

**MINUTES FOR THE
TYRONE TOWNSHIP ORGANIZATION MEETING
MONDAY JANUARY 6, 2025**

The Board of Supervisors Meeting Monday, January 6, 2025 was held at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road, York Springs, PA 17372, Adams County, Pennsylvania.

Members Present: Chairman Mike Mosley, Vice Chairman Andrew Seymore, Supervisor Rosalie Dashoff, Secretary Dawn Felts

Others in Attendance: Administrative Assistant Michelle Migas

Call to Order: Mosley called the meeting to order at 1:00 PM.

Pledge of Allegiance: Mosley led the Pledge of Allegiance.

Chairman Pro Tem Selection:

Dashoff made a motion to appoint Mosley as Chairman Pro Tem. Seymore seconded the motion. A vote was taken and carried.

Appointment of Chairman: Seymore made a motion to appoint Mosley as Chairman of the Board of Superiors for Tyrone Township. Dashoff seconded the motion. A vote was taken and carried.

Appointment of Vice Chairman: Dashoff made a motion to appoint Seymore as Vice Chairman of the Board of Supervisors for Tyrone Township. Mosley seconded the motion. A vote was taken and carried.

Secretary: Seymore made a motion to appoint Dawn Felts as Secretary at a rate of \$23.00 per hour. Mosley seconded the motion, A vote was taken and carried. Seymore made a motion to continue the bond for Secretary for \$200,000.00 Dashoff seconded the motion – A vote was taken and carried.

Administrative Assistant: Dashoff made a motion to appoint Michelle Migas as Administrative Assistant at a rate of \$22.00 per hour. Mosley seconded the motion. A vote was taken and carried. Mosley made a motion to bond Michelle Migas for \$200,000.00. Dashoff seconded the motion. A vote was taken and carried

Treasurer : Seymore made a motion to appoint Patricia Forsythe as the Treasurer at a rate of \$80.00 per hour. Dashoff seconded the motion. A vote was taken and carried. Mosley made a motion to continue the Bond for the Treasurer for \$500,000.00. Dashoff seconded the motion. A vote was taken and carried

Adopt 2025 Township Paid Holiday Schedule: Mosley made a motion to adopt the following 2025 Holiday Schedule of: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Dashoff seconded the motion. A vote was taken and carried.

Employee Paid Time Off: Seymore made a motion to continue 10 paid time off days, each to be provided to Felts and Dabrowski and 5 paid time off days, 6 hours of pay per day, each to be provided to the remaining complement of Township employees. Dashoff seconded the motion. A vote was taken and carried

Board of Supervisors Meetings Schedule: Mosley made a motion to accept the following dates for the 2025 Board of Supervisors Meetings, all of which will start at 7:00 PM on their designated dates and will be held at the Township Building, 5280 Old Harrisburg Rd., York Springs, PA 17372. Seymore seconded the motion. A vote was taken and carried.

January 06	April 09	July 09	October 08
February 12	May 14	August 13	November 12
March 12	June 11	September 10	December 10

Budget Meetings Schedule: Mosley made a motion to accept dates for the 2025 Budget Meetings, all of which will start at 6:00 PM on their designated dates and will be held at the Township Building, 5280 Old Harrisburg Rd., York Springs, PA 17372. Seymore seconded the motion. A vote was taken and carried. Dates as follows: September 16, 2025 and October 14, 2025

Voting Delegate to PSATS Convention: Seymore made a motion to appoint Chester Dabrowski as Voting Delegate to the PSATS Convention. Dashoff seconded the motion. A vote was taken and carried.

Appointment of Delegates to NAREMA: Mosley made a motion to appoint Joshua Fitting as the Delegate to NAREMA. Dashoff seconded the motion. A vote was taken and carried.

Representative for York Adams County Tax Board of Directors Seymore made a motion to appoint Russ Raub as the Representative for York Adams County Tax Board of Directors. Mosley seconded the motion. A vote was taken and carried.

Representative for Adams County Tax Bureau Board of Directors (ACTCC): Dashoff made a motion to appoint Mosley as the Representative for Adams County Tax Bureau Board of Directors. Seymore seconded the motion. A vote was taken and carried.

Representative for Adams County Council of Governments (ACCOG): Seymore made a motion to appoint Mosley as the Representative for Adams County Council of Governments. Dashoff seconded the motion. A vote was taken and carried.

Adams County Association Township Officials (ACATO) Convention 2025: Dashoff made a motion to appoint Mosley as the Voting Delegate to the Adams Association of Township Officials Convention. Seymore seconded the motion. A vote was taken and carried.

EIT & LST: Dashoff made a motion to appoint York Adams Tax Bureau to collect the Earned Income Tax (EIT) and the Local Service Tax (LST) for 2025. Seymore seconded the motion. A vote was taken and carried.

Realty Transfer Tax: Mosley made a motion to appoint Karen Heflin as the Realty Transfer Tax Collector. Dashoff seconded the motion. A vote was taken and carried.

Building Code Officer: Dashoff made a motion to appoint PA Municipal Code Alliance Inc., Clem Malot, as the Building Code Officer for Tyrone Township at a rate of \$125.00 per hour. Seymore seconded the motion. A vote was taken and carried.

Building Inspector: Mosley made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot as the Building Inspector at a rate \$125.00 per hour for Tyrone Township. Dashoff seconded the motion. A vote was taken and carried.

Zoning Officer: Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Zoning Officer at a rate of \$125.00 per hour for Tyrone Township. Dashoff seconded the motion. A vote was taken and carried.

Assistant Code and Zoning Officer: Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Andrew Miller, as the Assistant Code and Zoning Officer at a rate of \$50.00 per hour for Tyrone Township. Dashoff seconded the motion. A vote was taken and carried.

Planning Commission: Seymore made a motion to appoint Dave Richwine to a 3 year term, Mike Mosley to a 1-year term, Mike Boring to a 1- year term, and John Wenk to a 3-year term. Dashoff seconded the motion. A vote was taken and carried.

Zoning Hearing Board: Dashoff made a motion to appoint Russ Raub to a 3 year term and Missy Weishaar to a 2 year term. Mosley seconded the motion. A vote was taken and carried.

Vacancy Board Dashoff made a motion to appoint Jim Lady to serve on the Vacancy Board - Mosley seconded the motion. A vote was taken and carried.

Agricultural Security Board: Mosley made a motion to appoint James Lady, Robert Junkins, Dave Wenk, and Vincent Lobaugh each to a 1-year term. Seymore seconded the motion. A vote was taken and carried.

Citizens Committee: There was no one appointed to serve on the Citizens Committee at this time.

Newspaper of Record: Seymore made a motion to retain the Gettysburg Times as the Township's Newspaper of Record. Dashoff seconded the motion. A vote was taken and carried.

Mileage Rate: Seymore made a Motion to pay \$0.70 per mile as mileage reimbursement for 2025. Mosley seconded the motion. A vote was taken and carried.

Insurance Approval: Dashoff made a motion to appoint Pennsylvania Intergovernmental Risk Management Association (PIRMA) for insurance coverage through HA Thomson for 2024-25. Seymore seconded the motion. A vote was taken and carried.

Approval of Tax Collection Dates: Seymore made a motion to accept the list below for the Tax Collection Dates for 2025, all of which will be held at the Township Building. Dashoff seconded the motion. A vote was taken and carried.

- April 17, 22.,24, 30 From: 5:00 PM – 8:00 PM
- April 19, 26 From: 9:00 AM – 12:00 PM
- June 30 From: 5:00 PM -08:00 PM

Road Master: Seymore made a motion to appoint Chester Dabrowski as Road Master for Tyrone Township at a rate of \$30.25 per hour with a monthly cell phone stipend of \$40.00. Mosley seconded the motion. A Vote was taken and carried.

Winter Road Master: Mosley made a motion to appoint James Lady as Winter Road Master for Tyrone Township at a rate of \$45.00 per hour. Dashoff seconded the motion. A Vote was taken and carried.

Credit Account Authorizations: Seymore made a motion to make the Credit Card Authorization and card limits listed below for 2025. Dashoff seconded the motion. A Vote was taken and carried.

- Michael Mosley, Supervisor – card limit: \$10,000.00
- Chester Dabrowski, Roadmaster – card limit: \$ 5,000.00
- Dawn Felts, Secretary – card limit: \$ 1,000.00

Phone Service: Dashoff made a motion to continue the telephone service for 2025 through Century Link (Brite Speed) at \$190.00 per month. Mosley seconded the motion. A Vote was taken and carried.

Pitney Bowes: Seymore made a motion to use Pitney Bowes for postage services for 2025 for a monthly rate of \$6.99. Mosley seconded the motion. A vote was taken and carried.

Safety Committee: Mosley made a motion to accept Chester Dabrowski as President, Dave Boldosser, Jr. as Vice President, Chester Dabrowski as Secretary of the Safety Committee for 2025. Dashoff seconded the motion. A vote was taken and carried

Facilities Cleaning Expenses: Dashoff made a motion to continue the \$100.00 per cleaning rate of pay for Township Facilities Cleaning Expenses for 2025. Mosley seconded the motion. A vote was taken and carried

Resolution 2025-01: Mosley made a motion to adopt and appoint SEK, CPA's as auditors for 2024,2025 & 2026. Dashoff seconded the motion. A vote was taken and carried.

Resolution 2025-02: Mosley made a motion to adopt the setting of the Township 2025 Fee Schedule. Seymore seconded the motion. A vote was taken and carried.

Old Business:

- **Road Work Suggestions for 2025 submitted.** To be determined after Salt Shed expenses are realized
- **Request for additional funds for Salt Shed:** No determination was made
- **Administrative Position filled:** Michelle Migas
- **New Truck delivered:** Currently in service
- **Bond Approval for Administrative Assistant:** Approval of \$200,000.00

Public Participation: None

Active Subdivision/ Land Development Plans (For information only):

-Houser Final Subdivision Plan (Last BOS Meeting: 3/12/2025, BOS Action Deadline: 3/20/2025).

Meetings:

Tyrone Township Board of Supervisors Meeting February 12, 2025 at 7:00 PM at the Township Bldg., 5280 Harrisburg Road, York Springs, PA 17372

Tyrone Township Planning Commission Meeting January 9, 2025 at 7:00 PM at the Township Bldg., 5280 Harrisburg Road, York Springs, PA 17372

Adjournment: Dashoff made a motion to adjourn at 3:00 PM. Mosley seconded the motion. A vote was taken and carried.

**TYRONE TOWNSHIP
BOARD OF SUPERVISORS**

RESOLUTION 2025-01

A RESOLUTION APPOINTING A CERTIFIED PUBLIC ACCOUNTANT TO AUDIT THE FUNDS AND ACCOUNTS FOR TYRONE TOWNSHIP FOR THE 2024 FISCAL YEAR.

WHEREAS, Section 917 (b) of the Pennsylvania Second Class Township Code, P.L. 103, No. 69 of 1933, as reenacted and amended by P.L. 350, No. 60 of 1995, authorizes townships of the Second Class, at their annual organization meeting, to appoint a firm of certified public accountants to audit the funds and accounts for the previous fiscal year; and

WHEREAS, Tyrone Township is incorporated as a Pennsylvania Township of the Second Class; and

WHEREAS, the Board of Supervisors of Tyrone Township has accepted a proposal from S.E.K., CPAs, to audit the accounts of the Township for the 2024, 2025 & 2026 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Tyrone Township, Adams County, Pennsylvania that S.E.K., CPAs is hereby appointed to audit the funds and accounts of Tyrone Township for the 2024, 2025 & 2026 fiscal years.

ADOPTED this 6th day of January 2025.

ATTEST:

**BOARD OF SUPERVISORS
TYRONE TOWNSHIP**

Dawn Felts

Secretary

[Handwritten Signature]

Chairman



TYRONE TOWNSHIP

RESOLUTION 2025-02

A RESOLUTION AMENDING THE FEE SCHEDULE OF TYRONE TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA.

BE IT IS HEREBY RESOLVED by the Board of Supervisors of Tyrone Township, Adams County, Pennsylvania, that pursuant to the grant of powers set forth in the Second Class Township Code and / or Municipal Codes passed by the General Assembly of the Commonwealth of Pennsylvania, that the Board of Supervisors wish to incorporate into one resolution all fees , Permit , application fees , UCC Permit, Escrow account and administrative fees into the current schedule for the Township of Tyrone, Adams County, Pennsylvania, is as follows:

ADMINISTRATION

Mailing fee (actual Postage plus an administrative Cost)	\$1.50
Photocopies (per page, first 1,000 black and white copies)	\$.25 single side
doubled sided & color copies	\$.50
Additional Photocopies beyond first 1,000 copies	\$.20
CD / DVD	Up to actual cost, not to exceed \$1.00/disc
Records delivered via Email or other electronic method	No additional fee
Redaction, Photographing a record	No additional fee
Flash drive, Fax, Other Media	Up to actual cost
Certification	Up to \$5.00/record
Tax Certifications	\$10.00
Tax Duplicates	\$10.00
Late fee on Invoices (does not apply to Sewer Bills)	1.5%/Mon. Plus any additional cost
Copying records onto electronic media plus cost of media	\$25.00 +Admin & Professional cost
• Professional Cost: Any additional fees for professional subcontractor	
Copying Land Development /Subdivision plans plus actual cost	\$75.00 + cost
Sanitary Sewer Tapping Fee	\$6,955.00 (Resolution 2021-05)
Manuals/Ordinances/Rules & Regulations-Sewer	\$10.00 Each
Subdivision & Land Development Ordinance	\$25.00
Township Map	\$6.00
Zoning Map	\$6.00
Act 537 Plan	\$25.00
Returned Check	\$35.00

ZONING

UCC Building, Zoning, & Code Enforcement Agency

- **Building, Zoning, & Code Enforcement for Tyrone Township:**
 - **Pennsylvania Municipal Code Alliance, Inc.** 717-496-4996
 - Andrew Miller: \$50.00 per hour (Assistant Zoning & Code Officer)
 - Clem Malot: \$125.00 per hour (Building Code Official)

ZONING HEARINGS

Additional Costs Billed to Applicant, Payable Within 30 Days, All Costs Non-Reimbursable

<u>Variance, Special Exception, or Appeal from Determination of Zoning Officer</u>	<u>Residential</u>	<u>Commercial/Industrial</u>
<u>Conditional Use</u> Before Board of Supervisors	\$650	\$850
	\$2,000	
<u>Text Amendment</u> Before Board of Supervisors		\$1,000
<u>Curative Amendment or Substantive Challenge</u>		\$4,000
<u>Procedural Challenge</u>		\$4,000
• Challenges to any provision to the Zoning Ordinance and or ordinance amendment		
<u>Zoning Map Change</u>		\$2,500

PERMITS

<u>Road Weight Restriction Permit</u>	\$175
<u>Driveway Permit</u>	\$125
<u>Zoning/Land Use Permit</u>	\$100
<u>Certificate of Nonconformance</u>	\$100
<u>Record Retention Fee</u>	\$40
• for each Building Permit issued by PMCA to assist with the cost of the Township to manage all files as required by the PA Records Retention Act.	

SUBDIVISION PLAN FEES AND LAND DEVELOPMENT PLAN FEES

Escrow Deposit applies to Review of Subdivision and Land Development Plans

(I.) Sketch Plans

Escrow- \$500 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$25.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. The applicant shall pay to the Township any fee that is incurred by the Township's solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**

(II.) Preliminary Plans

Escrow- \$750 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$25.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. For all other plans, a flat fee of **\$45.00.**
- C. The applicant shall pay to the Township any fee that is incurred by the Township's solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**

(III.) Final Plan Fee

Escrow- \$750 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$40.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. For all other plans, a flat fee of **\$25.00.**
- C. The applicant shall pay to the Township any fee that is incurred by the Township's solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**
 - o A reimbursement to Tyrone Twp. for shipping used and **\$.25** per copy of extra copies must apply and will be taken from escrow funds.

¹ All plans that are submitted as a combined Preliminary/Final Plan shall be considered a Final Plan unless otherwise determined by the Township.

STORM WATER MANAGEMENT REVIEW, ENFORCEMENT, AND INSPECTION

Level 1: Impervious area is up to 1,000 Ft- Plan Exempt

Engineer Review Fee	\$35.00
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Level 2: Impervious area is 1,000 ft to 10,000 ft – Exempt if disconnected

Administrative Fee	\$25.00	
Engineer Review Fee	\$35.00	
Engineering Escrow	<u>\$100.00</u>	(Reimbursable)

Total \$160.00

Level 3: Impervious area is between 1,000 ft and 5,000 ft requiring BMPS – Minor Plan

Administrative Fee	\$25.00	
Engineer Review Fee	\$60.00	
Engineering Escrow	<u>\$400.00</u>	(Reimbursable)

Total \$485.00

Level 4: Impervious area is greater than 5,000 ft and cannot be disconnected – Formal Plan

Administrative Fee	\$25.00	
Engineer Review Fee	\$55.00	
Engineering Escrow	<u>\$500.00</u>	(Reimbursable)

Total \$580.00

- Certification and approval completion form must be issued and the property owner is required to record the Stormwater Management Permit with the Office of the Recorder of Deeds, Adams County Courthouse, 117 Baltimore Street, Room 103, Gettysburg, PA 17325.
- **Engineering escrow is an estimate** for review of the stormwater management plan by the Township Engineer to verify compliance with the stormwater management ordinance and for inspection of the stormwater management facilities.
- The Engineering Escrow Fee is an estimate of the anticipated review and inspection cost for the proposed project. **If the engineering cost exceeds the escrow amount, the applicant will be responsible for any additional review or inspection costs. Any remaining funds will be returned to the applicant upon issuance of the final completion certification for the stormwater management facilities.**
- All stormwater management plan reviews for Subdivision and Land Development Plans will be subject to the fee schedule established by the Township for Subdivision and Land Development Plans.

ENGINEER

➤ Engineers for Tyrone Township:

- **Keller Engineers** 717-334-9137
 - William F. Hill: \$139.00 per hour
 - Erik Vranich: \$139.00 per hour

SEWAGE ENFORCEMENT OFFICER (SEO)

- **SEO Permits:** Escrow Account will be established based on SEO Estimate of cost and will include a \$25 administrative fee charged by the Township.
- All SEO Permit applications must be obtained from the SEO of Applicant's choice and Escrow amount paid at the time of application.

You may choose the SEO you wish to use. Request a schedule of fees from the SEO directly.

SEO for Tyrone Township: (Applicant may choose which to use)

- **Keller Engineers** 717-334-9137
 - Bryan Leese: \$100.00 per hour

OR

- **C.S. Davidson, Inc.** 717-814-4576
 - Chris Metz: \$137.64 per hour

- ✓ Permits revoked or suspended for cause, no refunds will be granted
- ✓ All invoices must be paid before the Occupancy Permit will be issued

SOLICITOR

➤ Solicitor for Tyrone Township:

- **Law Offices of Salzmann Hughes, P.C.**
 - Timothy J Shultis: \$170.00 per hour

SPECIAL COUNSEL

➤ Special Counsel for Tyrone Township:

- **Gates and Gates, P.C.**
 - Samuel A. Gates: \$190.00 per hour

Subdivision/Land Development Professional/Consultant Fee Policy

- A revised schedule of fees required by Tyrone Township for the conduct of business including Subdivision/Land Development fees and escrow for reimbursement of Township costs related to plan review and inspection of improvements, building permit fees, planning fees professional cost(s), zoning fees and reviews, all permit fees and miscellaneous other administrative fees for services.

PA Municipalities Planning Code Requirements and Provisions

This schedule of fees is adopted pursuant to various provisions of the Second class Township code, P.L. 350, No. 60 as amended, pursuant to General Powers, Section 1506, provided for the adoption of regulations for the proper management of township finances and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article V Subdivision and Land development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the municipality's professional consultants or engineer for review or report and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article VI Zoning, Section 617.3 (e) provides for the governing body to prescribe reasonable fees with respect to the Administration of a zoning ordinance and with respect to hearings before the zoning Hearing Board and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article IX Zoning Hearing Board and other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the Zoning Hearing Board and also for conditional uses before the governing body (Section 913.2) to attach reasonable conditions it may deem necessary to implement the purposes of The Act., and

The Pennsylvania Municipal Planning Code, act of 1968, P.L. 805, No. 247, as amended, to provide for the charges of necessary and reasonable charges by the municipality's professional consultants for review and/or reports and inspection of improvements; and reasonable fees and cost with respect to hearings before the Municipal Planning Commission, Zoning hearing Board; reasonable fees and cost with respect to conditional use hearings before the governing body; all permit fees, and reasonable fees with respect to the administration of a zoning ordinance, subdivision and land development ordinance, Stormwater Management, Professional Fees, Administrative Fees and UCC and building fees.

Every applicant, at the time of filing an application for approval of a subdivision or land development, including open space development, shall pay to Tyrone Township a non-refundable filing fee and funds for deposit in an escrow account provide for the payment of review fees including reasonable and necessary charges by the municipality's professional consultants for site plan review and report thereon. The escrow deposit for site plan review shall be in accordance with the following.

The escrow deposit for site plan review referred to above shall be used to pay for the reasonable and necessary charges by the municipality's professional consultants including but not limited to architects, attorneys, certified public accountants, engineers, geologist, land surveyors, landscape architects and planners, for the review and report thereon of subdivision and land developments, legal documents agreement and performance guarantees, and other matters related to the review and approval of the application. This escrow account is separate from and does not include the escrow deposit for site inspection and other monitoring during development set forth. Such review fees shall be reasonable and in accordance with the ordinary and customary charges for similar services in the community but in no event shall exceed the rate or cost charged by the professional consultants for comparable services to the municipality for services which are not reimbursed or otherwise imposed on applicants.

Every applicant, after receiving final approval of a subdivision, land development or open space development plan, but before any building permits may be issued or any development activity or construction commenced, shall pay to the Township of Tyrone an escrow deposit for the cost of reasonable expenses incurred in connection with the inspection of improvements. The Escrow deposit shall be used to pay for site inspections, monitoring and other expenses charged by the municipality's professional consultants, including but not limited to architects, engineers, attorneys, planners, landscape architects and certified accountants during construction development. Such expenses shall be reasonable and customary.

- Escrow account Deposits shall be based on recommendation of the Township Engineer and shall be reasonable and unused funds remaining will be returned to the depositor after an administrative fee is withheld. Funds from the escrow account will be used to pay for Professional and consultant fees and shall be reasonable.
- Escrow Accounts shall not go below fifty percent (50%) of the original deposit and the Township will require additional deposits to restore funds to the original deposit within 10 days. All work or reviews shall stop until the escrow account is restored.



207 Baltimore Street
 Gettysburg, PA 17325
 Phone: 717-334-9137
 www.keller-engineers.com

2025 Schedule of Hourly Rates*

William F. Hill, PE.....	\$139.00
Erik M. Vranich, PE.....	\$139.00
Professional Licensed Surveyor.....	\$126.00
Senior Professional Engineer.....	\$126.00
Professional Engineer.....	\$112.00
Landscape Architect.....	\$110.00
Senior Designer.....	\$100.00
Sewage Enforcement Officer (SEO)/Environmental Specialist.....	\$100.00
Designer.....	\$88.00
Senior Resident Project Representative.....	\$100.00
Surveyor.....	\$95.00
Senior Technician.....	\$95.00
Resident Project Representative.....	\$89.00
Survey Assistant.....	\$74.00
Technician.....	\$74.00
Administrative Support.....	\$58.00
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Mileage (IRS Allowable).....	Presently \$0.67/mile
Report Copies (8.5" x 11").....	\$0.15/page (black and white)
.....	\$1.00/page (color)
Report Copies (11" x 17").....	\$0.50/page (black and white)
.....	\$2.50/page (color)
Prints (22" x 34").....	\$2.75/sheet (black and white)
.....	\$8.75/sheet (color)

* Hourly rates include wages, required taxes, insurance, overhead, and profit.



Chambersburg Office: 1013 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 510 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Adams Office: 1895B York Road, Gettysburg, PA 17325 **Phone:** 717 321-9046
Email: pmca@pacodealliance.com **Website:** https://pacodealliance.com/

2025 PMCA Supplemental Fee Schedule

Residential

- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done. Complex inspections and multiple trips are charged accordingly.
- **Electrical Service Upgrade**
 - Not Over 200 Amp.....\$85 Over 200 Amp - 400 Amp.....\$95 Transfer Switch.....\$25 per
 - Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere
- **Decks or Porches** \$195 (footer, framing, final - \$65. ea.)
 - Under 30" but attached to structure.....\$195 Deck or Porch **with** Roof.....\$195 (footer, framing, final)
- Fences and retaining walls (2 trips).....\$135 (fences over 6 feet high & retaining walls over 4 feet high)
- Sheds (1 trip).....\$75 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$75 minimum - Commercial Demolition \$150 minimum
- **Swimming Pools**
 - Above Ground (with bonding requires two trips).....\$135 Above Ground (rubber siding)....\$75
 - In Ground (footer, bonding, underground plumbing, final).....\$255
- Residential Re-Roof.....\$160 (with structural repairs, framing & final)
- Outside Wood Stoves (2 trips maximum).....\$135 (includes siting, underground piping, & final)

Commercial Projects (Small Projects not otherwise defined)

- Cell Tower..... See Commercial Fee Schedule
 - Antenna Colocation..... 1 antenna / \$210 2 to 5 antenna / \$420 6 to 10 antenna / \$840 11 to 15 antenna / \$1,260
- Change Door(s) if structural change.....\$150 (could vary depending on how many are changed)
- Change Windows(s) if structural change.....\$150 (could vary depending on how many are changed)
- Demolition.....\$150 minimum (only if ALL of structure is being demolished)

Fees below may be specific to local ordinances:

- Sewer Laterals.....\$75 first trip / \$55 per trip thereafter
- Zoning Field Inspections.....\$50 per hour or as contracted
- Explosive/Blasting (per site) – with fees added for Application, Plan Review, Admin fees, etc.
 - Up to 5 Inspections.....\$375 Add for each additional inspection beyond 5.....\$75
- Explosive/ Blasting Magazine Placement
 - Up to 5 Inspections.....\$375 Add for each additional inspection beyond 5.....\$75
- Fireworks Sales Tent Inspection.....\$100 (plus application, plan review, admin fees, etc.)
- Fireworks Display/Discharge.....Application Fee: \$80 Plan Review: \$100
 - Inspection Fee: Weekday: \$200 (Business Hours ONLY) All other / \$300 per inspection location
- Welding and Cutting Permit – Commercial job sites.....\$100

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$85 (1st trip), \$80 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$140 (1st trip), \$80 (each return trip)
- Foster Homes.....\$140 (1st trip), \$80 (each return trip)
- **Change of Occupancies**
 - Under 8000 sq. ft.....\$170 Over 8000 sq. ft.....\$200
- Return Trips due to failed or incomplete inspections or field corrections.....\$75 minimum
- Duplicate Permit and Occupancy Certificate Issuance.....\$50
- Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)
- Investigation/Stop Work Order/Notice of Violation, etc.....\$75 per Postage (per/Certified/1st Class).....\$25
- Activities of the Chief Code Official will be invoiced at the rate of.....\$125 per hour
- Administrative Support will be invoiced at the rate of.....\$50 per hour
 - **Copies** – Black & White Standard .30/sheet Legal .55/sheet Ledger .85/sheet
 - Color Standard .60/sheet Legal .85/sheet Ledger \$1.10/sheet
 - Extensive copying and larger documents will be billed for time and materials.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.
- Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)
- Return check charge \$50

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hour, unless otherwise noted. Each subsequent hour required shall be at the rate of Fifty dollars (\$50.00) per hour of the inspector's time on site and subsequent report. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- Plan Review Fee
- State (DCED) Fee
- Added Fee(s) due to failed inspections
- Possible Municipal Fee
- Application Fee

2025 PMCA Supplemental Fee Schedule



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2025 PMCA Residential Fee Schedule

Including but not limited to:

Single Family Homes, Swimming Pools, Decks, Small Projects, Day Care, C.O., & Foster Home Inspection Prices

Residential (New Home or individual inspection pricing depending on the project)

Residential inspection prices per trip are for dwellings 0 to 3500 square feet. Dwellings over 3500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings.....	\$60	Sprinkler Rough in.....	\$70
Under slab inspection.....	\$60	Electrical Service (\$80) & Rough in (\$75).....	\$155
Foundations.....	\$60	Energy.....	\$60
Framing.....	\$85	Wallboard.....	\$60
Plumbing Rough in.....	\$55	Final.....	\$75
Mechanical Rough in.....	\$55		

Total Inspection fees:.....\$665 w/o Sprinkler or Under slab

- Final must be ready within 1 year or an additional Processing Fee will apply.
- Additional inspection fees may be assessed at not less than \$60? per visit as required due to the complexity or execution of the work being done.

Application Fees :

- Application Fee.....\$50 for Residential / \$80 for Commercial
- Plan Review Fee per hour for residential.....\$50 (one-hour minimum per plan review)
- Temporary and Provisional Certificates of Use and Occupancy.....\$125
- Extension / Withdrawal.....\$50 for Residential / \$80 for Commercial (additional fees may apply)
- Commercial fees appear elsewhere.

Residential Small-scale projects will be priced depending on the complexity of the project. Some examples are:

- Mobile Homes on Piers (3 trips only).....\$215 (footer, electric service, final)
- Decks.....\$195 (footer, framing, final - \$65. ea.)
- Fences and retaining walls (2 trips).....\$135
- Sheds (1 trip).....\$75 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$75 Commercial.....\$150 minimum (only if all the structure is demolished)
- Swimming Pools
 - Above Ground (with bonding requires two trips).....\$135 Above Ground (rubber siding)....\$75
 - In Ground (footer, bonding, underground plumbing, final).....\$255

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$85 (1st trip), \$80 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$140 (1st trip), \$80 (each return trip)
- Foster Homes.....\$140 (1st trip), \$80 (each return trip)

Change of Occupancies

Under 8000 sq. ft.....\$170 Over 8000 sq. ft.....\$200

Residential Electrical Service Upgrade

Not Over 200 Amp.....\$85 Over 200 Amp - 400 Amp.....\$95 Transfer Switch.....\$25 per
 Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere

- Return Trips due to failed or incomplete inspections or field corrections.....\$75 minimum
 - Duplicate Permit and Occupancy Certificate Issuance.....\$50
 - Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)
 - Investigation/Stop Work Order/Notice of Violation, etc.....\$75 per Postage (per/Certified/1st Class).....\$25
 - Activities of the Chief Code Official will be invoiced at the rate of.....\$125 per hour
 - Administrative Support will be invoiced at the rate of.....\$50 per hour
 - **Copies** – Black & White Standard .30/sheet Legal .55/sheet Ledger .85/sheet
 Color Standard .60/sheet Legal .85/sheet Ledger \$1.10/sheet
- Extensive copying and larger documents will be billed for time and materials.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.
 - Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)
 - Return check charge \$50

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- | | | |
|--------------------------|--------------------|--|
| • Plan Review Fee | • State (DCED) Fee | • Added Fee(s) due to failed inspections |
| • Possible Municipal Fee | • Application Fee | |

2025 PMCA Residential Fee Schedule



▶ 2025 - COMMERCIAL FEE SCHEDULE ◀

Our standard fee schedule for inspections is derived from the latest building valuation data report of square foot construction costs published by the International Code Council, with a regional modifier applied. Actual cost submitted to, and accepted by, the Building Code Official may also be used. There is an \$80 Application/Processing charge applied to all projects submitted on this fee schedule.

Refer to the PMCA Supplemental Fee Schedule as needed.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

1.) **Standard Building Inspection Fee Schedule:**

- A.) Projects with a total construction cost of \$0.00 to \$499,999.99***
Total construction cost X .002 = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total **OR** no less than \$100 per Inspection based on scope and complexity of the project.
- B.) Projects with a total construction cost of \$500,000.00 to \$2,000,000.00***
Total construction cost X .002 = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total **OR** no less than \$100 per Inspection based on scope and complexity of the project.
- C.) Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00***
\$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total
- D.) Projects with a total construction cost of >\$6,000,000.00 to \$10,000,000.00***
\$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total
- E.) Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00***
\$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total
- F.) Projects with a total construction cost of >\$30,000,000.00 to \$50,000,000.00***
\$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total
- G.) Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00***
\$39800.00 + [(Total construction cost - \$50,000,000) X .00065] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total
- H.) Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00***
\$72300.00 + [(Total construction cost - \$100,000,000) X .0006] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total

Building Inspection Fee, cont.:

- I.) **Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00***
\$132000.00 + [(Total construction cost - \$200,000,000) X .00055] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total

- J.) **Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00***
\$214500.00 + [(Total construction cost - \$350,000,000) X .0005] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
= Total

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

2.) Standard Trades Inspection Fee:

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of total basis.

* Pricing schedules assume that the project will not cause an increase in our insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

► An \$80 Application/Processing fee is applied for projects on this fee schedule. ◀

► Plan Reviews – Commercial - Plan Reviews ◀

Our Commercial Plan review fees are calculated according to the Standard Building Valuation Data (as periodically published by the ICC) or actual cost of construction as follows:

1.) Standard Commercial Building Plan Review Fee:

- A.) **Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$175 Minimum)**
- B.) **Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)**
- C.) **Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)**

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

2.) Standard Trades Plan Review Fee:

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$175 minimum) unless otherwise determined.

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings.

Plan reviews only covering the requirements of mechanical, plumbing and other disciplines are available, each for a fee of 25% of the applicable building code review fee. **Plan reviews for electrical code compliance shall be provided at a fee of 35% of the applicable building code review fee**, excluding reviews for any use included in the Institutional or "I" Use Group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

We offer preliminary plan review services for a fee of 50% of the full plan review fee cost. Preliminary plan reviews typically address such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, fire restrictive construction requirements and so forth.

Any preliminary plan review fee payment will be credited towards the final cost of a complete plan review process.

► An \$80 Application/Processing fee is applied for projects on this fee schedule. ◀



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▶ 2025 PMCA ELECTRICAL FEE SCHEDULE ◀

ROUGH WIRING INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets\$50
 Each additional 10 outlets or fraction thereof.....\$20

FINISH INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets\$50
 Each additional 10 outlets or fraction thereof.....\$20

EQUIPMENT & APPLIANCES

Outlet for single unit 15 kW or less\$40
 For each additional outlet 15 kW or less.....\$20
 Mini Split / HVAC.....\$40 per, minimum \$75

MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR COND., ELEC. FURNACES, AND WELDERS

Less than 1¼ HP, kW, or kVA first unit\$35
 1¼ HP, kW, or kVA to 30 HP, kW, or kVA each\$40
 30 HP, kW, or kVA to 50 HP, kW, or kVA each\$65
 Over 50 HP, kW, or kVA each\$75

FEEDERS, SUB PANELS, SWITCHES, DISCONNECTS

Up to 225 Amp.....\$25
 Over 225 Amp. to 400 Amp.....\$30
 Over 400 Amp. to 1200 Amp.....\$50
 Over 1200 Amp.....\$115

PUBLIC POOLS AND SPAS

State required Inspection (Dept. of Health) – Apply for pricing

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp.....\$85
 Over 200 Amp - 400 Amp.....\$95
 Over 400 Amp to 800 Amp.....\$125
 Over 800 Amp to 1000 Amp.....\$180
 Over 1000 Amp including one control center.....\$280
 Each Additional Control Center.....\$150
 Over 600 Volts - Add \$50 per category

PRIMARY TRANSFORMERS, VAULTS, ENCLOSURE, SUB-STATIONS

Not over 200 kVA.....\$95
 Over 200 to 500 kVA.....\$125
 Over 500 to 1000 kVA.....\$175
 Over 1000 kVA (minimum plus consultation fee).....\$195

NOTE: Above applies to each bank of transformers

GENERATOR TRANSFER SWITCH (per).....\$25

- This is in addition to the Electric Service

SIGNALING SYSTEMS

For the first 15 devices.....\$65
 For each additional 5 devices.....\$20

MODULAR HOMES, MINOR ALTERATIONS & ADDITIONS

Service and 1 to 25 outlets (single visit only).....\$85

MOBILE HOMES

Service Including Feeder or Receptacle
 Electric Service Only.....\$85
 Service Additional Meter.....\$30

Special Service and/or conditions not provided for in this schedule apply for fee.....\$65 (Minimum Charge)

This fee schedule is effective 01-01-2025

▶ Electrical and Fire Inspection-Enforcing and Consulting Service ◀

2025 PMCA Electrical Fee Schedule



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Property Maintenance & Regulated Rental Fee Schedule

Systematic, Municipal, or Owner Inspection Fee

Single family dwelling.....	\$75
Duplex / Two-unit apartment.....	\$150
Apartment / Multi-Unit Building.....	\$150 for first 2 units / \$50 for each unit over 2 if within the same Municipal License Number
(Apartment: Building designed and used exclusively as a residence for 3 or more families living independently of each other.)	
Hotel.....	\$150, plus \$20 for each unit over 3
First Re-Inspection: Fee same as above unless determined to be a minor violation by the inspector	
Subsequent Re-Inspection(s):.....	\$100.00 per unit

Commercial and Industrial

Hourly Rate of \$50 an hour to apply. Minimum of 2 hours.

Code Enforcement Fees

Trip charges.....	\$75 each trip per unit
Court Appearance.....	\$75 per hour
Filing Fees.....	Actual Cost to file
Additional Service not covered in this fee schedule.....	\$50 per hour (or as per agreement)
Residential Properties with any Non-Residential Use.....	\$75 per visit
Properties with only Non-Residential Use.....	\$50 Hourly Rate

Nuisance Abatements Performed by the Municipality

Abatement Charges.....	Cost to remove nuisance
Civil Penalty.....	As per Ordinance
Administrative Charges.....	\$50 per hour for jobs not otherwise accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle.....	Cost to remove vehicle
Civil Penalty.....	As Per Ordinance
Administrative Charges.....	\$50 per hour for jobs not otherwise accounted for in this fee schedule

Additional Fees

Hearing Filing Fee.....	\$50 per hour
Title Reports.....	Equal to the cost of a title report
County Recording Fee.....	Equal to the cost of charges
Activities of the Chief Code Official will be invoiced at.....	\$125 per hour
Administrative Support will be invoiced at.....	\$50 per hour

Postage: (per/Certified and 1st Class mailing).....\$25

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA



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2025 Hourly Zoning and/or Code Enforcement Fee Schedule

- 1) Ordinance and Inspection responsibilities charged at \$50.00 per hour standard rate (or per contract).
- 2) Weekends, emergency calls, and evening meetings there is a minimum 3-hour charge.

Code Enforcement Fees

Court Appearance.....	\$75 per hour
Filing Fees.....	Actual Cost to file
Additional Service not covered in this fee schedule.....	\$50 per hour or per contract
Activities of the Chief Code Official will be invoiced at.....	\$125 per hour
Administrative Support will be invoiced at.....	\$50 per hour

Nuisance Abatements Performed by the Municipality

Abatement Charges.....	Cost to remove nuisance
Civil Penalty.....	As per Ordinance
Administrative Charges.....	\$50 per hour for jobs not otherwise accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle.....	Cost to remove vehicle
Civil Penalty.....	As Per Ordinance
Administrative Charges.....	\$50 per hour for jobs not otherwise accounted for in this fee schedule

Postage: (per/Certified and 1st Class mailing).....\$25

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA
- 3) PMCA will provide cell phone number and email address to the Municipality at their request. We will respond to inquiries within 24 hours, when possible, 48 hours by contract.
 - 4) PMCA can work on an as needed basis, set number of hours per week or month, or set office hours and times. Whatever your needs are, we will try to provide for you.