning, to ordinance amendments and preparation, to park and streetscape master planning and design. She exhibits strong skills in communication, organization, attention to detail, and leadership.

Erin assists with a wide range of design projects, community planning projects, the preparation of ordinance materials, and land development plan reviews. Her work displays a deep appreciation and sense of responsibility toward the natural and built environment, in order to improve the lives of our clients and enrich our communities.

Education

Bachelor of Arts in Landscape Architecture
Pennsylvania State University, 2012

Professional Experience

Thomas Comitta Associates, Inc.
Town Planners & Landscape Architects
West Chester, Pennsylvania
September 2013 - Present

Townscape Design, LLC.
Clarksville, Maryland
2013-2014

Lancaster Planning Commission (intern)
Lancaster, Pennsylvania
2012-2013

River Valley Landscape
Wrightsville, PA
2010

Professional Associations

American Institute of Certified Planners (AICP)
Certified Planner (2021)

Registered Landscape Architect (RLA)
Regional CLARB (2019)
Commonwealth of Pennsylvania
American Planning Association

Awards and Certifications

Deans List, 2007-2012
Hammer Trustee Scholarship, 2010
RGS Associate Scholarship, 2010
Heinz Pohland Scholarship, 2008/2011
Girl Scout Gold Award, 2007
Scholastic Gold Key Art Award, 2007

Representative Projects

Ordinance Amendment & Preparation

TND Form-Based Codes

- + Kennett Township - Chester County, PA
- + Susquehanna Township - Daulpin County, PA

Zoning Ordinance Amendments

- + Upper Dublin Twp - Montgomery County, PA
- + Chadds Ford Township - Delaware County, PA

Design Standards Manuals

- + West Chester Borough - Chester County, PA
- + Susquehanna Township - Daulpin County, PA
- + Kennett Township, PA - Chester County, PA

Comprehensive Plans

- + West Bradford Township - Chester County, PA
- + Middle Smithfield Township - Monroe County, PA
- + Chadds Ford Township - Delaware County, PA
- + East Goshen Township - Chester County, PA

Park, Recreation, & Open Space Master Plans

- + West Bradford Embreeville Park Master Plan
- + Edgmont Twp Park, Open Space & Trails Plan
- + East Goshen Township Park & Playground
- + Barkingfield Farm Master Plan (Kennett Twp)
- + Chadds Ford Twp Open Space Plan

Streetscape Enhancement Plans

- + Paoli Pike Corridor Master Plan (East Goshen Twp)
- + Frazer Walk (East Whiteland Township)

Land Development Plan Reviews & Evaluations

- + Bethlehem Township
- + Chadds Ford Township
- + Concord Township
- + Edgmont Township
- + Middletown Township

Development Master Plan Layout & Design

- + College Square (Newark, DE)
- + Veterans Memorial (Media, PA)

Numerous Municipalities

- + Form-Based Codes
- + Plan Reviews
- + Revitalization Plans
- + Alternative Concept Plans

Comprehensive Plans

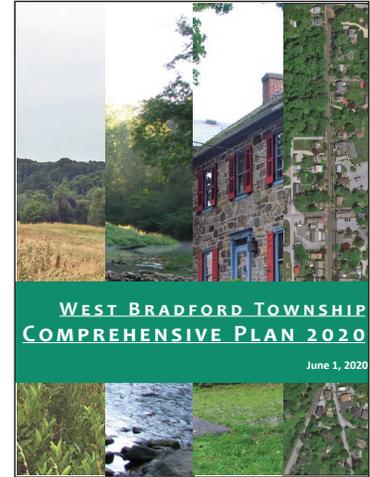
Overview & Process

TCA has assisted many municipalities with the preparation of Comprehensive Plans and Comprehensive Plan Updates. The Comprehensive Planning process includes developing visions and goals for the future of a community, and establishing the associated recommendations and implementable action items that are needed to make the visions and goals a reality. As part of the process, TCA facilitates community input and visioning sessions in order to establish the visions and goals and ensure that the values and preferred outcomes in the Comprehensive Plan reflect those of the community.

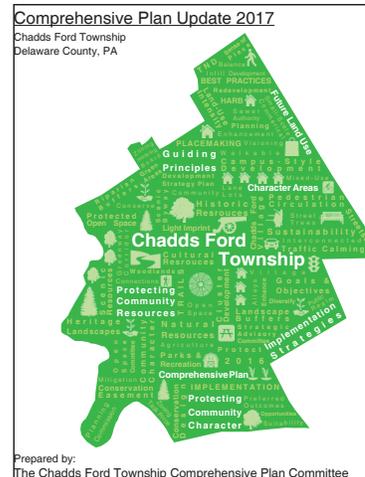
Sampling of Municipalities:

Below is a sampling of Municipalities that TCA has served while preparing Comprehensive Plans and Comprehensive Plan Updates:

- Bethlehem Township
Northampton County, PA
- Chadds Ford Township
Delaware County, PA
- East Goshen Township
Chester County, PA
- East Whiteland Township
Chester County, PA
- New Garden Township
Chester County, PA
- Malvern Borough
Chester County, PA
- Middle Smithfield Township
Monroe County, PA
- Penn Township
Chester County, PA
- Unionville Region
Chester County, PA
- West Bradford Township
Chester County, PA

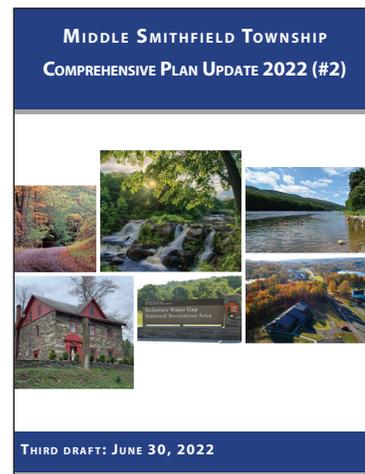


West Bradford Township



Prepared by:
The Chadds Ford Township Comprehensive Plan Committee

Chadds Ford Township



Middle Smithfield Township



Ordinance Amendments & Ordinance Preparation

Over the years TCA has prepared Ordinances and Ordinance Amendments for numerous municipalities, including cover to cover Amendments for both Zoning and Subdivision & Land Development Ordinances; Ordinance Amendments focused on implementation of Comprehensive Plans; preparation of TND Ordinances and Form Based Code Ordinances; and preparation of Design Standards.

Zoning Ordinances & Zoning Maps

Bethlehem Township- Northampton County

Caln Township - Chester County

Chadds Ford Township- Delaware County

Charlestown Township- Chester County

Concord Township- Delaware County

East Goshen Township- Chester County

Easttown Township- Chester County

Edgmont Township- Delaware County

Malvern Borough - Chester County

Manheim Township- Lancaster County

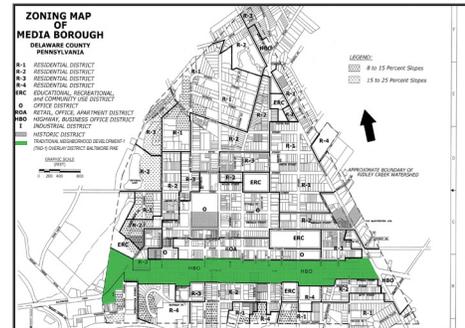
Middle Smithfield Township- Monroe County

Peters Township- Washington County

South Whitehall Township- Lehigh County

Upper Dublin Township- Montgomery County

West Chester Borough- Chester County



Zoning Maps



FBC Regulating Plans

Subdivision & Land Development Ordinances

Chadds Ford Township- Delaware County

Charlestown Township- Chester County

Edgmont Township- Delaware County

West Chester Borough - Chester County

TND & Form Based Code (FBC) Ordinances

Charlestown Township- Chester County

Cranberry Township- Butler County

Doylestown Borough- Bucks County

Kennett Township- Chester County

Lititz Borough- Lancaster County

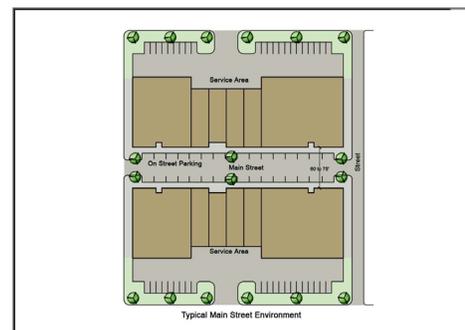
Media Borough- Delaware County

Penn Township- Lancaster County

Springfield Township- Delaware County

Susquehanna Township- Dauphin County

Uwchlan Township- Chester County



TND Design Standards

Smart Growth Initiatives

Primarily from 2000 to 2025

Overview

Over the past 25 years, energized in large part by the TND- Traditional Neighborhood Development movement in Pennsylvania and beyond, TCA has been in the forefront of several signature Town Planning & Landscape Architecture initiatives that exhibit Smart Growth outcomes.



Lantern Hill Site Plan

Common to these Smart Growth initiatives are several elements that are typically sequential.

- Comprehensive Planning Vision;
- Zoning Ordinance Amendments;
- Zoning Map Amendment;
- Land Development Ordinance Amendments;
- Master Plan;
- Design Standards;
- Design Review Committee; and
- Public & Private Partnerships.



Lantern Hill Mixed Housing Types



New Daleville Site Plan



Lantern Hill Streetscape



Devault TND's



Union Green TND

These TND success stories were enabled by Article VII-A Traditional Neighborhood Development of the PA Municipalities Planning Code.



West End Walk



West End Flats



Madison Farms: Bethlehem Township

Streetscape Enhancements & Best Practices Along Highways



Concordville: Bank

Overview

Streetscape Enhancements along arterial roads and highways provide an attractive alternative to viewing a “sea of asphalt and a sea of parking lots”.

Over the past 20 years, many municipalities have enacted Ordinances to more effectively screen and buffer commercial uses along highways. The typical enhancements have included such features as:

- + a pier-fence-hedge combination;
- + street trees & street lights;
- + sidewalks & crosswalks;
- + benches, banners & gateway signage; and
- + bus shelters.



Concordville: Bank



Cranberry Township: Sheetz



Thorndale: Wawa

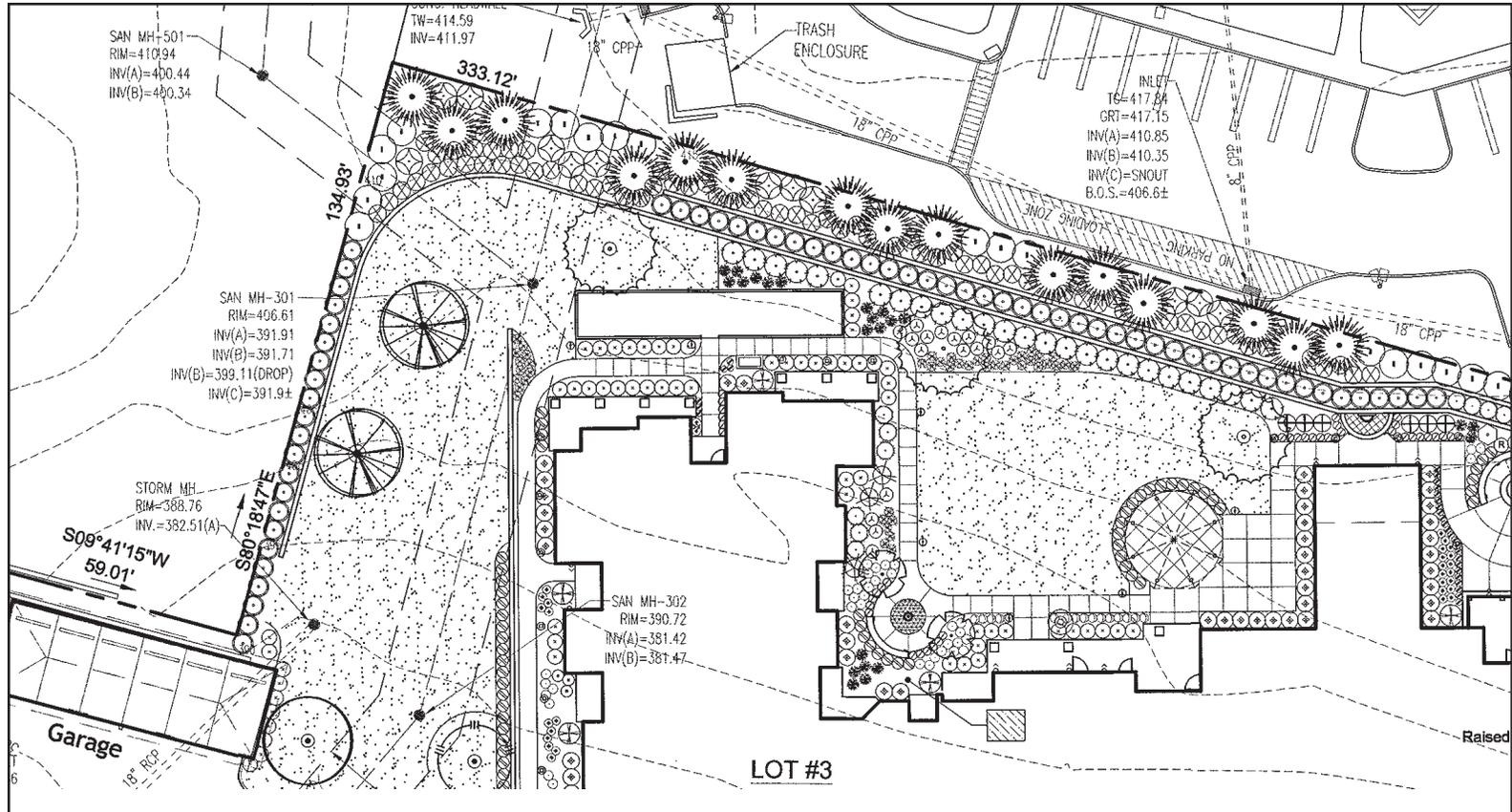


Cranberry Township: Auto Zone



Hatboro: Bank

Strip commercial development does not need to be ugly. Instead, enhanced screening and buffering can be achieved along arterial roads and highways.



Subdivision & Land Development Plan Reviews

Overview

TCA assists many Municipalities with the review and evaluation of Subdivision & Land Development Plans. The Plans are reviewed and evaluated for compliance with the Zoning and Subdivision & Land Development Ordinances, especially pertaining to:

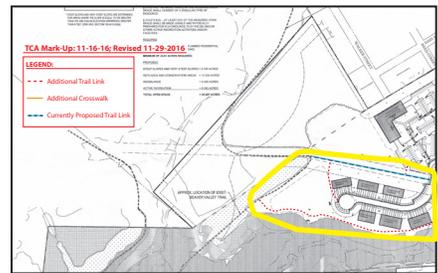
- landscaping, including proposed plant species, size, location, quantity, etc.;
- site layout and design, including the location of buildings and structures;
- landscaping/lighting/utility/grading conflicts;
- pedestrian and vehicular circulation;
- screening & buffering; and
- public realm and streetscape design.

In some Municipalities TCA also reviews Architectural Elevations, as well as materials and colors for the proposed buildings, often as part of a Design Review Committee.

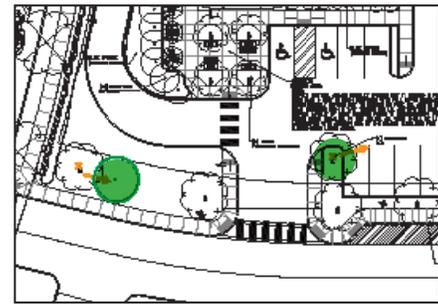
After careful review and analysis of the Plans, TCA prepares Review Comments that are sent to the Applicant to indicate ways in which the Plans can be improved, enhanced, and changed in order to achieve code compliance and greater context-sensitive design. These Review Comments often include illustrations, sketches of layout alternatives, and/or photos in order to better convey and explain ideas for plan enhancement.

As part of the review process, after the project/development is completed, and the landscaping has been installed, TCA also completes site inspections, often to provide recommendations for Escrow Release. These inspections are conducted in order to ensure that the illustrated quantity, type, size, and location of plants have been installed. The inspections also focus on the effective implementation of walkways, fencing, walls, benches, lighting, and other site amenities.

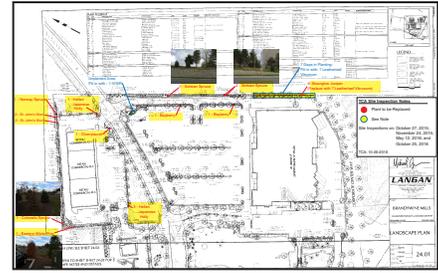
TCA works collaboratively with the Applicant on behalf of the Municipality in order to work towards creating better outcomes for the Municipality, the Applicant, and the community.



Illustration/Plan Mark-up in Review Comments



Illustration/Plan Mark-up in Review Comments



Landscape Inspection Review





**SOLEBURY TOWNSHIP
2026 COMPENSATION SCHEDULE**

Professional Services Hourly rates

Principals

Peter M. Simone, RLA, FASLA	\$ 160
William Collins, RLA, ASLA	\$ 160
Sarah Leeper, RLA	\$ 125

Project Managers

Pankaj Jobanputra, AICP, Planner	\$ 95
Toby Levin, RLA	\$ 90
Rob Gladfelter, RLA	\$ 90

Staff

Michelle Armour, Landscape Architect	\$ 80
Devon McLaughlin	\$ 80
David Bender, Landscape Architect	\$ 80
Jordan Upadhyay, Landscape Architect	\$ 80
Elija Harvey, Intern	\$ 65

Administrative

William Glah	\$ 60
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Expenses

Color CAD Plots – Special Paper	\$3.50/SF
Color CAD Plots – Bond Paper	\$2.25/SF
B&W CAD Plots – Bond Paper	\$0.75/SF
B&W Photocopies – 8-1/2x11-Bond quality	\$0.10/ea
B&W Photocopies – 11x17-Bond quality	\$0.20/ea
Color Photocopies – 8-1/2x11-Bond quality	\$0.25/ea
Color Photocopies – 11x17-Bond quality	\$0.40/ea
Glossy Photocopies – all sizes	\$20.00/SF
Cardstock B&W – 8-1/2x11	\$0.40/ea
Cardstock B&W – 11x17	\$0.75/ea
Cardstock Color – 8-1/2x11	\$2.00/ea
Cardstock Color Laminated 8-1/2x11	\$2.50ea
Cardstock Color – 11x17	\$3.50/ea
Mileage	federal standard
GBC Binding Comb	\$1.00 each
Other	cost + 10%

EXHIBIT C

SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE



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**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

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SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE

I. PERMITS

Please Note:

- *All permit applications must be filed with the Township Zoning Officer. Any application which is incomplete will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements. Upon acceptance of an application, the application will be stamped with the acceptance date.*
- *In the event that construction is started without first obtaining **all required permits**, the stipulated fees will automatically be increased by one hundred percent (100%).*
- *An administrative processing fee of \$100.00 or ten percent (10%) of the cost of the permit, whichever is higher, shall be charged upon written request for cancellation of any permit.*
- *All permits are adopted pursuant to the Uniform Construction Code.*
- *All failed inspections require a mandatory Re-Inspection fee of \$130 prior to scheduling re-inspection.*
- *All permits paid for through the permit portal are subject to a mandatory Municipay service fee.*

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

A. BUILDING PERMITS

1. RESIDENTIAL BUILDINGS - Unit as defined in this section shall be each portion of a building capable of being separately owned or leased. This section includes all review of regulated structures and work under the International Residential Code.
 - a. Plan Review Fee - Where applicable.

New Construction	\$360
Other Construction – per submission	\$150

Note: Covers all disciplines except electric.
 - b. New Residential Construction including additions and accessory buildings (Single Family, Multiple Unit and Mobile Home).

Area calculations to be made using outside dimensions of all living areas plus garage and new building basement area.

 - Less than 1,000 sq. feet \$400 plus .45¢
Per sq. ft.
 - 1,000 sq. feet or greater \$1,200 plus .45¢
Per sq. ft.
 - c. Use and Occupancy Permits: (new construction) \$100
 - d. ***To be paid when permit is issued.***
Alterations, Renovations and Repairs \$100 plus \$15
per \$1,000 of
construction
cost
 - e. Open Decks and Porches
 - Less than 100 sq. feet \$150 minimum
 - 100 sq. feet or greater \$150 plus \$15
per additional
100 sq. ft. or
fraction thereof
 - f. Pergolas \$100
 - g. Residential Roof – if deemed structural \$100
 - h. Windows, vinyl / aluminum siding and doors requiring structural changes \$100
 - i. Miscellaneous \$300

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

	<i>To be paid when permit is issued.</i>	
j.	Re-inspection Fees	\$130
k.	Mobile Home Parks	
	• Pad Fee – Single	\$500
	• Pad Fee – Double	\$1,000
	• Placement or Replacement	\$200
	• Annual License	\$500 pd. yearly
	One Time Escrow paid at inception	\$1,000
2.	<u>NON-RESIDENTIAL BUILDING</u>	
a.	Plan Review Fee - All building permits are subject to this fee.	Fifteen (15%) percent of total permit cost
b.	Commercial, Industrial, Shopping Center, Professional, Including all Buildings, Additions, Alterations & Renovations. This also includes Apartment Buildings.	\$1,400 plus .95¢ per sq. ft.
	<i>Area calculations to be made using outside dimensions of all living areas plus garage and new building basement area.</i>	Plus \$250 per unit within building
	<i>Compliance deposit will be refunded upon issuance of Certificate of Occupancy and payment of any extra charges, if applicable.</i>	Plus \$300 per unit compliance
c.	Commercial Accessory Building:	
	• Less than and up to 150 sq. feet	\$200
	• 150 sq. feet or greater	\$200 plus \$50 per additional 100 sq. ft. or fraction thereof
d.	Commercial Use and Occupancy Permits <i>Paid when permit is issued.</i>	\$300
e.	Commercial Repairs including re-roofing	
	• Less than 1,000 sq. feet	\$100

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

- 1,000 sq. feet or greater \$100 plus \$20
per \$1,000 of
construction
cost

- f. Miscellaneous construction (including but not limited to signs requiring footers and affixed to buildings.). Plan review comes from a. above. 1.5% of construction costs

B. ELECTRICAL PERMITS

1. RESIDENTIAL ELECTRIC

- a. Plan Review Fee – Where applicable.
- | | |
|--|----------------|
| New Electrical | \$360 |
| Other Electrical – Per submission | \$150 |
| Single Meter 30 thru 200 Amps | \$100 |
| Single Meter 201 thru 400 Amps | \$125 |
| Single Meter 401 thru 600 Amps | \$200 |
| Single Meter 601 thru 1200 Amps | \$275 |
| Trench Inspection | \$75 |
| Temporary Services | \$75 |
| 30 thru 200 Amps | |
| 201 thru 400 Amps | |
| Over 400 Amps | |
| <i>Entire Dwelling Unit and / or an Accessory Structure – if you have both types, a permit is required for each structure.</i> | |
| (Service, rough & final inspections included): | |
| Single Family Dwelling - 200 Amps and under | \$175 |
| Single Family Dwelling - 201 thru 400 Amps | \$200 |
| Single Family Dwelling over 400 Amps | \$250 |
| Multi-Family Dwelling | \$100 per unit |
| Residential Addition/Alteration/Renovation (incl. rough & final inspection) - Additional Sub-Panel | \$150
\$50 |
| Feeders and Sub-Panels | |
| 30 thru 200 Amps | \$75 |
| 201 thru 400 Amps | \$90 |
| 401 thru 600 Amps | \$125 |
| 601 thru 1200 | \$156 |
| Electric Signs | |
| Single Unit | \$50 |
| Each additional unit | \$12 |
| Parking Lot Poles | |

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

	\$55
Each additional structure	\$7
Cell Sites – service & equipment	\$125
Car Charging Stations / Solar Batteries	\$100
Primary Transformers, Vaults, Enclosures & Sub-Stations	
200 KVA and under	\$75
Over 200 through 500 KVA	\$108
Over 500 KVA	\$228
HVAC Equipment Replacements	\$75
Re-inspections	\$130
Alternative Energy Solar, Wind, etc.	
Up to 10 kW	\$200
11 – 100 kW	\$20 per kW
101 – 500 kW	\$15 per kW
Over 500kW	\$10 per kW
Solar Panel	\$10 per panel
2. <u>NON-RESIDENTIAL ELECTRICAL</u>	
a. Plan Review Fee - All electrical permits are subject to this fee.	Fifteen percent (15%) of total permit cost
The following fees are based on the total cost of electrical portion of a Construction project.	
If the cost of work is less than \$20,000	\$400
If the cost of work is greater than or equal to \$20,000	2% of cost of electric
C. GENERATORS	
<u>Permit Fees</u>	
Generators (including zoning review and plan review)	\$400
D. MECHANICAL PERMITS	
1. <u>RESIDENTIAL MECHANICAL</u>	
a. Plan Review Fee – Where applicable	\$360
New Construction	\$150
Other Construction – per submission	

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

b.	New Installation First \$1,000 of installation cost or fraction thereof	\$90
	Each additional \$1,000 of installation cost or fraction thereof up to \$5,000	\$30
	Each additional \$1,000 of installation cost or fraction thereafter	\$20
c.	Existing Residential Repair / Replacement / Alteration	\$125
2.	<u>NON-RESIDENTIAL MECHANICAL</u>	
a.	Plan Review Fee - All mechanical permits are subject to this fee.	Fifteen percent (15%) of total permit cost
b.	Commercial Mechanical Fees First \$1,000 of installation cost or fraction thereof	\$150
	Each additional \$1,000 of installation cost or fraction thereof up to \$5,000	\$50
	Each additional \$1,000 of installation cost or fraction thereafter	\$25
E. MISCELLANEOUS PERMITS		
1.	Sports Court – per court	\$300
2.	Structural Moving and / or demolition	
	- Residential	\$125
	- Residential Accessory Building	\$75
	- Non-Residential	\$500
	Compliance Fee for return to natural state	\$500
3.	Special Temporary Permit for tents, air supported structures, and other temporary structures to be erected for a period not exceeding ninety (90) days per year for religious, educational, recreational, or similar purposes.	\$50 per structure per week (\$150 Minimum)
a.	If temporary tent, air supported structure or other temporary structure as noted above includes electrical and mechanical, additional fees will be charged.	Calculated at time permit issued; \$50 Minimum
4.	Temporary Permits (Not to exceed one (1) year) - Pursuant to Section 2105 of the Zoning Ordinance for uses incidental to housing or construction projects.	\$200
5.	Fee in Lieu of Tree Replacement – Any tree greater than 6 inch caliper – Call office for information	\$500 per replacement tree required

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

F. PLUMBING PERMITS

1.	<u>RESIDENTIAL PLUMBING</u> - Ordinary repairs, replacements or upgrades to bathroom and kitchen fixtures that do not require relocation of traps, stacks, vents, etc. do not require permits.	
a.	Plan Review Fee - Where applicable.	
	New Construction	\$360
	Other Construction – per submission	\$150
b.	Single Family Dwelling and Multi-family Units	\$75 plus \$15 per fixture
c.	Residential Addition, Renovation or Alteration	\$75 plus \$15 per fixture
d.	Backflow Preventer	\$75
2.	<u>NON-RESIDENTIAL PLUMBING</u>	
a.	Plan Review Fee - All plumbing permits are subject to this fee.	Fifteen percent (15%) of total permit cost
b.	Commercial & Industrial	\$250 plus \$50 per fixture
c.	Commercial Addition, Renovation or Alteration	\$150 plus \$50 per fixture
d.	Repairs to broken sewer or water lines: All excavated repairs must be inspected before covering	\$75 per inspection
e.	Sewer Line Connection	
	• First ten (10) feet	\$100
	Plus	
	• Each ten (10) feet thereafter	\$5
	Must be inspected prior to covering. If re-inspected, then	\$130 per Re-inspection
f.	Water Line Connection - In accordance with Solebury Township Ordinance No. 36	
	• First ten (10) feet	\$100
	• Plus Each ten (10) feet thereafter	\$25
	• Must be inspected prior to covering. If re-inspected, then	\$130 per Re-inspection
	• Backflow Preventer	\$125
g.	Sewage Maintenance Agreement – Administrative Fee	\$1,000

G. SWIMMING POOL PERMITS

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

1.	All in-ground pools	1.5% of construction costs - \$400 minimum
2.	All above-ground pools designed for 24" of water depth or greater, including hot tubs	\$200
3.	Other fees: Pennsylvania Pool Certification – Commercial Pools Only	\$360
4.	Installation or Replacement of Swimming Pool Fence (includes zoning and plan review)	\$200

H. WELL DRILLING PERMITS

1.	Well Drilling Permits	
	• Class I	\$175
	• Class II	\$200
	• Class III	\$250
2.	Geo Thermal Well Permits	\$175

I. ZONING PERMITS

Are required for all permits as the Zoning Department reviews each permit request.

1.	Residential	\$100
2.	Non-Residential	\$250

J. FIRE SUPPRESSION / PROTECTION

All fees referenced within this section shall be doubled if the project is started without the applicable permits and / or approvals.

1.	Residential – 1 & 2 Family Dwellings (NFPA 13D Sprinkler System)	
	• Sprinkler System – New Construction per Dwelling	\$310
	• Sprinkler System – Modifications, Repair per Dwelling	\$150
	• Fire Alarm – New Construction per Dwelling	\$110
	• Fire Alarm – Modifications, Repair per Dwelling	\$80
2.	Residential – Multi-Family / Hotel / Motel (NFPA 13R Sprinkler System) & Non-Residential (NFPA 13 Sprinkler System)	
	• Sprinkler System – New Construction Base Fee	\$310
	○ Each Sprinkler Head	\$5
	• Sprinkler System – Modifications, Repair	
	○ 1 – 10 New / Relocation Sprinkler Heads	\$60
	○ 11 – 19 New / Relocation Sprinkler Heads	\$100
	○ 20 or more addition or relocation Heads	\$140
	○ Each Sprinkler Head	\$3

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

<ul style="list-style-type: none"> • Fire Alarm System – New (Suppression System Supervision Only) (Fire Alarm Control Panel and Smoke Detector for Stand-Alone Fire Suppression Systems Not Tied into Alarm Systems) 	\$60
<ul style="list-style-type: none"> • Fire Alarm System – New (Each Building) (Need Electrical Permit) 	
Base Fee	\$310
Each Device (All initiating and notification devices)	\$4
Linear Heat Cable – for each 50 ft. or fraction thereof	\$4
<ul style="list-style-type: none"> • Fire Alarm – Existing System Modification, Repair 	
Base Fee	\$50
Each Device (All initiating and notification devices)	\$4
<ul style="list-style-type: none"> • Fire Alarm Control Panel – Existing Replacement 	\$50
3. Fire / Protection / Suppression Systems (All Use Groups)	
<ul style="list-style-type: none"> • Fire Pumps <ul style="list-style-type: none"> ○ One Pump ○ Each Additional Pump 	\$180 \$60
<ul style="list-style-type: none"> • Standpipe Systems <ul style="list-style-type: none"> ○ Base Fee ○ Each Hose Outlet 	\$120 \$30
<ul style="list-style-type: none"> • Clean Agent / Foam / Specialized Fire Suppression Systems <ul style="list-style-type: none"> ○ Each System up to 2,000 square ft. ○ Each Additional 2,000 square ft. or fraction thereof 	\$180 \$60
<ul style="list-style-type: none"> • Commercial Hood Suppression Systems <ul style="list-style-type: none"> ○ Each System 	\$260
K. FIRE INSPECTION PERMITS – ANNUAL FIRE PREVENTION FEES - Fire safety inspections to be conducted on all commercial spaces annually.	
a. 999 sq. ft. or less	\$125
b. 1,000 to 3,499 sq. ft.	\$175
c. 3,500 to 12,499 sq. ft.	\$225
d. 12,500 to 24,499 sq. ft.	\$325
e. 24,500 to 49,999 sq. ft.	\$425
f. 50,000 to 99,999 sq. ft.	\$575
g. 100,000 + sq. ft.	\$1,100
h. High Hazard	\$1,350

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

II. OTHER FEES & PERMITS

A. ACT 537 PLANNING MODULE REVIEW NOT ASSOCIATED WITH SUBDIVISION OR LAND DEVELOPMENT SUBMISSION

Non-Refundable Filing Fee \$500

B. APPROVAL EXTENSION VERIFICATION UNDER THE DEVELOPMENT PERMIT EXTENSION ACT (PREVIOUSLY ENTITLED SENATE BILL 1042 – PERMIT EXTENTSIONS)

- | | | |
|----|---------------------------|-------|
| 1. | Residential Verifications | \$100 |
| 2. | Commercial Verifications | \$500 |

C. COPIES

(A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy or color copy.)

<u>Paper Size</u>	<u>B/W</u>	<u>Color</u>
1. Standard one-sided 8.5” x 11” paper, per page	.25¢	.50¢
2. Standard one-sided 8.5” x 14” paper, per page	.50¢	\$1
3. Standard one-sided 11” x 17” paper, per page	\$1	\$2
4. Plan Copies, one-sided 24” wide	\$3.65	\$4.00
5. Plan Copies, one-sided 36” wide	\$4.50	\$5.00

D. CREDIT CARD FEES

Minimum credit card transaction is \$10. Charge is per transaction / credit card swipe.

- | | | |
|----|--------------------|----------------------|
| 1. | \$10 to \$500 | \$3.50 |
| 2. | \$501 - \$1,000 | \$5.75 |
| 3. | \$1,001 to \$2,500 | \$13.00 |
| 4. | \$2,501 plus | 2% of amount charged |

E. CURATIVE AMENDMENT / SUBSTANTIVE VALIDITY CHALLENGE

The filing fee shall be used to pay Solebury Township’s expenses in regard to said application. The applicant shall agree in writing to pay said costs if said costs exceed the filing fee. **This filing fee is non-refundable.** \$10,000

A *Curative Amendment* challenge by the landowner is submitted to the Governing Body of the Township (i.e. Board of Supervisors); a *Substantive Validity Challenge* by the landowner is submitted to either the Zoning Hearing Board or Governing Body of the Township (i.e. Board of Supervisors).

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

F. EMERGENCY SERVICES REVIEW

ALL REVIEWS SHALL BE COORDINATED BY THE SOLEBURY TOWNSHIP CHIEF OF POLICE

1. Residential Subdivisions	
One to ten lots or dwelling unit (d.u.)	\$600
Eleven or more lots or d.u.	\$1,000
2. Commercial Subdivision	\$1,000
3. Residential Land Developments:	
One to ten lots or d.u.	\$600
Eleven to Forty-nine lots or d.u.	\$1,000
Fifty or more lots or d.u.	\$1,500
4. Commercial Land Developments	\$1,500

G. EROSION, SEDIMENTATION & GRADING / STORMWATER MANAGEMENT

1. <u>RESIDENTIAL AND / OR COMMERCIAL</u>	
a. All Erosion, Sedimentation and Grading Permits - Filing Fee	\$200 Residential \$300 Commercial
b. Escrow (non-interest bearing) - Professional Services Agreement requiring replenishment of original escrow within fifteen days of written notice when balance drops below \$500 (Residential) and \$1,000 (Commercial). Funds held in the escrow account shall not be returned until all Township invoices have been paid by the applicant. (Normally within 90 days of the issuance of the Certificate of Occupancy).	\$2,500 Residential \$5,000 Commercial
<i>All consultant expenses, including but not limited to reviews, inspections, recording fees, etc. performed by the Township Engineer, Township Solicitor and/or any other Township consultant shall be charged against the posted escrow.</i>	
c. Stormwater Exemption Fee – if applicable as determined by the Township Engineer	\$750

H. FIREWORKS DISPLAY PERMIT

1. Permit fee	\$250
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I. FLOODPLAIN PERMIT

1. Non-refundable Filing Fee	\$200 Residential \$300 Commercial
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**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

2. Professional Services Agreement with Escrow \$2,500

J. HEARING BEFORE THE BUILDING CODE BOARD OF APPEALS

1. Filing Fee per submitted application. *This filing fee is non-refundable.* \$1,100

K. HEARING BEFORE THE BOARD OF SUPERVISORS

1. Filing Fee per submitted application. The filing fee is for any hearing not otherwise specified before the Solebury Township Board of Supervisors. \$3,000

The filing fee shall be used to pay Solebury Township’s expenses in regard to said application. The applicant shall agree in writing to pay said costs if said costs exceed the filing fee. *This filing fee is non-refundable.*

L. HISTORICAL ARCHITECTURAL REVIEW BOARD APPLICATIONS

1. Filing Fee per submitted application. This filing fee *is non-refundable.* \$100

2. Repair or Replacement-In-Kind \$10

M. MEETINGS WITH TOWNSHIP ENGINEER

Township **property owners** may schedule meetings with the Township Engineer to discuss proposed projects. The following fees apply:

1. One (1) meeting No Charge
2. All subsequent meetings payable at time of meeting \$150

Potential Buyers / Other Interested Parties may schedule meetings with the Township Engineer to discuss proposed projects ***with written consent of property owner.***

1. Each meeting, payable at time of meeting \$150

N. ORDINANCE / PLAN PURCHASE PRICES (Paper Copies)

1. Township’s Code of Ordinances (Electronic) \$ 10
Can be provided via USB plus mailing fee \$2

2. Subdivision & Land Development Ordinance \$ 50
If Mailed \$ 65

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

3.	Comprehensive Plan	\$ 50
	If Mailed	\$ 65
4.	Park & Recreation Master Plans	\$ 50
	If Mailed	\$ 60
5.	Act 537 Sewage Facilities Plan	\$ 50
	If Mailed	\$ 60
6.	Open Space Plan	\$ 50
	If Mailed	\$ 60
7.	HARB Design Guidelines	\$ 20
	If Mailed	\$ 30
8.	HARB History & Maintenance Manual	\$ 20
	If Mailed	\$ 30

Each of the above Ordinances or Plans may be purchased electronically via a USB.

- Cost of USB
\$ 10
- Mailing fee
\$ 2

O. PARKS & RECREATION FEE IN LIEU

1.	The Current Year Parks & Recreation Fee In Lieu of Land Contribution shall remain at a cost per Residential dwelling unit <u>and</u>	\$4,000
	Per Four Thousand Square Foot (4,000 SF) or portion thereof of Non-Residential Construction.	\$4,000

P. QUARRY PERMITS

1.	Yearly Fee	\$250
2.	Expense Escrow	\$500

Q. RIGHT-TO-KNOW FEES

Solebury Township has established the following fee structure in accordance with law as established by the Office of Open Records.

Fee Structure

- Copies
- | | | | |
|--|--|----------------------------|------------------------------|
| <p>A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy or color copy.</p> | <p><u>Paper Size</u>
Standard one-sided
8.5” x 11” paper, p.p.</p> | <p><u>B/W</u>
.25¢</p> | <p><u>Color</u>
.50¢</p> |
|--|--|----------------------------|------------------------------|

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

	Standard one-sided 8.5" x 14" paper, p.p.	.50¢	\$1
	Standard one-sided 11" x 17" paper, p.p.	\$1	\$2
Plan copies are printed single-sided only in black & white (B/W) or color. Two sizes are available.	Plan Copies: one-sided 24" wide	\$3.65	B/W \$4.50 Color
	one-sided 36" wide	\$4.00	B/W \$5.00 Color
• Certification of a Record	\$5 per record, not per page. Please Note: Certification does not include notarization fees.		
• Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents, USBs, etc.	<p style="text-align: center;">Actual Cost</p> Example: USB \$10 plus \$2 postage Example: 24" wide Plan Copies \$3.65 per pg.		
• Redaction Fee	No Redaction Fee		
• Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).		
• Postage Fees	Actual Cost of Mailing		

Statutory Fees: Police Departments have the authority to charge per report for providing a copy of a vehicle accident report. 75 Pa.C.S. §3751 (b)(2).

Up to \$15 per report

Fee Limitations: Except as otherwise provided by statute, the law states that no other fees may be imposed unless Solebury Township necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Township’s review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with this Act. No fee may be charged for searching for or retrieval of documents. Solebury Township may not charge staff time or salary for complying with a Right-to-Know Request.

Prepayment: Prior to granting a request for access in accordance with this Act, Solebury Township may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

R. ROAD OCCUPANCY PERMIT

- | | |
|--|---------|
| 1. Permit fee for each road entrance and inspection | \$400 |
| 2. Compliance Deposit Fee. The compliance deposit will be refunded, without interest, upon completion of driveway & Township approval. | \$1,000 |

A Township service fee at the rate of 1 1/2% per month which is an annual percentage rate of 18% will be applied to the compliance deposit and deducted from the compliance deposit on all expired permits.

- | | |
|---|-------|
| 3. Certification of State Road Occupancy Permit | \$300 |
|---|-------|

S. SIGN REGISTRATION FEES

- | | |
|--------------------------|--------------------------------|
| 1. Up to 10 sq. ft. | \$ 75 |
| 2. 11 to 20 sq. ft. | \$150 |
| 3. 21 to 30 sq. ft. | \$225 |
| 4. 31 to 40 sq. ft. | \$350 |
| 5. 41 to 50 sq. ft. | \$450 |
| 6. Over 50 sq. ft. | \$500 plus
\$30 per sq. ft. |
| 7. Temporary sign permit | \$ 35 |

T. SUBDIVISIONS AND LAND DEVELOPMENT AND CONDITIONAL USE

All applications must be filed with the Township. Any application which is incomplete will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements. Upon acceptance of an application, the application will be stamped with the acceptance date.

For Subdivision and Land Development projects, the applicable *Plan Filing Fee* (preliminary and/or final), *Escrow Deposit and Emergency Services Review Fee* are payable at the time of Plan Submission. A fully executed Township **Professional Services Agreement (PSA)** shall be submitted simultaneously with the Preliminary Plan submission. *(Separate checks shall be submitted to cover the amounts of the filing fee, emergency services review and escrow deposit).*

- The Preliminary and Final Plan filing fees will cover the Township review process for a particular application with the exception of the Emergency Services Review which is covered by a separate fee.
- The escrow deposit covers the cost of postage, advertising, stenographic services, legal and engineering services, traffic design, site design, landscape architecture and other services which the Board of Supervisors deems necessary for the examination of subdivision, land development or other applications.

Under the *Professional Services Agreement*, the applicant shall be obligated to reimburse the Township for all fees, costs and expenses noted above, that are incurred by the Township in conjunction with the application. Refer to the *Professional Services Agreement* for details related to escrow statement invoicing and replenishment of the escrow balance.

A ten percent (10%) administrative fee shall be added to all applicable charges invoiced to the escrow account. This fee shall be added to the total of each Township invoice and deducted from the escrow account. Refer to the *Professional Services Agreement* for detailed information.

Upon the recording of a subdivision plan with the Recorder of Deeds, or upon final action by the Board of Supervisors or upon withdrawal of the application by the applicant, and after payment of all advertising, engineering, legal and other expenses incurred by the Township, the balance of the escrow deposit shall be refunded upon written request to the applicant. Funds held in the escrow account shall not be returned until all Township invoices have been paid by the applicant.

No final plans will be signed and/or released by the Board of Supervisors until all fees and costs for the review of the subdivision or land development have been paid in full.

SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE

CONDITIONAL USE

1. Residential Conditional Use:
 - A. Filing fee for Conditional Use other than Telecommunications, as required under the Solebury Township Zoning Ordinance, as amended. ***This filing fee is non-refundable.*** \$1,750

2. Commercial Conditional Use:
 - A. Filing fee for Conditional Use relating to Telecommunications Applications as required under the Solebury Township Zoning Ordinance, as amended. ***This filing fee is non-refundable.*** \$2,500

3. Telecommunications Conditional Use:
 - A. Filing fee for Conditional Use relating to Telecommunications Applications as required under the Solebury Township Zoning Ordinance, as amended. ***This filing fee is non-refundable.*** \$7,500

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

SCHEDULE OF FEES FOR SUBDIVISIONS & LAND DEVELOPMENT

***PAYMENT FOR FILING FEE AND ESCROW DEPOSIT TO BE MADE BY SEPARATE CHECKS. NOTE:
PRELIMINARY/FINAL SUBMISSIONS SHALL INCUR THE ASSOCIATED FEES OF PRELIMINARY AND
FINAL SUBMISSIONS.***

1.	Request to meet with Township Administration and Township consultant(s) not involving a submission or site visit.	PSA with escrow \$2,500
2.	Pre-Application Meeting Fee (not involving a Sketch Plan) meeting involving one or more Township consultants.	PSA with escrow \$2,500
3.	Pre-Application Site Visit fee (not involving a Sketch Plan) involving one or more Township consultants.	PSA with escrow \$2,500
4.	Sketch Plans: A fully executed Township Professional Services Agreement shall be submitted simultaneously with the Sketch Plan submission for payment of engineering, legal, consultant and administrative costs.	Escrow Deposit: \$300 Filing fee \$2,500 – Residential \$5,000 - Commercial
5.	Waiver of Land Development	\$300 Filing fee \$2,500 – escrow
6.	Major Subdivisions / Residential Subdivision <u>Preliminary Plan</u> One (1) to Ten (10) Lots or Dwelling Units (d.u.) <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Eleven (11) to Twenty (20) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Twenty-one (21) or more Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA	\$500 plus \$150 per lot or d.u. \$2,500 \$700 plus \$200 per lot or d.u. \$2,500 \$700 plus \$200 per lot or d.u. \$2,500
7.	Major Subdivisions / Residential Subdivision <u>Final Plan</u> One (1) to Ten (10) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Eleven (11) to Twenty (20) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Twenty-one (21) or more Lots or Dwelling Units	\$300 plus \$100 per lot or d.u. \$2,500 \$500 plus \$150 per lot or d.u. \$2,500

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

	• Filing Fee	\$500 plus \$150 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
8.	Non-Residential Major Subdivision <u>Preliminary Plan</u>	
	• Filing Fee	\$2,500 plus \$100 per unit/lot
	• Escrow Deposit with completed PSA	\$5,000
9.	Non-Residential Major Subdivision <u>Final Plan</u>	
	• Filing Fee	\$1,000 plus \$80 per unit/lot
	• Escrow Deposit with completed PSA	\$5,000
10.	Minor Subdivisions	
	• Filing Fee	\$1,000
	• Escrow Deposit with completed PSA	\$2,500
11.	Land Development / Residential <u>Preliminary Plan</u>	
	One (1) to Ten (10) Lots or Dwelling Units	
	• Filing Fee	\$500 plus \$150 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Eleven (11) to Twenty (20) Lots or Dwelling Units	
	• Filing Fee	\$700 plus \$200 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Twenty-one (21) or more Lots or Dwelling Units	
	• Filing Fee	\$700 plus \$200 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
12.	Land Development / Residential <u>Final Plan</u>	
	One (1) to Ten (10) Lots or Dwelling Units	
	• Filing Fee	\$300 plus \$100 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Eleven (11) to Twenty (20) Lots or Dwelling Units	
	• Filing Fee	\$500 plus \$150 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Twenty-one (21) or more Lots or Dwelling Units	
	• Filing Fee	\$500 plus

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

	• Escrow Deposit with completed PSA	\$150 per lot or d.u. \$2,500
13.	Land Development / Commercial <u>Preliminary Plan</u>	
	• Filing Fee	\$3,000 plus \$80 for each 1,000 sq. ft of gross floor area
	• Escrow Deposit with completed PSA	\$5,000
14.	Land Development / Commercial <u>Final Plan</u>	
	• Filing Fee	\$1,000 plus \$70 for each 1,000 sq. ft of gross floor area
	• Escrow Deposit with completed PSA	\$5,000

Please Note:

- ALL FILING FEES ARE NON-REFUNDABLE
- ANY WRITTEN NOTICE FROM THE TOWNSHIP TO REPLENISH ANY ESCROW FUND THAT IS NOT HONORED FOR A PERIOD OF THIRTY (30) DAYS, SHALL RESULT IN A CESSATION OF ALL REVIEWS, INSPECTIONS, PERMITS AND THE LIKE UNTIL SUCH ESCROW IS REPLENISHED TO A LEVEL ACCEPTABLE TO THE TOWNSHIP.
- A fully executed Township Professional Services Agreement shall be submitted simultaneously with ANY SUBDIVISION AND/OR LAND DEVELOPMENT PLAN SUBMISSION.
- THE CURRENT YEAR PARK AND RECREATION FEE IN LIEU OF LAND CONTRIBUTION SHALL REMAIN AT \$4,000 PER RESIDENTIAL DWELLING UNIT AND \$4,000 PER FOUR THOUSAND SQUARE FOOT (4,000 SF) OR PORTION THEREOF OF NON-RESIDENTIAL CONSTRUCTION.

U. TAX CERTIFICATION / DUPLICATE ISSUANCE

1.	Tax Certification Fee – Payable directly to the elected Tax Collector	\$40
2.	Tax Duplicate Fee – Payable directly to the elected Tax Collector	\$10

V. ZONING HEARING BOARD APPEAL

The filing fee for an appeal to the Zoning Hearing Board from an order, requirement, decision or determination of the Administrative Office, and for all requests to the Zoning Hearing Board for a variance or special exception shall be in accordance with the following schedule, and **all filing fees are not refundable.**

1.	Filing Fee – Single Family Residential	\$1,100
2.	Filing Fee - Multi-Family Establishment – Per Unit	\$1,100
3.	Filing Fee - Commercial	\$1,500

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE**

- | | |
|---|----------|
| 4. An appeal from the denial of a Certificate of Appropriateness under Township Ordinance No. 68 | \$1,100 |
| 5. Appeals including but not limited those relative to zoning officer determination, municipal engineer, and other appeals listed under 909.1.a | \$1,850 |
| 6. Floodplain Special Exception | \$2,350 |
| 7. Challenge to Validity of Zoning Ordinance or Map | \$10,000 |

The filing fee shall be determined upon the present or proposed use of the property if it is different than the Zoning Classification of the property.

W. ZONING OFFICER OPINION LETTER

- | | |
|--------------------------------------|-------|
| 1. Zoning Officer Opinion Letter Fee | \$100 |
|--------------------------------------|-------|

Y. SOLICITATION PERMIT FEES

- | | |
|-----------------------------------|-------|
| 1. 30 days or more, per license | \$200 |
| 2. Less than 30 days, per license | \$40 |

SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2026 FEE SCHEDULE

Herb Elsner's Auto Repair and Towing

October 13, 2025

Re: Towing Rates for 2026

To Whom It May Concern:

Flat fee to tow back to shop (Additional fees added for clean-up and recovery if needed).....\$295.00

Car rollover recovery.....\$150.00 Minimum

Cleanup including oil dry.....\$ 150.00
Minimum

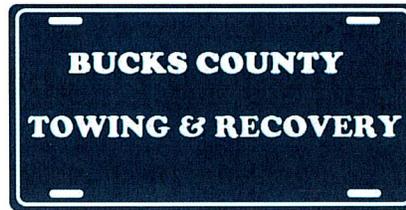
Impound Fee\$225.00

Storage fee per calendar day.....\$75.00

Storage fee for impounds will be waived for the 1st 24 hrs after which time the above storage fee will apply

Best Regards,

Herb Elsner II, Owner



Solebury Township Police

*Prices subject to change depending upon circumstances of the situation and recovery time.

Accidents and Impounds:

\$295.00	Impounds
\$295.00	Base Rate for an accident
\$295.00	Recovery / Minimum
\$125.00	Winching / Minimum
\$110.00	Extra Truck / Labor
\$55.00	Special Equipment Minimum
\$60.00	Oil dry per container / Minimum
\$50.00	Tarp/Collision Wrap
\$85.00	No keys with car
\$1.00	Wait time per minute (record time)
\$10.00	Disconnect Battery
\$100.00	Biohazard
\$75.00	Clean Up / Minimum
\$15.00	Inclement Weather
\$75.00	Storage per Calendar Day
\$75.00	Gate Fee
\$150.00	Rollover/Up Righting vehicle
\$85.00	Administration Fee

Additional Services:

\$110.00	Lock Out
\$110.00	Tire Change
\$110.00	Lot Move
\$110.00	Jump start
\$110.00	Gas Call + Cost of Fuel

Bucks County Towing and Recovery
1100 Airport BLVD, Doylestown, PA PH 215-345-8080 Fax 215-345-5101

www.FredBeans.com

*** TOWING * TRANSPORTS ***
NON-POLICE RELATED SERVICE ONLY
2 Hour Minimum

Light Duty

(Up to 8,500lbs GVWR or actual weight of vehicle *whichever is higher*)

➤ Tow Truck or Rollback	\$185.00/hour/unit
➤ Stand by time	\$135.00/hour/unit
➤ Extra Person	\$110.00/hour/person
➤ Show up Charge & (G.O.A Fee)	\$150.00/per unit
➤ Dollies Charge	\$65.00 and up
➤ Motorcycle Carrier	\$225.00
➤ Lock-out	\$85.00 and up
➤ Jump Start	\$85.00 and up
➤ No Keys	\$55.00
➤ Administration fee	\$75.00 or 10% of the Invoice
➤ Gate	\$135.00

Medium Duty

(Up to 19,000 pounds GVWR or actual weight of vehicle whichever is higher)

➤ Tow truck or Rollback	\$200.00/hour/unit
➤ Stand by time	\$150.00/hour/unit
➤ Extra Person	\$110.00/hour/person
➤ Show up Charge & (G.O.A Fee)	\$165.00/per unit
➤ No Keys	\$55.00
➤ Administration fee	\$75.00 or 10% of the Invoice
➤ Gate Fee	\$135.00

Heavy Duty

(Up to 80,000 lbs GVWR or actual weight of vehicle whichever is higher)

➤ Tow Truck	\$225.00/hour/unit
➤ Tractor to repower trailer	\$225.00/hour/unit
➤ Stand by time	\$170.00/hour/unit
➤ Extra Person	\$110.00/hour/person
➤ Show up Charge & (G.O.A Fee)	\$170.00/per unit
➤ No Keys	\$55.00
➤ Administration Fee	\$75.00 or 10% of Invoice
➤ Gate Fee	\$135.00

PD Accident and Recovery
Rates and Fees
Light Duty (up to 8,500-pound GVWR)

➤ On Scene Wreckmaster Supervisor	\$250.00/hour
➤ Light Duty Tow Truck/ Rollback (Includes Wreckmaster Certified Operator)	\$185.00/hour/unit
➤ Stand by Time	\$135.00/hour/unit
➤ Extra Person/Labor	\$110.00/hour/person
➤ Extra Equipment (Necessary for Recovery of vehicle)	Circumstantial
➤ Winching (any)	\$100.00 each and up
➤ Snatch blocking	\$85.00 each
➤ Extra Wire Rope	\$175.00 and up
➤ Up Righting of Vehicle & Rollovers	\$315.00/min and up
➤ Show up charge	\$185.00/hour/unit
➤ Clean Up (Pertaining to vehicle)	\$85.00 and up
➤ Administrative Fee	\$75.00 or 10% of the Invoice
➤ Gate	\$135.00

All Light duty recovery to be charged a 2-hour minimum

PD Accident and Recovery Rates and Fees

Medium Duty (up to 17,000 pounds GVWR)

➤ On Scene Wreckmaster Supervisor	\$250.00/hour
➤ Medium Duty Tow Truck (Includes Wreckmaster Certified Operator)	\$300.00/hour/unit
➤ Stand by time	\$175.00/hour/unit
➤ Extra person/Labor	\$110/hour/each
➤ Extra Equipment (Necessary for Recovery of vehicle)	Circumstantial
➤ Winching (any)	\$150.00 each and up
➤ Snatch blocking	\$85.00 each
➤ Extra Wire Rope	\$175.00 and up
➤ Show up Charge	\$225.00/hour/unit
➤ Clean up (Pertaining to vehicle)	\$125.00 (min) and up
➤ Administration Fee	\$75.00 or 10% of the Invoice
➤ Gate	\$135.00

All Medium duty Recovery to be charged a 2-hour minimum

PD Accident and Recovery

Rates and Fee

Heavy Duty (up to 80,000-pound GVW)

➤ Additional On Scene Wreckmaster Supervisor	\$225.00/hour
➤ Heavy Duty Tow Truck 25-40 ton (Includes Wreckmaster Certified Operator)	\$600.00/hour/unit
➤ 45 ton sliding boom wrecker with 4 winches	\$750.00/hour
➤ Rotator Recovery Unit (to be billed at Rate)	\$1,500.00hr (2hr min) unit
➤ Stand By time	\$300.00/hour/unit
➤ Extra Person	\$110.00/hour/person
➤ Show Up charge	\$350.00/unit
➤ Clean Up (Pertaining to vehicle)	\$150.00 (min) and up
➤ Administrative Fee	\$100.00 or 10% of Invoice
➤ Gate Fee	\$185.00

All Heavy-Duty Recovery to be charged a 2-hour minimum

PD Accident and Recovery

Rates and Fees

Additional Specialty Services

➤ Mat Jack Air cushion recovery unit	\$10,000 and up
➤ Mat Jack high pressure air bags	\$750/bag
➤ Mat Jack landing bags	\$1500/bag
➤ Flat top dolly	\$750 plus transport
➤ Street sweeper	\$300/hr
➤ Tractor to Repower Trailer* to be billed at Rate*	\$250.00/hour/unit
➤ Skid Loader	\$250/hr plus transport
➤ Forklift	\$150/hr plus transport
➤ Scene Lighting/Light Tower *4 Hours*	\$750/unit
➤ *Additional Lighting will be charged *	\$250/hr per unit
➤ Motorcycle carrier	\$225.00
➤ Vehicle Cover (tarp)	\$35 per window/panel
➤ Collision Wrap	\$55 per window/panel
➤ Disconnection of Battery	\$15/battery
➤ Accident Scene Photo Dictation Service	\$150/hr

**To be requested for in writing by Insurance Company and or Vehicle owner. Recovery and Accident Reconstruction allow for this type of Documentation when requested for in writing or when called in on scene by the Owner of Kirk's Auto Body Only. Documentation of excessive damages, property damage, unusual situations, recovery and accident reconstruction as well as accidents with fatalities may also request this service.

Note: *These Rates are for Ordinary circumstances only. Any and all extraordinary circumstances relating to location of vehicle, weather, specialty equipment, extra recovery methods used, etc. will be billed and charged accordingly at the

STORAGE

Per Calendar Day

Inside:

Light duty	\$ 100.00/day
Medium Duty	\$ 165.00/day
Heavy Duty	\$ 250.00/day
Trailer	\$150.00/day
Cargo	\$ 0.75/sq ft/ day

Outside:

	65.00
Light duty	\$ 65.00/day
Medium Duty	\$100.00/day
Heavy Duty	\$100.00/day
Trailer	\$100.00/day
Cargo	\$0.75/sq ft

STORAGE FACILITY ACCESS POLICY

Only vehicle owner(s), licensed insurance appraisers or adjustors, or police officials are allowed access to storage facility. No other persons will be allowed access to storage facility without permission from the vehicle owner(s). (Exceptions will be made with trucking companies; in these cases, the driver will be given access with verbal permission from the trucking company.)

Items needed for a traffic stop tow to be released from storage yard:

- Valid driver's license (Two licensed driver's if impounded for a license violation)
- Valid vehicle registration
- Valid insurance

Vehicles needing towed out may only be towed out by properly insured tow trucks. Proof of workers comp insurance must be presented at time of pick-up. If insurance cannot be presented, the vehicle will not be released.

All traffic violations/police impound tows must be paid in cash, credit card, or certified funds.

Not responsible for personal belongings left more than 20 days. Vehicles left longer than 20 days will be considered abandoned and processed as such in accordance with Pennsylvania law.

Vehicles and belongings may be retrieved during normal business hours. There will be a \$75 gate fee for any time other than normal business hours.

Only vehicle owners or their designate are allowed into the storage yard. No one under the age of 16 will be admitted to the storage yard.

Access to storage yard requires closed toed shoes.

Vehicle parts will not be allowed to be removed from vehicles.

Kirk's Towing is not responsible for any injury that may occur while on the premises.

*Delay in removal of vehicle from storage facility in a timely manner and issues of Non-compliance that may arise solely due to vehicle

*Owner negligence will be billed for accordingly, as seen fit by Kirk's Auto Body. **

NEW HOPE TOWING & RECOVERY

DBA NEW HOPE LUKOIL

Rates as of July 1, 2022

FLATBED:	Hook-up	\$100.00
	Mileage	\$5.00pr
WHEEL LIFT:	Auto & Light Truck	
	Hook-up	\$75.00
	Mileage	\$5.00pr
	9,000 gvw & Higher	
	Hook-up	\$125.00
	Mileage	\$5.00pr
MOTORCYCLE:	Hook-up	\$100.00
	Mileage	\$5.00pr
ROAD SERVICE:	Jumpstart	\$75.00
	Flat Tire	\$75.00
	Gas Delivery	\$75.00
	Lockout	\$75.00
SPECIAL EQPMT:	Dollies/Skates	\$50.00
	Winching per hour	
	Light Duty up to 9000 gvw	\$200.00
	over 9001 gvw	\$250.00
POLICE CALLS & Impounds	on scene up to 9000 gvw	\$200.00
	over 9001 gvw	\$250.00
ON SCENE LABOR:	per man hour (½ hour min)	\$100.00
ACCIDENT INSP:	per man hour	\$100.00
ADMIN FEE:		\$50.00
STORAGE:	per calendar day	\$50.00
	Inside/oversize outside	100.00

This applies to all impounded vehicles or vehicles left
in the parking lot without proper authorization.

HOURS

IMPOUND LOT

Mon-Fri	9:00am-7:00pm
Saturday	9:00am-5:00pm
Sunday	CLOSED

If any vehicle is required to be released after lot hours

There is a fee of \$100.00 added to the invoice.

ORDINANCE NO. 2026-001

**AN ORDINANCE OF THE TOWNSHIP OF SOLEBURY, BUCKS COUNTY,
PENNSYLVANIA APPOINTING THE TOWNSHIP'S ELECTED TAX
COLLECTOR AS THE DELINQUENT REAL ESTATE TAX COLLECTOR FOR
SOLEBURY TOWNSHIP FOR FISCAL YEAR 2025**

WHEREAS, the Pennsylvania State Legislature has enacted Act 104 of 2000, which amends the Local Tax Collection Law to require that all municipalities in Pennsylvania appoint, annually, the elected tax collector as the delinquent tax collector pursuant to ordinance; and

WHEREAS, the Board of Supervisors of Solebury Township desires to comply with Act 104 of 2000 and appoint its elected tax collector as the delinquent tax collector for Solebury Township for fiscal year 2025;

NOW THEREFORE, be it, and it is hereby **ORDAINED** by the Board of Supervisors of Solebury Township, Bucks County, Pennsylvania, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

1. The Board of Supervisors of Solebury Township appoints the elected tax collector of Solebury Township as the delinquent tax collector for Solebury Township for fiscal year 2024. The delinquent tax collector shall have the same powers, rights, privileges, duties and obligations as set forth in 24 P.S. Section 6-686 of the Public School Code of 1949.

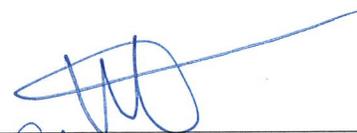
ENACTED and **ORDAINED** this 5th day of January, 2026.

ATTEST:



Catherine Cataldi
Secretary

**BOARD OF SUPERVISORS
SOLEBURY TOWNSHIP**



Chair



Vice-chair