

AGENDA

**ORGANIZATIONAL MEETING**  
BOROUGH COUNCIL  
MALVERN BOROUGH

JANUARY 2, 2024  
7:30 PM

1. CALL TO ORDER
2. RECORDING OF MEETING: In accordance with Resolution #840, if any member of the audience is recording the meeting, please state as such.
3. OATH OF OFFICE – NEWLY ELECTED MEMBERS OF BOROUGH COUNCIL

Mayor Uzman administers the Oath of Office to the following newlyelected members of Borough Council.

Joe Bones  
Lynne D. Frederick  
Mark Niemiec  
Brendan Phillips  
Zoe Warner, Ph.D.

4. ROLL CALL:  
Council Member Finkbiner  
Council Member Bones  
Council Member Frederick  
Council Member Niemiec  
Council Member Phillips  
Council Member Riccetti  
Council Member Warner  
Mayor Uzman

5. NOMINATION – PRESIDENT OF COUNCIL:

The Presiding Member will seat themselves at the position of Council President and take possession of the gavel. The Presiding Member will then call for nominations for the position of President of Council. **THE NOMINATIONS DO NOT REQUIRE A SECOND.**

1. \_\_\_\_\_
2. \_\_\_\_\_

Once nominations are complete, a motion will be made to close Nominations and the Presiding Member will call for a vote on each candidate in the order in which they were nominated. Once a nominee receives a majority vote, that person is named President.

6. NOMINATION – VICE PRESIDENT OF COUNCIL:

The Presiding Member will follow the same procedure as for Council President.

1. \_\_\_\_\_

2. \_\_\_\_\_

**THE NEWLY ELECTED PRESIDENT OF BOROUGH COUNCIL SHALL PRESIDE OVER THE BALANCE OF THE ORGANIZATIONAL MEETING AFTER THE ELECTION OF BOTH A PRESIDENT AND VICE-PRESIDENT.**

7. SUB-COMMITTEE DISCUSSION

Borough Council will discuss and decide the membership of each Sub-Committee including Finance & Administration, Public Safety, and Public Works.

8. ADJOURNMENT

## AGENDA

REGULAR MEETING  
BOROUGH COUNCIL  
MALVERN BOROUGH

January 2, 2024  
7:30 PM

### Virtual Meeting Participation Option

This evening's meeting of Malvern Borough Council allows for a virtual meeting option via Zoom. The information on how to participate virtually via telephone or video conferencing is provided below.

**Borough Council Meeting Dial-In Information: 1-877-853-5247 (toll-free)**

**Meeting link: <https://us02web.zoom.us/j/84197019623>**

**When prompted, enter the following meeting ID, followed by the “#” symbol: 841 9701 9623. You will be placed in the waiting room and admitted by the host.**

**To unmute if using audio via telephone, please enter \*6.**

**Malvern Borough is not liable for any computer security problems that participants may experience.**

PRESIDING: Zeyn B. Uzman, Mayor

INVOCATION: Zeyn B. Uzman, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:  
Council Member Finkbiner  
Council Member Bones  
Council Member Frederick  
Council Member Niemiec  
Council Member Phillips  
Council Member Riccetti  
Council Member Warner  
Mayor Uzman

1. APPROVAL OF AGENDA:

**MOTION:** To approve the agenda for the January 2, 2024 meeting of Borough Council as presented.

2. ANNOUNCEMENTS

- a. Anyone present who is recording the meeting is asked to announce so at this time, in accordance with Resolution No. 840.
- b. As a courtesy, if you are participating via Zoom, please turn your camera on while speaking.
- c. Happy New Year!

3. MINUTES & REPORTS

- a. APPROVAL OF MINUTES

**MOTION:** To approve the minutes of the regular meeting held on Tuesday, December 19, 2023 as presented.

b. **BOROUGH COUNCIL SUB-COMMITTEE REPORTS**

- Finance & Administration
- Public Safety
- Public Works

*The Finance & Administration, Public Safety, and Public Works Sub-Committee(s) have not met since the last Borough Council meeting scheduled.*

4. **SPECIAL BUSINESS**

a. **SCHEDULE OF FEES – RESOLUTION NO. 854**

**MOTION:** To adopt Resolution No. 854, establishing fees for services for Malvern Borough for Year 2024.

*The proposed fee schedule is the same as Year 2023 for all fees imposed by Malvern Borough. The Borough Engineer and Traffic Engineer's fees have increased. All other professional service fees are the same as Year 2023.*

b. **CITIZEN COMMITTEE APPOINTMENT CONSIDERATIONS**

**MOTION:** To reappoint the following member to the Park and Recreation Committee for a (five) 5 year term to expire on January 1, 2029:

- Cynthia Ercole
- Jessica Anderson

**MOTION:** To reappoint the following member to the Environmental Advisory Council for a three (3) year term to expire on January 1, 2027:

- Helise Bichefsky, DO
- Christin Hafer
- Brendan Phillips
- Eric Bearegard

**MOTION:** To reappoint the following member to the Historical Commission for a five (5) year term to expire on January 1, 2029:

- Jonathan L. Hoppe

**MOTION:** To reappoint the following member to the Shade Tree Commission for a five (5) year term to expire on January 1, 2029:

- VACANT

**MOTION:** To reappoint the following members to the Zoning Hearing Board for a three (3) year term to expire on January 1, 2027:

- Kas Jaunzemis
- Lloyd Stackhouse

c. **APPOINTMENT OF IT PROFESSIONAL SERVICE PROVIDER FOR MALVERN BOROUGH**

*The Borough's current IT provider has given notice and is no longer providing services as of February 1, 2024. The Borough made a request for proposal(s) and received five (5) including All Covered, APEX, CompNet Inc., We-R Technology, and Penn Systems Group. Borough Council will discuss how best to move forward and may make a motion to appoint an IT Professional Service Provider this evening.*

d. **MALVERN PREP PRELIMINARY & FINAL CONTINGENT APPROVAL FOR STUDENT LIFE CENTER – RESOLUTION NO. 855**

**MOTION:** To approve Resolution No. 855 as presented.

*The applicant is proposing to construct an additional structure to the parcel 2-7-34, 418 S. Warren Avenue, Malvern, Pennsylvania, known as Malvern Prep, near the athletic fields, known as the Student Life Center. The Applicant has submitted a plan to construct a two-story 10,915 square foot (footprint) building (total area - 23,555 square feet The Borough Engineer has noted that fifteen (15) parking spaces were previously approved.) The plan proposed is pursuant to the Malvern Borough Subdivision & Land Development Ordinance of 2006 (“Land Development Ordinance”) for the development of certain property (“Property”) in the Borough of Malvern (“Borough”), Chester County, Pennsylvania, in the I1- Institutional District.*

*The Malvern Borough Planning Commission recommended preliminary/ final contingent approval at their December 21, 2023 meeting contingent upon the Borough Engineer’s December 16, 2023 review letter and the waivers referenced in the Applicant’s December 4, 2023, letter.*

5. **UNFINISHED BUSINESS**

a. **CRAFT & MERCANTILE EVENT**

**MOTION:** To authorize the Craft & Mercantile Night Market event to occur on Friday, September 20, 2024.

*Christy Campli will present on behalf of Craft and Mercantile requesting to hold the Night Market event on Friday, September 20, 2024.*

b. **MALVERN LIBRARY LIGHTING PROJECT – AWARD CONTRACT**

**MOTION:** To authorize JT Electrical LLC to complete the work as presented, including work order change(s) as necessary.

*The Malvern Public Library received a grant through Keystone Grants for Public Library facilities to upgrade their lighting system. The lighting upgrade is part of the overall library renovation planned. The contract requires that the lighting be publically bid and has been advertised accordingly. The bids were due and received December 20, 2023. The Borough received four (4) proposals. JT Electrical, LLC is the lowest qualified bidder totaling \$38,300.00.*

c. **ZONING HEARING BOARD**

*There are no new Zoning Hearing Board applications before the Zoning Hearing Board.*

6. **NEW BUSINESS**

a. **VALLEY VIEW ROAD AND MINER STREET – PARKING MODIFICATION ORDINANCE AMENDMENT**

*The Mayor and Police Chief will address the current parking issues that are occurring on Valley View Road and Miner Street creating health, safety, welfare issues.*

*No parking is proposed on both sides of Miner Street, from Old Lincoln Highway north to Valley View Road. Additionally, parking restrictions may be considered for up to 50 feet from the intersection of Valley View Road and Miner Street because cars parked within that area create potential visual obstructions. Finally, consideration of restrictions to traffic flow may be considered and specifically to create one-way restrictions for Valley View Road and Miner Street such that all vehicles must enter going right when entering the circle and follow it around north on Miner Street and back south on Valley View Road as a one way only.*

*The Public Safety Sub-Committee is in support of the potential ordinance amendment proposed. Borough Council will discuss next steps and may take further action including authorizing for advertisement a proposed ordinance.*

7. PUBLIC FORUM

Citizens/taxpayers are invited to bring before Borough Council any item not on the agenda.

8. ADJOURNMENT

REGULAR MEETING

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MALVERN BOROUGH  
1 East First Avenue  
Malvern, PA 19355

December 19, 2023  
7:30 PM

PRESIDING: President Finkbiner

INVOCATION: Mayor Uzman via ZOOM

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PRESENT

Council President Finkbiner  
Council Vice President Bones  
Council Member Frederick  
Council Member Phillips  
Council Member Niemiec  
Council Member Riccetti  
Council Member Warner  
Zeyn B. Uzman, Mayor via ZOOM

ABSENT:

1. ANNOUNCEMENTS

Council President Finkbiner asked in accordance with Resolution No. 840 if any member of the audience was recording the meeting.

Council President Finkbiner requested as a courtesy, if you are participating via ZOOM, please turn on your camera while speaking.

Council President Finkbiner announced to check out the Borough's website calendar regularly for all up and coming events located throughout the Borough.

Council President Finkbiner announced that Borough Council met with its legal counsel in Executive Session on Wednesday, December 13, 2023 to discuss litigation matters.

Council President Finkbiner announced that the Public Works Superintendent position is open for application submission(s) due by January 31, 2024. An advertisement has been placed in the daily local and information posted on the Borough Website.

Council President Finkbiner announced that the History Center is open to the public on Saturday, December 23, 2023 from 2PM to 4PM.

Council Finkbiner announced that Council Member Dr. Zoe Warner, Ph.D. has been sworn in to office as required by the Home Rule Charter as it pertains to special elections.

Council Finkbiner announced that the Borough Offices and Library will be closed for Christmas on Monday, December 25, 2023 and Monday, January 1, 2024.

2. APPROVAL OF AGENDA

A motion was made by Council Member Phillips, seconded by Council Member Niemiec, carried by a vote of 7-0, to approve the agenda for the December 19, 2023 meeting as presented.

3. MINUTES & REPORTS

a. APPROVAL OF MINUTES

A motion was made by Council Member Phillips, seconded by Council Vice President Bones, and carried by a vote of 7-0, to approve the minutes from the Tuesday, December 5, 2023 as presented.

b. APPROVAL OF REPORTS

A motion was made by Council Vice President Bones, seconded by Council Member Riccetti, and carried by a vote of 7-0, to approve the Treasurer's Report, the Sub-Committee Reports for Finance and Administration, Public Safety, and Public Works, the Chief of Police Report, the Code Enforcement Department Reports, the Superintendent of Public Works Report, the Assistant Manager's Report, and the Manager's Report for the month of November 2023, as submitted.

c. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

The Finance & Administration Sub-Committee met on Monday, December 18, 2023 and discussed the Borough's annual unemployment insurance payment, general code codification project, cable franchise agreement with Verizon, Brandywine Valley SPCA contract renewal, five (5) Year Capital Plan, and Borough Council and employee luncheon.

The Public Safety Sub-Committee met on Monday, December 11, 2023 and discussed Fire Marshal Policy, King Street Parking request, parking issues on Miner Street & Valley View Road, crosswalk traffic study, and scheduling the next meeting.

Ms. Cathy Raymond asked about the no parking on King Street discussion.

Council Member Frederick clarified that this discussion was referring to the area located in front of the post office.

The Public Works Sub-Committee met on Tuesday, December 12, 2023 and discussed the Malvern Post Office, Old Lincoln Highway Infrastructure project, Jennings Lane pipe repair, Randolph Woods Nature Preserve, Paoli Battlefield and Malvern Prep trail connection, Sanitary Sewer Ejector Station, Everett's Alley, and King Street Tree Planting Project.

Council Vice President Bones thanked Public Works for their hard work and dedication.

Ms. Cathy Raymond asked about the Everett's Alley project.

Council Vice President Bones clarified that the dirt alley has a flooding issue and needs to be regarded at minimum for proper function as a road.



4. SPECIAL BUSINESS

a. 2024 ADOPTION OF PROPOSED BUDGET

Council President Finkbiner explained that the proposed budget was advertised in the November 28, 2023 edition of the Daily Local News and posted on the Borough website for public review as required. She explained a public hearing was conducted on December 5, 2023 and there is no tax increase proposed for Year 2024.

The Mayor presented the reallocation of police 2023 funds of the current budget and the revisions in the 2024 budget for the renovation of the Malvern Borough Police Department.

Ms. Cathy Raymond asked about the unemployment insurance cost.

Council President Finkbiner explained the costs is approximately \$3,600 annually.

Mr. Danny Fruchter asked about the televisions discussed for the Malvern Borough Police Department.

Chief Marcelli clarified that monitors are being proposed to be purchased.

A motion was made by Council Member Niemiec, seconded by Council Member Phillips, and carried by a vote of 7-0, to adopt the proposed budget for the Borough of Malvern for fiscal year 2024 as amended.

b. ORDINANCE NO. 2023-7: FIXING THE TAX RATE FOR 2024

Council President Finkbiner announced that Borough Council will now open a public hearing to consider Ordinance No. 2023-7. This ordinance will fix the tax rate for 2024 as required by the Malvern Borough Home Rule Charter. The proposed rate is the same as 2023. The Notice of Public Hearing was published in the December 10, 2023 edition of the Daily Local News.

A motion was made by Council Member Phillips, seconded by Council Member Frederick, and carried by a vote of 7-0, to adopt Ordinance No. 2023-7, fixing the tax rate for the Borough of Malvern for the year 2024 as follows:

Tax Rate for General Purposes:	4.6700 Mills, 46.700 Cents
Total:	4.6700 Mills, 46.700 Cents

c. FIVE (5) YEAR CAPITAL IMPROVEMENT PLAN FOR THE BOROUGH OF MALVERN

Council President Finkbiner announced that pursuant to the Borough's Administrative Code, the Malvern Borough's five year Capital Improvement Program has been prepared as part of the 2024 budgeting process. This document is utilized as a budgeting tool and may be revised as Council sees fit. The Capital Improvement Plan was reviewed by the Finance & Administration, Public Works, and Public Safety Sub-Committee(s).

She recommended that the Comprehensive Plan section of the Five (5) Year Capital Plan be filled in

by the March 5, 2024 Borough Council meeting to be amended accordingly.

Borough Council was in agreement with the recommendation.

A motion was made by Council Vice President Bones, seconded by Council Member Phillips, and carried by a vote of 7-0, to adopt the five-year (2024 – 2028) Capital Improvement Program for the Borough of Malvern as presented.

d. OFFICER CAPUANO RESIGNATION

The Mayor announced that Officer Capuano has resigned from his position of employment by Malvern Borough Police Department as of January 31, 2024.

Mr. John Buckley asked why.

The Mayor responded that he is not commenting.

Ms. Cathy Raymond asked why also.

Mr. Danny Fruchter asked if there is a financial obligation as part of the agreement.

The Mayor responded that there is not and thanked Officer Capuano for his service to the Borough wishing him well.

A motion was made by Council Vice President Bones, seconded by Council Member Riccetti, and carried by a vote of 7-0, to accept the resignation agreement as submitted and executed by Officer Capuano.

5. UNFINISHED BUSINESS

a. ZONING AND SUBDIVISION AND LAND DEVELOPMENT ORDINANCES TASK FORCE – RESOLUTION NO. 853

Council President Finkbiner announced that in order to more completely address current and future land uses and development within the Borough and to continue to enhance the quality of life for and promote the health, safety, and welfare of all residents of the Borough, Borough Council desires to undertake and implement a comprehensive review of and consider potential amendments and updates to the Zoning Ordinance and SALDO through the creation of a Task Force.

Ms. Cathy Raymond asked about the proposal process.

Borough Manager Loomis explained that five (5) proposals were received.

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 7-0, to approve Resolution No. 853 as presented.

b. ENVIRONMENTAL ADVISORY COUNCIL ASSOCIATE MEMBERS

Council President Finkbiner announced that Borough Council will consider the appointment of associate members to the Environmental Advisory Council which include Sid Baglini, Cheryl

Tomlinson, Cari Sullivan, Ilija Djordjevic, and Tanisha Saran, as formally recommended by the Environmental Advisory Council to address the needs of Bird Town Pennsylvania.

A motion was made by Council Member Frederick, seconded by Council Member Phillips, and carried by a vote of 7-0, to appoint the members to the Environmental Advisory Council Associate Members as discussed.

c. MALVERN BOROUGH POLICE DEPARTMENT RENOVATION

The Mayor presented amendments to the current Year 2023 Police Budget totaling \$20,000 of existing remaining funds to be re-allocated to assist with the Malvern Borough Police Department renovation to commence in Year 2023 as part of the 2024 Budget Adoption. This information will be placed on the Borough's website as part of the approved 2024 budget.

A motion was made by Council Member Frederick, seconded by Council Member Phillips, and carried by a vote of 7-0, to reallocate \$5,000 from the IT Networking line item and \$3,000 from the IT Equipment line item to release for spending on renovations this year.

d. ZONING HEARING BOARD

There are no new applications before the Zoning Hearing Board.

6. NEW BUSINESS

a. YEAR 2024 MEETING SCHEDULE

Borough Manager Loomis presented and reviewed the Year 2024 meeting schedule.

A motion was made by Council Vice President Bones, seconded by Council Member Phillips, and carried by a vote of 7-0, to authorize advertisement and adopt Year 2024's meeting schedule as amended and upon confirmation of dates proposed.

b. BRANDYWINE VALLEY SPCA CONTRACT RENEWAL

Council President Finkbiner announced that Brandywine Valley SPCA currently provided animal control services for Malvern Borough and the contract is required to be renewed by January 1, 2024. The contract cost is \$5,600 if paid by no later than January 1<sup>st</sup> of each year. There is a monthly fee for each dog and cat acquired that is billed monthly.

Assistant Manager Badman explained this process in detail.

Borough Council discussed if this contract is worth the services, usage versus area designations, and how best to move forward.

Borough Solicitor Yaw confirmed that the contract encompasses both usage and area.

Assistant Manager Badman will be the point person on this matter and looking further into any inquiries there may be.

REGULAR MEETING

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A motion was made by Council Member Riccetti, seconded by Council Vice President Bones, and carried by a vote of 7-0, to authorize approval of the Brandywine Valley SPCA contract renewal as presented.

7. PUBLIC FORUM

Mr. John Buckley thanked staff for all their hard work this year. He further inquired about deer in his yard.

Borough Manager Loomis explained that the PA State Game Commission is best to contact regarding deer issues.

Mr. Danny Fruchter shared the Malvern Community Choir Arts Performance that occurred in North Philadelphia via a thumb drive. The Borough will post the performance on the Borough website.

8. ADJOURNMENT

All business having been discussed, a motion was made by Council Member Phillips, seconded by Council Member Niemiec, and carried by a vote of 7-0, to adjourn the meeting at 8:35 PM.

Respectfully submitted,  
Tiffany M. Loomis  
Borough Manager/Secretary

RESOLUTION NO. 854

BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE ESTABLISHING FEES CHARGED FOR SERVICES OF THE BUILDING /  
ZONING / ADMINISTRATION DEPARTMENTS OF THE BOROUGH OF MALVERN

WHEREAS, the Borough Council of the Borough of Malvern does hereby adopt the following fees charged for services for the following listed items within the Borough of Malvern, Chester County, PA; and,

WHEREAS, the Borough Council rescinds Resolution No. 842 of 2023 and hereby establishes the following fee schedule for 2024.

**NON-RESIDENTIAL CONTRACTORS' REGISTRATION – ALL TRADES - \$50.00 Annually**

**PERMITS** **FEE**

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**BUILDING**

Residential (New)

- Basements, garages, porches & decks \$0.08 per sq.ft.
- Living space including finished basements \$0.14 per sq.ft.
- Accessory Structures \$0.14 per sq.ft. or \$50.00, whichever is greater
- Plan Review Fee \$150.00 per dwelling unit
  
- Final Inspection/Use & Occupancy Fee: \$75.00. Pass or Fail.
- Zoning Permit Required

Residential (Existing)

- Alterations – Additions \$14.00 per 100 sq.ft.
- Plan Review Fee \$100.00 per dwelling unit
- Final Inspection/Use & Occupancy Fee \$50.00. Pass or Fail.
- Zoning Permit Required

Non-Residential (New or Existing) \*\*

- Application Fee \$100.00
  - Plan Review Fee \$200.00
  - Final Inspection/Use & Occupancy Fee \$100.00. Pass or Fail.
- \$0.30 per sq.ft. to 5,000 sq.ft.  
\$20.00 each add'l 100 sq.ft. to 10,000 sq.ft.  
\$15.00 each add'l 100 sq.ft. over 10,000 sq.ft.

**\*\*Required third party plan reviews, along with required inspections, and the fees for these services, will be charged to the applicant and payable within thirty (30) days of invoice.\*\***

## MECHANICAL, ELECTRICAL, & PLUMBING (MEP) PERMITS

- ELECTRICAL

Residential (New or Existing)	\$25.00 – to \$1,000 of contract value \$10.00 – over each \$1,000 or fraction thereof
Commercial (New or Existing)	\$50.00 – to \$1,000 of contract value \$25.00 – over each \$1,000 or fraction thereof

**\*\*Approved Third Party Inspection Required\*\***

- HEATING, VENTILATION and AIR-CONDITIONING

Residential	\$25.00 first 10,000 Btu's \$10.00 each additional 10,000 Btu's
<b>Minimum Permit Fee</b>	<b>\$100.00</b>

Commercial	\$35.00 first 10,000 Btu's \$15.00 each additional 10,000 Btu's
<b>Minimum Permit Fee</b>	<b>\$100.00</b>

**1 Btu = 0.2931W, 1BHp = 33,475 Btu/hr.**

- PLUMBING

Residential (New or Existing)	\$50.00 plus \$10.00 per fixture
Commercial (New or Existing)	\$75.00 plus \$15.00 per fixture

## MISCELLANEOUS PERMITS

Accessory Structures \$75.00 Zoning Permit

UCC Board of Appeals Application (Building Code)

- Residential Filing Fee \$500.00
- Commercial Filing Fee \$1,000.00

The filing fee is a deposit to defray the cost of the following:

- Preparation and mailing of the list and/or labels bearing the names of property owners to be notified
- Publications of "Notice of Public Hearing"
- Posting of the property by the Building Official
- One-half (1/2) of the appearance fee of the court reporter
- Other miscellaneous administration charges (envelopes, postage, etc.)
- The cost for a copy of the transcript if required by the applicant
- Actual costs of architectural/engineering consultants

If the money paid by the applicant pursuant to this filing fee is insufficient to ensure payment of all costs incurred in the disposition of the application, the Borough shall require additional deposits in increments of one hundred dollars (\$100.00). The failure of the Borough to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees, and expenses in excess of deposits.

Monies paid which are in excess of the actual costs shall be refunded to the applicant.

If the total costs exceed the monies paid by less than \$10.00, there will be no additional charge and conversely, there will be no refunds given for amounts under \$10.00.

Demolition (if other than a Historic Resource)	\$50.00 first \$1,000 of contract \$20.00 each add'l. \$1,000 of contract
Driveways, Aprons, Curbs & Sidewalks	\$75.00 plus Engineering Inspection Costs
Dumpster(s)/Storage Containers(s)/POD's on Public Streets	\$35.00/ten day period \$15.00/day after initial ten day period
Microwave Antenna, Satellite Dish, Ham Radio Antenna	\$75.00
Deck Permit	
• Zoning Permit	\$75.00
• Application Fee	\$150.00
• Review Fee	\$55.00
Roofing/Re-Roofing/Siding (Existing)	
• Residential (Single, Duplex/Semi-Detached)	\$100.00 per dwelling unit
• Townhouses/Condominiums/Apartments/Motels	\$100.00 per unit
• Commercial/Industrial/Institutional	\$100.00 per 1,000 square feet
Shade Tree Removal	\$50.00
Signs	\$25.00 per side up to 10 s.f./side \$75.00 per side over 10 s.f./side <b>\$50.00 Minimum</b>
Soil & Erosion Control Permit	\$150.00 plus cost of Engineering Inspection
Solar Panels	
• Permit Fee	\$75.00
• Building Permit and electrical permit	Building permit fee for residential based on the cost for existing residential
• Requires letter from the structural engineer that the roof is capable of handling the additional weight	
• Two (2) sets of plans	
Special Events	\$250.00 per special event
Street Opening (See Ordinance 2006-7)	\$100.00 Application Fee; plus \$75.00 surface opening greater than 20 square feet; \$50.00 surface opening less than 20 square feet; plus, Engineering Inspection Costs
Swimming Pools (over two feet)/Jacuzzi/Hot Tubs	\$75.00 above-ground \$225.00 in-ground
• Jacuzzi or Hot Tub	\$75.00
Review Fee	\$100.00

Temporary Trailers, Tents & Buildings

(on construction sites)

Residential Use

\$150.00 limited to six months

Commercial Use

\$200.00 limited to six months

**CERTIFICATES OF OCCUPANCY**

Existing Building, Change of Occupant

\$75.00 Residential

\$100.00 Commercial

Additional Copies of Use & Occupancy Certification

\$10.00 per additional copy

***Includes one (1) re-inspection if required. Subsequent inspections will be billed at the full fee.***

Existing Building, Change of Use

\$75.00 Residential

\$150.00 Commercial

Additional Copies of Use & Occupancy Certification

\$10.00 per additional copy

***Includes one (1) re-inspection if required. Subsequent inspections will be billed at the full fee.***

License to Lease or Rent

\$75.00 Initial

\$50.00 Annual Renewal

Safety Inspection – once every five (5) years

\$35.00. Pass or Fail

New Construction

\$75.00 Residential

\$200.00 Commercial

Fire Protection/Detection Systems

2% of total cost

**ZONING/SUBDIVISION/LAND DEVELOPMENT**

Engineering Review

Engineering Costs

***For projects not covered under the Subdivision/  
Land Development Process***

- Escrow Deposit Fee

\$2,500.00

Subdivision/Land Development Applications

\$200.00 per Plan – 2 lots

\$250.00 per Plan – 3 or more lots on existing streets

\$400.00 per Plan – 3 or more lots requiring new streets

\$25.00 per Lot/Unit

Escrow Deposit Fee

- Minor Subdivision/Land Development
- Major Subdivision/Land Development

\$2,500.00

\$7,500.00

Fee-in-lieu of off-street parking

\$25,000.00 for each parking space required under the Zoning Ordinance

Inspections

- Borough Engineer

Prevailing Rate



• Engineer's Inspector Conditional Use Application	Prevailing Rate
• Residential Application	\$750.00
• Non-Residential Application	\$1,000.00

Zoning Application (Appeals of the determination of the Zoning Officer, Special Exception, Variance)

• Residential Application	\$750.00
• Non-Residential Application	\$1,000.00
• Substantive Validity Challenge	\$5,000.00
• Continued Hearing	\$400.00 per continuance

Zoning Permit – Application Fee	\$75.00
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Zoning Ordinance and/or Zoning Map Amendments	Applicant Pays Professional Consultant Fees, Advertising & Posting Fees
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\*\*\*The applicant shall pay the review fees of the professional consultants utilized by the Borough during its review of the subdivision or land development application. The applicant shall submit the necessary escrow fee deposit to the Borough at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Borough and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Borough shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below 50% of the original deposited amount, the applicant shall deposit additional monies sufficient to bring the account balance back up to the original amount. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.

\*\*\*The applicant shall reimburse the Borough for the actual cost of all legal, engineering, inspections and materials tests, incurred during construction and up to acceptance, by the Borough, of the improvements.

\*\*\*The applicants shall pay all Chester County Planning Commission, Chester County Health Department, Department of Environmental Protection, and Chester County Soil Conservation District review fees, and all recording costs, associated with the above.

**PLAN REVIEW – CONSTRUCTION**

Residential Building – plus each MEP discipline	\$125.00
Commercial Building – plus each MEP discipline	\$250.00

**CONTRACTOR'S REGISTRATION**

Building Contractor	\$50.00
Plumbing Contractor	\$50.00
Mechanical Contractor	\$50.00
Electrical Contractor	\$50.00
Fire Protection Contractor	\$50.00
Insulation Contractor	\$50.00

## **FEE FOR FAILURE TO OBTAIN A PERMIT**

Any person who commences work on a building, structure, electrical, gas, mechanical, or plumbing system prior to obtaining the necessary permits shall be subject to two times the payment of the permit fee, excluding emergency repairs. The Borough may, in its sole discretion, elect to issue a citation for violation of the applicable building code.

**\*\*\*\*The State UCC fee of \$4.50 applies to all building permits that are issued in the State of Pennsylvania and is subject to revisions at any time per PA Labor & Industry per PA Act 36.**

## **MISCELLANEOUS**

Small Wireless Cell Facility	\$270.00 per facility
New Utility Pole with a Small-Cell Wireless Facility	\$270.00 per pole
Residential Parking Districts Fees effective January 1 through December 31 (prorated by month)	\$36.00 per year
Parking Permit Fees (Municipal Lots) Fees effective January 1 through December 31 (prorated by month)	\$36.00 per year Residential \$60.00 per year Business
Returned Check/Dishonored Check/ <ul style="list-style-type: none"><li>Insufficient Funds Fee (to be paid in cash or certified check)</li></ul>	\$25.00 per check
Sewer Fees <ul style="list-style-type: none"><li>Sewer Rental Fees</li><li>Sewer Tapping Fee</li></ul>	\$95.60 per EDU per quarter for the first 5,000 gal. \$9.00 per each 1,000 gal. over 5,000 gal.  \$2,858.45 per EDU
Real Estate Transfer Tax – Recorder of Deeds, Chester County	1.5% of money collected
Earned Income Tax – collected by Keystone Collections	1% (Resident/Non-Resident)
Local Services Tax – collected by Keystone Collections	\$52.00 per year
Per Capita Tax – collected by Berkheimer Assoc.	\$10.00 per year
Certifications: <ul style="list-style-type: none"><li>Real Estate Tax</li><li>Sewer</li><li>Zoning Certification</li></ul>	\$25.00/parcel \$25.00/parcel \$75.00/parcel
Duplicate Real Estate Tax Bill - Fee	\$5.00/bill
Photocopies: <ul style="list-style-type: none"><li>Black and White – 8 ½” x 11”</li><li>Black and White - 8 ½” x 14”</li><li>Black &amp; White or Color - Plans, Maps or other large items requiring copying, applicant will be charged for all costs incurred plus 20% administrative fee</li><li>Certification of a Record</li></ul>	\$0.25 per page \$0.35 per page  \$5.00 per certification

*No original records may be removed from the Borough Building by a requester.*

*No sealed architectural or engineering drawings may be copied without the prior consent, in writing, of the architect or engineer who sealed the drawings if appropriately stated as copyright protected.*

Faxes	\$1.00 per page to Pennsylvania \$1.50 per page out of state \$3.50 per page to a foreign country
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Publications:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Zoning Ordinance</li><li>• Zoning Maps</li><li>• Subdivision &amp; Land Development Ordinance</li><li>• Comprehensive Plan</li><li>• Revitalization Plan</li><li>• Stormwater Management Ordinance</li><li>• Postage</li></ul> | Copies of all Publications are available on the website at <a href="http://www.malvern.org">www.malvern.org</a> . Hard copies are available at the same cost paid by the Borough for duplication<br>Cost of Stamps |
|--|--|

Solicitation Fees

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Application Fee (non-refundable)</li><li>• License Fee</li></ul> | \$50.00<br>\$120.00 (Paid upon approval of the application and issuance of the license) |
|--|---|

All fees associated with Solicitation Permits are on a per person basis. Licenses shall be valid for a period of one (1) year from the date of issuance.

Special Duty Police Officers	\$100.00 per hour
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Use of Borough Hall (non-residents) (residents)	\$100.00 – non-refundable \$100.00 – refundable if returned in condition found and if used when the building is open. Not refundable if used on weekends or holidays/times when Library is closed.
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Park Reservation Permit	\$50.00 per reservation (Non-residents) No fee charged for residents
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Fingerprinting	\$35.00 for non-residents, free for residents
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**HISTORIC RESOURCE FEES**

Application Fee - Demolition of a Historic Resource	\$100.00 first \$1,000 of contract \$35.00 each add'l. \$1,000 of contract
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**NOTE:** *Any fee not covered by the fee schedule shall be determined on a case by case basis by the Borough Council of Malvern Borough. All fees are non-refundable unless determined on a case by case basis by the Borough Council of Malvern Borough.*

This Schedule shall go into effect immediately upon enactment and shall continue in effect from year to year unless revoked or amended by Resolution or Ordinance.

Resolved by Borough Council this **2<sup>nd</sup>** day of **January, 2024**.

\_\_\_\_\_  
\_\_\_\_\_, President of Borough Council

Approved by the Mayor this **2<sup>nd</sup>** day of **January, 2024**.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted this **2<sup>nd</sup>** day of **January, 2024**.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary/ Manager

## APPENDIX TO FEE SCHEDULE

### **Borough Engineer – Edward B. Walsh & Associates, Inc.**

Project Eng./Principal	\$125.00/hour
Landscape Architect	\$115.00/hour
Sr. Engineer./Sr. Surveyor	\$116.00/hour
Designer/ EIT	\$100.00/hour
Draftsperson/CADD	\$94.00/hour
Inspector	\$84.00/hour
Survey Crew (2-Man)	\$144.00/hour

### **Borough Solicitor – Wisler Pearlstine, LLP**

Attorneys	\$185.00/hour
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### **Borough Labor Solicitor – Eckert Seamans**

Attorneys	\$290.00/hour
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### **Borough Zoning Solicitor – Buckley, Brion, McGuire, & Morris LLP**

Attorneys	\$215.00/hour
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### **Planning Commission Solicitor – Petrikin, Wellman, Damico, Brown, & Petrosa**

Attorneys	\$175.00/hour
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### **Borough Traffic Engineer – McMahon Associates, Inc.**

Principal/ Branch Manager / Service Leader	\$220.00/hour
Senior Project Manager	\$205.00/hour
Survey Manager/ Senior Technical Lead	\$195.00/hour
Project Manager/ Technical Lead II	\$180.00/hour
Assistant Project Manager/ Technical Lead I	\$165.00/hour
Senior Project Engineer/ Senior Survey Tech	\$150.00/hour
Project Engineer	\$140.00/hour
Survey Party Chief	\$135.00/hour
Staff Engineer/ Inspector	\$115.00/hour
Senior Technician/ Survey Tech/ Drone Pilot	\$105.00
Technician/Word Processor/Survey Tech	\$95.00/hour
Field Personnel	\$65.00/hour

### **Other Consultants, As Needed:**

At the consultant's prevailing rates, not to exceed reasonable prevailing rates for like services or that rate which is charged to the Borough for unreimbursed services.

**RESOLUTION NO. 855**

**BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA**

**WHEREAS**, a Resolution of the Borough Council (“Council”) of the Borough of Malvern (the “Borough”), Chester County, Commonwealth of Pennsylvania, approving, subject to conditions, the plan entitled “Preliminary/Final Site Plans Malvern Preparatory School- Student Life Center at 418 S. Warren Ave.” prepared by Terraform Engineering, LLC, dated October 13, 2023, last revised December 12, 2023, consisting of twenty-one (21) sheets (the “Plan”). The applicant, Malvern Preparatory School (the “Applicant”), is proposing to construct an additional structure on parcel 2-7-34, 418 S. Warren Avenue, Malvern, Pennsylvania (the “Property”), known as Malvern Preparatory School, near the athletic fields, known as the Student Life Center. The Applicant has submitted a plan to construct a two-story 10,915 square foot (footprint) building (total area - 23,555 square feet). The Plan proposed is pursuant to the Malvern Borough Subdivision & Land Development Ordinance of 2006 (“Land Development Ordinance”) for the development of the Property located in the Borough in the I1- Institutional District.

**BACKGROUND**

**WHEREAS**, Applicant has filed an application (the “Application”) with the Borough for approval of the Plan. This Resolution No. 854 is the Borough’s written decision on the Application and Plan.

**WHEREAS**, the Plan proposes improvements consisting of construction of a new two-story building near the athletic fields, which will be used for locker rooms on the bottom floor and an educational test kitchen/data processing classroom area on the top floor. The Plan also proposes observation decks around the building to view the fields.

**WHEREAS**, the Plan was reviewed by the Borough Engineer and the Borough Planning Commission. At its meeting on December 21, 2023, the Borough Planning Commission recommended that the Plan be approved as a preliminary/final plan conditioned upon compliance with the comments contained in the Borough Engineer’s review letter dated December 16, 2023, including the revised, requested waivers referenced in the Applicant’s December 4, 2023, letter.

**MATTERS RESOLVED**

**NOW, THEREFORE**, Borough Council hereby RESOLVES that the Plan is approved as a preliminary/final plan pursuant to the Land Development Ordinance and subject to the waiver relief and conditions set forth herein below.

## WAIVERS

Borough Council determines that the following waivers from the Land Development Ordinance are in the public interest and will, subject to the conditions imposed herein, substantially secure the objectives of the standards or requirements so modified:

1. Section 300.B and 300.C to waive the requirement to submit the Plan as a preliminary/final application. **GRANTED**
2. Section 301.E to waive the need for the four-step design process. **GRANTED**
3. Section 402.B(2)(k) to approve relief from the requirement to show the locations and dimensions of all existing streets, railroads, sewers and sewage systems, water mains and feeder lines, fire hydrants, gas, electric, and oil transmission lines, watercourses, sources of water supply, easements, and other significant features within the property, or such driveways, intersections and utilities, within 100 feet of any part of the subject lot or tract on the plan. **GRANTED**
4. Section 402.B(4)(j) to approve relief from the requirement of having the location of existing and/or proposed sidewalks, paths, and trails throughout the Property and on neighboring property within 100 feet. **GRANTED**

**WHEREAS**, this approval is also subject to the following conditions, which shall bind the Applicant, the property owners and their heirs, successors and assigns:

1. Compliance with the Borough Engineer's review letter dated December 16, 2023.
2. Prior to Plan recordation, Applicant shall execute a Stormwater Controls and Best Management Practices Operations and Maintenance Agreement (which shall be recorded with evidence thereof provided to the Borough), a Developer's Agreement, and a Financial Security Agreement, together with the posting of adequate escrow to guarantee the required public improvements, in form satisfactory to the Borough Solicitor.

Applicant shall ensure recording of the final plan consisting of twenty-one (21) plan sheets with evidence thereof provided to the Borough.

**RESOLVED** this 2<sup>nd</sup> day of January, 2024 by Borough Council:

this 2<sup>nd</sup> day of **January**,.

\_\_\_\_\_, President

Approved by the Mayor **2024**,

this 2<sup>nd</sup> day of **January, 2024**.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted,

This 2<sup>nd</sup> day of **January, 2024**.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

I, Tiffany M. Loomis, duly qualified Secretary of the Borough of Malvern, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of Malvern Council at a regular meeting held January 2, 2024, and said Resolution has been recorded in the Minutes of the Borough of Malvern and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of the Borough of Malvern, this 2<sup>nd</sup> day of **January, 2024**.

Tiffany M. Loomis, Secretary





**EDWARD B. WALSH & ASSOCIATES, INC.**  
*Complete Civil Engineering Design / Consultation Services*  
Whiteland Business Park  
855 Springdale Drive, Suite 202  
Exton, PA 19341

December 16, 2023

Ms. Tiffany Loomis, Borough Manager  
Malvern Borough  
1 E. 1<sup>st</sup> Avenue - Suite 3  
Malvern, PA 19355

Re: Malvern Preparatory School  
Student Life Center  
EBWA Project #2780-5  
Review #2 – Preliminary / Final Plan

Dear Ms. Loomis:

In accordance with Malvern Borough's request, I have reviewed the above referenced project for compliance with the Borough's Zoning, Subdivision and Stormwater Management Ordinances. The following information was submitted for review:

1. Preliminary / Final Site Plans Malvern Preparatory School Student Life Center at 418 S Warren Avenue, prepared by Terraform Engineering, LLC., dated October 13, 2023, last revised December 12, 2023, sheets 1-21.
2. Post Construction Storm Water Management Analysis for Malvern Preparatory School Student Life Center, prepared by Terraform Engineering, LLC., dated October 13, 2023.
3. Waiver Request letter from Terraform Engineering dated December 4, 2023.

Malvern Prep is proposing improvements to their campus at 418 South Warren Avenue including a 10,915-sf Center of Student Life building within the previously approved Athletic Field improvement project. The submitted plans indicate the both the Center of Student Life improvements and the Athletic Field improvements as the Athletic Field improvements are currently under construction.

The majority of the comments and recommendations from my December 1, 2023 have been adequately addressed. The following comments remain to be addressed by the applicant prior to final plan recordation (new comments in **bold**):

**REGISTERED PROFESSIONAL ENGINEERS & LAND SURVEYORS**  
*Pennsylvania, New Jersey, Delaware & Maryland*  
610-903-0060 FAX 610-903-0080  
[www.ebwalshinc.com](http://www.ebwalshinc.com)  
Established 1985

### **Subdivision and Land Development Ordinance**

Although this project is within the limits of the previously submitted and approved Athletic Field Improvement project, and the plan set is an amendment to that the project, it is being reviewed as a new application. The previously approved SALDO waivers were granted only for the past project and will need to be re-reviewed and if acceptable granted for this new application.

1. Section 300.B&C –

- a. The project is Major Land Development application and the applicant has submitted the plans under a preliminary / final application. A waiver to allow the project to be submitted as a preliminary / final application in lieu of separate applications must be requested by the Applicant.

**The applicant has requested a waiver which must be reviewed with the Planning Commission. EBWA has no objection to the waiver request.**

- b. The applicant must review the need for a site visit with the Planning Commission.  
**This item must be reviewed with the Planning Commission.**
- c. The Borough Fire Marshal must review the application. EBWA recommends the applicant review the access around the building for emergency vehicles.  
**The applicant must contact the Borough to determine if there are any comments to be addressed from the Fire Marshal.**

3. Section 301.E – The Applicant shall submit maps indicating the findings of each step of the Four-Step Design Process, if so requested by the Planning Commission or the Borough Council. Based upon the scope of the project, I recommend the applicant request a waiver of this requirement.

**The applicant has requested a waiver which must be reviewed with the Planning Commission. EBWA has no objection to the waiver request.**

5. Section 402.B.2.k – I recommend a waiver be requested for relief of the requirement to show the locations and dimensions of all existing streets, railroads, sewers and sewage systems, water mains and feeder lines, fire hydrants, gas, electric, and oil transmission lines, watercourses, sources of water supply, easements, and other significant features within the property, or such driveways, intersections and utilities, within 100 feet of any part of the subject lot or tract. Based upon the size of the lot and the proposed scope of work, I have no objection to not requiring these items be depicted.

**The applicant has requested a waiver which must be reviewed with the Planning Commission. EBWA has no objection to the waiver request.**

7. Section 402.B.4.j – I recommend a waiver be requested for relief of the requirement to depict the location of existing and/or proposed sidewalks, paths and trails throughout the property and on neighboring property within 100 feet.

December 16 2023

Ms. Tiffany Loomis, Borough Manager

Re: Malvern Preparatory School  
Student Life Center  
Review #2 – Preliminary / Final Plan

Page 3 of 3

**The applicant has requested a waiver which must be reviewed with the Planning Commission. EBWA has no objection to the waiver request.**

8. Section 517 – Stormwater Management Ordinance – 2023-04, adopted September 5, 2023.
- b. A PA DEP NPDES permit was obtained for the Athletic Field Improvement project. The design engineer must verify if any additional approvals are required from PA DEP / CCCD for this project.

**A PA DEP NPDES Minor Amendment application has been submitted to the County Conservation District. Approval is pending.**

9. Section 519 – Sewage Disposal
- a. The applicant is proposing a new sewer connection for the proposed Student Life Center. PA DEP Sewer Planning approval (exemption or waiver) must be obtained prior to the final plan recordation.

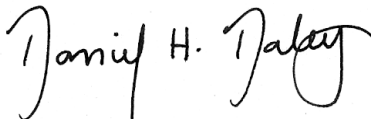
**The applicant has submitted a sewage planning waiver to PA DEP. Approval is pending.**

- b. As previously reviewed with the Prep, consideration should be given to the installation of a sewer meter on the property (rather than rely on water meter flow information).

**The Prep is interested in pursuing this meter installation with the Borough. Further review and coordination with the Borough, Willistown Township and Valley Forge Sewage Authority regarding the meter installation is pending. This is independent of the project.**

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

Very truly yours,  
EDWARD B. WALSH & ASSOCIATES, INC.  
Malvern Borough Engineers



Daniel H. Daley, P.E.

cc: Kenneth D. Kynett, Esq., PC Solicitor  
Bill Wilfong, Malvern Borough / Corinne Badman, Malvern Borough  
Terraform Engineering, LLC. / Malvern Prep



December 4, 2023

Malvern Borough  
1 E. 1<sup>st</sup> Avenue – Suite 3  
Malvern, PA 19355

Re: Malvern Preparatory School  
Student Life Center  
Waiver Request Letter  
Terraform No.: 23030

Dear Malvern Borough,

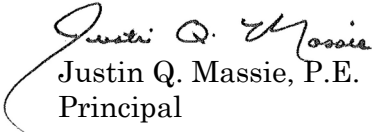
On behalf of Malvern Preparatory School, we are we are submitting the following waiver requests for the Student Life Center project:

1. Chapter 181, Sections 300.B&C.– These sections require separate Preliminary and Final plan approvals. A waiver is requested to allow concurrent Preliminary/Final plan approval.
2. Chapter 181, Section 301.E. – This section requires a four-step design process. Due to the nature of the development being installation of a new student life center building to fit with the previously approved synthetic turf athletic fields in the location of existing grassed athletic fields and parking next to existing driveways and walkways in the area of existing walkways, the four step process seems unnecessary to determine an appropriate layout of development on the site. Therefore, we request a waiver of the four-step process and be permitted to proceed with the preliminary/final review process.
3. Chapter 181, Section 402.B.2.k. - This section of the ordinance requires all existing streets, railroads, sewers and sewage systems, water mains and feeder lines, fire hydrants, gas, electric, and oil transmission lines, watercourses, sources of water supply easements, and other significant features within the property, or such driveway, intersection and utilities, within 100 feet of any part of the subject lot or tract be provided on the plans. A waiver is requested to allow the plans as provided to be deemed to meet the intent of this section of the ordinance.
4. Chapter 181, Section 402.B.4.j – This section requires the location of existing and/or proposed sidewalks, paths and trails throughout the property and on neighboring property within 100 feet be shown. A waiver is requested to allow the plans as provided to be deemed to meet the intent of this section of the ordinance.

Malvern Preparatory School  
Malvern Borough Waiver Request Letter  
December 4, 2023  
Page 2

We request that these waiver requests be considered by the Malvern Borough Planning Commission and the Malvern Borough Council for approval. Should you have any questions, or require additional information, please contact me at our Bethlehem, PA office at (484) 895-4632.

Sincerely,

  
Justin Q. Massie, P.E.  
Principal

cc: File

**Bid Tab Review For Malvern Public Library 2023 LED Lighting Project**

LENNI ELECTRIC		CMSE ELECTRIC INC.		JT ELECTRICAL LLC		DK CONSTRUCTION SERVICES, LLC	
FORMS RECEIVED	<u>Pricing for Completion in 160 Calendar Days</u>	FORMS RECEIVED	<u>Pricing for Completion in 8 Weeks</u>	FORMS RECEIVED	<u>Pricing for Completion 6 Days upon receipt of Fixtures - 3 Weeks for Install</u>	FORMS RECEIVED	<u>Pricing - No Completion Time Frame Given</u>
Proposal Form	\$ 63,441.00	Proposal Form	\$ 92,226.00	Proposal Form	\$ 38,300.00	Proposal Form	\$ 183,900.00
Non-Collusion Affidavit		Non-Collusion Affidavit		Non Collusion Affidavit		Non Collusion Affidavit	
Statement of Bidders Qualifications		Statement of Bidders Qualifications		Statement of Bidders Qualifications		Statement of Bidders Qualifications	
EEO and Section 3 Questionnaire		EEO and Section 3 Questionnaire		EEO and Section 3 Questionnaire		EEO and Section 3 Questionnaire	
Certification of Non-Segregated Facilities		Certification of Non-Segregated Facilities		Certification of Non-Segregated Facilities		Certification of Non-Segregated Facilities	
Contractor's Statement for Public Disclosure		Contractor's Statement for Public Disclosure		Contractor's Statement for Public Disclosure		Contractor's Statement for Public Disclosure	
Certificate Acknowledgement of Receipt of Addendum		Certificate Acknowledgement of Receipt of Addendum		Certificate Acknowledgement of Receipt of Addendum		Certificate Acknowledgement of Receipt of Addendum	
Bonding Company Documentation		Form of Bid Bond		Form of Bid Bond		Form of Bid Bond	
AIA Document A305-2020		Contractors Certification of Non-Indebtedness		Contractors Certification of Non-Indebtedness		Contractors Certification of Non-Indebtedness	
9 References Provided						Equipment List	
Work is Process List of Current Jobs						Resume	
Electrical Employee Resume(s)							
Workers Compensation Injuries over the past 3 Years							
Bonding Capacity Documentation							
Business Corporation Numbers							
2023 Electrical License List							
2023 List of Street Light Maintenance Customers							
PA Department of Transportation - Prequalification Certificate							
Training Certificates							
Schedule of Lennei Electric Vehicles							
<b>TOTAL</b>	<b>\$ 63,441.00</b>	<b>\$ -</b>	<b>\$ 92,226.00</b>	<b>\$ -</b>	<b>\$ 38,300.00</b>	<b>\$ -</b>	<b>\$ 183,900.00</b>