

BOROUGH OF SWARTHMORE
RESOLUTION NO. 2021 -

A Resolution establishing a Schedule of Fees, Charges and Fines to be paid to the Borough of Swarthmore during the year 2022

SECTION 1: SCHEDULE OF FEES AND CHARGES

The Borough Council of the Borough of Swarthmore does hereby establish the attached schedule of Fees and Charges to be paid to the Borough during the year 2022. Where fractions of units of measure are involved, they are always rounded to the highest whole unit.

For fees are based on the estimated project cost, the Building Code Official may require the applicant to provide a contract or other similar documentation to verify the estimated project cost.

SECTION 2: GREEN POINTS

The Borough provides incentives to use green building techniques and materials, called Green Points. Each Green Point awarded reduces the permit fee by 1%, to a maximum reduction of 50% of the permit cost. All permit applicants may apply for Green Points to reduce the amount of permit fees. All required documentation for compliance must be submitted with the Green Points Worksheet; final decision for reduction of fees will be determined by the Building Code Official.

SECTION 3: ESCROW FEES

Escrow fees are used to offset the Borough's expenses related to plan reviews. Each applicant, owner, subdivider or developer seeking approval of any plan for subdivision, land development, conditional use, and/or stormwater management shall place into escrow an amount determined by the Borough to cover estimated costs for engineering reviews and/or inspections, professional planning reviews (not including the County Planning Commission and/or Conservation District application fees), specialized legal services, and other professional services used by the Borough in conjunction with the application. Minimum fees are shown on the Fee Schedule. From this review fee escrow, the Borough will pay invoices of the professionals as they come due. Where the review fee escrow is determined to be insufficient during the processing of an application, the Borough may request additional funds from the applicant before the application is processed further. Any amount remaining in the review fee escrow account after the applicant's plans have been completed or withdrawn will be refunded to the applicant. However, there will be no refunds of amounts paid from escrow for work previously done.

SECTION 4: FINES

The Borough Council of the Borough of Swarthmore does hereby establish the following fines for the year 2022.

For violations of Section 1020.99 of Codified Ordinances of the Borough of Swarthmore, related to maintenance of trees and shrubbery, a fine of \$50 for the first offense and \$150 for each subsequent offense in the same calendar year.

For violations of Section 1024.99 of Codified Ordinances of the Borough of Swarthmore, related to maintenance of sidewalks, a fine of \$50 for the first offense and \$150 for each subsequent offense in the same calendar year.

For violations of Section 1022.04 of Codified Ordinances of the Borough of Swarthmore, related to timely removal of snow and ice from sidewalks, a fine of \$75 for the first offense and \$150 for each subsequent offense in the same calendar year.

SECTION 5: INSURANCE REQUIREMENTS

All contractors, including those licensed exclusively by the Commonwealth of Pennsylvania, must carry minimum insurance of \$1,000,000 Combined Single Limit (CSL) and Workers' Compensation Insurance as required by law.

SECTION 6: REPEALER

All resolutions or ordinances, or parts thereof, which are inconsistent herewith, are hereby repealed to the extent of the inconsistency.

SECTION 7: ADOPTION

This Resolution shall take effect and be in force from and after its enactment as required by law. RESOLVED THIS 20th DAY OF DECEMBER, 2021.

SWARTHMORE BOROUGH COUNCIL
BY:

MARY J. WALK
PRESIDENT

ATTESTED THIS 20th DAY OF
DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

ACCESSORY STRUCTURES UNDER 200 SQ. FT. AND WITHOUT ELECTRICITY, HVAC OR PLUMBING (all others obtain regular Building Permit)	\$50
ASBESTOS REMOVAL	\$30/\$1,000 of cost (minimum fee \$60)
BED & BREAKFAST LICENSE	\$100
BUILDING PERMIT FOR NEW CONSTRUCTION, ALTERATIONS, ADDITIONS & REPAIRS	
Residential	\$20/ \$1,000 of cost (minimum fee \$150)
Commercial and Institutional	\$30/ \$1,000 of cost up to \$500,000; \$20/\$1,000 thereafter (minimum fee \$250)
CONTRACTOR LICENSE	\$100
CONSULTATION FEES With Building Inspector and/or Engineer prior to submission of plans	\$125 per hour
COPYING AND PRINTED MATERIAL	
Copies	25 cents/page
Zoning and Land Use Code Book	\$25
Zoning Map	\$5
DAY CARE LICENSE RENEWAL	\$100
DEMOLITION PERMIT (Not required if demolition is part of a building permit)	\$100
DECK (above 30 inches in height)	\$50
DRIVEWAY PERMIT	\$50

ELECTRICAL PERMIT Does not include inspection or certification, which are contracted with a third party agency by the applicant	\$50
FENCE PERMIT	\$50
FUEL STORAGE TANK REMOVAL	\$100
LEAF MULCH	\$70 small load (2 cu. yds.) \$115 large load (4 cu. yds.) \$20 additional charge outside of Swarthmore
MARRIAGE OFFICIANT	\$150
MECHANICAL PERMIT Installation, conversion, or replacement of mechanical equipment, including but not limited to, heating and/or air conditioning and sprinkler systems.	\$30/\$1,000 of cost (minimum fee \$150)
PARKING	
Permit for 12-hour meters	\$40/month
Permit for Myers Avenue reserved space parking	\$50/month
Merchant Parking Permit	\$25/month
PLUMBING PERMIT Installation, enlargement, alteration, repair, removal, replacement or conversion of plumbing system	\$30/\$1,000 of cost (minimum fee \$150)
Reconnection to the public sewer and/or water supply	\$250
New connection to public sewer and/or water supply	\$1,250
POLICE	
Accident Report	\$15
Fingerprinting	\$25
Hiring off-duty officer	\$85/hour

ROOFING PERMIT	Repair up to 50% of roof \$150 Entire re-roof \$250
RESTAURANT LICENSE	\$100 annually
CURBING, AND/OR CURB CUT PERMIT	\$50
SIGN PERMIT	\$50
STORMWATER MANAGEMENT PLAN (Fees are waived if Stormwater Management Plan is included with a Subdivision or Land Development Plan and review cost is included in escrow fees)	
Simplified Plan (500 sq ft to 999 sq ft)	\$500
Full Plan (1,000 sq. ft and over)	\$2,000
STORMWATER CONTROLS & BMP MAINTENANCE FUND (Not required for Simplified Plans)	
Commercial/Institutional	\$2,000
STREETS	
Excavation between curb lines of any street	\$100 per 1,000 sq. ft. of opening
Restoration of street surface after excavation	\$500 per sq. yd.
STREET TREE REMOVAL	70% of the Borough's contracted cost, plus \$200 for a replacement tree
SWIMMING POOL PERMIT	\$150
SUBDIVISION & LAND DEVELOPMENT	

Residential : a) Sketch Plan b) Preliminary or Final Plan	\$100 \$400 + \$75 per lot
Non-Residential: a) Sketch Plan b) Preliminary or Final Plan	\$100 \$500 per plan plus \$250 per lot or structure
Lot line revision (fewer than 3 lots)	\$400
Minimum escrow	\$1,500
USE & OCCUPANCY CERTIFICATE	\$100 per unit (inspection or re-inspection)
UCC APPEALS BOARD	\$100
ZONING	
Application for Conditional Use	\$500 (residential) \$1,000 (non-residential) + any additional administrative or review costs incurred by Borough
Application to the Zoning Hearing Board	\$500 (residential) \$1,000 (non-residential) + any additional administrative or review costs incurred by Borough
Application for Curative Amendments, changes to the Zoning Map, or change in the text of the Zoning Code	\$500 + any additional administrative or review costs incurred by Borough

**BOROUGH OF SWARTHMORE
RESOLUTION 2021-**

COMPENSATION AND BENEFITS

SECTION 1 EMPLOYEES - DEFINITIONS

A permanent employee is one hired with the intention of an ongoing employment relationship with the Borough of Swarthmore for an undefined period of time. A permanent employee may be full-time or part-time. Full-time shall mean those employees working 35 hours per week or more. Employees hired for temporary, fill-in, or seasonal workers are not considered permanent.

SECTION 2 COMPENSATION

Borough employees shall be compensated as approved in the annual budget. Exempt positions are not eligible for overtime. Subject to any legal limitations to the contrary, the Council reserves the right to change the compensation of any office or position and to change assignments or to dismiss anyone. Persons rendering services to the Borough not otherwise provided for shall be compensated as the Council may determine.

SECTION 3 EMPLOYEE BENEFITS

The Council hereby resolves to provide the employee benefits provided in this section. These benefits are not applicable to any employee covered by a collective bargaining or other written agreement.

Health Care Benefits

In compliance with the Affordable Care Act (ACA), permanent employees working 30 hours per week or more are provided health care benefits. Plan design and options and contribution to premium or deductible shall be as approved in the annual budget.

Life Insurance /Accidental Death and Dismemberment (AD&D) Insurance

Permanent full-time employees shall be provided with life insurance and Accidental Death and Dismemberment (AD&D) insurance as approved in the annual budget.

Holidays

All employees, except temporary or seasonal employees, shall receive a paid holiday on any day approved by Borough Council as an official Borough holiday, as well as two (2) additional floating holidays. If a holiday occurs on an employee's regular day off, the employee shall receive an additional holiday at a time of his or her choosing.

Personal Leave

All employees, except temporary or seasonal employees, shall receive two (2) personal leave days annually.

Vacation

Permanent full-time employees shall earn paid vacation time according to the following schedule:

Year of Hire - One day per month worked to a maximum of 10 days, to be taken during the next calendar year, except that employees working for six continuous months may take up to 5 days in the year of hire and carry over all remaining days to the next calendar year.

Second through fifth year - Two weeks

Calendar year in which:

Fifth service anniversary occurs - Three weeks

Tenth service anniversary occurs - Four weeks

Fifteenth service anniversary occurs - Four weeks & 3 days

Twentieth service anniversary occurs - Five weeks

Twenty-fifth service anniversary occurs - Five weeks & 2 days

Thirtieth service anniversary occurs - Six weeks

All other employees shall be entitled to paid vacation time as specified by written agreement.

Sick Time/Disability Benefits

Permanent full-time employees are entitled to 15 days of sick days annually, with a maximum accumulation of 120 days. Upon separation of employment from the Borough, such employees shall be paid for one-third (1/3) of unused sick time at the hourly rate of pay at the time of termination. Only permanent full-time employees are entitled to accumulation of sick days or payment for unused sick time.

All other Borough employees shall be entitled to sick time as specified by written agreement.

Permanent full-time employees shall be provided with short-term and long-term disability insurance paying up to 60% of monthly compensation. There shall be no required contribution to premium for these benefits. Employees may supplement disability payments with accrued sick and/or vacation time in order to remain at 100% of weekly compensation until such time is exhausted. The employee shall be required to remit to the Borough all disability payments made by the insurance carrier.

Contribution to Qualified IRC 457(b) Deferred Compensation Plan

For all full-time employees hired on or after January 1, 2010, the Borough shall match the employee's contributions to a qualified IRC 457(b) deferred compensation plan to a maximum of 5% of base salary.

PASSED, APPROVED, AND EFFECTIVE on this 20th day of December, 2021, to remain in effect until amended by subsequent resolution of Borough Council.

SWARTHMORE BOROUGH COUNCIL

MARY J. WALK
PRESIDENT

ATTESTED THIS 20th
OF DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY



BOROUGH OF SWARTHMORE

RESOLUTION NO. 2021-

RESOLVED, that based upon the detailed attached actuarial development of plan costs for the Borough of Swarthmore Police Pension Plan of Swarthmore, Pennsylvania, the Swarthmore Borough Council acknowledges the funding requirements for the above mentioned plan. These actuarial costs have been submitted pursuant to an actuarial valuation completed as of January 1, 2021 by the firm of the KornFerry.

THEREFORE, Swarthmore Borough recognizes these funding requirements and sets the required contribution from each member of the Police Pension Plan, as authorized applicable Borough Ordinances, at 5% of total compensation for the year 2022.

RESOLVED at the meeting of the Borough Council on December 20, 2021.

SWARTHMORE BOROUGH COUNCIL

MARY J. WALK
PRESIDENT

ATTESTED THIS 20th DAY
OF DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY



BOROUGH OF SWARTHMORE

RESOLUTION NO. 2021 -

RESOLVED, that based upon the detailed attached actuarial development of plan costs for the Borough of Swarthmore Non-Uniformed Pension Plan of Swarthmore, Pennsylvania, the Swarthmore Borough Council acknowledges the funding requirements for the above mentioned plan. These actuarial costs have been submitted pursuant to an actuarial valuation completed as of January 1, 2021 by the firm of KornFerry.

THEREFORE, Swarthmore Borough recognizes these funding requirements and sets the required contribution from each member of the Non-Uniformed Pension Plan, as authorized by applicable Borough Ordinances, at 5% of compensation for the year 2022.

RESOLVED at the meeting of the Borough Council on December 20, 2021.

SWARTHMORE BOROUGH COUNCIL



MARY J. WALK
PRESIDENT

ATTESTED THIS 20th DAY
OF DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

BOROUGH OF SWARTHMORE

RESOLUTION NO. 2021 -

AUTHORIZATION FOR BOROUGH TAX COLLECTOR
TO COLLECT THE ANNUAL SANITARY SEWER USAGE FEES

RESOLVED that the Council of the Borough of Swarthmore does hereby appoint the Borough Tax Collector to collect the annual sanitary sewer usage fee for the year 2022 as provided in the several Ordinances and Resolutions pertaining thereto; and

BE IT FURTHER RESOLVED that the Council of the Borough of Swarthmore does confer upon such collector the same powers and authority now conferred by law upon the Borough Tax Collector for the collection of taxes.

The Fidelity Bond already filed by the tax collector pursuant to the statutory requirements shall be sufficient surety for those additional duties.

PROVIDED FURTHER that the tax collector shall not, nor shall her surety, be held financially liable for any inability to collect the usage fees hereunder. Nothing in this Resolution shall alter or limit the collector's legal liability for any dishonesty or other misconduct in the performance of the duties set forth herein.

RESOLVED at the meeting of the Borough Council on December 20, 2021.

SWARTHMORE BOROUGH COUNCIL

BY:

MARY J. WALK
PRESIDENT

ATTESTED THIS 20th DAY
OF DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

BOROUGH OF SWARTHMORE

RESOLUTION NO. 2021-_____

BE IT RESOLVED, that Barbacane, Thornton & Company, LLP, Certified Public Accountants, be appointed as auditor for the Borough of Swarthmore for the Year 2022 to make an independent examination of the accounting records of the Borough of Swarthmore.

BOROUGH OF SWARTHMORE

MARY J. WALK
PRESIDENT

APPROVED THIS 20th DAY
OF DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

BOROUGH OF SWARTHMORE

RESOLUTION NO. 2021 -

RESOLVED, that upon the recommendation of the Swarthmore Borough Pension Committee, there will a xxx% cost-of-living increase granted to pensioners receiving a pension from the Borough of Swarthmore Police and Non-Uniformed Pension Plans as of December 31, 2021.

RESOLVED, at the meeting of Borough Council on December 20, 2021.

SWARTHMORE BOROUGH COUNCIL

MARY J. WALK
COUNCIL PRESIDENT

ATTESTED THIS 20th DAY OF
DECEMBER, 2021

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

BOROUGH OF SWARTHMORE 2022 HOLIDAY SCHEDULE

THE BOROUGH OFFICES AND PUBLIC WORKS DEPARTMENT
WILL BE CLOSED THE FOLLOWING DAYS

Monday, January 17 - Martin Luther King Day

Monday, February 21 - President's Day

Monday, May 30 - Memorial Day

Monday, July 4 - Independence Day

Monday, September 5 - Labor Day

Monday, October 10 – Indigenous Peoples Day

Friday, November 11 - Veterans Day

Thursday, November 24 - Thanksgiving Holiday

Friday, November 25 - Thanksgiving Holiday

Monday, December 26 - Christmas Holiday

Tuesday, December 27 - Christmas Holiday

Friday, December 31 - New Year's Day

For discussion: Sunday, June 19 - Juneteenth

BOROUGH OF SWARTHMORE

2022 COUNCIL MEETING SCHEDULE

MEETINGS HELD AT SWARTHMORE BOROUGH HALL BEGINNING AT 7:30 P.M.

(ALL MONDAY UNLESS OTHERWISE NOTED DUE TO HOLIDAY CONFLICTS)

WORK SESSIONS

Monday, January 3
(Council Reorganization Meeting)

Monday, February 7

Monday, March 7

Monday, April 4

Monday, May 2

Monday, June 6

Tuesday, July 5

Monday, August 1

Tuesday, September 6

Monday, October 3

Monday, November 7

Monday, December 5

LEGISLATIVE SESSIONS

Monday, January 10

Monday, February 14

Monday, March 14

Monday, April 11

Monday, May 9

Monday, June 13

Monday, July 11

Monday, August 8

Monday, September 12

Tuesday, October 11

Monday, November 14

Monday, December 19

