

PERKASIE BOROUGH COUNCIL

Agenda for Council Meeting of December 15, 2025

1. Meeting Convenes – Council Meeting Room – 7:00 PM
2. Invocation and Pledge of Allegiance
3. Attendance
4. Recognition of Pennridge Rams Football Team
5. Presentation to Perkasio Industrial Development Authority
6. Public Hearing: Consider Ordinance #1067 – Set Electric Rates for 2026
7. Public Hearing: Consider Ordinance #1068 – Establishment of Historical Committee
8. Public Forum
9. President's Remarks
10. Approval of Minutes
 - A. Council – November 17, 2025
 - B. Committee – December 1, 2025
11. Correspondence and Reports
 - A. Mayor's Report
 - B. Taxes Collected
 - C. Budget Status
 - D. Engineer's Report
 - E. Planning Commission Report
 - F. Zoning Hearing Board Report
 - G. Police Report
 - H. Fire Department Report
 - I. Perkasio Regional Authority Report
 - J. Pennridge Wastewater Treatment Authority Report
12. Unfinished Business
13. New Business
 - A. Personnel and Policy Committee Items
 1. Consider Approval of AFSCME Contract
 2. Discuss Resolution #2025-66 – Council Meeting Schedule for 2026
 3. Consider Resolution #2025-67 – Accident & Illness Prevention Program
 4. Consider Approval of Updated Non-Union Employee Benefits
 5. Consider Updated Purchasing Policy for 2026
 6. Update on Boards & Commissions for 2026
 - B. Public Works Committee Items
 1. Superintendent's Report
 2. Consider Resolution #2025-68 – Changes to Recycling Center
 3. Approve Change Order #1 – 2025 Road Program
 - C. Public Utility Committee Items
 1. Superintendent's Report
 2. Installed Capacity Update
 - D. Planning and Zoning Committee Items
 1. Code Enforcement Administrator's Report
 - E. Park and Recreation Committee Items
 1. Park and Recreation Director Report
 - F. Finance Committee Items

1. Payment of the Bills
 2. Consider Resolution #2025-69 – Adopt 2026 Budget
 3. Consider Resolution #2025-70 – Setting the Tax Rate for 2026
 4. Consider Ordinance #1067 – Set Electric Rates for 2026
 5. Consider Resolution #2025-58 – Salary & Wage Schedule for 2026
 6. Consider Resolution #2025-64 – Consolidated Fee Schedule for 2026
 7. Consider Resolution #2025-71 – Green Ridge Estates West – Escrow Release #1
- G. Economic Development Committee Items
1. Community & Economic Development Report
 2. Consider Special Event Permit Application – Celtic Fest – Upper Bucks Chamber of Commerce
- H. Public Safety Committee Items
1. Announcement of Grant Award – PA Commission on Crime & Delinquency
- I. Historical Committee Items
1. Consider Ordinance #1068 – Establishment of Historical Committee
14. Other New Business
- A. Acknowledgement of Outgoing Borough Council Members
15. Report from Youth Councilors
16. Public Forum
17. Press Forum
18. Executive Session
19. Adjournment

Next Meeting: Monday, January 5, 2025 – 7:00 PM

Perkasie Borough Council agendas are available via e-mail in advance of the meetings. Please send any agenda requests to: admin@perkasieborough.org. The agendas and Perkasie Borough Council meeting packets are both available on the Borough's website at www.perkasieborough.org



Scan the QR code to find Perkasie
Borough meeting dates, agendas,
packets and minutes.

NOTICE

NOTICE IS HEREBY GIVEN that the Borough Council of the Borough of Perkasio, Bucks County, Pennsylvania, will conduct a public hearing on Monday, December 15, 2025, at 7:00 p.m. at the Perkasio Borough Hall, located at 620 West Chestnut Street, Perkasio, Pennsylvania 18944. The purpose of the public hearing is to consider, and if appropriate, adopt an Ordinance which is summarized as follows:

The Ordinance would amend the provisions of Chapter 85 of the Perkasio Borough Code titled "Electric Service" being Ordinance 546, Enacted April 9, 1984, as Amended. The Ordinance would change Section 85-34, Rate Schedule, RS: Residential Service by increasing the capacity charge from \$.0200 to \$.0289 per kilowatt-hour. It would also impose the same change to the provisions of Section 85-35, Rate Schedule, GS: General Service. These rate changes in the Ordinance will be effective with the February 15, 2026 meter readings.

The full text of the proposed Ordinance may be examined at the Perkasio Borough Hall, 620 West Chestnut Street, Perkasio, Pennsylvania 18944, during normal business hours, and a copy of the Ordinance has been provided to this newspaper and to the Bucks County Law Library.

Jeffrey P. Garton, Esquire
Solicitor to the Borough of Perkasio
Begley, Carlin & Mandio, LLP
680 Middletown Boulevard
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**PERKASIE BOROUGH
ORDINANCE NO.1067**

**AN ORDINANCE FURTHER AMENDING CHAPTER 85
OF THE CODE OF ORDINANCES OF THE BOROUGH OF PERKASIE,
TITLED “ELECTRIC SERVICE” BEING ORDINANCE 546,
ENACTED APRIL 9, 1984, AND AS AMENDED**

WHEREAS, the Borough Council of Perkasio Borough (“Borough”), after public hearing in an effort to preserve the health, safety, and welfare of its residents, and comply with the applicable Borough Code sections, believes it to be in the best interest of the residents of the Borough to enact rates for electric service as set forth herein; and

WHEREAS, the Borough Council of THE BOROUGH OF PERKASIE hereby ordains as follows:

SECTION 1. Section 85-34. Paragraphs A and B, are hereby amended to read as follows:

Section 85-34. Rate Schedule RS: Residential Service.

- A. Application of Rate Schedule. This Rate Schedule is for single phase, sixty hertz, residential service when supplied to the customer’s wires and apparatus in accordance with the use provisions as listed below.
- B. Monthly rate (effective February 15, 2026, meter reading):
 - (1) Customer Charge: \$19.00 plus:
 - (a) \$0.1849 per kilowatt-hour for the first 200 kilowatt-hours.
 - (b) \$0.1705 per kilowatt-hour for the next 800 kilowatt-hours.
 - (c) \$0.1513 per kilowatt-hours for all additional kilowatt-hours.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.
 - (3) Minimum Charge. The minimum charge per month shall be \$19.00.
 - (4) Installed Capacity charge of \$.0289 per kilowatt-hour will be added to the monthly bill.

SECTION 2. Section 85-35, Paragraphs A, B and D are hereby amended to read as follows:

Section 85-35. Rate Schedule GS: General Service.

- A. Application of Rate Schedule. This Rate Schedule is for single- and three-phase, sixty-hertz, electricity for general service supplied to the customer at 240 volts and higher. Generally, three-phase service is only available from an existing three phase distribution line. The Electric Department provides and maintains all transformers and associated equipment.
- B. Monthly rate (effective February 15, 2026, meter reading):
- (1) Customer Charge - \$38.00, plus:
 - (a) \$8.3309 per kilowatt in excess of three kilowatts, plus:
 - (1) \$0.1473 per kilowatt-hour for the first 25,000 kilowatt- hours.
 - (2) \$0.1096 per kilowatt-hour for all additional kilowatt-hours.
 - (2) All kilowatt hours supplied under the primary service provision will be reduced by \$0.0072 per kilowatt-hour.
 - (3) Minimum Charge. The minimum charge per month shall be \$38.00 except that the minimum charge per month under the primary service rate provision will be \$1,500.00.
 - (4) Installed Capacity charge of \$.0289 per kilowatt-hour will be added to the monthly bill.

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SECTION 3. Section 85-36, Paragraphs A and B, are hereby amended to read as follows:

Section 85-36. Rate Schedule SL: Security Lighting Service.

- A. Application of Rate Schedule. This Rate Schedules is for security lighting service supplied by the Electric Department to a customer-owned pole or structure.
- B. Monthly rate (effective February 2016 meter reading):
- (1) Sodium lighting: 9,500 lumens; 100 watts; \$12.98 per lamp.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.
 - (3) The number of kilowatt-hours supplied is based on the estimated hours of lighting service multiplied by the watts of each lamp.

SECTION 4. Section 85-37, Paragraphs A and B, are hereby amended to read as follows:

Section 85-37. Rate Schedule BL: Borderline Service.

- A. Application of Rate Schedule. This Rate Schedule is for borderline service to other utilities for the purpose of resale. The Borough will supply to the utility the monthly meter reading for its billing purposes. Requests for this service must be made in writing to the Borough.
- B. Monthly rate (effective February 2016 meter reading):
 - (1) \$0.1401 per kilowatt-hour, plus 1.5% of the Borough's facilities necessary to supply the customer's electric needs.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.

SECTION 5. Section 85-38, Paragraphs A and B, are hereby amended to read as follows:

Section 85-38. Commercial Space Heating Rate D.

- A. The commercial space heating Rate D is applicable to all commercial and industrial customers, supplied at secondary voltage, where electricity supplied through one meter is the sole source of the customer's energy requirements or where space heating requirements are provided solely by electric energy supplied through a separate meter, all in accord with the conditions of application contained herein.
- B. Net monthly rate (effective February 2016 meter reading):
 - (1) Separately metered service. There shall be a customer charge of \$30.00 per month, and in addition, there shall be a charge of \$0.1265 per kilowatt-hour.
 - (2) Single meter service.
 - (a) There shall be a customer charge of \$30.00 per month, and there shall be a charge of \$9.1958 per kilowatt of the billing kilowatts.
 - (b) In addition to the preceding, the following rates shall apply:

Usage	Rate (per kwh)
First 2,500 kwh	\$0.1220
Next 100 kwh, per kw of billing kw	\$0.1077
All additional kwh	\$0.0934

- (b) The billing kilowatts shall be the average kilowatts supplied during the fifteen -minute period of maximum use during the current billing

period. For billing purposes, the billing kilowatts shall be taken to the nearest kilowatt.

SECTION 6. Section 85-40 is amended to read as follows:

Section 85-40. Dates Rates Applicable.

The electric rates stated in this article shall apply with the February 15, 2026, meter readings.

SECTION 7. The remaining provisions of Chapter 85 shall remain in full force and effect except to the extent inconsistent herewith.

ENACTED AND ORDAINED THIS 15th DAY OF December, 2025.

ATTEST:

BOROUGH OF PERKASIE

BY: _____
Andrea L. Coaxum, Secretary

BY: _____
James A. Ryder, Council President

APPROVED THIS 15th DAY OF December, 2025.

Jeff Hollenbach, Mayor

NOTICE

NOTICE IS HEREBY GIVEN that the Borough Council of the Borough of Perkasio, Bucks County, Pennsylvania will conduct a public hearing on Monday, December 15, 2025, at 7:00 p.m. at the Perkasio Borough Hall located at 620 West Chestnut Street, Perkasio, Pennsylvania 18944. The purpose of the public hearing is to consider, and if appropriate, adopt an Ordinance which is summarized as follows:

The Ordinance would establish a Perkasio Borough Historical Committee, including the following sections:

- Section 1: Establishment of Historical Committee
- Section 2: General Purpose
- Section 3: Membership of Perkasio Borough Historical Committee
- Section 4: Organization of Historical Committee
- Section 5: Specific Purposes
- Section 6: Expenses of Historical Committee
- Section 7: Meetings of Historical Committee
- Section 8: Minutes of Historical Committee
- Section 9: Liaison to Historical Committee
- Section 10: Authority
- Section 11: Severability

The full text of the proposed Ordinance may be examined at the Perkasio Borough Hall, located at 620 West Chestnut Street, Perkasio, Pennsylvania 18944, during normal business hours, and a copy of the Ordinance has been provided to this newspaper and to the Bucks County Law Library.

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**PERKASIE BOROUGH
ORDINANCE NO. 1068**

**AN ORDINANCE OF THE BOROUGH OF PERKASIE, BUCKS
COUNTY, PENNSYLVANIA, ESTABLISHING THE PERKASIE BOROUGH
HISTORICAL COMMITTEE**

WHEREAS, the Pennsylvania Borough Code at 8 Pa.C.S.A. § 101 *et seq.*, authorizes the Borough Council of the Borough of Perkasia (“Borough Council”) to make and adopt ordinances that are consistent with the Constitution and laws of the Commonwealth when necessary for the proper management, care and control of the Borough and the maintenance of peace, good government, health and welfare of the Borough and its citizens; and

WHEREAS, the Borough of Perkasia, in furtherance of the authority noted previously in this ordinance, has determined to establish the Perkasia Borough Historical Committee; and

WHEREAS, Borough Council, after due consideration of the proposed ordinance at a duly advertised public meeting, has determined that the health, safety, and general welfare of the residents of Perkasia Borough will be served by this amendment to the Perkasia Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Perkasia, Bucks County, Pennsylvania, and it is hereby enacted and ordained by the authority of same as follows:

SECTION 1. **Establishment of Historical Committee** – The Borough Council hereby establishes the Perkasia Borough Historical Committee.

SECTION 2. **General Purpose** – The purpose of establishing the Historical Committee is to promote the preservation and protection of historic resources in Perkasia Borough (“Borough”), since doing so enhances the interests of education, property values, and

the general welfare of the citizens of the Borough. The specific purposes of this Ordinance are as follows:

- A. To protect the integrity of the historic resources of Perkasio Borough;
- B. To establish a process by which proposed changes to historic resources are reviewed by Perkasio Borough;
- C. To encourage the continued, viable use of historic resources in Perkasio Borough;
- D. To discourage the unnecessary demolition of historic resources in Perkasio Borough; and
- E. To maintain the property rights of Perkasio Borough.

SECTION 3. **Membership of Perkasio Borough Historical Committee** - The Perkasio Borough Historical Committee shall consist of five (5) members, all of whom shall be residents of the Borough, or who conduct and operate a business in Perkasio Borough. The Historical Committee shall be appointed by Borough Council, and the membership of the Historical Committee shall, to the extent possible, include individuals who have an interest in history, archeology, or historic preservation. The terms of members of the Historical Committee shall be four (4) years, except that the terms of the members newly appointed at the time of the adoption of this Ordinance shall be fixed so that the first new member shall be appointed to a one (1) year term, the second new member shall be appointed to a two (2) year term, the third new member shall be appointed to a three (3) year term, and the fourth and fifth new members shall be appointed to four (4) year terms. The Mayor of Perkasio shall act as an ex officio member but shall not have voting rights. Members shall serve without compensation. Vacancies occurring

other than by the expiration of a term shall be for the unexpired term and shall be filled in the same manner as the original appointees.

SECTION 4. **Organization of Historical Committee** – Members of the Historical Committee shall elect a Chairperson and Secretary and select all necessary Officers to serve for a period of one (1) year. Perkasio Borough Council may adopt rules and regulations for the conduct of all business within the jurisdiction of the Historical Committee. The Chairperson shall help direct the activities of the Historical Committee. A majority of Members in attendance at a meeting of the Historical Committee shall constitute a quorum. The Historical Committee may make, alter, and rescind rules and forms for its procedures consistent with the Ordinances of the Borough and laws and regulations of the Commonwealth of Pennsylvania. To the extent necessary, the Borough Solicitor shall act as counsel to the Historical Committee. The Historical Committee shall comply, in every respect, with Pennsylvania Law, including the Sunshine Law, Open Meetings Law, Ethics Act, and the like. On an annual basis, on or before March 31st of each calendar year, the Historical Committee shall submit a report of its activities to Borough Council.

SECTION 5. **Specific Purposes** – The Historical Committee shall:

- A. Advise the Borough on the update and revision to the Comprehensive Plan, including drafting a historic preservation plan as required under the Pennsylvania Municipalities Planning Code, pursuant to Article III, Section 301(6).
- B. Advise on the nomination of significant resources to the national Register of Historic Places and any other appropriate lists or programs.

- C. Make recommendations, in writing, to Borough Council concerning revisions, updates, or corrections to a Historic Resource Map or Inventory on an annual basis or more frequently as deemed necessary by the Historical Committee. The map or inventory shall conform to standards recommended by the Pennsylvania State Historical Commission.
- D. Maintain an updated list which clearly identifies buildings, sites, structures, objects, and districts and their respective classifications on a Historic Resource Map or Inventory. The list shall conform to standards recommended by the Pennsylvania State Historical Commission.
- E. Advise the Zoning Officer and Borough Council on the issuance of demolition permits for historic resources.
- F. Review and comment, and where necessary make recommendations on subdivision or land development applications which include historic resources, in accordance with the requirements of the Perkasio Borough Subdivision and Land Development Ordinance, and the Municipalities Planning Code.
- G. Collect and disseminate data and information on matters of historic significance in Perkasio Borough.
- H. Publish pamphlets and reports designating historic sites or buildings of significant value to the history of Perkasio Borough.
- I. Cooperate with any qualified historical society in investigations of historical matters relating to Perkasio Borough.

- J. Recommend to Borough Council a suitable depository and display of historical papers, documents and relics.
- K. Advise Borough Council and/or the Zoning Hearing Board on all requests for conditional uses, special exceptions, or variances involving historic resources.
- L. Review applications for the rehabilitation, enlargement, or alteration of historic resources and advise Borough Council with respect thereto.
- M. To make recommendations to Borough Council, as permitted by law under Section 1202 of the Pennsylvania Borough Code, which respect to the appropriation of any funds of the Borough for the observation of any holidays or centennials, or other anniversaries for Borough celebrations or other civic projects or programs.
- N. Advise Borough Council on Historic Preservation awards, Historical Markers, Military Banners, and other efforts to foster awareness and appreciation of the Borough's history, including efforts to celebrate Borough's anniversaries.
- O. The Committee may utilize volunteers to assist Committee members in accomplishing the activities listed above and any other activities that the Committee undertakes.

SECTION 6. **Expenses of Historical Committee** – The Historical Committee shall not be authorized to spend any funds in the absence of approval for same by Borough Council. Furthermore, the Historical Committee shall be advisory in nature and shall have no

authority to make any decisions with respect to issues associated with the Historical Committee's directions within the Borough, as that responsibility rests solely with Borough Council.

SECTION 7. **Meetings of Historical Committee** – The Historical Committee shall hold an organizational meeting in January of each year. Officers as noted previously in this Ordinance shall be elected at the organizational meeting. All meetings of the Historical Committee shall be advertised to the public in accordance with the provisions of the Sunshine Act.

SECTION 8. **Minutes of Historical Committee** – The Historical Committee shall keep minutes of its meetings and activities and shall, on occasion, as requested, make oral and other written reports to the Borough Council, aside from the annual report noted previously. Minutes, at the minimum, shall include those persons in attendance at the meeting, Motions made by members of the Historical Committee, as well as any recommendations. The minutes shall be provided to the Borough Manager.

SECTION 9. **Liaison to Historical Committee** – Borough Council may appoint one (1) member of Borough Council as a liaison to the Historical Committee.

SECTION 10. **Authority** – Neither the Historical Committee nor any of its members shall have the authority to enter any contracts without the approval of Borough Council, to the extent same would impose any liability on the Borough.

SECTION 11. **Severability** – If any section, provision, or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The Borough reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the

best interests of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

Approved by the Borough Council of the Borough of Perkasio, this 15th day of December, 2025.

Attest:

BOROUGH OF PERKASIE

Andrea L. Coaxum, Secretary

James Ryder, Council President

Examined and approved this 15th day of December, 2025.

Jeff Hollenbach, Mayor

**THIS ORDINANCE SHALL BECOME EFFECTIVE
IMMEDIATELY UPON ENACTMENT AND SIGNATURE**

**MINUTES OF PERKASIE BOROUGH
COUNCIL MEETING
NOVEMBER 17, 2025**

620 West Chestnut Street
Perkasie, Pennsylvania

ATTENDANCE:

Council Members:

Scott Bomboy (absent)
Chuck Brooks (via telephone)
Randy Faulkner
Kelly Laustsen
Steve Rose
Jim Ryder
Robin Schilling
Dave Weaver
Dave Worthington (absent)

Youth Councilors:

Shiv Gandevia
Colin Moyer

Mayor:

Jeff Hollenbach

Borough Manager:

Andrea L. Coaxum

Assistant Borough Manager:

Linda Reid

Finance Director:

Rebecca Deemer

Parks and Recreation Director:

Lauren Moll

Police Chief:

Robert Schurr

Electric Superintendent:

Harold Stone

Public Works Director:

Jeff Tulone

Borough Solicitor:

Jeffrey Garton, Esq.

Borough Engineer:

Douglas Rossino, P.E.

Council President Jim Ryder convened the meeting at 7:00 PM. An invocation was given by Mayor Hollenbach, which was followed by the Pledge of Allegiance.

PRESENTATION OF CERTIFICATES OF APPRECIATION

Mayor Jeff Hollenbach read a statement from Councilman Worthington recognizing Kathleen Rocchetti, the Parks & Recreation Board Chair, and a representative from the Penn Medicine CARES Program for their roles in awarding the Borough a grant to purchase Coast Guard-approved life jackets for Menlo Aquatics Center.

PUBLIC FORUM

Nothing at this time.

PRESIDENT'S REMARKS

Council President Ryder remarked on the exciting football game on Friday night and the team's recent accomplishments.

APPROVAL OF MINUTES

Upon a motion by Rose, seconded by Weaver, Council unanimously approved the minutes from the Council meeting on October 20, 2025, the special Finance Committee meeting on October 20, 2025 and the Council Committee meeting on November 3, 2025.

CORRESPONDENCE AND REPORTS

Mayor's Report

Mayor Hollenbach expressed his advanced appreciation for all of those involved with preparing for the upcoming Tree Lighting, adding that he is looking forward to another amazing event on December 6th. The Mayor also expressed his appreciation to Pennridge FISH and Re:Vivals for helping the community in many ways, and encouraged people to volunteer for those organizations.

Taxes Collected

Upon a motion by Faulkner, seconded by Weaver, Council unanimously approved the Taxes Collected Report for October, 2025.

Budget Status

Upon a motion by Faulkner, seconded by Laustsen, Council unanimously accepted the Budget Status report for the month of October, 2025.

Engineer's Report

The Engineer reported that the Perkasio Green project is 100% complete and closed out. The NPDES Permit has been submitted for the year, and a pre-construction meeting was recently held for the Pleasant Spring Creek Streambank Stabilization Project. The Engineer also provided an update on the Kulp Park project.

Upon a motion by Weaver, seconded by Faulkner, Council unanimously accepted the Engineer's monthly reports for the month of October, 2025.

Planning Commission Report

The Planning Commission will not meet this month.

Zoning Hearing Board Report

The Zoning Hearing Board will meet this month to review an application for a variance to permit additional signage and allow an exceedance of the allowed maximum percentage covered of the building face at the Covered Bridge Car Wash.

Police Report

The Police Chief echoed the Mayor's appreciation for Pennridge FISH and Re:Vivals, reminding Council of the Police Department's No Shave November program that will benefit FISH, and thanking Re:Vivals for what they have done for the Police Department and the residents as well. Chief Schurr also informed Council that Officer Gro attended a Delaware State Police Homicide Investigators Conference in Delaware the week of October 20th, along with two County detectives, to present information on the Capaldi homicide investigation from 2022. They had been invited because a member of the FBI took a

look at the interviews with the suspect and was able to analyze and pick up on certain traits based on what the suspect told the detectives during the investigation. The presentation was very well received, and as a result, Officer Gro and the County detectives have received some invites from around the country and may be invited to a homicide conference in New Orleans.

Upon a motion by Schilling, seconded by Rose, Council unanimously accepted the Police Department report for the month of October, 2025.

Fire Department Report

The Fire Chief reported that, as of the beginning of November, there have been 48 calls so far for the month, bringing the total to 400 for the year thus far. Chief Trotter reminded everyone of the annual Breakfast with Santa, which will take place on Sunday, December 14th at the Fire House, adding that they served approximately 600 people last year. He also informed Council that the Santa Run is scheduled for Saturday, December 20th.

Council reviewed the Fire Department reports for the month of October, 2025.

Perkasie Regional Authority Report

Council reviewed the minutes from the Perkasie Regional Authority meeting on October 14, 2025 and the PRA Board meeting schedule for 2026.

Pennridge Wastewater Treatment Authority Report

Council reviewed the minutes from the Pennridge Wastewater Treatment Authority Board meeting on September 22, 2025, and reviewed the PWTA Board meeting schedule for 2026.

New Business

PUBLIC WORKS COMMITTEE

Review of Superintendent's Report

The Public Works Superintendent informed Council that the new recycling truck was out on the road today, and that the crews have been through the Borough five times for leaf collection.

Councilman Rose informed Council that a resident approached him and recognized the Public Works Department for the great job they do with leaf collection.

The Committee reviewed and accepted the Public Works Superintendent's report for the month of October, 2025.

Discuss 2025 Roadway Condition Survey and Map

The Engineer provided an overview of the Borough's roadway condition survey for 2025.

Update on LSA Application for Hook Truck

Council reviewed a copy of the LSA grant application that was recently submitted by the staff for a hook truck.

Review of 2026 Curbside Collection Calendar

Council reviewed a draft of the 2026 Curbside Collection calendar. Councilwoman Schilling suggested that the holiday tree collection dates be marked on the calendar.

PUBLIC UTILITY COMMITTEE

Review of Superintendent's Report

The Electric Department Superintendent provided an electrical update on the Kulp Park project.

The Committee reviewed and accepted the Electric Superintendent's report for the month of October, 2025.

Installed Capacity Update

Council reviewed an article from Modoenergy about PJM.

PLANNING AND ZONING COMMITTEE

Code Enforcement Administrator Report

The Committee reviewed and accepted the Code Enforcement Administrator's monthly report for October, 2025.

Discuss Boundary Survey at Sale of Property

A brief discussion was held about boundary surveys being conducted at the sale of properties, and Council President Ryder stated that it could be something for the Borough to look at going forward.

Discuss Replacement of Shelly's Sign

Upon a motion by Laustsen, seconded by Faulkner, Council unanimously authorized the Solicitor to prepare an agreement with Shelly's for Perkasio Borough to provide the electric to the freestanding sign at the corner of South 7th Street and West Market Street at no cost.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Department Report

The Parks & Recreation Director informed Council that trail maintenance is taking place in Lenape Park, and the latest piece of the Skate Park update is complete.

The Committee reviewed and accepted the Parks and Recreation Director's report for the month of October, 2025.

Consider Park Event Application & Fee Waiver – Perkasio Rotary Bridge Decorating

Upon a motion by Faulkner, seconded by Weaver, Council unanimously approved the event application from the Perkasio Rotary to decorate the Twin Bridges for the holidays on Saturday, November 29, 2025, and waived any fees associated with the event.

Consider Purchase of New Softball Storage Shed for Lenape Park

Upon a motion Schilling, seconded by Weaver, Council unanimously authorized the staff to purchase a new vinyl shed from Elite Outdoor Structures in the amount of \$3,055.00, and authorized the use of \$1,305.00 towards the purchase cost.

PERSONNEL AND POLICY COMMITTEE

Consider Hiring of Additional As-Needed Recreation Program Staff Member

Upon a motion by Laustsen, seconded by Weaver, Council unanimously concurred with the Borough Manager's decision to retroactively retain and hire Jeremy Rising as an As-Needed Recreation Program staff member at the pay rate of \$15.00 per hour.

Consider Request Regarding Unused Time

Upon a motion by Rose, seconded by Faulkner, Council unanimously authorized the staff to pay Officer Joe Murray his 48 hours of vacation time before the end of 2026.

FINANCE COMMITTEE

Authorization to Pay Bills

Upon a motion by Faulkner, seconded by Weaver, Council unanimously authorized payment of the bills as presented.

Recommend Preliminary 2026 Budget

Two budget scenarios were presented and reviewed by Council.

Option 1 would be to apply a .0089¢/kWh increase solely to the installed capacity line. With this option, customers would see an average increase ranging from 4.1% to 6.8% on their monthly bill, depending on their rate class. This option would generate additional revenue and result in an overall budget surplus of approximately \$140,000 in the Electric Fund.

Option 2 would be to offset a portion of the installed capacity increase by approving a slight decrease in energy costs of .0027¢ or .0037¢ per kWh, depending on the rate class. This option would result in a net monthly bill increase of 2.9% to 4%, which is aligned with the current CPI for energy costs. This option would eliminate the projected surplus, bringing the Electric Fund closer to a break-even position for 2026.

Councilwoman Schilling noted that there was a 7.25% rate increase and \$2.00 increase on the installed capacity last year, and this would be another 3-4% increase; Council President Ryder confirmed that is correct, for the capacity side. Ms. Schilling stated that her preference would be to give all of the funds back, or do a split, with keeping half of the projected surplus, and giving half back to the residents, adding that there's already been quite an increase, with another one coming, but that this is going to be a tough year with inflation, and that if the Borough is going to have extra, it would be nice to give some of it back.

Several Council members agreed with the concept of a split, with giving some back to the residents but keeping some funds aside for next year, while Mr. Ryder and Mr. Brooks were in favor of

Option 1 and keeping the surplus aside in the Electric Fund. After some additional discussion, the Borough Manager and Solicitor Callahan explained what would be involved with preparing this new budget scenario and ordinance, and expressed concern about the deadlines for proper advertising and adoption procedure. Ms. Coaxum then stepped aside with the Solicitor, Finance Director and Recording Secretary to discuss how this new budget scenario could be accomplished if that was the direction the Council chooses.

Discuss Draft Resolution #2025-58 – Salary & Wage Schedule for 2026

Council reviewed the draft salary & wage schedule for 2026 and will consider the final schedule on December 15th.

Consider Resolution #2025-59 – Green Ridge Estates East – Escrow Release #6

Upon a motion by Weaver, seconded by Rose, Council unanimously approved Resolution #2025-59, a resolution of the Perkasio Borough Council authorizing a reduction in the escrow for the Green Ridge Estates – East Project, as approved by Gilmore & Associates, Inc., in the amount of \$26,612.10 to reduce the total escrow to \$124,881.82 and authorizing the signature of the Borough Manager on the escrow reduction.

Consider Resolution #2025-60 – 1101 W. Park Avenue – Project Close Out

Upon a motion by Rose, seconded by Schilling, Council unanimously approved Resolution #2025-60, a resolution of the Perkasio Borough Council authorizing the close out of the grading project located at 1101 W. Park Avenue and the issuance of a final certificate of occupancy, and authorizing the signature of the Borough Manager on the close out of the account.

Consider Resolution #2025-61 – Keystone Grant for Libraries Application for Samuel Pierce Library

Upon a motion by Faulkner, seconded by Weaver, Council unanimously approved Resolution #2025-61, a resolution of the Council of Perkasio Borough, Bucks County, Pennsylvania, affirming compliance with Keystone Grant requirements regarding property ownership and public library use.

Consider Resolution #2025-62 – Perry Mill Escrow Release #10

Upon a motion by Laustsen, seconded by Rose, Council unanimously approved Resolution #2025-62, a resolution of the Perkasio Borough Council authorizing a reduction in the escrow for the Perry Mill Project (AKA 8th Street Commons Rowhomes) as approved by Gilmore & Associates, Inc., in the amount of \$59,075.95 to reduce the total escrow to \$262,507.35, and authorizing the signature of the Borough Manager on the escrow reduction.

Consider Resolution #2025-63 – Re:Vivals LSA Grant Application

Upon a motion by Faulkner, seconded by Weaver, Council unanimously approved Resolution #2025-63, a resolution that authorizes Perkasio Borough to submit a statewide LSA grant application to the Commonwealth Financing Authority in the amount of \$149,939.09, to be used for the purchase of a food truck to mobilize the Re:Vivals soup kitchen and food rescue program.

Consider Expenditure for Repair of Electric Department Bucket Truck

Upon a motion by Rose, seconded by Weaver, Council unanimously authorized an expenditure of \$15,471.79 for the replacement of a cylinder in the Electric Department bucket truck.

ECONOMIC DEVELOPMENT COMMITTEE

Community & Economic Development Report

The Assistant Borough Manager reported that there are some new businesses in the Borough including Adrienne's Academy of Dance, Hometown Press and Cardinal Cameras, and added that Olde Towne Tanning Salon and Pennridge Beverage are under new ownership. Ms. Reid gave an update on the work progressing on the Glassworks Campus where Re:Vivals will open their thrift store, and spoke about a new event called Candy Cane Lane on December 13th, where over 20 Borough businesses are participating with samples and giveaways, and the breweries and restaurants are participating as well. Free horse & carriage rides will be available, Santa will be in his house, a Gingerbread Man character will be at the indoor farmers market, and Elsa & Anna will be available in the afternoon. Ms. Reid informed Council that Moving Targets designed a postcard mailer for the Candy Cane Lane event, and also designed this year's Tree Lighting poster.

The Committee reviewed the Community & Economic Development Report for the month dated November 10, 2025.

PUBLIC SAFETY COMMITTEE

There was no business to bring before the Committee.

HISTORICAL COMMITTEE

Discuss Development of Historical Committee

Upon a motion by Laustsen, seconded by Faulkner, Council unanimously authorized the Solicitor to advertise a public hearing to adopt an ordinance that would establish a Historical Committee to promote the preservation and protection of historic resources in Perkasio Borough.

South Perkasio Covered Bridge Project Update

The Borough Manager provided an update on the project.

OTHER NEW BUSINESS

Nothing at this time.

REPORT FROM YOUTH COUNCILOR

Youth Councilor Colin Moyer reported that the High School was evacuated last Tuesday, which turned out to be a false alarm, but everyone evacuated quickly and smoothly. Colin added that the Police & Fire Departments got there very quickly, which reassured him that if there were a true emergency, things would be handled very well. Youth Councilor Shiv Gandevia reported that there is currently a canned food drive going on at the High School for Re:Vivals, and people are donating almost every day. He added that he is excited for the upcoming football game versus North Penn. Mayor Hollenbach remarked how outstanding the student section has been at the games.

PUBLIC FORUM

Joe Green from 15 South Main Street asked if it could be an option to move the \$140,000 into the Fund Balance on the government side to be used for next year and take out less out of the electric fund for next year. Council President Ryder confirmed that that's what Council is looking into – if we don't reduce the charges to the customer, we would take the surplus and use it as Fund Balance for next year for going into 2027's budget. Mr. Green stated that is what he would recommend.

Recommend Preliminary 2026 Budget

After some additional discussion, upon a motion by Weaver, seconded by Rose, Council unanimously authorized the advertisement of the preliminary 2026 Budget including an increase for installed capacity for inspection by the public in accordance with Borough Code requirements, and for the staff to take all steps necessary to prepare the Budget for adoption at the December 15th Council meeting.

Consider Authorization to Prepare an Ordinance to Set Electric Rates and for the Solicitor to Advertise the Public Hearing for the Ordinance

Upon a motion by Ryder, seconded by Faulkner, Council unanimously authorized the Borough Manager and Solicitor to draft an ordinance setting the 2026 electric rates as listed on the rate sheet, Option 1, and to advertise a public hearing for the December 15, 2025 meeting of Borough Council.

PRESS FORUM

Nothing at this time.

EXECUTIVE SESSION

The Solicitor announced that Council would be going into Executive Session to discuss a personnel matter pertaining to AFSCME negotiations and would not be taking any action.

ADJOURNMENT

The meeting adjourned at 8:20 pm.

Andrea L. Coaxum
Borough Manager/Secretary

**MINUTES OF PERKASIE BOROUGH
COUNCIL COMMITTEES MEETING
DECEMBER 1, 2025**

620 West Chestnut Street
Perkasie, Pennsylvania

ATTENDANCE:

Council Member:

Scott Bomboy
Chuck Brooks
Randy Faulkner
Kelly Laustsen
Steve Rose
Jim Ryder
Robin Schilling
Dave Weaver
Dave Worthington

Youth Councilors:

Shiv Gandevia
Colin Moyer

Mayor:

Jeff Hollenbach

Borough Manager:

Andrea L. Coaxum

Assistant Borough Manager:

Linda Reid

Finance Director:

Rebecca Deemer

Parks and Recreation Director:

Lauren Moll

Police Chief:

Robert Schurr

Electric Superintendent:

Harold Stone (absent)

Public Works Director:

Jeff Tulone

Borough Solicitor:

Jeff Garton, Esquire

Borough Engineer:

Doug Rossino, P.E.

Council Vice-President Brooks convened the meeting at 7:00 PM. An invocation was given by Mayor Hollenbach, which was followed by the Pledge of Allegiance.

PUBLIC FORUM

A resident from 218 Strassburger Road approached Council with concern about a high water bill and an issue that occurred with the meter, and asked if there was any way that a credit could be issued. The Borough Manager explained that the Perkasie Regional Authority Board would make that decision and that we can help to get her in touch with PRA.

Collin Garr from 121 Strassburger Road and Joe Green from 15 South Main Street approached Council about their recent review of the preliminary 2026 budget.

PRESIDENT'S REMARKS

Council President Ryder congratulated Mayor/Coach Hollenbach on an excellent season with the most wins ever, and recognized the Mayor for everything he does for the community.

PUBLIC WORKS COMMITTEE

Discuss Amended and Restated PWTa Plant Agreement

The Borough Manager gave an overview of the amended and restated PWTa Plant Agreement and informed Council that the Agreement was provided to Perkasié Regional Authority for their review as well.

PUBLIC UTILITY COMMITTEE

Perkasié Wholesale Power Cost Summary

The Committee reviewed Perkasié's October 2025 Wholesale Power Cost Summary Report provided by GDS Associates. Councilman Weaver provided an update on the monthly GDS call that he and the staff had with them today, adding that we are tracking pretty close to the budget, and GDS did not recommend that we buy blocks of power now, but revisit a possible purchase in the spring.

Review Draft Ordinance to Set Electric Rates for 2026

Council reviewed a draft of the ordinance to set electric rates for 2026, which was advertised by the Solicitor to be considered at a public hearing at the December 15th meeting.

Consider Review of AMP Solar Projects

Upon a motion by Laustsen, seconded by Rose, Council unanimously authorized GDS Associates to review the AMP Solar Project on behalf of Perkasié Borough, at a cost of approximately \$1,100.00.

Installed Capacity Update

Councilman Weaver provided an update on the recent communications from Governor Shapiro's office about PJM.

PLANNING AND ZONING COMMITTEE

Discuss 2026 Building Code Permit Fees

The Borough Manager and Finance Director provided an overview of proposed changes to the way the Borough calculates building permit fees, which would simplify the process for both applicants and the staff. The proposed changes were included in the draft fee schedule for 2026.

PARKS AND RECREATION COMMITTEE

There was no business to bring before the Parks & Recreation Committee.

PERSONNEL AND POLICY COMMITTEE

Discuss Boards & Commissions for 2026

Vice-President Brooks asked Council to review the list of available openings and asked for their assistance with finding potential candidates for the boards and commissions, adding that this is an

extremely important part of our community.

Discuss Non-Union Employee Benefits

Council reviewed a draft of proposed updates to the employee benefits manual pertaining to non-union/non-uniform employees, to be considered at the December 15th meeting.

FINANCE COMMITTEE

Discuss Draft Resolution #2025-64 – Consolidated Fee Schedule for 2026

The Borough Manager summarized the proposed changes to the following areas of the fee schedule for 2026: building permit fees, trash fees, pool fees, parks & recreation, electric service and Police Department service fees. Council will consider approval of the 2026 fee schedule at the December 15th meeting.

Consider Resolution #2025-65 – St. Stephen's Final Escrow Release

Upon a motion by Faulkner, seconded by Rose, Council unanimously approved Resolution #2025-65, a resolution of the Perkasio Borough Council authorizing the return of the St. Stephen's United Church of Christ of Perkasio professional services escrow account in the amount of \$1,523.50 for the St. Stephen's United Church of Christ of Perkasio Minor Subdivision Project, and authorizing the signature of the Borough Manager on the escrow release and close out of the account.

Consider Lease Agreement for Menlo Aquatic Center Concession Stand

Upon a motion by Weaver, seconded by Laustsen, Council unanimously authorized the Council President and Borough Manager to sign the new five-year lease agreement with Rita's (ATOP-Souderton LLC) for the concession stand at Menlo Aquatics Center.

Consider Early Termination of Lease & Sublease Agreement – Pierce Library Association

Upon a motion by Schilling, seconded by Weaver, Council unanimously approved the Early Termination of Lease & Sublease Agreement and authorized the signature of the Council President on the document.

Discuss 2026 Purchasing Policy

Council reviewed a draft of an updated purchasing policy for 2026, which will be considered at the December 15th meeting.

Consider Appointment of New Auditor

Upon a motion by Ryder, seconded by Weaver, Council approved the engagement of Barbacane Thornton & Company to provide auditing services for the Borough of Perkasio effective immediately.

ECONOMIC DEVELOPMENT COMMITTEE

Councilwoman Laustsen informed Council that there will be a special TV segment on Fox 29 on Thursday at the RAM between 7:00 am and 9:00 am featuring small businesses. Ms. Laustsen also remarked on the Candy Cane Lane event in town center on Saturday, December 13th that will include food and shopping specials and fun events, adding that you can find more information about the event on the Borough's website and Facebook page.

There was no business to bring before the Economic Development Committee.

PUBLIC SAFETY COMMITTEE

Councilman Faulkner stated that he will be working this month on a list of open items to make the new Council members aware of what the Committee has been discussing.

There was no business to bring before the Public Safety Committee.

HISTORICAL COMMITTEE

Councilman Bomboy reported that there will be a meeting with the State next week to re-open discussion on the sizing of the Historic District, stating that we need to come to a resolution on the size of the district and the boundaries. He added that we really want the Borough to have this district since it's an important part of our economic development and will really help us with the Borough's comprehensive plan. Mr. Bomboy also remarked on the upcoming Tree Lighting, stating that it is the Oldest Tree Lighting in the country and is a great event, adding that it is part of our culture and defines us as a community as America's Hometown.

There was no business to bring before the Historical Committee.

REPORT FROM YOUTH COUNCILORS

Youth Councilor Shiv Gandevia reported that there is a two-hour delay tomorrow and the School District will notify people by 4:00 am if that would change. Youth Councilor Colin Moyer stated that he is looking forward to the Tree Lighting on December 6th.

OTHER BUSINESS

Nothing at this time.

PUBLIC FORUM

Nothing at this time.

PRESS FORUM

Nothing at this time.

EXECUTIVE SESSION

The Solicitor announced that Council would be going into Executive Session to discuss a matter of collective bargaining pertaining to the AFSCME employees and would not be taking any action.

ADJOURNMENT

The meeting adjourned at 7:59 PM.

Andrea L. Coaxum
Borough Manager/Secretary

DRAFT

Selecting on ACCT from 301 to 310

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	YEAR-TO-DATE REVENUE	ACTUAL YTD % REALIZED
01.301.100			
Real Estate Taxes- Current Year's Levy	451,775.00	436,678.93	96.66
01.301.200			
Real Estate Taxes - Prior Year's Levy	2,000.00	1,938.06	96.90
01.301.300			
Real Estate Taxes - Delinquent	2,000.00	1,514.44	75.72
01.301.600			
Real Estate Taxes - Interim	3,500.00	630.94	18.03
01.310.100			
Real Estate Transfer Tax	225,000.00	219,188.44	97.42
01.310.200			
Earned Income Tax	1,988,104.00	1,539,185.09	77.42
01.310.500			
Local Services Tax	110,000.00	90,823.55	82.57
01.310.700			
Mechanical Device Fee	500.00	370.00	74.00
Total for Fund:	2,782,879.00	2,290,329.45	82.30
01 (General Fund)			
14.301.100			
Real Estate Taxes - Current Year's Levy	142,666.00	137,900.49	96.66
14.301.200			
Real Estate Taxes - Prior Year's Levy	300.00	1,174.76	391.59
14.301.300			
Real Estate Taxes- Delinquent		526.18	
14.301.600			
Real Estate Taxes - Interim		297.45	
Total for Fund:	142,966.00	139,898.88	97.85
14 (Fire Tax Protection Fund)			
15.301.100			
Real Estate Taxes - Current Year's Levy	285,332.00	275,796.45	96.66
15.301.200			
Real Estate Taxes - Prior Year's Levy	1,000.00	2,349.59	234.96
15.301.300			
Real Estate Taxes- Delinquent	900.00	1,052.31	116.92
15.301.600			
Real Estate Taxes - Interim	2,000.00	594.83	29.74
Total for Fund:	289,232.00	279,793.18	96.74
15 (Road Improvements Fund)			
Report Totals	3,215,077.00	2,710,021.51	84.29

**BUCKS COUNTY RECORDER OF DEEDS
LOCAL REALTY TRANSFER TAX DISTRIBUTION - DETAIL
FOR THE PERIOD FROM NOVEMBER 1, 2025 TO NOVEMBER 30, 2025**

PERKASIE BOROUGH							
Account Description Direct / Indirect Party Name	Inst Type	Ref Num	Inst Number	Date Rec	Tax Basis	Fee ID	Tax Collected
TO:							
PERKASIE BOROUGH P.O. BOX 96 PERKASIE, PA 18944-0096							
PERKASIE BOROUGH							
HG PROPERTIES 85 L P KYACK, GREGORY T	DEED	1456248	2025049894	11/06/2025	476206.00	MTAX	2,381.03
PARCEL IDENTIFICATION NUMBER 33-005-438--009-							
MARSHALL FAMILY PROPERTIES INC TERRALTA REALTY 616 LLC	DEED	1456250	2025049898	11/06/2025	319900.00	MTAX	1,599.50
PARCEL IDENTIFICATION NUMBER 33-005-097--002-							
MATLACK, RONALD JAMES MCCOMSEY, JASON	DEED	1456475	2025050136	11/06/2025	404900.00	MTAX	2,024.50
PARCEL IDENTIFICATION NUMBER 33-005-482--							
SAINNOCARE LLC TSS REAL ESTATE VENTURE LLC	DEED	1456782	2025050480	11/07/2025	550000.00	MTAX	2,750.00
PARCEL IDENTIFICATION NUMBER 33-004-117--							
CARTER, KIMBERLY FORCE, WAYNE GORDON	DEED	1457094	2025050831	11/10/2025	490000.00	MTAX	2,450.00
PARCEL IDENTIFICATION NUMBER 33-009-005--020-							
BRADLEY, BARRY WINIARSKI, JOSEPH F JR	DEED	1457587	2025051355	11/12/2025	349900.00	MTAX	1,749.50
PARCEL IDENTIFICATION NUMBER 33-005-450--							
LEE, JASON PENNRIDGE SOK LLC	DEED	1457983	2025051792	11/14/2025	1250000.00	MTAX	6,250.00
PARCEL IDENTIFICATION NUMBER 33-005-263--							
MARROQUIN, MARIO PARIS, JOSHUA	DEED	1458280	2025052130	11/17/2025	475000.00	MTAX	2,375.00
PARCEL IDENTIFICATION NUMBER 33-002-070--							
SANDS, JAMES CHROMIAK, CARA	DEED	1458403	2025052275	11/18/2025	489000.00	MTAX	2,445.00
PARCEL IDENTIFICATION NUMBER 33-010-145--005-							
BERGEN, KATHERINE BERGEN, KATHERINE	DEED	1458496	2025052370	11/18/2025	162500.00	MTAX	812.50
PARCEL IDENTIFICATION NUMBER 33-011-066--							
GOMBA, NANCY CARTUS FINANCIAL CORPORATION	DEED	1458920	2025052802	11/20/2025	492500.00	MTAX	2,462.50
PARCEL IDENTIFICATION NUMBER 33-010-145--033-							
CARTUS FINANCIAL CORPORATION STYER, JASON	DEED	1458920	2025052803	11/20/2025	492500.00	MTAX	2,462.50
PARCEL IDENTIFICATION NUMBER 33-010-145--033-							
PERKASIE BOROUGH TOTAL							29,762.03
PERKASIE BOROUGH TOTAL							29,762.03
COMMISSION ON COLLECTIONS							595.24
DISTRIBUTION							29,166.79

**BUCKS COUNTY RECORDER OF DEEDS
LOCAL REALTY TRANSFER TAX DISTRIBUTION - DETAIL
FOR THE PERIOD FROM NOVEMBER 1, 2025 TO NOVEMBER 30, 2025**

REPORT TOTALS							
Account Description	Inst Type	Ref Num	Inst Number	Date Rec	Tax Basis	Fee ID	Tax Collected
Direct / Indirect Party Name							
REPORT TOTAL					TOTAL COLLECTIONS		29,762.03
					COMMISSION ON COLLECTIONS		595.24
					TOTAL DISTRIBUTION		29,166.79

Statement of Revenues & Expenditures

BOROUGH OF PERKASIE

For Period Ending 11/30/2025

	<u>Annual Budget</u>	<u>Current Period</u>	<u>Year To Date</u>	<u>Budget Remaining</u>	<u>% Used</u>	<u>Prior Year To Date</u>
GRAND TOTAL - REVENUE	\$ 25,027,915	\$ 1,806,809	\$ 21,155,309	\$ 3,872,606	85%	\$ 19,400,001
GRAND TOTAL - EXPENSE	\$ 24,207,045	\$ 1,355,401	\$ 20,836,491	\$ 3,370,554	86%	\$ 18,707,921
GRAND TOTAL - NET REVENUE OVER / (UNDER) EXPENSE			\$ 318,818			\$ 692,080

Date: 12/08/2025

Time: 9:07:18AM

Statement of Revenues & Expenditures

User: HEATHE

Page: 1

BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.301.100	Real Estate Taxes- Current Ye	451,775.00	854.18	436,678.93	96.66	15,096.07	430,083.88
01.301.200	Real Estate Taxes - Prior Year	2,000.00	285.38	1,938.06	96.90	61.94	1,737.51
01.301.300	Real Estate Taxes - Delinquen	2,000.00		1,514.44	75.72	485.56	2,610.80
01.301.600	Real Estate Taxes - Interim	3,500.00	422.32	630.94	18.03	2,869.06	3,888.69
01.310.100	Real Estate Transfer Tax	225,000.00	19,138.42	219,188.44	97.42	5,811.56	211,785.95
01.310.200	Earned Income Tax	1,988,104.00	207,593.55	1,539,185.09	77.42	448,918.91	1,519,620.25
01.310.500	Local Services Tax	110,000.00	12,972.07	90,823.55	82.57	19,176.45	92,145.87
01.310.700	Mechanical Device Fee	500.00		370.00	74.00	130.00	370.00
01.321.610	Solicitation Permits	7,000.00	25.00	4,050.00	57.86	2,950.00	3,250.00
01.321.611	Event Program Revenue			940.00		940.00-	50.00
01.321.800	Cable Television Franchise Fe	150,000.00	32,377.04	99,242.32	66.16	50,757.68	105,864.15
01.322.600	Cut Fees	6,000.00	175.00	1,750.00	29.17	4,250.00	1,050.00
01.331.100	District Court	8,000.00	284.92	3,887.38	48.59	4,112.62	5,268.86
01.331.110	Vehicle - Parking Violations	750.00	120.00	2,060.00	274.67	1,310.00-	1,040.00
01.331.130	State Police Fines	3,500.00		1,410.21	40.29	2,089.79	1,739.44
01.331.300	County Fines	5,000.00	130.57	5,120.02	102.40	120.02-	5,261.96
01.332.100	Restitution	1,000.00		85.00	8.50	915.00	650.00
01.341.100	Interest Earnings	40,000.00	2,547.45	33,224.83	83.06	6,775.17	32,127.26
01.342.100	Rent of Borough Hall Offices	68,426.00	5,841.50	64,410.40	94.13	4,015.60	62,084.57
01.342.200	Menlo House Rent	12,300.00	1,025.00	11,275.00	91.67	1,025.00	11,275.00
01.342.300	Parking Lot Rental	4,800.00		4,800.00	100.00	0.00	4,800.00
01.342.530	Cell Tower Revenue	73,000.00	2,675.93	67,542.71	92.52	5,457.29	67,567.81
01.342.560	Electric Department Service Ch	130,000.00		97,500.00	75.00	32,500.00	97,500.00
01.342.570	Real Estate Tax Reimbursemei	3,100.00				3,100.00	3,125.99
01.342.580	Live Scan Reimbursements - C	30,000.00		31,648.06	105.49	1,648.06-	29,299.79
01.342.590	Worker's Comp Reimbursemer	8,000.00		5,982.00	74.78	2,018.00	
01.351.020	Federal Bullet Proof Vest Gran			6,281.50		6,281.50-	
01.351.120	FEMA-Emerg Disaster Relief					0.00	1,082.03
01.354.023	Crime Victim's Advocate Grant	98,676.00		46,165.19	46.78	52,510.81	4,364.75
01.354.100	DVIT Risk Control Grant			6,930.99		6,930.99-	
01.355.010	Public Utility Realty Tax	2,200.00		2,883.41	131.06	683.41-	2,874.71
01.355.040	Alcoholic Beverages Licenses	800.00		1,000.00	125.00	200.00-	1,000.00
01.355.050	Gen Muni Pension State Aid- N	75,498.00		75,498.00	100.00	0.00	75,498.66
01.355.051	Gen Muni Pension State Aid- U	226,495.00		233,532.45	103.11	7,037.45-	226,495.99
01.355.070	Foreign Fire Insurance Premiu	62,000.00		66,675.01	107.54	4,675.01-	62,218.42
01.359.100	BCHA Payment in Lieu of Ta	32,710.00		16,355.00	50.00	16,355.00	16,355.00
01.361.200	Escrow Admin. Fees	6,000.00	1,300.00	15,259.30	254.32	9,259.30-	3,182.58
01.361.300	Subdivision and Land Developr	5,000.00	500.00	500.00	10.00	4,500.00	500.00
01.361.330	Zoning Permits	8,000.00	550.00	16,920.00	211.50	8,920.00-	10,028.30
01.361.340	Zoning Hearing Fees	7,000.00		8,000.00	114.29	1,000.00-	4,900.00
01.361.500	Sale of Maps and Publications	200.00		72.99	36.50	127.01	156.95
01.361.800	Deed Registrations	750.00	60.00	610.00	81.33	140.00	440.00
01.362.100	Contracted Police Services - S	1,443,899.00	120,325.00	1,323,575.00	91.67	120,324.00	1,261,810.00
01.362.110	Police Reports	2,000.00	345.00	2,645.75	132.29	645.75-	1,621.00
01.362.120	Police Overtime Reimbursemer	1,000.00	445.65	2,879.26	287.93	1,879.26-	1,119.94
01.362.130	K-9 Contributions	500.00		501.00	100.20	1.00-	10,150.00

Date: 12/08/2025
Time: 9:07:18AM

Statement of Revenues & Expenditures

User: HEATHE
Page: 2

BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.362.135	Police Contributions-Other	500.00	2,000.00	2,400.00	480.00	1,900.00-	500.00
01.362.140	School Crossing Guards - Pen	45,000.00		42,432.65	94.29	2,567.35	43,619.61
01.362.400	UCC Fees	850.00	72.00	927.50	109.12	77.50-	931.50
01.362.410	Building Permits	90,000.00	4,214.02	121,361.09	134.85	31,361.09-	137,994.31
01.363.510	Contracted Snow Removal for I	10,237.00	13,145.45	21,550.60	210.52	11,313.60-	
01.367.140	Pavilion Rental Fees	6,000.00	50.00	5,105.00	85.08	895.00	5,990.00
01.367.150	Field Usage Fees	800.00		250.00	31.25	550.00	740.00
01.367.170	Recreation Sponsor Program	1,200.00		400.00	33.33	800.00	400.00
01.367.200	Recreation Program Fees	70,000.00	1,925.00	65,919.64	94.17	4,080.36	56,161.50
01.367.201	Special Events Revenue	50,000.00	3,630.00	81,233.75	162.47	31,233.75-	59,000.53
01.367.202	Lucky Ducky Derby Revenue	600.00		612.00	102.00	12.00-	645.00
01.367.203	Basketball League - Youth					0.00	2,145.00
01.367.206	Yard Sale Space Sales	200.00		220.00	110.00	20.00-	200.00
01.367.207	Basketball League - Adult	9,300.00		7,072.22	76.05	2,227.78	5,572.00
01.367.300	Amusement Park/Ski Tickets	1,000.00				1,000.00	
01.367.500	Flags-Memorial & Other	1,500.00		1,365.00	91.00	135.00	700.00
01.367.550	Dog Park					0.00	30.00
01.387.000	Donations	500.00		1,000.00	200.00	500.00-	
01.388.000	Police - Miscellaneous Revenu		225.00	3,875.00		3,875.00-	4,939.88
01.389.100	Miscellaneous Revenue	1,000.00		839.40	83.94	160.60	1,489.15
01.390.300	Insurance-(RSF) Credits & Div	118,547.00	5,140.35	98,641.85	83.21	19,905.15	69,753.86
01.391.200	Insurance Reimbursement					0.00	489.00
01.392.070	Transfer from Electric Fund	2,711,412.00	225,951.00	2,485,461.00	91.67	225,951.00	1,929,587.00
01.395.000	Refunds of Prior Years' Expen	1,000.00				1,000.00	1,302.92
Total Revenues		8,426,129.00	666,346.80	7,492,208.93	88.92	933,920.07	6,700,187.37
01.400.105	Council Salaries	22,500.00	1,874.97	20,496.98	91.10	2,003.02	20,624.67
01.400.192	FICA	1,721.00	143.45	1,568.11	91.12	152.89	1,578.06
01.400.420	Dues, Subscriptions & Member	250.00		337.36	134.94	87.36-	163.20
01.400.460	Meetings & Conferences	1,000.00		334.32	33.43	665.68	2,495.50
01.401.105	Mayor's Salary	2,500.00	208.33	2,291.63	91.67	208.37	2,291.63
01.401.110	Manager Salary	156,200.00	11,923.08	141,296.24	90.46	14,903.76	139,623.10
01.401.112	Manager Support Salary	71,051.00	5,731.78	68,575.88	96.52	2,475.12	21,891.46
01.401.192	FICA	17,576.00	1,354.54	16,320.65	92.86	1,255.35	12,534.07
01.401.196	Health Insurance Premiums	49,475.00	4,020.77	44,214.94	89.37	5,260.06	30,750.43
01.401.198	Life, AD&D, & LTD Premiums	1,532.00	115.53	1,270.83	82.95	261.17	843.70
01.401.199	Dental & Vision Premiums	4,164.00	337.68	3,714.42	89.20	449.58	2,653.20
01.401.324	Telephone/Technology Allow	3,000.00	250.00	2,750.00	91.67	250.00	2,750.00
01.401.353	Insurance Surety & Fidelity	1,250.00		1,250.00	100.00	0.00	1,250.00
01.401.420	Dues, Subscriptions & Member	3,000.00	21.20	3,914.10	130.47	914.10-	3,067.01
01.401.460	Meetings and Conferences	1,000.00	235.18	1,754.80	175.48	754.80-	2,020.68
01.402.110	Finance Director Salary	113,097.00	8,699.76	102,222.17	90.38	10,874.83	101,328.01
01.402.112	Finance Staff Salaries	96,869.00	7,359.25	87,117.83	89.93	9,751.17	90,801.36
01.402.192	FICA	16,062.00	1,202.45	14,544.24	90.55	1,517.76	14,550.76
01.402.196	Health Insurance Premiums	40,209.00	4,482.82	39,192.03	97.47	1,016.97	31,841.51
01.402.198	Life, AD&D & LTD Premiums	1,416.00	118.07	1,224.37	86.47	191.63	1,240.74

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.402.199	Dental and Vision Premiums	5,368.00	501.70	4,981.38	92.80	386.62	4,781.51
01.402.260	Minor Office Equipment	800.00				800.00	760.00
01.402.311	Auditing Services	20,000.00		20,305.00	101.53	305.00-	20,475.00
01.402.353	Finance Insurance Surety & Fi	1,250.00		1,250.00	100.00	0.00	1,250.00
01.402.420	Dues, Subscriptions & Member	150.00		109.95	73.30	40.05	110.25
01.402.460	Meetings & Conferences	1,500.00		1,901.42	126.76	401.42-	2,813.53
01.403.105	Tax Collector Wages	26,168.00	104.00	25,888.00	98.93	280.00	25,984.00
01.403.116	Earned Income Tax Collection	24,000.00	2,716.80	23,068.66	96.12	931.34	22,318.17
01.403.117	Local Service Tax Collection C	1,800.00	226.09	1,737.33	96.52	62.67	1,754.69
01.403.192	FICA	2,002.00	7.96	2,027.56	101.28	25.56-	1,987.78
01.403.215	Postage	1,000.00		860.82	86.08	139.18	1,007.10
01.403.342	Printing	700.00		526.88	75.27	173.12	518.31
01.403.353	Tax Collector Public Official Bo	250.00				250.00	
01.404.310	Solicitor Professional Services	45,000.00	6,905.75	53,776.03	119.50	8,776.03-	46,730.90
01.405.112	Administrative Staff Salaries	66,189.00	5,091.52	59,361.64	89.69	6,827.36	81,172.37
01.405.190	Medical/Rx Copays	3,250.00	270.83	2,979.13	91.67	270.87	3,208.37
01.405.192	FICA	5,063.00	370.70	4,444.82	87.79	618.18	5,991.04
01.405.196	Health Insurance Premiums	29,910.00	2,430.71	26,482.17	88.54	3,427.83	31,771.58
01.405.198	Life, AD&D & LTD Premiums	490.00	41.46	456.06	93.07	33.94	456.06
01.405.199	Dental and Vision Premiums	2,379.00	192.96	2,122.56	89.22	256.44	2,882.44
01.405.210	Office Supplies	6,000.00	162.92	6,309.77	105.16	309.77-	5,121.78
01.405.215	Postage	4,000.00	69.77	3,319.21	82.98	680.79	4,868.16
01.405.231	Fuel	300.00	31.44	196.86	65.62	103.14	231.25
01.405.250	Vehicle Maintenance	500.00		143.51	28.70	356.49	
01.405.260	Minor Office Equipment	500.00		214.98	43.00	285.02	24.38
01.405.321	Telephone	8,000.00		3,169.00	39.61	4,831.00	
01.405.341	Advertising	4,000.00	535.48	3,679.98	92.00	320.02	3,844.47
01.405.342	Printing and Publications	3,000.00	34.00	5,730.54	191.02	2,730.54-	3,443.42
01.405.343	Ordinance Codification	2,500.00				2,500.00	1,900.00
01.405.420	Dues, Subscriptions & Member	2,000.00		3,000.00	150.00	1,000.00-	2,996.00
01.405.450	Contracted Services	20,000.00	2,041.76	26,214.36	131.07	6,214.36-	27,332.33
01.405.451	Contracted Payroll Services	13,500.00	744.30	13,693.28	101.43	193.28-	6,712.38
01.405.452	Contracted IT/Networking Serv	20,000.00	2,026.91	26,550.73	132.75	6,550.73-	22,400.50
01.405.453	Web Design/Maintenance	2,700.00		3,600.00	133.33	900.00-	2,400.00
01.405.460	Meetings and Conferences	500.00	97.75	845.26	169.05	345.26-	1,465.93
01.406.430	Real Estate Taxes	3,100.00		4,347.74	140.25	1,247.74-	3,125.99
01.406.450	Realtor's Commission	1,900.00		1,409.94	74.21	490.06	1,372.95
01.408.310	Engineering Professional Serv	60,000.00	4,986.10	42,535.42	70.89	17,464.58	30,647.23
01.408.313	Eng - MS4 Compliance	10,000.00		986.00	9.86	9,014.00	12,954.21
01.409.112	Bldg. Maint & Janitor Wages	17,910.00	1,691.28	18,885.96	105.45	975.96-	15,230.40
01.409.192	FICA	1,370.00				1,370.00	
01.409.250	Repairs and Maintenance Sup	2,500.00	258.03	3,034.09	121.36	534.09-	2,171.71
01.409.362	Gas	350.00	29.83	308.24	88.07	41.76	344.43
01.409.364	Sewer	3,000.00		5,616.75	187.23	2,616.75-	3,465.35
01.409.366	Water	2,500.00		3,267.85	130.71	767.85-	2,654.80
01.409.370	Repairs and Maintenance Ser	15,000.00		787.54	5.25	14,212.46	15,391.61

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.409.373	Menlo House - Repairs & Main	1,000.00		954.96	95.50	45.04	314.74
01.409.374	Elevator Repairs & Maintenanc	5,000.00	1,014.97	2,766.38	55.33	2,233.62	2,897.27
01.409.450	Contracted Services	20,000.00	2,282.11	19,214.30	96.07	785.70	17,979.76
01.410.110	Chief Salary	150,800.00	11,600.00	136,300.00	90.38	14,500.00	133,792.91
01.410.112	Janitor Salary	17,910.00	1,691.28	19,011.24	106.15	1,101.24-	15,215.20
01.410.115	P/T Commty. Relations Sepcia	72,092.00	5,545.60	64,883.52	90.00	7,208.48	33,183.14
01.410.120	Administrative Salaries	117,414.00	9,031.84	106,124.58	90.38	11,289.42	99,506.91
01.410.140	Police Wages	1,995,553.00	147,360.72	1,750,135.82	87.70	245,417.18	1,648,286.52
01.410.150	Crossing Guard Wages	85,262.00	9,118.15	73,615.04	86.34	11,646.96	73,464.92
01.410.172	Police Holiday Pay	126,606.00		83,969.14	66.32	42,636.86	77,092.49
01.410.179	Police Longevity Pay	82,881.00	7,193.00	82,882.00	100.00	1.00-	77,499.00
01.410.180	Overtime Pay	100,000.00	14,011.02	88,793.21	88.79	11,206.79	140,807.09
01.410.181	Overtime Pay-Special Events	15,000.00		13,462.45	89.75	1,537.55	13,125.84
01.410.183	Comp Time	20,000.00	1,872.10	39,989.15	199.95	19,989.15-	34,157.60
01.410.185	Police Overtime - Reimbursabl			2,061.26		2,061.26-	1,360.90
01.410.187	Stand-by Time	1,500.00		121.50	8.10	1,378.50	1,099.46
01.410.188	Education Incentive	5,700.00	400.00	5,150.00	90.35	550.00	4,800.00
01.410.190	Medical/Rx Copays	1,500.00	125.00	1,375.00	91.67	125.00	843.76
01.410.192	FICA	213,054.00	16,018.61	195,904.48	91.95	17,149.52	178,458.30
01.410.194	Unemployment Compensation	3,000.00				3,000.00	4,281.48
01.410.195	Worker's Comp Insurance Pre	83,966.00		65,411.60	77.90	18,554.40	113,289.96
01.410.196	Health Insurance Premiums	815,074.00	67,043.59	736,954.25	90.42	78,119.75	622,037.89
01.410.197	Defined Benefit (PMRS)-MMO	619,236.00		619,236.00	100.00	0.00	512,087.00
01.410.198	Life, AD&D, & LTD Premiums	19,558.00	1,590.19	17,485.34	89.40	2,072.66	16,173.36
01.410.199	Dental and Vision Premiums	46,892.00	3,570.14	39,271.54	83.75	7,620.46	36,439.99
01.410.210	Office Supplies	6,500.00	631.02	6,693.37	102.97	193.37-	4,882.28
01.410.215	Postage	600.00	49.22	670.47	111.75	70.47-	718.07
01.410.231	Fuel	35,000.00	2,683.31	25,265.18	72.19	9,734.82	27,462.29
01.410.238	Uniform Purchases	17,000.00	476.95	10,389.69	61.12	6,610.31	18,773.71
01.410.239	Uniform Cleaning	4,500.00	364.02	3,279.22	72.87	1,220.78	3,481.29
01.410.240	Patrol Supplies	4,000.00	2,160.18	3,215.83	80.40	784.17	3,056.02
01.410.241	Traffic Safety Supplies	1,000.00		651.64	65.16	348.36	2,167.96
01.410.242	Materials and Supplies	400.00		35.85	8.96	364.15	80.96
01.410.243	Investigative Supplies	7,000.00		9,147.22	130.67	2,147.22-	7,766.74
01.410.245	Special Patrol Operations	4,500.00		4,952.50	110.06	452.50-	3,269.37
01.410.246	Civil Service Implementation	1,000.00				1,000.00	2,128.03
01.410.247	Crime Prevention Supplies	2,500.00		2,486.09	99.44	13.91	1,263.16
01.410.248	Ammunition	8,000.00		640.00	8.00	7,360.00	6,052.53
01.410.249	Accreditation Costs	10,000.00		4,138.75	41.39	5,861.25	6,695.85
01.410.250	K-9 Food, Vet & Other	500.00				500.00	268.98
01.410.251	Vehicle Parts	500.00		427.90	85.58	72.10	279.80
01.410.252	Office Equipment Maintenance	3,000.00	164.35	4,004.61	133.49	1,004.61-	2,265.93
01.410.254	Tires	2,500.00		2,828.25	113.13	328.25-	
01.410.260	Speed Device Calibration	1,600.00		1,159.90	72.49	440.10	673.00
01.410.314	Labor Relations/Legal Expense	5,000.00	1,328.00	3,152.00	63.04	1,848.00	2,978.00
01.410.321	Telephone	7,600.00	332.56	4,652.65	61.22	2,947.35	2,573.34

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.410.324	Wireless Telephones	5,500.00		2,974.86	54.09	2,525.14	3,115.43
01.410.325	Mobile Data Terminals Expens	5,000.00		5,250.00	105.00	250.00-	4,779.49
01.410.326	Radio Purchases	4,600.00		4,200.00	91.30	400.00	4,234.98
01.410.327	Radio Equipment Maintenance	500.00				500.00	263.58
01.410.342	Printing and Publications	600.00	110.00	685.00	114.17	85.00-	390.00
01.410.350	Insurance - Property & Liability	97,046.00		91,022.53	93.79	6,023.47	97,659.00
01.410.364	Sewer	700.00		519.60	74.23	180.40	495.75
01.410.366	Water	600.00		505.20	84.20	94.80	494.90
01.410.373	Building Repairs & Maintenanc	10,200.00		13,102.84	128.46	2,902.84-	12,148.56
01.410.420	Dues, Subscriptions & Member	2,500.00	80.88	1,457.88	58.32	1,042.12	3,054.00
01.410.421	Training	15,000.00	22.16	10,929.97	72.87	4,070.03	10,701.07
01.410.450	Contracted Services	5,000.00	260.06	3,675.15	73.50	1,324.85	6,166.54
01.410.451	Contracted Maintenance & Re	18,000.00	2,539.22	24,293.98	134.97	6,293.98-	21,193.15
01.410.452	Contracted Services-IT	13,500.00	118.32	12,461.61	92.31	1,038.39	11,998.28
01.410.454	Software/Hardware Maintenanc	14,800.00		10,844.87	73.28	3,955.13	15,750.48
01.410.480	Other Services	400.00		189.19	47.30	210.81	298.98
01.410.534	Live Scan Expenses - Other Pc	13,500.00		19,555.61	144.86	6,055.61-	12,618.79
01.410.535	Photo Image/Live Scan - Perk			88,936.00		88,936.00-	5,412.06
01.410.750	Major Equipment	2,500.00		325.78	13.03	2,174.22	2,258.13
01.411.354	Fire Company Insurance	54,000.00		76,263.92	141.23	22,263.92-	46,640.25
01.411.366	Fire Hydrants	48,800.00	4,133.44	40,460.11	82.91	8,339.89	40,395.41
01.411.530	Volunteer Fire Relief Disbursen	60,000.00		66,675.01	111.13	6,675.01-	62,218.42
01.413.300	UCC Fees	700.00		454.50	64.93	245.50	904.50
01.413.310	Code Enforcement Services	60,000.00	740.40	56,146.54	93.58	3,853.46	60,870.10
01.414.112	Planning and Zoning Clerical	80,912.00	5,839.47	65,100.18	80.46	15,811.82	65,654.00
01.414.192	FICA	6,190.00	412.34	4,738.28	76.55	1,451.72	4,759.60
01.414.196	Health Insurance Premiums	43,341.00	4,339.53	40,885.44	94.33	2,455.56	36,156.39
01.414.198	Life, AD&D & LTD Premiums	562.00	27.92	257.53	45.82	304.47	245.05
01.414.199	Dental and Vision Premiums	2,786.00	270.15	2,613.45	93.81	172.55	2,386.95
01.414.210	Office Supplies			89.97		89.97-	
01.414.215	Postage	1,200.00	35.02	1,112.86	92.74	87.14	683.55
01.414.314	Legal Services	13,000.00	5,680.00	11,610.09	89.31	1,389.91	9,022.22
01.414.317	Stenographer Fees	1,500.00	425.00	1,535.00	102.33	35.00-	1,200.00
01.414.341	Advertising	3,000.00	373.00	2,129.52	70.98	870.48	1,643.57
01.414.342	Printing and Publications	500.00				500.00	18.71
01.414.420	Dues, Subscriptions and Memt	300.00	8.50	1,338.50	446.17	1,038.50-	536.75
01.414.450	Contracted Services-Planning	20,000.00	2,124.88	7,075.29	35.38	12,924.71	16,502.68
01.414.451	Contracted Services	15,100.00	3,024.00	4,798.65	31.78	10,301.35	5,838.49
01.414.460	Meetings and Conferences	1,500.00	55.00	505.00	33.67	995.00	2,035.20
01.415.150	Emergency Management	3,000.00		2,250.00	75.00	750.00	2,250.00
01.415.192	FICA	200.00		172.13	86.07	27.87	172.14
01.415.210	Supplies	100.00				100.00	
01.415.460	Meetings & Conferences	750.00		639.57	85.28	110.43	639.57
01.432.112	Winter Maintenance Wages	16,694.00	610.70	17,164.64	102.82	470.64-	17,934.99
01.432.192	FICA	1,277.00	44.04	944.12	73.93	332.88	917.00
01.432.245	Salt	40,000.00		65,725.21	164.31	25,725.21-	39,327.50

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.432.250	Repair and Maintenance	5,000.00		920.12	18.40	4,079.88	2,952.60
01.432.420	Dues, Subscriptions and Memt	200.00				200.00	
01.432.454	Contracted Snow Removal To	2,000.00				2,000.00	
01.432.700	Snow Equipment-Capital Purc					0.00	6,722.00
01.433.112	Traffic Control Wages	8,757.00	173.60	1,825.02	20.84	6,931.98	7,478.23
01.433.192	FICA	670.00	13.17	137.33	20.50	532.67	537.42
01.433.245	Materials and Supplies	4,000.00	164.00	3,800.50	95.01	199.50	3,891.11
01.433.253	Traffic Signal Maintenance	5,000.00	17.80	9,096.32	181.93	4,096.32-	6,548.24
01.438.110	Public Works Director Salary	58,153.00	4,473.40	51,957.40	89.35	6,195.60	81,432.00
01.438.112	Public Works Crew Wages	218,338.00	11,066.99	176,689.62	80.92	41,648.38	162,959.01
01.438.179	Longevity - Hourly	9,600.00		8,800.00	91.67	800.00	8,800.00
01.438.190	Medical/Prescription Co-pays	4,500.00	375.00	4,125.00	91.67	375.00	4,125.00
01.438.192	FICA	21,886.00	1,636.91	28,430.62	129.90	6,544.62-	31,071.16
01.438.196	Health Insurance Premiums	208,630.00	16,012.06	174,001.72	83.40	34,628.28	274,761.18
01.438.198	Life, AD&D & LTD Premiums	4,656.00	414.51	4,458.63	95.76	197.37	7,213.03
01.438.199	Dental and Vision Premiums	15,005.00	1,036.63	11,284.06	75.20	3,720.94	19,029.45
01.438.215	Postage	400.00	11.84	196.28	49.07	203.72	101.24
01.438.220	Operating Supplies	1,500.00	952.85	2,499.53	166.64	999.53-	236.80
01.438.230	Hardware and Supplies	8,000.00	476.26	9,628.60	120.36	1,628.60-	8,935.63
01.438.238	Clothing and Uniforms	13,000.00	1,404.94	12,372.70	95.17	627.30	9,706.08
01.438.245	Road Materials	4,100.00		2,147.60	52.38	1,952.40	3,835.01
01.438.251	Tires	3,300.00		3,119.29	94.52	180.71	1,841.64
01.438.260	Small Tools and Minor Equipm	2,500.00		3,010.78	120.43	510.78-	1,789.26
01.438.300	Sweep Streets	8,000.00		7,290.00	91.13	710.00	7,425.00
01.438.321	Telephone	2,219.00				2,219.00	219.22
01.438.324	Wireless Telephones	1,500.00		833.26	55.55	666.74	976.52
01.438.362	Fuel	20,000.00	1,480.22	13,820.77	69.10	6,179.23	16,498.47
01.438.370	Repairs and Maintenance Ser	20,000.00	3,564.83	47,116.88	235.58	27,116.88-	26,547.34
01.438.371	Storm Sewers, Sumps and Inl	4,000.00		570.92	14.27	3,429.08	8,702.26
01.438.420	Dues, Subscriptions & Member	300.00		45.00	15.00	255.00	71.20
01.438.465	Continuing Education	6,000.00		6,947.61	115.79	947.61-	5,398.50
01.438.480	Miscellaneous Expenses	5,328.00	577.18	8,603.31	161.47	3,275.31-	8,618.32
01.445.380	Parking Lot Lease 8th & Marke	9,228.00	799.76	7,842.62	84.99	1,385.38	8,251.94
01.451.110	Park & Recreation Director Sal	81,778.00	6,290.65	73,915.25	90.39	7,862.75	68,704.77
01.451.115	Wages - Events	51,669.00	4,202.85	43,689.06	84.56	7,979.94	62,517.86
01.451.116	P/T Wages - Programs	2,000.00	70.00	435.25	21.76	1,564.75	1,224.00
01.451.117	Wages-Youth Basketball Lea					0.00	1,500.00
01.451.118	Wages- Adult Basketball Lea	7,200.00		6,000.00	83.33	1,200.00	4,600.00
01.451.192	FICA	10,913.00	781.19	8,742.91	80.11	2,170.09	9,754.29
01.451.196	Health Insurance Premiums	41,395.00	3,556.37	38,977.03	94.16	2,417.97	47,224.73
01.451.198	Life, AD&D & LTD Premiums	910.00	58.49	643.39	70.70	266.61	1,493.14
01.451.199	Dental and Vision Premiums	2,736.00	221.92	2,441.12	89.22	294.88	5,077.27
01.451.210	Office Supplies	2,300.00	34.19	2,353.10	102.31	53.10-	80.95
01.451.215	Postage	2,000.00	129.50	3,083.84	154.19	1,083.84-	2,620.52
01.451.220	Operating Supplies	1,000.00	78.06	222.49	22.25	777.51	420.40
01.451.247	Program Costs	42,000.00	4,522.00	50,485.62	120.20	8,485.62-	41,621.28

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Statement of Revenues & Expenditures

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 01 (General Fund) to FUND equals 01 (General Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01.451.324	Wireless Telephone	1,400.00		1,249.89	89.28	150.11	1,313.47
01.451.341	Advertising	500.00		834.02	166.80	334.02-	580.40
01.451.342	Printing	500.00		154.00	30.80	346.00	45.00
01.451.420	Dues, Subscriptions and Memt	1,400.00	34.95	750.74	53.62	649.26	255.25
01.451.450	Contracted Services	2,000.00	266.44	2,722.84	136.14	722.84-	2,289.52
01.451.460	Meetings and Conferences	2,000.00		719.09	35.95	1,280.91	1,574.47
01.451.500	Flags-Memorial & Other	2,000.00		3,247.84	162.39	1,247.84-	2,590.06
01.451.501	Special Events	45,000.00	6,527.14	50,972.06	113.27	5,972.06-	42,755.36
01.451.520	Basketball-Youth & Adult	2,000.00		1,992.93	99.65	7.07	2,096.00
01.451.541	Community Day Contribution	500.00				500.00	
01.451.550	Dog Park	500.00				500.00	
01.454.112	Park Wages	225,662.00	8,438.10	180,430.69	79.96	45,231.31	197,690.45
01.454.192	FICA	17,263.00	642.60	12,160.91	70.44	5,102.09	12,574.64
01.454.220	Perkasie Garden Club Supplie	1,000.00				1,000.00	844.06
01.454.221	Infield Mix Supplies	2,500.00				2,500.00	2,455.31
01.454.246	Wood Chips / Mulch Playgrou	8,000.00		2,568.00	32.10	5,432.00	10,289.20
01.454.250	Repair and Maintenance Suppl	10,000.00	239.31	2,080.40	20.80	7,919.60	7,268.68
01.454.260	Small Tools and Minor Equipm	2,000.00		2,001.47	100.07	1.47-	2,303.84
01.454.362	Fuel	10,000.00	111.65	2,625.67	26.26	7,374.33	1,911.40
01.454.364	Sewer	1,000.00	114.30	881.15	88.12	118.85	915.45
01.454.366	Water	1,200.00	164.35	1,129.75	94.15	70.25	1,134.80
01.454.370	Repairs and Maintenance Ser	5,000.00		8,126.32	162.53	3,126.32-	4,881.65
01.454.371	Plumbing and Carpentry	2,000.00		1,097.08	54.85	902.92	1,589.41
01.454.372	Detention Basin Maintenance	3,000.00				3,000.00	1,489.49
01.454.373	Building Repairs and Mainten	2,000.00		321.00	16.05	1,679.00	582.46
01.454.374	Equipment and Playground Re	2,300.00		2,286.17	99.40	13.83	425.64
01.454.375	Skate Park Repairs & Mainte	1,500.00	260.20	260.20	17.35	1,239.80	
01.454.420	Dues, Subscriptions and Memt	300.00				300.00	
01.454.450	Contracted Services	20,000.00		18,795.00	93.98	1,205.00	24,012.28
01.454.451	Tree, Shrub & Landscaping Re	2,000.00				2,000.00	131.28
01.486.351	Insurance - Property & Liability	70,204.00		65,846.11	93.79	4,357.89	68,361.32
01.486.354	Worker's Compensation Non U	60,742.00		55,599.87	91.53	5,142.13	63,970.44
01.487.193	Defined Contribution (401a) - N	37,504.00	3,179.97	37,108.49	98.95	395.51	35,029.22
01.487.194	Unemployment Compensation	2,500.00	1,461.74	9,884.93	395.40	7,384.93-	3,584.50
01.487.197	Defined Benefit (PMRS) - Non I	121,998.00		121,998.00	100.00	0.00	109,670.00
01.487.220	Appreciation Nght	5,000.00	3,924.35	5,023.14	100.46	23.14-	4,996.63
01.491.000	Refund of Prior Year Revenue			9,016.00		9,016.00-	
01.491.100	DVIT Risk Control Grant			10,120.99		10,120.99-	
01.491.391	Bank Fees	5,500.00	703.68	4,830.08	87.82	669.92	10,944.03
Total Expenditures		8,072,971.00	509,246.82	7,428,392.16	92.02	644,578.84	7,091,460.26
Excess of Revenues over Expenditures for Report		353,158.00	157,099.98	63,816.77		1,578,498.91	391,272.89-

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 04 (Menlo Pool Fund) to FUND equals 04 (Menlo Pool Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
04.341.000	Interest Earnings	900.00	65.23	1,382.51	153.61	482.51-	1,357.82
04.354.100	DVIT Risk Control Grant			1,132.43		1,132.43-	953.49
04.367.110	Season Pool Tickets	330,000.00	260.00	341,291.16	103.42	11,291.16-	320,006.80
04.367.111	Daily Pool Admissions	90,000.00		105,867.55	117.63	15,867.55-	79,762.75
04.367.112	Pool Program Revenue	40,000.00		37,329.76	93.32	2,670.24	29,119.75
04.367.113	2nd Street Daily Pool Admissio					0.00	12.00
04.367.114	Special Event Rentals	12,000.00		9,989.00	83.24	2,011.00	7,211.00
04.367.130	Concession Stand Revenue	4,100.00		4,100.00	100.00	0.00	4,100.00
04.380.000	Misc Revenue-Goggles & Othe	1,500.00		902.25	60.15	597.75	768.00
04.387.000	Donations	2,200.00		2,758.00	125.36	558.00-	1,800.00
04.392.307	Transfer from Electric	72,426.00				72,426.00	
Total Revenues		553,126.00	325.23	504,752.66	91.25	48,373.34	445,091.61
04.452.110	Park and Recreation Director S	9,086.00	698.97	8,212.78	90.39	873.22	6,835.21
04.452.115	Pool Staff Wages	273,706.00	3,961.54	264,389.98	96.60	9,316.02	279,140.50
04.452.116	Staff Retention	2,850.00		1,138.90	39.96	1,711.10	3,325.00
04.452.192	FICA	21,886.00	322.03	20,538.29	93.84	1,347.71	22,530.63
04.452.196	Health Insurance Premiums	6,314.00	309.97	3,377.07	53.49	2,936.93	
04.452.198	Life, AD&D, & LTD Premiums	442.00	38.42	384.20	86.92	57.80	
04.452.199	Dental & Vision Premiums	2,617.00	212.25	2,334.75	89.21	282.25	
04.452.210	Office Supplies	250.00		176.49	70.60	73.51	125.90
04.452.215	Postage	200.00	4.44	116.98	58.49	83.02	119.31
04.452.222	Chemicals	53,000.00		42,750.26	80.66	10,249.74	53,814.84
04.452.238	Clothing and Uniforms	3,000.00		1,467.00	48.90	1,533.00	3,512.78
04.452.247	Operating Supplies	4,000.00		4,313.29	107.83	313.29-	3,718.47
04.452.250	Repair & Maintenance Service	8,866.00		9,511.16	107.28	645.16-	7,000.72
04.452.260	Minor Equipment	5,000.00		6,439.73	128.79	1,439.73-	5,680.02
04.452.300	Special Events	3,200.00		3,124.18	97.63	75.82	1,993.05
04.452.321	Telephone	2,000.00	195.15	2,189.11	109.46	189.11-	2,343.17
04.452.341	Advertising	5,500.00	68.86	5,113.68	92.98	386.32	5,048.02
04.452.364	Sewer	15,000.00		20,195.50	134.64	5,195.50-	14,281.60
04.452.366	Water	9,500.00		11,257.95	118.50	1,757.95-	9,176.60
04.452.370	Building Repairs & Maintenanc	2,000.00		2,026.04	101.30	26.04-	1,795.43
04.452.374	Equipment Repairs	10,000.00		9,263.01	92.63	736.99	17,222.50
04.452.390	Bank Fees	11,500.00	282.09	11,208.36	97.46	291.64	24,921.79
04.452.420	Dues, Subscriptions & Member	850.00		500.00	58.82	350.00	1,000.00
04.452.450	Contracted Services	20,000.00	645.75	16,579.86	82.90	3,420.14	21,602.07
04.452.460	Meetings and Conferences	800.00		243.25	30.41	556.75	910.72
04.452.540	Contribution to Pennridge Gato	8,000.00		8,000.00	100.00	0.00	8,000.00
04.453.260	Minor Equipment			851.98		851.98-	
04.453.370	Building Repairs & Maintenanc	500.00				500.00	
04.454.112	Wages- Public Works	5,000.00	56.40	8,124.21	162.48	3,124.21-	6,616.88
04.454.192	FICA - Public Works	383.00	4.21	567.32	148.13	184.32-	501.13
04.455.112	Wages- Electric	1,000.00		537.60	53.76	462.40	368.57
04.455.192	FICA - Electric	77.00		40.59	52.71	36.41	27.20
04.491.100	DVIT Risk Control Grant Expen			2,482.43		2,482.43-	940.78

Statement of Revenues & Expenditures

BOROUGH OF PERKASIE
For Period Ending 11/30/2025

Selecting on FUND equals 04 (Menlo Pool Fund) to FUND equals 04 (Menlo Pool Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
Total Expenditures		486,527.00	6,800.08	467,455.95	96.08	19,071.05	502,552.89
Excess of Revenues over Expenditures for Report		66,599.00	6,474.85-	37,296.71		67,444.39	57,461.28-

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 05 (Refuse Fund) to FUND equals 05 (Refuse Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
05.341.000	Interest Earnings	4,000.00	327.26	4,282.03	107.05	282.03-	4,836.43
05.354.150	Recycling Performance Grant	24,000.00				24,000.00	18,849.00
05.364.200	Trash Bag Sales	279,859.00	14,892.50	230,594.00	82.40	49,265.00	205,517.75
05.364.300	Refuse Sticker Sales	2,500.00	340.00	3,490.00	139.60	990.00-	860.00
05.364.400	Annual Trash Fee	162,000.00	1,750.00	162,889.91	100.55	889.91-	161,979.76
05.364.401	Trash Fee - Late Penalty	1,000.00		925.10	92.51	74.90	1,053.79
05.364.405	Trash Fee-Toters	594,180.00	159,222.88	631,149.01	106.22	36,969.01-	570,160.65
05.364.500	Sale of Recyclable Material	15,000.00	187.27	4,138.28	27.59	10,861.72	13,843.59
05.380.000	Miscellaneous Revenue	1,500.00	120.00	740.09	49.34	759.91	587.50
05.390.300	Insurance -RSF Credits & Divi	9,114.00				9,114.00	
05.391.100	Sale of General Fixed Assets					0.00	2,600.00
Total Revenues		1,093,153.00	176,839.91	1,038,208.42	94.97	54,944.58	980,288.47
05.426.112	Recycling Wages	112,636.00	7,804.05	93,856.46	83.33	18,779.54	96,803.80
05.426.192	FICA Recycling	8,617.00	589.92	7,560.02	87.73	1,056.98	4,379.91
05.426.244	Materials and Supplies	500.00				500.00	
05.426.367	Disposal Fees - Recycling	55,195.00	3,622.00	43,477.00	78.77	11,718.00	40,739.30
05.426.450	Contracted Services	4,000.00				4,000.00	4,000.00
05.427.110	Public Works Director Salary	32,711.00	2,516.22	28,921.66	88.42	3,789.34	
05.427.112	Refuse Wages	130,467.00	10,860.52	126,542.80	96.99	3,924.20	114,556.39
05.427.192	FICA - Refuse	12,483.00	992.35	10,759.29	86.19	1,723.71	5,199.53
05.427.196	Health Insurance Premiums	117,354.00	8,181.60	88,036.28	75.02	29,317.72	
05.427.198	Life, AD&D, & LTD Premiums	2,619.00	233.15	2,293.64	87.58	325.36	
05.427.199	Dental & Vision Premiums	8,440.00	583.08	6,347.10	75.20	2,092.90	
05.427.215	Postage	3,000.00	11.84	3,551.45	118.38	551.45-	3,471.02
05.427.227	Bag Purchases	24,000.00		18,965.20	79.02	5,034.80	18,190.00
05.427.231	Fuel	14,000.00	2,243.09	18,436.25	131.69	4,436.25-	19,314.13
05.427.244	Materials and Supplies	500.00	60.00	120.00	24.00	380.00	337.08
05.427.250	Repair and Maintenance Servi	27,500.00	148.10	51,290.41	186.51	23,790.41-	40,054.41
05.427.251	Tires	1,500.00				1,500.00	1,410.00
05.427.301	Contracted Services-Invoicing	1,500.00		1,259.36	83.96	240.64	1,291.07
05.427.342	Printing and Publications	2,500.00		5,262.26	210.49	2,762.26-	3,271.28
05.427.367	Disposal Fees - Refuse	247,200.00	10,022.08	201,039.74	81.33	46,160.26	198,767.62
05.427.390	Bank, Cr Card & On-Line Bill P	7,000.00	958.34	13,501.71	192.88	6,501.71-	12,863.47
05.428.112	Leaf Collection Wages	33,702.00	18,194.74	24,387.69	72.36	9,314.31	21,993.03
05.428.117	Yard Waste Collection Wages-	10,300.00	537.60	11,074.56	107.52	774.56-	12,053.58
05.428.192	FICA - Leaf	3,366.00	1,373.94	2,621.71	77.89	744.29	2,235.19
05.428.244	Materials and Supplies	500.00				500.00	
05.428.250	Repair and Maintenance Suppl	3,000.00		1,136.75	37.89	1,863.25	962.24
05.428.251	Tires	500.00	528.08	528.08	105.62	28.08-	
05.428.368	Disposal Fees - Yard Waste	20,000.00	2,074.81	28,660.11	143.30	8,660.11-	20,905.37
05.452.460	Meetings and Conferences					0.00	88.44
05.491.000	Refund of Prior Year Revenue					0.00	34.62
05.492.300	Transfer to Capital Fund	200,000.00		200,000.00	100.00	0.00	275,000.00
Total Expenditures		1,085,090.00	71,535.51	989,629.53	91.20	95,460.47	897,921.48

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BOROUGH OF PERKASIE
For Period Ending 11/30/2025

Selecting on FUND equals 05 (Refuse Fund) to FUND equals 05 (Refuse Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
Excess of Revenues over Expenditures for Report		8,063.00	105,304.40	48,578.89		150,405.05	82,366.99

Statement of Revenues & Expenditures

BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 07 (Electric Fund) to FUND equals 07 (Electric Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
07.341.000	Interest Earnings	35,000.00	2,816.92	36,631.36	104.66	1,631.36-	31,802.53
07.355.050	Gen Muni Pension System-St	44,250.00		44,250.00	100.00	0.00	44,040.89
07.360.750	Installation of Electric Services		10,500.00	18,750.00		18,750.00-	13,500.00
07.360.760	Installation of Street Lights		12,800.00	12,800.00		12,800.00-	
07.372.400	Sales of Electricity	10,964,095.00	790,148.40	9,937,093.35	90.63	1,027,001.65	8,475,853.70
07.372.510	Late Fees	64,000.00	5,605.86	73,134.47	114.27	9,134.47-	57,699.35
07.372.520	Miscellaneous Service Revenue	15,000.00	1,160.00	15,902.38	106.02	902.38-	28,390.91
07.372.600	Verizon - Pole Replacements	25,000.00				25,000.00	0.01-
07.372.610	Comcast - Pole Attachments	31,500.00				31,500.00	32,760.00
07.372.620	Synesys-Pole Attachments & A	8,000.00				8,000.00	7,560.00
07.389.000	Misc Rev - Sales Tax, Scrap, C	20,000.00	25.00	680.19	3.40	19,319.81	13,213.77
07.390.300	Insurance-(RSF) Credits & Div	18,547.00	571.15	6,282.65	33.87	12,264.35	8,743.08
07.391.200	Accident & Insurance Reimburs			21,674.68		21,674.68-	26,775.32
07.395.000	Refund of Prior Years' Expense					0.00	224.85
07.399.000	Fund Balance - Use in Current	153,000.00				153,000.00	
Total Revenues		11,378,392.00	823,627.33	10,167,199.08	89.36	1,211,192.92	8,740,564.39
07.434.220	Materials & Supplies					0.00	17,633.56
07.442.110	Electric Director Salary	133,515.00	10,147.32	119,231.12	89.30	14,283.88	117,269.25
07.442.112	Electric Department Wages	566,176.00	43,014.40	512,564.26	90.53	53,611.74	490,117.78
07.442.114	Electric Clerical Salary	57,013.00	4,385.60	51,530.83	90.38	5,482.17	50,669.28
07.442.179	Longevity - Hourly	6,000.00	400.00	6,400.00	106.67	400.00-	7,200.00
07.442.180	Electric Overtime	27,000.00	971.45	13,043.99	48.31	13,956.01	11,687.23
07.442.183	Electric Overtime-Line Mainten.	10,000.00	659.68	2,203.93	22.04	7,796.07	7,608.59
07.442.185	Electric Overtime-On-Call	27,000.00	2,257.92	26,851.17	99.45	148.83	26,303.82
07.442.190	Medical/Prescription Co-pays	2,250.00	187.50	2,062.50	91.67	187.50	2,291.63
07.442.192	FICA	63,243.00	4,736.20	57,219.21	90.48	6,023.79	54,348.39
07.442.193	Defined Contribution (401a) - N	6,501.00	985.08	6,989.11	107.51	488.11-	5,383.06
07.442.194	Unemployment Compensation	1,500.00		1,500.00	100.00	0.00	2,090.96
07.442.196	Health Insurance Premiums	178,602.00	14,258.58	144,736.44	81.04	33,865.56	142,298.68
07.442.197	Defined Benefit (PMRS) - MM	71,165.00		71,165.00	100.00	0.00	59,053.00
07.442.198	Life, AD&D & LTD Premiums	5,724.00	476.99	4,978.51	86.98	745.49	5,406.61
07.442.199	Dental and Vision Premiums	15,292.00	1,130.23	11,744.05	76.80	3,547.95	12,432.53
07.442.200	Office Supplies	1,500.00	84.45	1,236.33	82.42	263.67	1,386.20
07.442.210	Peaking Generator Fees					0.00	9,737.41
07.442.215	Postage	22,000.00	688.37	25,740.91	117.00	3,740.91-	22,123.71
07.442.220	Utility Poles	13,000.00		12,090.15	93.00	909.85	8,873.90
07.442.230	Transformers	100,000.00		57,510.00	57.51	42,490.00	44,198.75
07.442.231	Fuel	9,000.00	618.25	5,491.21	61.01	3,508.79	8,113.03
07.442.238	Clothing & Uniforms	15,000.00	1,045.54	14,244.72	94.96	755.28	12,385.25
07.442.239	Wire	25,000.00		1,002.50	4.01	23,997.50	3,803.00
07.442.240	Marketing Supplies	1,000.00		404.21	40.42	595.79	
07.442.245	Operating Supplies	3,000.00		1,966.59	65.55	1,033.41	668.02
07.442.250	Repair and Maintenance Suppl	10,000.00		11,718.08	117.18	1,718.08-	2,450.78
07.442.251	Tires	1,000.00				1,000.00	
07.442.252	Repair and Maint. Supplies - O	100.00		20.77	20.77	79.23	

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 07 (Electric Fund) to FUND equals 07 (Electric Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
07.442.253	Hardware & Parts - Line Equip	70,000.00	7,864.79	65,673.98	93.82	4,326.02	55,661.95
07.442.260	Small Tools & Minor Equipmen	10,000.00	49.58	7,951.94	79.52	2,048.06	2,588.54
07.442.300	Thermovision	1,000.00				1,000.00	
07.442.301	Contracted Services-Invoicing &	15,000.00		15,084.98	100.57	84.98-	13,537.01
07.442.310	Electric Building Janitorial Serv	4,000.00	62.64	2,004.48	50.11	1,995.52	1,839.20
07.442.313	Engineering	20,000.00				20,000.00	1,244.25
07.442.314	Legal	500.00				500.00	
07.442.317	Safety Testing	6,000.00	189.00	7,171.26	119.52	1,171.26-	5,713.09
07.442.321	Telephone	3,000.00	342.22	2,793.21	93.11	206.79	3,993.81
07.442.324	Wireless Telephones	3,100.00	81.78	825.00	26.61	2,275.00	2,749.54
07.442.341	Advertising	500.00				500.00	
07.442.342	Printing	7,000.00	1,047.97	6,922.90	98.90	77.10	4,657.04
07.442.352	Insurance - Property & Liability	39,231.00		36,796.36	93.79	2,434.64	29,297.68
07.442.354	Worker's Compensation Insu	33,944.00		42,517.53	125.26	8,573.53-	17,215.60
07.442.361	Power Purchases	5,357,189.00	401,266.28	4,429,896.01	82.69	927,292.99	3,690,307.96
07.442.362	PA Peaking Project	81,680.00	596.69	24,102.42	29.51	57,577.58	184,859.47
07.442.364	Sewer	500.00		412.80	82.56	87.20	380.25
07.442.366	Water	600.00		450.60	75.10	149.40	434.70
07.442.370	Repair and Maintenance Servi	12,000.00		12,423.75	103.53	423.75-	28,289.73
07.442.374	Meter Equipment	13,000.00		11,039.10	84.92	1,960.90	15,693.69
07.442.390	Bank, Cr Card & On-Line Bill P	32,000.00	6,159.41	73,578.21	229.93	41,578.21-	64,249.98
07.442.391	Interest Expense	800.00	326.37	2,679.88	334.99	1,879.88-	2,532.65
07.442.392	Bad Debt Expense	200.00	0.03	50.99-	-25.50	250.99	39.31-
07.442.400	Maintenance & Testing Substa	6,000.00		505.45	8.42	5,494.55	55.84
07.442.420	Dues, Subscriptions & Member	22,500.00		21,989.42	97.73	510.58	21,520.00
07.442.430	Gross Receipts Tax	1,800.00		1,603.00	89.06	197.00	1,657.00
07.442.450	Contracted Services	50,000.00	5,174.66	67,286.65	134.57	17,286.65-	57,595.36
07.442.452	Contracted Serv.-Line Mainten	25,000.00		12,463.00	49.85	12,537.00	30,000.00
07.442.454	Administrative Charge	130,000.00		97,500.00	75.00	32,500.00	97,500.00
07.442.460	Training & Seminars	12,000.00	35.00	4,838.21	40.32	7,161.79	7,671.88
07.442.720	Capital-Improvements-Other	290,000.00	1,882.51	294,549.74	101.57	4,549.74-	125,092.00
07.442.740	Capital-Mach, Equip & Vehicle	107,000.00		90,820.00	84.88	16,180.00	
07.492.010	Transfer to General Fund	2,711,412.00	225,951.00	2,485,461.00	91.67	225,951.00	1,929,587.00
07.492.040	Transfer to Menlo Fund	72,246.00				72,246.00	
07.492.300	Transfer to Capital Reserve Fu	474,560.00		474,560.00	100.00	0.00	545,000.00
Total Expenditures		10,985,343.00	737,077.49	9,457,495.48	86.09	1,527,847.52	8,066,420.33
Excess of Revenues over Expenditures for Report		393,049.00	86,549.84	709,703.60		2,739,040.44	674,144.06

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 14 (Fire Tax Protection Fund) to FUND equals 14 (Fire Tax Protection Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
14.301.100	Real Estate Taxes - Current Y	142,666.00	269.75	137,900.49	96.66	4,765.51	135,817.85
14.301.200	Real Estate Taxes - Prior Year	300.00	90.15	1,174.76	391.59	874.76-	548.77
14.301.300	Real Estate Taxes- Delinquent			526.18		526.18-	824.61
14.301.600	Real Estate Taxes - Interim		133.36	297.45		297.45-	1,228.03
14.341.000	Interest Earnings		2.85	240.18		240.18-	187.96
Total Revenues		142,966.00	496.11	140,139.06	98.02	2,826.94	138,607.22
14.411.000	Distribution of Tax Receipts to l	142,966.00				142,966.00	141,697.91
14.411.652	Borough Contribution to Fire C			142,947.63		142,947.63-	
Total Expenditures		142,966.00		142,947.63	99.99	18.37	141,697.91
Excess of Revenues over Expenditures for Report			496.11	2,808.57-		2,845.31	3,090.69-

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 15 (Road Improvements Fund) to FUND equals 15 (Road Improvements Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
15.301.100	Real Estate Taxes - Current Y	285,332.00	539.49	275,796.45	96.66	9,535.55	271,631.19
15.301.200	Real Estate Taxes - Prior Year	1,000.00	180.27	2,349.59	234.96	1,349.59-	1,161.41
15.301.300	Real Estate Taxes- Delinquent	900.00		1,052.31	116.92	152.31-	1,191.24
15.301.600	Real Estate Taxes - Interim	2,000.00	266.71	594.83	29.74	1,405.17	2,455.98
15.341.000	Interest Earnings	500.00	64.34	1,399.32	279.86	899.32-	995.12
Total Revenues		289,732.00	1,050.81	281,192.50	97.05	8,539.50	277,434.94
15.408.310	Associate Engineering	80,000.00	11,084.83	53,037.48	66.30	26,962.52	
15.440.704	Curb, Sidewalk & Handicap Ra	12,000.00		975.58	8.13	11,024.42	
15.440.705	Road Projects	197,732.00		357,492.19	180.80	159,760.19-	49,912.58
Total Expenditures		289,732.00	11,084.83	411,505.25	142.03	121,773.25-	49,912.58
Excess of Revenues over Expenditures for Report			10,034.02-	130,312.75-		113,233.75-	227,522.36

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 30 (Capital Fund) to FUND equals 30 (Capital Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
30.341.000	Interest Earnings	19,000.00	267.18	16,342.55	86.01	2,657.45	20,791.87
30.341.040	Sidewalk Interest			180.20		180.20-	
30.350.750	Comp Econ Dev Plan			12,322.29		12,322.29-	
30.351.120	FEMA Reimb - Disaster Relief	343,601.00	137,593.46	137,593.46	40.04	206,007.54	
30.354.020	Keystone Historic Preservation	100,000.00				100,000.00	
30.354.022	Cybersecurity Technology Awa					0.00	50,000.00
30.354.036	Kulp Park Rehab - LSA Grant	652,886.00				652,886.00	
30.354.037	Kulp Rehab - DCNR Grant	200,000.00		100,000.00	50.00	100,000.00	
30.354.040	Police - LSA Grant	107,000.00		107,415.00	100.39	415.00-	
30.354.160	902 Municipal Recyc Grant					0.00	193,086.77
30.357.020	Visit Bucks Cty. Tourism Grant			243.90-		243.90	13,500.00
30.357.030	LSA Grant - Pedestrian Bridge					0.00	99,210.00
30.359.000	Historical Society Donations	120,000.00				120,000.00	
30.367.100	Park & Rec Fee-In-Lieu-Of	52,500.00		12,000.00	22.86	40,500.00	33,000.00
30.391.100	Sales of General Fixed Assets					0.00	7,000.00
30.392.050	Transfer from Refuse Fund	200,000.00		200,000.00	100.00	0.00	275,000.00
30.392.070	Transfer from Electric Fund	474,560.00		493,889.82	104.07	19,329.82-	545,000.00
30.392.350	Transfer from Highway Aid Fun	250,260.00		185,951.78	74.30	64,308.22	251,394.54
30.392.360	Transfer from ARPA Fund			13,248.00		13,248.00-	65,000.00
30.399.000	Fund Balance - Use in Current	318,742.00		50.00	0.02	318,692.00	
Total Revenues		2,838,549.00	137,860.64	1,278,749.20	45.05	1,559,799.80	1,552,983.18
30.402.390	Bank Fees		45.00	175.00		175.00-	
30.405.700	Computer Upgrade	10,000.00		5,479.00	54.79	4,521.00	2,920.00
30.405.735	Cybersecurity - RMUC Phase I		2,406.25	11,932.38		11,932.38-	3,063.60
30.405.740	Historic Building Survey			2,163.50		2,163.50-	
30.408.310	Engineering - Road Projects			3,635.89		3,635.89-	75,235.48
30.410.701	Police Vehicles					0.00	61,814.98
30.410.702	Police Equipment	108,315.00		115,053.58	106.22	6,738.58-	
30.410.703	Police Computer Equipment	4,826.00		4,771.00	98.86	55.00	47,807.00
30.410.704	Police Capital Improvements					0.00	7,167.91
30.439.000	Road Construction Projects - L	250,260.00		188,464.75	75.31	61,795.25	251,394.54
30.440.700	Public Works Capital Improver	26,985.00		19,770.00	73.26	7,215.00	
30.440.701	Public Works Vehicles	275,800.00		286,751.90	103.97	10,951.90-	
30.440.702	Public Works Equipment			2,199.00		2,199.00-	30,327.49
30.440.704	Curb & Sidewalk					0.00	14,248.46
30.440.705	Road Projects					0.00	81,026.18
30.440.710	Railing & Culverts	88,000.00	3,252.00	20,865.50	23.71	67,134.50	12,121.00
30.440.714	902 Recycling Grant					0.00	217,253.11
30.451.700	Park & Rec-Fee-In-Lieu-Of-Pl	45,000.00		472.00	1.05	44,528.00	56,812.81
30.451.701	Park Capital Improvements	897,994.00	5,659.00	212,632.69	23.68	685,361.31	3,119.91
30.451.702	Multi-Modal Trans-Trail to 9th S		3,457.50	16,455.50		16,455.50-	14,637.75
30.451.703	Lenape Park Improvments	37,234.00		57,511.07	154.46	20,277.07-	
30.451.704	LSA - PED Bridge					0.00	147,343.17
30.451.705	Covered Bridge Refurb	563,601.00	445.70	138,039.16	24.49	425,561.84	16,149.21
30.451.706	Visit Bucks Cty. Tourism Grant			12,628.98		12,628.98-	

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BOROUGH OF PERKASIE For Period Ending 11/30/2025

Selecting on FUND equals 30 (Capital Fund) to FUND equals 30 (Capital Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
30.451.707	Community Gardens Land Ac			159,472.72		159,472.72-	
30.451.708	Community Planning Grant		3,433.69	39,520.28		39,520.28-	
30.452.700	Menlo Aquatic Center Capital I	20,750.00		20,750.00	100.00	0.00	
30.458.700	Senior Center Building Fund C	5,000.00		5,000.00	100.00	0.00	
30.471.000	Debt Service-Principal-Boroug	403,000.00		403,000.00	100.00	0.00	388,000.00
30.472.000	Debt Service Interest - Boroug	14,020.00	957.13	13,063.25	93.18	956.75	17,616.16
30.472.350	Interest Expense/Bank Fees			58.00		58.00-	
30.499.000	Fund Bal - Reserve for Future -	87,763.00				87,763.00	
Total Expenditures		2,838,548.00	19,656.27	1,739,865.15	61.29	1,098,682.85	1,448,058.76
Excess of Revenues over Expenditures for Report		1.00	118,204.37	461,115.95-		2,658,482.65	104,924.42

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 35 (Highway Aid Fund) to FUND equals 35 (Highway Aid Fund)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
35.341.000	Interest Earnings	3,500.00	241.31	5,204.09	148.69	1,704.09-	6,173.73
35.355.020	State Liquid Fuels Tax	246,000.00		246,585.84	100.24	585.84-	246,229.48
35.355.030	State Road Turnback Payment	760.00		760.00	100.00	0.00	760.00
Total Revenues		250,260.00	241.31	252,549.93	100.92	2,289.93-	253,163.21
35.439.000	Road Construction Projects	250,260.00				250,260.00	251,394.54
35.492.300	Transfer to Capital Reserve Fu			185,951.78		185,951.78-	
Total Expenditures		250,260.00		185,951.78	74.30	64,308.22	251,394.54
Excess of Revenues over Expenditures for Report			241.31	66,598.15		62,018.29	1,768.67

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BOROUGH OF PERKASIE

For Period Ending 11/30/2025

Selecting on FUND equals 36 (Fund - 36) to FUND equals 36 (Fund - 36)

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
36.341.000	Interest Earnings		21.32	309.34		309.34-	1,439.62
36.351.022	ARPA Proceeds	55,608.00				55,608.00	310,240.71
Total Revenues		55,608.00	21.32	309.34	0.56	55,298.66	311,680.33
36.427.702	Public Works Equipment					0.00	59,224.29
36.442.705	Permitting Software	11,900.00				11,900.00	3,900.00
36.451.701	Parks Capital Improvements	13,248.00		13,248.00	100.00	0.00	195,378.13
36.451.702	Grant Match - Keystone Comm	30,460.00				30,460.00	
Total Expenditures		55,608.00		13,248.00	23.82	42,360.00	258,502.42
Excess of Revenues over Expenditures for Report			21.32	12,938.66-		97,658.66	53,177.91



**PERKASIE BOROUGH
BOROUGH ENGINEER STATUS REPORT
FOR OPEN DEVELOPMENT AND MUNICIPAL PROJECTS
AS OF NOVEMBER 23, 2025**

SUBDIVISION AND LAND DEVELOPMENT PROJECTS (ACTIVE)

1. **Constitution Square**
108 East Walnut Street
 - Continued the Site Observation.
 - Miscellaneous correspondence with G&A Staff and Developer.
2. **Spruce Street Townhouses**
W. Spruce Street
 - Reviewed the revised Final As-Built Plan and prepared the 2nd Final As-Built Plan Review Letter dated November 3, 2025.
 - Prepared the Final Certificate of Occupancy Approval Letter dated November 3, 2025.
 - Reviewed the 2nd revised Final As-Built Plan and prepared the Final As-Built Plan Approval Letter dated November 14, 2025.
 - Continued the Site Observation.
 - Miscellaneous coordination & correspondence with G&A Staff, Developer & Design Consultant.
3. **Spruce Street Redevelopment**
601 Spruce Street
 - No action has taken place by G&A this month.
4. **Glen Enterprises Building Permit**
1215 N. Ridge Road
 - No action has taken place by G&A this month.
5. **Rolftech, LLC Grading Permit**
118 S. 2nd Street
 - No action has taken place by G&A this month.
6. **8th Street Commons (Apartment Building)**
N. 8th Street
 - No action has taken place by G&A this month.
7. **Perry Mill (a.k.a. 8th Street Commons Rowhomes)**
N. 8th Street
 - Reviewed the 11th Submittal Package and prepared the 11th Submittal Review Letter dated October 27, 2025.
 - Reviewed all required documentation, Certified Quantities, Updated Escrow Status Report, and Prepared Recommendation Letter and Certificate of Completion for the Request for Financial Security Escrow Release #10 dated November 11, 2025.
 - Continued the Site Observation.
 - Miscellaneous coordination and correspondence with G&A Staff.

8. **306 N. Fifth Street Redevelopment (a.k.a. Chant Tract)**

306 N. 5th Street

- Reviewed the additional Field Change Requests and prepared correspondence with comments to Design Consultant dated November 4, 6 and 17, 2025.
- Miscellaneous coordination and correspondence with G&A Staff, Borough Staff and Design Consultant.

9. **Green Ridge Estates East**

28 North Ridge Road

- Prepared the Final Site Punch List 2 Letter dated October 28, 2025.
- Reviewed all required documentation, Certified Quantities, Updated Escrow Status Report, and Prepared Recommendation Letter and Certificate of Completion for the Request for Financial Security Escrow Release #6 dated November 6, 2025.
- Started to review the Public Improvements As-Built Plan.
- Continued the Site Observation.
- Miscellaneous coordination and correspondence with G&A Staff and Developer.

10. **124 S. 3rd Street Building Permit**

124 S. 3rd Street

- No action has taken place by G&A this month.

11. **Restaurant and Beer Garden**

606 W. Chestnut Street

- No action has taken place by G&A this month.

12. **The Kratz Tract**

N. 5th Street & W. Blooming Glen Drive

- No action has taken place by G&A this month.

13. **WP Perkasie LLC Conditional Use**

N. 5th Street & W. Blooming Glen Drive

- No action has taken place by G&A this month.

14. **Green Ridge Estates West**

414 South Ridge Road

- Finalized the 6th Submittal Review Letter dated October 27, 2025.
- Continued the Site Observation.
- Miscellaneous correspondence with G&A Staff and Developer.

15. **Griffo Tract Lot 1**

510 Haven Court

- No action has taken place by G&A this month.

16. **65 S. Main Street**

65 S. Main Street

- No action has taken place by G&A this month.

17. **200 S. Main Street**

200 S. Main Street

- No action has taken place by G&A this month.

18. **1229 N. Ridge Road**

1229 N. Ridge Road

- Miscellaneous correspondence with Borough Staff.

19. **545 Constitution Avenue**

545 Constitution Avenue

- No action has taken place by G&A this month.

20. **601 W. Park Avenue**

601 W. Park Avenue

- No action has taken place by G&A this month.

21. **911 N. 7th Street**

911 N. 7th Street

- No action has taken place by G&A this month.

22. **St. Stephen's United Church of Christ**

110 & 114 N. 6th Street

- Project is complete and shall be removed from next Status Report.

23. **The Mill Property**

200 S. Main Street

- Attended Meeting at Borough Hall with Borough Staff, Solicitor, PRA Director, Applicant, Attorney, Contractor, and Elected Officials on October 30, 2025 to discuss project.

24. **140 S. Main Street**

140 S. Main Street

- No action has taken place by G&A this month.

25. **Nyce Minor Subdivision**

1017 N. Ridge Road

- No action has taken place by G&A this month.

26. **200 Wyckford Drive**

200 Wyckford Drive

- No action has taken place by G&A this month.

27. **Perkasie Square Shopping Center**

505 Constitution Avenue

- Miscellaneous correspondence with Borough Staff.

28. **135 S. Main Street**

135 S. Main Street

- No action has taken place by G&A this month.

29. **9 Fairview Avenue**

9 Fairview Avenue

- Prepared for and Attended Site Meeting with Borough Staff, Design Consultant and Contractor on October 29, 2025 to discuss existing and proposed storm sewer systems.
- Continued to review the storm sewer field change request and prepared correspondence to Contractor dated November 19, 2025.
- Reviewed the 1st and 2nd Submittal Packages and prepared correspondence to Contractor dated November 20 and 21, 2025.
- Miscellaneous coordination and correspondence with G&A Staff, Borough Staff, Design Consultant and Contractor.

30. **Grandview Avenue**

Grandview Avenue

- Miscellaneous correspondence with Borough Staff.

31. **620 S. 4th Street**

620 S. 4th Street

- No action has taken place by G&A this month.

32. **108 N. Ridge Road**

108 N. Ridge Road

- Reviewed the revised Site Plan and prepared the 1st Revised Grading Permit Plan Review Letter dated November 14, 2025.
- Reviewed the Foundation Confirmation Plan and prepared the Foundation Confirmation Plan Approval Letter dated November 18, 2025.
- Miscellaneous coordination with G&A Staff and Borough Staff.

33. **250 W. Market Street**

250 W. Market Street

- No action has taken place by G&A this month.

34. **36 S. Main Street**

36 S. Main Street

- No action has taken place by G&A this month.

35. **Perkasie Regional Authority – Reservoir Booster Pump Station**

N. Ridge Road & Ridge Avenue

- Started to review the Waiver of Land Development Submission Package and started to prepare the 1st Waiver of Land Development Review Letter.
- Miscellaneous coordination with G&A Staff.

36. **Perkasie Regional Authority – Well #10 Treatment Center**

Spring Lane

- Miscellaneous correspondence with Design Consultant.

37. **35 S. Main Street**

35 S. Main Street

- Started to review the Grading Permit Plan Submission Package and started to prepare the 1st Grading Permit Plan Review Letter.
- Miscellaneous coordination and correspondence with G&A Staff.

SUBDIVISION AND LAND DEVELOPMENT PROJECTS (INACTIVE)

1. **The Perk Restaurant Addition**

501 E. Walnut Street

- No action has taken place by G&A this month.

2. **Jelski Minor Subdivision**

11 Fairview Avenue

- No action has taken place by G&A this month.

3. **Piper Group Land Development**

Ridge Road (S.R.0563)

- No action has taken place by G&A this month.

4. **Tecce Subdivision**

North Ridge Road

- No action has taken place by G&A this month.

GENERAL BOROUGH PROJECTS

1. NPDES MS4, Phase II

Borough Wide

- Reviewed submittals for the Pleasant Spring Creek Streambank Stabilization Project and prepared the 1st Submittal Review Letter dated November 18, 2025.
- Miscellaneous correspondence with G&A Staff, Borough Staff, Contractor, and Property Owners.

2. 2025 Road Program

Borough Wide

- Finalized the 2025 Roadway Condition Survey.
- Continued the Site Observation.
- Miscellaneous correspondence with G&A Staff, Borough Staff and Contractors.

3. Zoning Services

- No action has taken place by G&A this month.

4. BTM Peaking Project

W. Market Street

- No action has taken place by G&A this month.

5. South Perkasie Covered Bridge

Lenape Park

- No action has taken place by G&A this month.

6. SEPTA Freight House Parcel

W. Market Street and N. 8th Street

- No action has taken place by G&A this month.

7. W. Park Avenue Improvements

W. Park Avenue

- No action has taken place by G&A this month.

8. W. Market Street Traffic Study

W. Market Street

- No action has taken place by G&A this month.

9. Hazard Mitigation Grant Program

Borough Wide

- No action has taken place by G&A this month.

10. S. 7th Street Endwall Project

S. 7th Street Culvert

- No action has taken place by G&A this month.

11. Private Alley Storm Sewer System

Alley between Race & Arch Streets

- No action has taken place by G&A this month.

12. Parking Lot Condition Survey

Borough Wide

- No action has taken place by G&A this month.

13. Kulp Park Baseball Field Improvements

Kulp Park

- Visited the site on October 29, 2025 with Borough Manager to review the status of the project.
- Prepared an Accessible Parking Exhibit for S. 2nd Street for the Ordinance Amendment.
- Reviewed the Ordinance Amendment prepared by the Borough Solicitor for the accessible parking on S. 2nd Street.
- Visited the site on November 13, 2025 with Borough Staff and Driller to layout the ballfield lighting.
- Continued the Site Observation.
- Miscellaneous coordination and correspondence with G&A Staff, Borough Staff, Concrete Contractor, Keystone, and GeoSport.

14. Perkasie National Historic Preservation District Nomination

Borough Wide

- No action has taken place by G&A this month.

15. Borough Open Space Survey

Penny Lane Open Space

- No action has taken place by G&A this month.

16. Menlo Aquatic Center Leisure Pool Coping Replacement Project

Menlo Aquatic Center

- Started the Site Observation.
- Miscellaneous correspondence with G&A Staff.

17. Misc. Consulting Services

- Visited Menlo Aquatic Center on October 29, 2025 with Borough Manager to analyze leisure pool coping.
- Visited Kulp Park on October 29, 2025 with Borough Manager to analyze cracking in tennis courts.
- Visited the intersections of S. 9th Street/Pine Street and W. Market Street/S. 3rd Street on October 31, 2025 to analyze the slope of the roadways.
- Analyzed the sight distance at the intersections of S. 9th Street/Pine Street and W. Market Street/S. 3rd Street and provided recommendations.
- Attended Council Meeting on November 3, 2025 to discuss No-Parking Restrictions at the intersections of S. 9th Street/Pine Street and W. Market Street/S. 3rd Street, accessible parking spaces on S. 2nd Street, and TASA Application.
- Prepared November's Engineer's Report.
- Prepared for and Attended Council Meeting on November 17, 2025 to discuss the 2025 Roadway Condition Survey and present Engineer's Report.
- Miscellaneous coordination and correspondence with G&A Staff, Borough Staff and Elected Officials.

PERKASIE BOROUGH ZONING HEARING BOARD

**In re: Application of Perkasio Place LLC
Appeal No. 2025-03**

ADJUDICATION

Perkasio Place, LLC (“**Applicant**”) filed a Zoning Variance Application on or about June 20, 2025 (“**Application**”).

The Applicant is an equitable owner of a portion of the property located at 505 Constitution Avenue, Perkasio Borough, Pennsylvania 18944 identified as Bucks County Tax Parcel No. 33-009-001 (“**Property**”). The Property is located within the Light Industrial District (“**I-2 District**”) in Perkasio Borough, Bucks County, Pennsylvania. The existing Property contains approximately 22.1829 acres. The Applicant is proposing to subdivide the Property into two (2) lots to construct a multifamily residential development. The Applicant is seeking relief from a Zoning Variance to Ordinance Section 186-20.I.(1) to allow a proposed B(5) multifamily dwelling use on the subdivided portion of the Property. In addition, the Applicant is seeking a Variance to Ordinance Section 186-18.B(5)(A)[1] to allow the minimum horizontal distance between facing walls less than 50 feet.

Pursuant to the Pennsylvania Municipalities Planning Code, as amended (“**MPC**”), the ZHB held a hearing on October 27, 2025, at 7:30 p.m. at Perkasio Borough Hall. The Property was posted, notice of the hearing was publicly advertised, and written notice was provided to neighboring property owners as required by the Zoning Ordinance and the MPC.

The Application was heard before ZHB Members David Barndt, Chairman, John Yannaccone, Vice-Chairman, Timothy Rimmer, Secretary, John Knouse and Laura Auger. Applicant was represented by David M. Shafkowitz, Esq. from Shafkowitz Law Group, PC. Larry Grybosky, David Werner, Charles L. Guttenplan and Michael Tulio appeared and presented testimony on behalf of the Applicant. The Borough of Perkasio (“**Borough**”) requested and was granted party status. The Borough was represented by Brendan M. Callahan, Esq., from Begley, Carlin & Mandio LLP. Adrienne Blank, R.L.A, ASLA appeared and presented testimony on behalf of the Borough. Mark Brodeur of 199 Wyckford Drive requested and was granted party status. Melanie Brodeur, 199 Wyckford Drive requested and was granted party status. Nicole Przychowicz of 606 Essex Court requested and was granted party status. Matt Przychowicz of 606 Essex Court requested and was granted party status. Kathy Brown of 620 Constitution Avenue requested and was granted party status. Jeffery Short of 198 Wyckford Drive requested and was granted party status. Todd Wesolowski of 475 E. Ridge Avenue, Sellersville, requested and was granted party status. No one else present at the hearing requested or was granted party status in this case.

ZHB Exhibits:

- B-1.....Posting Certification
- B-2.....Proof of Publication
- B-3.....Letter to Adjoining Landowners and List
- B-4.....Application and Attachments

- B-5.....Letter dated July 18, 2025 from David Shafkowitz, Esq. regarding continuance request;
- B-6.....Letter dated July 24, 2025 from Colby S. Grim, Esq. to David Shafkowitz, Esq. regarding continuance request; and
- B-7.....Letter dated September 12, 2025 from David Shafkowitz, Esq. re: continuance to October 27, 2025

Applicant Exhibits:

- A-1Plans consisting of 12 Sheets
- A-2Traffic Impact Assessment
- A-3Review Letter dated August 4, 2025 from Leslie Bodnoff, PE of Gilmore & Associates
- A-4Renditions of Proposed Buildings
- A-5CV of Charles L. Guttenplan, AICP, PP

Borough Exhibits:

- P-1 CV of Adrienne Blank, R.L.A, ASLA – Landscape Architect.

Based on the testimony and evidence presented at the hearing, the ZHB, after discussion and due deliberations, makes the following Findings of Fact and Conclusions of Law.

FINDINGS OF FACT

The Perkasio Borough Zoning Hearing Board, having considered the sworn testimony of all witnesses and the documentary evidence received, hereby makes the following findings of fact:

1. Applicant, Perkasio Place, LLC is an equitable owner of the Property located at 505 Constitution Avenue, Perkasio, PA (“**Property**”).
2. The owner of legal title to the Property is Pacaz Realty LLC.
3. The Property is otherwise identified as Bucks County Tax Parcel No. 33-009-001.
4. The Property is located within the Light Industrial District (“**I-2 District**”).
5. The Property is currently improved with a commercial/retail shopping center known as Perkasio Square Shopping Center (“**Perkasio Square**”).
6. The Property is one (1) parcel and contains approximately 22.198 acres.
7. The Property is current under a Purchase and Sale Agreement between Pacaz Realty, LLC and Perkasio Place, LLC.

8. Applicant is proposing to subdivide a second lot off the Property that would contain 7.939 acres (“**Proposed Lot**”).
9. The remaining Lot would contain approximately 14.259 acres.
10. Applicant proposes to construct a multifamily residential development (B5) Use consisting of five (5) apartment buildings on the Proposed Lot.
11. The multifamily dwelling use (B5) is not permitted in the I-2 Zoning District.
12. Applicant is seeking variances from Section 186-20.I.(1) to allow a proposed B(5) multifamily dwelling use on the subdivided portion of the Property and a variance from Section 186-18.B(5)(A)[1] to allow the minimum horizontal distance between facing walls less than 50 feet.
13. The Proposed Lot will gain access through Perkasio Square. See Exhibit “A-1”.
14. The Proposed Lot contains a creek that flows through the Property. See Exhibit “A-1”.
15. The Proposed Lot is not wooded and contains no steep slopes.
16. Larry Grybosky, Applicant’s Engineer testified that the access to the Proposed Lot would traverse an unknown tributary and have an emergency access entrance/exit on Wyckford Drive. See Exhibit “A-1”.
17. Mr. Grybosky further testified that Applicant could construct access to the Proposed Lot from Constitution Avenue, Wyckford Avenue or through Perkasio
18. Mr. Grybosky further testified that the surrounding uses of the Property are primarily residential. See Exhibit “A-1”.
19. Mr. Grybosky testified that the total amount of proposed units on the Property would be 76 consisting of 1 and 2 bedroom units.
20. Mr. Grybosky further testified that the apartments would meet the bulk and area requirements in the Perkasio Zoning Ordinance.
21. Mr. Grybosky testified that Applicant proposes to construct an internal trail system on the Proposed Lot to access Constitution Avenue for residents.
22. Mr. Grybosky testified that in his opinion the Proposed Lot is suitable for residential use, is compatible with the surrounding uses and would have no negative impact on the neighboring community.
23. Mr. Grybosky testified and provided plans for certain permitted uses in the I-2 Zoning District including a Construction Contractor, Motor Freight Terminal and/or a Recycling Facility. See Exhibit “A-1”.

24. Mr. Grybosky further testified that these permitted uses would have a negative impact on the surrounding properties and cause more traffic, more impervious surface, more noise and in some cases odors and dust.

25. On cross examination by Brendan M. Callahan, Esq., Mr. Grybosky testified that the Property was not currently subdivided.

26. Mr. Grybosky further admitted that the Property is currently being used in compliance with the Zoning Ordinance as a commercial/retail shopping center which is a permitted use.

27. Mr. Grybosky further admitted that the plans presented for the Construction Contractor, Motor Freight Terminal and/or a Recycling Facility were by-right uses and could be accommodated in accordance with the Zoning Ordinance.

28. The uses permitted in the I-2 Zoning District, include the following: Motor vehicle gasoline station, motor vehicle repair garage, motor vehicle sales or rental, planned commercial development, retail ship, service business, brewery, micro-brewery, micro-winery, micro-distillery, brewpub, taproom, emergency services, utility, railway or bus station, telecommunications, contractor offices and shops, lumber yard, manufacturing, motor freight terminal, governmental recreational facility, office, business or professional, medical office or clinic, veterinary office, bank or savings and loan association, outdoor entertainment and recreational facilities, non-governmental, kennel, printing, publishing and binding, recycling facility, research, warehouse and distribution, accessory structure or accessory use, drive through, home occupation, no-impact home based business, roadside stand, outdoor seating associated with food and / or beverage service establishments.

29. David Horner, P.E., PTOE from Horner & Canter Associates testified regarding the Traffic Impact Assessment. See Exhibit "A-2".

30. Mr. Horner testified on the traffic volume during peak hours for the proposed development.

31. Mr. Horner testified that the impact of the development was acceptable and would not change the level of operation at the Intersections.

32. Mr. Horner compared the proposed residential development with the addition of more retail stores and concluded that the addition of more retail stores would increase traffic.

33. On cross-examination, Mr. Horner admitted that he did not provide a trip calculation for all uses permitted in the I-2 Zoning District.

34. Michael Tulio testified that he is a Real Estate Developer and is under contract with Pacaz Realty LLC.

35. Mr. Tulio further testified that the Agreement of Sale is contingent upon the receipt of zoning relief.

36. Mr. Tulio further testified that he was a partner with Metropolitan that redeveloped the Property known as Perkasio Woods.

37. Mr. Tulio further testified that it was his understanding that the Property had been marketed but never subdivided.

38. Mr. Tulio testified that the proposed development would consist of five (5), two(2) story buildings of Garden Style Apartments.

39. Mr. Tulio further testified that the buildings would be less than 35 feet and in compliance with Zoning Ordinance.

40. Mr. Tulio further testified that the development would be managed by a Management Co.

41. Charles L Guttenplan, AICP, PP testified regarding Land Planning.

42. Mr. Guttenplan testified that it is his understanding that the Property has been marketed for which it has been zoned.

43. Mr. Guttenplan further testified that the Perkasio Borough Comprehensive Plan has not been updated for 11 years.

44. Mr. Guttenberg further testified that in his opinion the impact from Industrial uses would be bad and the impact from residential uses would be good.

45. Mr. Guttenplan further testified that this development would be the minimum variance to afford relief.

46. Mr. Guttenplan further testified that the proposed use would not be detrimental to the surrounding community.

47. On cross, Mr. Guttenplan admitted that the Property is currently being used and in conformance with the Zoning Ordinance.

48. Adrienne Blank, R.L.A., ASLA a Landscape Architect testified on behalf of the Borough.

49. Ms. Blank testified that the proposed use is not permitted in the I-2 Zoning District.

50. Ms. Blank further testified that there are approximately 38 uses permitted in the I-2 Zoning District and this Property could be developed to conform with the Zoning Ordinance.

51. Ms. Blank further testified that there were no apartments in the surrounding area and it would alter the character of the community.

DISCUSSION

The Applicant, Perkasio Place, LLC is the equitable owner of a portion of the Property owned by Pacaz Realty LLC. The Property is located in the I-2 Zoning District and is currently used as a commercial/retail shopping center. The Property contains approximately 22.198 acres. Applicant proposes to subdivide the Property into two (2) lots containing 14.259 acres and 7.939 acres. Applicant proposes to construct a multifamily residential development (B5) Use consisting of five (5) apartment buildings on the 7.939 acre lot. The multifamily dwelling use (B5) is not permitted in the I-2 Zoning District. Applicant is seeking variances from Section 186-20.I.(1) to allow a proposed B(5) multifamily dwelling use on the subdivided portion of the Property and a variance from Section 186-18.B(5)(A)[1] to allow the minimum horizontal distance between facing walls less than 50 feet.

The Applicant is seeking variances for the above pursuant to § 186-101 of the Perkasio Borough Zoning Ordinance. The Pennsylvania Municipalities Planning Code and § 186-101 of the Perkasio Borough Zoning Ordinance set forth the standards for granting a variance. In general, the Applicant must show:

A. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located.

B. That because of the physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

C. That such unnecessary hardship has not been created by the applicant.

D. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.

E. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation at issue.

See 53 P.S. §§ 10910.2 and Perkasio
Borough Zoning Ordinance § 186-101.

Under the general standards governing the grant of a variance, the reasons for granting a variance must be substantial, serious, and compelling. An applicant seeking a variance bears the burden of proving that an unnecessary hardship will result if the variance is denied and that the

proposed use will not be contrary to the public interest. The alleged hardship must be shown to be unique or particular to the property as distinguished from a hardship arising from the impact of zoning regulations on an entire district.

A zoning hearing board is the finder of fact concerning matters before it, and therefore, it is the function of a zoning hearing board to weigh the evidence before it. As such, the zoning hearing board is the sole judge of the credibility of a witness and the weight afforded to his or her testimony. This leaves the zoning hearing board as the ultimate judge of credibility and final arbiter of all conflicts in the evidence. A zoning hearing board is free to reject even uncontradicted testimony it finds lacking in credibility, including expert witness testimony. *Taliaferro v. Darby Twp. ZHB*, 873 A.2d 807, 811 (Pa. Commw. Ct. 2005); *see also*, *Eichlin v. New Home Borough ZHB*, 671 A.2d 1173 (Pa. Commw. Ct. 1996); *Lower Allen Citizens Action Grp., Inc. v. Lower Allen Twp. ZHB*, 500 A.2d 1253 (Pa. Commw. Ct. 1985). In this regard, a zoning hearing board can choose to believe the opinion of one expert over that offered by another. *Berman v. Manchester Twp. ZHB*, 115 Pa. Commw. 339, 540 A.2d 8 (1988).

To establish the right to a variance, the applicant must prove that the hardship arises from circumstances unique to his or her property. *Valley View Civic Assoc. v. Zoning Board of Adjustment*, 501 Pa. 468 A.2d 1183 (1983). Where a hardship is self-imposed or the result of the applicant's own actions, a variance is inappropriate. *Glazer v. Zoning Hearing Board of Worchester*, 55 Pa. Commonwealth Ct. 234, 423 A.2d 463 (1980). When evaluating an alleged hardship, the use of adjacent and surrounding land is unquestionably relevant. *Valley View Civic Assoc. v. ZBA*, 501 Pa. 550, 555-556, 462 A.2d 637, 640 (1983). Moreover, evidence that simply shows that the zoned for use is less financially rewarding than the proposed use is insufficient to justify a variance. Furthermore, showing that a lot can be used in a more profitable fashion is insufficient; there must be no permitted use to which the land can feasibly be put before a use variance is granted. *Twp. Of E. Caln v. Zoning Hearing Board*, 915 A.2d 1249, 1253-1254 (Pa. Cmwlth. Ct. 2007).

In the instant case, the Zoning Hearing Board finds that there are no unique circumstances and/or conditions particular to the Property that warrant granting the variances, the requested variances do not represent the minimum variance necessary to provide relief and the Applicant did not provide sufficient evidence that because of a physical circumstance or condition there is no possibility that the Property can be developed in strict conformity with the provisions of the Zoning Ordinance. The Board finds that Property is currently improved and being used in compliance with the Zoning Ordinance as a commercial/retail shopping center. In addition, the Applicant provided testimony during the hearing that the Property could be developed in conformance with the Zoning Ordinance and provided three (3) plans showing that the Property could be developed in accordance with the Zoning Ordinance.

The Board acknowledges that Applicant provided testimony that some permitted uses may have a negative impact on the surrounding properties, however, Applicant did not properly demonstrate that all permitted uses in the I-2 Zoning District were not viable. The Board finds that the Applicant failed to present sufficient evidence that there is no possibility that the Property or Proposed Lot can be developed in strict conformity with the provisions of the Zoning Ordinance. Applicant requests a use variance merely because the multifamily dwelling use (B5) is not permitted in the I-2 Zoning District. This is not a hardship which is unique or peculiar to

the Property. The proper forum is to request an amendment to the Zoning Ordinance to allow the multifamily use.

In addition, the Board notes that Applicant provided little to no information and/or testimony regarding the variance for Section 186-18.B(5)(A)[1] to allow the minimum horizontal distance between facing walls less than 50 feet. As such, Applicant has not met its burden of proof for the variance.

For all of the foregoing reasons, the ZHB denies the Applicant's request for a variance from Section 186-20.I.(1) and Section of the Zoning Ordinance

CONCLUSIONS OF LAW

Applicant has not met the five requirements listed in Section 910.2 of the MPC for obtaining the requested variance from Sections 186-20.I.(1) and 186-18.B(5)(A)[1] of the Perkasié Borough Zoning Ordinance.

1. Applicant has failed to present evidence of a hardship that would justify granting a variance in this case.
2. Applicant failed to present evidence that the requested variance represents the minimum variance necessary to provide relief.
3. Applicant failed to present sufficient evidence that there is a unique physical circumstance or condition peculiar to the Property.
4. Applicant failed to present sufficient evidence that because of a physical circumstance or condition there is no possibility that the Property can be developed in strict conformity with the provisions of the Zoning Ordinance.
5. Applicant acknowledged that the Property could be developed in strict conformance with the provisions of the Zoning Ordinance and provided plans showing that the Property could be developed in strict conformance with the provisions of the Zoning Ordinance.
6. Applicant failed to present any evidence regarding the variance for Section 186-18.B(5)(A)[1].

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(SIGNATURE PAGE TO FOLLOW)

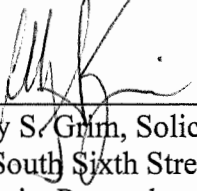
DECISION AND ORDER

AND NOW effective, this 11th day of December, 2025, based upon the Findings of Fact and Conclusions of Law set forth above, the Perkasio Borough Zoning Hearing Board hereby denies Applicant's request for a variances from Sections 186-20.I.(1) and 186-18.B(5)(A)[1].

The signatures of the Perkasio Borough Zoning Hearing Board Members hereby confirm the ZHB's decision and order by the vote of 5-0 in favor of denying the requested variance.

GRIM, BIEHN & THATCHER

By: _____


Colby S. Grim, Solicitor
104 South Sixth Street
Perkasie, Pennsylvania 18944

Date of Mailing: December 11, 2025

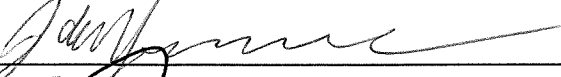
Zoning Hearing Board Signature Page

Re: Appeal No. 2025-03

David Barndt, Chairman



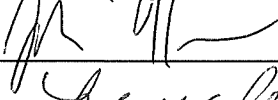
John Yannaccone, Vice-Chairman



Timothy Rimmer, Secretary



John Knouse



Laura Auger



John Wilcox (alternate)

Suzanne Bower (alternate)

PERKASIE BOROUGH POLICE

NOVEMBER 2025

MONTHLY REPORT



CHIEF ROBERT A. SCHURR

Calls for Service - by UCR Code

Incidents Reported Between 11/01/2025 and 11/30/2025

All Municipalities



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
0200	RAPE	1			
0340	ROBBERY-STRONGARM	1			
0490	ASSAULT - REPORTS	1			
0690	THEFT - REPORTS	1			
0830	SEXUAL ASSAULT	1			
1100	FRAUD	1			
1150	FRAUD - CREDIT CARDS, ATM	1			
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	1			
1420	CRIMINAL MISCHIEF TO PUBLIC BUILDINGS	1			
2090	OFFENSES AGAINST FAMILY - REPORTS	1			
2110	DRIVING UNDER THE INFLUENCE-LIQUOR/DRUGS	1			
2450	HARASSMENT	1			
2600	ALL OTHER CRIMES CODE VIOLATIONS	2			
2664	ALL OTHER OFFENSES - ALL OTHER (MISC.)	1			
2710	TRAFFIC OFFENSES	6			
2810	ABANDONED VEH & IMPOUND V.C.& BORO ORD	9			
2820	OPEN BURNING - BORO ORDINANCE	1			
2900	LOST/MISSING PERSONS	3			
2910	LOST/MISSING PROPERTY	1			
2990	RUNAWAYS - (JUVENILE) - REPORTS	2			
3000	FOUND/RECOVERED PROPERTY	2			
3100	MOTOR VEHICLE ACCIDENTS	13			
3101	REPORTABLE MOTOR VEHICLE ACCIDENT	3			
3400	MENTAL HEALTH	11	5		
3500	SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	25			
3510	SUSPICIOUS OCC - FRAUD/BAD CHECKS	6			
3600	DISTURBANCES-DOMESTIC	13	2		
3610	DISTURBANCES-JUVENILE	2			
3620	DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	6			
3630	DISTURBANCE - NOISE COMPLAINT	2			
3800	SERVICE CALL-MISCELLANEOUS	9			
3810	ALARMS-UNFOUNDED-EXCPT FIRE	16			
3820	ASSIST MOTORIST/DISABLE VEH	2			
3830	ASSIST OTHER AGENCY	1			
3840	FIRES (INCLUDING ALARMS-FOUNDED/UNFOUND)	5			
3860	LOCKOUTS (VEHICLE/BLDG)	4			
3870	SERVICE CALL - WELL BEING CHECK	13	1		
3880	OPEN DOORS/WINDOWS	2			
3900	TRAFFIC & PARKING PROBLEMS	12	1		
3921	TRAFFIC-SPEED SURVEY	3			
4026	WIRES AND POLES DOWN	2			
4080	NON-CRIMINAL - HARASSMENT	7			
4090	NON-CRIMINAL - REPORTS	9			
4091	NON-CRIMINAL - POLICE INFORMATION	13			
4092	NON-CRIMINAL - PATROL REQUEST	1			
4093	NON-CRIMINAL - CIVIL COMPLAINT	7	1		
4094	NON-CRIMINAL DOMESTIC STANDBY	4			
4095	NON-CRIMINAL - JUVENILE COMPLAINT	5			

Calls for Service - by UCR Code

Incidents Reported Between 11/01/2025 and 11/30/2025

All Municipalities



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
4096	FIELD INVESTIGATION	1			
4097	PROTECTION FROM ABUSE NOTICES	2			
4099	DRUG RELATED/INFORMATION	3			
4501	SEX OFFENSES INVESTIGATIONS/REPORTS	2			
4504	ATTEMPTED SUICIDES	0	1		
4511	DEATHS - ATTENDED	1			
4911	ABANDONED 911	13			
5004	LOST & FOUND - FOUND ARTICLES	1			
5008	LOST & FOUND - LOST ARTICLES	3			
5502	ANIMAL COMPLAINTS - BARKING DOGS	2			
5504	ANIMAL COMPLAINTS - DOG BITES	1			
5506	ANIMAL COMPLAINTS - DOG AT LARGE	2			
5510	ANIMAL COMPLAINTS - OTHER	7			
5590	ANIMAL COMPLAINTS - FOUND ANIMAL	3			
6600	SPEEDING VEHICLES	1			
6612	TRAFFIC RELATED - SIGNALS-SIGNS OUT	2			
6614	TRAFFIC RELATED - OTHER TRAFFIC	5			
6650	TRAFFIC - HAZARDOUS ROAD CONDITIONS	1			
7002	BUILDING CHECKS - OFFICER INITIATED	1			
7004	BUILDING CHECKS - VACATION,VACANT HOME	1			
7008	AMBULANCE ASSIST	75	2		
7014	PUBLIC SERVICE - OTHERS	2			
7502	ASSIST OTHER AGENCIES - FIRE DEPT.	5			
7504	ASSIST OTHER POLICE DEPT.	5			
7508	ASSIST REGIONAL PD	4			
7509	ASSIST HILLTOWN PD	3			
7511	ASSIST PSP	1			
8110	WARRANTS - OTHER AUTHORITY	2			
8502	DEPARTMENTAL SERVICES - FINGERPRINTING	2			
8518	DEPARTMENTAL SERVICES - RECORD CHECKS	8			
8519	RIGHT TO KNOW REQUESTS	1			
9192	VICTIMS SERVICES	24			
CITT	TRAFFIC CITATION	25			
CITW	WARNING	45			
Total Calls		489			

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	Nov. 24	2024 TOTAL
TOTAL INCIDENTS	432	440	513	500	489	525	527	552	524	481	418		5401	463	5514
Perkasie	282	265	307	320	326	364	338	388	343	300	271		3504	331	3576
Sellersville	150	175	206	180	163	161	189	164	181	181	147		1897	132	1938
Assaults	2	2	5	2	1	5	0	4	5	2	1		29	0	27
Burglary	0	0	0	0	0	0	0	0	0	0	0		0	0	7
Theft	3	3	6	2	7	10	4	3	5	10	1		54	1	48
Forgery	0	0	0	0	0	0	0	0	0	0	0		0	0	5
Fraud	2	2	1	2	2	5	1	1	2	2	2		22	1	26
Sex Offenses	0	0	2	0	0	0	1	0	2	2	1		8	0	4
Criminal Mischief/Vand.	4	1	3	7	2	3	4	3	2	1	2		32	4	40
Drugs	0	1	0	0	0	0	0	0	0	2	0		3	3	7
DUI	0	1	1	1	1	2	0	1	0	2	1		10	1	11
Liquor Laws	0	0	0	0	0	0	0	0	0	0	0		0	0	4
Drunkenness	0	0	1	0	0	1	0	0	0	0	0		2	2	3
Disorderly Conduct	5	1	2	4	1	2	3	3	1	1	1		24	6	40
All Other Crimes	0	1	3	0	3	3	1	4	7	3	5		30	2	48

TRAFFIC CITATIONS															
Perkasie	10	9	8	7	13	24	28	19	13	20	24		175	9	123
Sellersville	5	4	1	5	12	25	30	22	3	12	4		123	3	45

ARRESTS PERKASIE															
Felony/Misdemeanor	0	4	2	2	2	4	1	4	2	2	1		24	0	31
Summary Citations	0	0	0	0	0	2	0	2	1	0	0		5	4	19
Juvenile	0	1	0	0	0	3	3	0	1	2	0		10	1	10
Borough Ordinance	0	0	0	0	0	0	0	0	1	0	0		1	1	7
ARRESTS SELLERSVILLE															
Felony/Misdemeanor	2	0	1	1	0	2	3	3	4	5	0		21	1	30
Summary Citations	0	0	4	1	3	0	0	1	0	0	0		9	3	29
Juvenile	1	0	0	0	0	1	0	0	3	0	1		6	0	11
Borough Ordinance	0	0	1	0	0	0	0	0	1	0	0		2	0	2

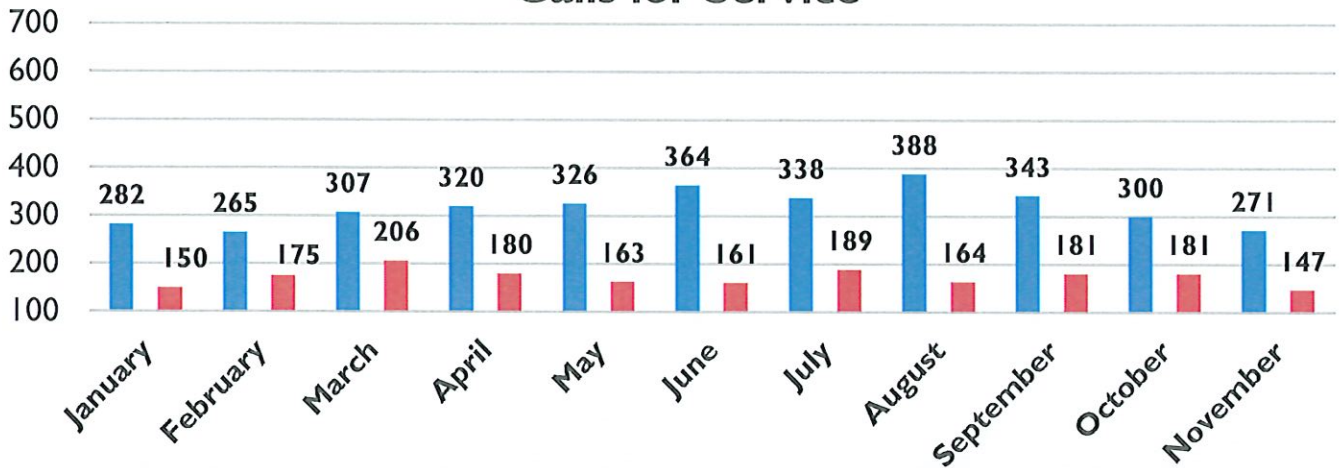
ACCIDENTS															
Perkasie	15	15	11	18	16	12	14	9	11	18	12		151	18	147
Sellersville	7	7	9	5	9	8	2	3	5	11	3		69	4	68

PARKING TICKETS															
Perkasie	17	1	20	6	52	31	11	30	8	37	6		219	10	137
Sellersville	0	10	6	3	5	1	2	4	1	8	1		41	1	13

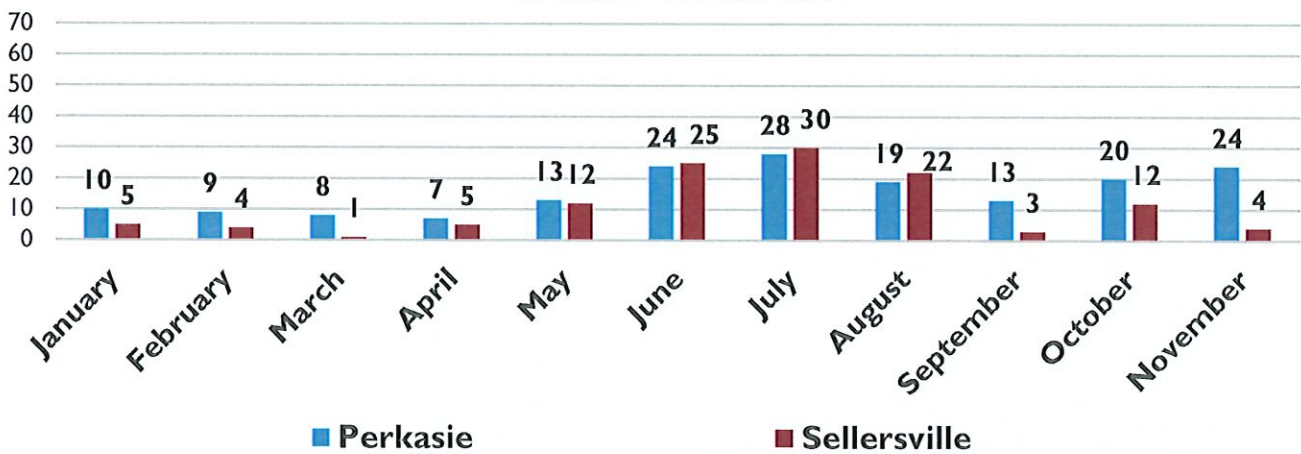
*Pending year end analysis

ACTIVITY 2025

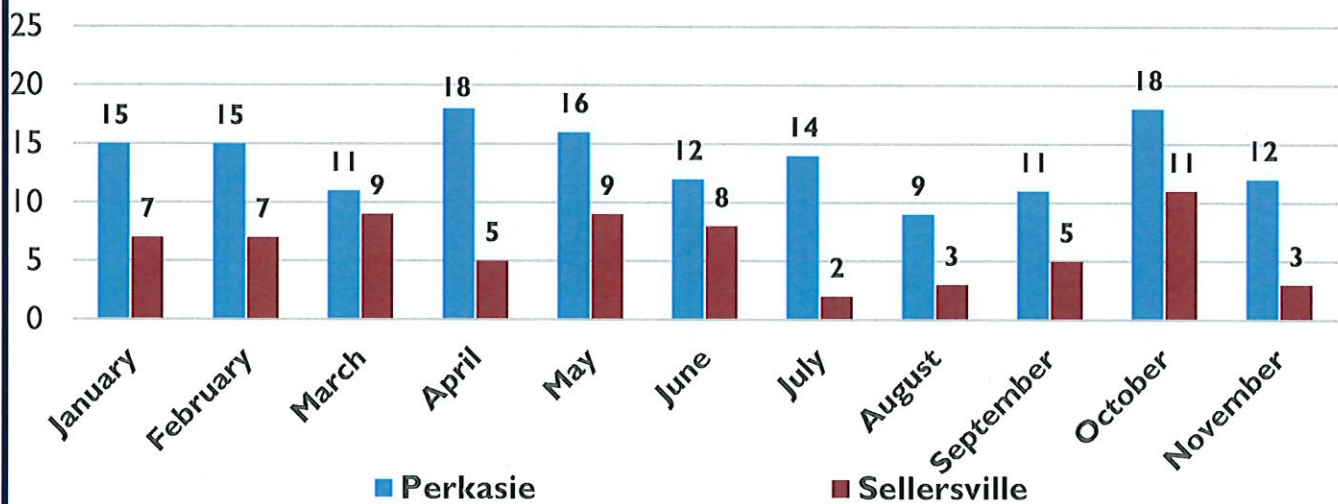
Calls for Service



Traffic Citations

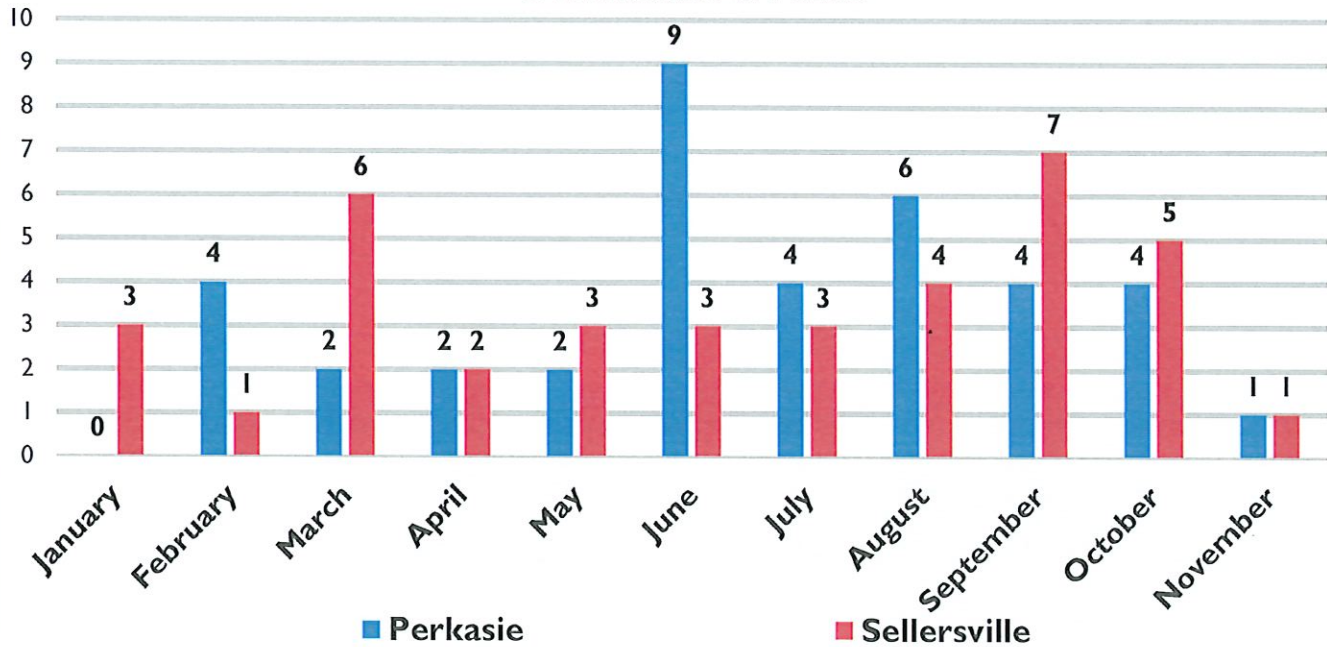


Traffic Accidents



ACTIVITY 2025

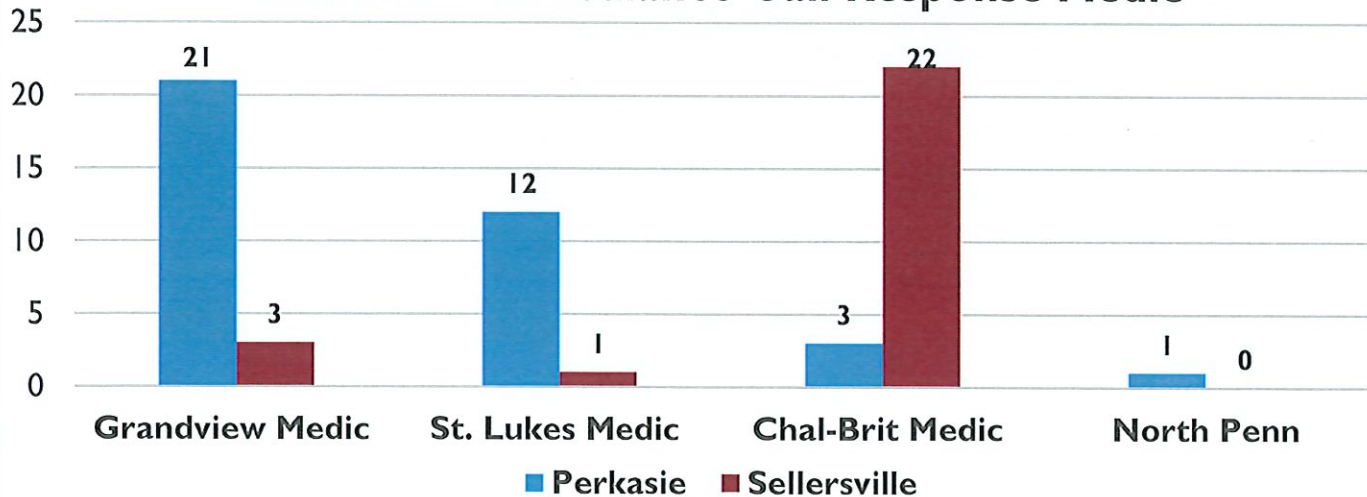
Criminal Arrests



Ambulance Response Reports by Medic

	Perkasio	Sellersville
Grandview Medic 151	21	3
St. Lukes Medic 108	12	1
Chal-Brit Medic 134 & 159	3	22
North Penn 345	1	0

November Ambulance Call Response Medic



DETECTIVE DIVISION

Submitted by Detective Travis Schoonover	Status	Recent Activity
20240223M0014 Stolen Vehicle	Closed	Leads exhausted
20250117M0016 Theft	Closed	Leads exhausted
20250410M0022 Theft	Active	Under investigation
20250703M0005 Sex Offense	Active	Under investigation
20250815M0019 Fraud	Active	Under investigation
20250901M0010 Death	Closed	No charges filed
20250910M0014 Fraud	Closed	Prosecution declined
20250929M0014 Harassment	Closed	Lack of victim cooperation
20251008M0009 Assault	Inactive	Lack of victim cooperation
20251014M0022 Sex Offense	Active	DA Review
20251003M0016 Sex Offense	Active	DA Review
20251003M0020 Sex Offense	Active	DA Review
20251023M0012 Fraud	Active	Under investigation
20251105M0003 Crim. Mischief	Active	Under investigation
20251114M0007 Assault	Active	DA review
20251123M0003 Robbery	Active	Under investigation

Submitted by Detective Anthony Gro	Status	Recent Activity
20250113M0002 Fraud	Active	Under investigation
20250530M0009 Sex Offense	Closed	Lack of victim cooperation
20251027M0011 Offenses Against Family	Closed	Leads exhausted
20250703M0010 Fraud	Closed	Charges filed
20250821M0020 Sex Offense	Active	Under investigation
20251014M0009 Sex Offense	Active	Under investigation
20251119M0027 Assault	Active	Under investigation
20251117M0014 Assault	Closed	Victims Request
20251119M0010 Sex Offense	Closed	Victims Request

VEHICLES

Year/Veh. #	Make/Model	Beg. Nov.	End Nov.	Miles	Usage
2022 (#1)	Ford Explorer	38572	39238	666	Patrol
2023 (#2)	Ford Explorer	21413	22073	660	Patrol
2019 (#3)	Ford Interceptor	59894	60412	518	Patrol
2021 (#4)	Ford Interceptor	52164	53524	1360	Patrol
2017 (#5)	Ford Explorer	104169	104978	809	Patrol
2015 (#6)	Ford Explorer	57681	57951	270	Invest.
2018 (#7)	Ford Explorer	40885	41191	306	Comm. Relations Specialist
2018 (#8)	Ford Explorer	78898	79183	285	Patrol
2016 (#9)	Ford Interceptor	94760	96172	1412	Patrol
2019 (#10)	Ford Interceptor	70385	71275	890	Patrol
2021 (#11)	Dodge Durango	49897	50766	869	Invest.
2013 (#15)	Ford Explorer	103437	103742	305	Victims Ser.
2024 (#17)	Dodge Durango	21368	22372	1004	Chief
2007	Ford E450	5726	5726	0	Crisis
TOTAL:				9354	

SPECIALTY TRAINING:

November 3-7, 2025: Sgt. Richter attended FBI-LEEDA Executive Leadership Institute training.

November 12, 2025: Sgt. Mecouch, Officer Fields & Officer Compas attended SWAT training.

November 17-21, 2025: Officer Jeffries attended Bucks County DA Drug Investigations School training.

November 18, 2025: Det. Gro completed Financial Document Analysis training.

November 2025: All Officers participated in online Legal Update/Case Law training.

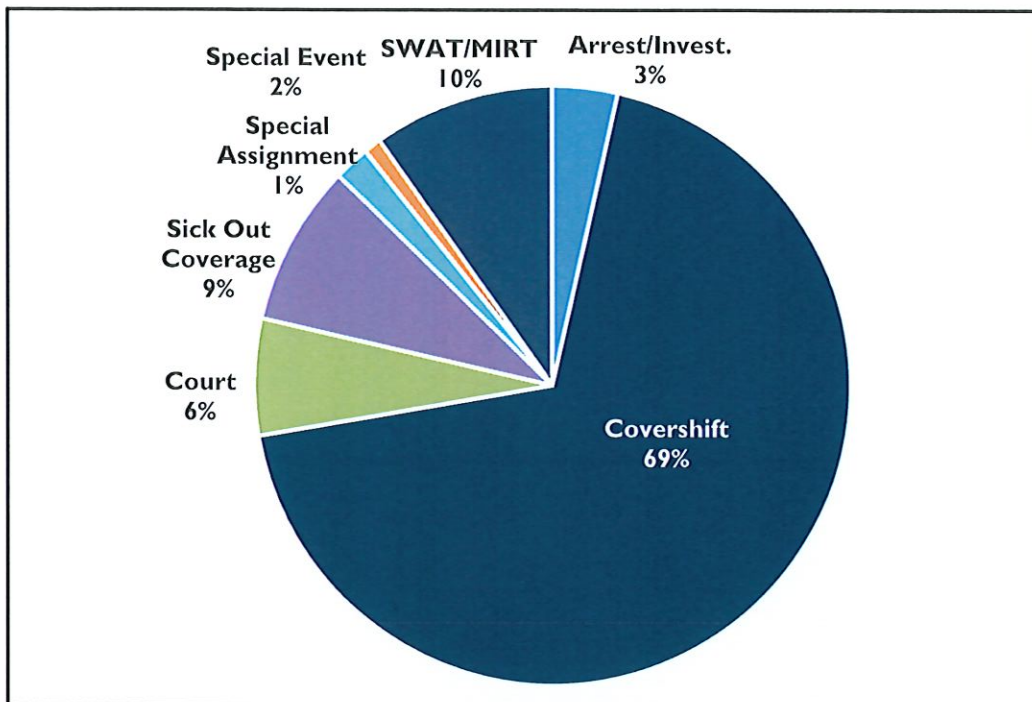
November 2025: All Officers completed ODIN Online Training – Naloxone

BUCKS COUNTY CO-RESPONDER NOVEMBER ACTIVITY:

Perkasie Borough Police referrals: 15

Live calls with officers in the field: 8

NOVEMBER OVERTIME



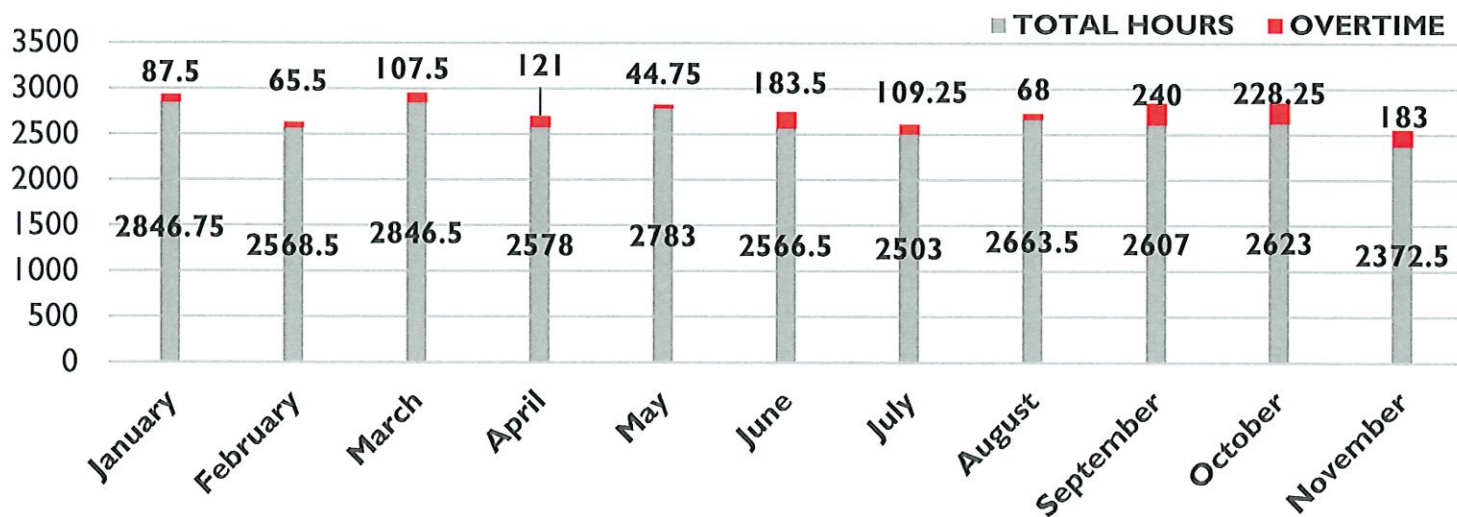
Category:

Arrest/Investigation
Covershift
Court
Sick Out Coverage
Special Event
Special Assignment
SWAT/MIRT

Hours:

6.5
125.75
11.5
16
3.5 *Pennridge Football Playoff
1.75
18
Total: 183 *17.50 hrs. submitted as Comp-time

2025 HOURS SCHEDULED/OVERTIME



REVENUE

REVENUE RECEIVED:

Institution	Amount
Accident/Incident Reports (Right to Know Request Fees & Accident Reports)	\$345.00
New Britain D.C. 07-2-03	\$284.92
Bucks County Clerk of Courts	\$130.57
Parking Tickets	\$120.00
Sellersville Monthly Contract Agreement	\$120,325.00
TOTAL REVENUE RECEIVED:	\$121,205.49

PENNRIDGE SCHOOL DISTRICT BUS PATROL CAMERA VIOLATIONS:

January - 21
February - 6
March - 24
April - 19
May - 21
June - 8
July - 3
August - 10
September - 20
October - 20
November - 15

November: The Numbers...

Perkasie New Client

Outreaches: 24

Live Calls: 10

Perkasie Police Events: 2

Fingerprinting: 6



A Monthly Update on The Perkasie CCRS and Victim Advocate

Perkasie-Bedminster Community Relations Program



November Events

Guth Elementary Card Contest

For the second year the CCRS worked with Guth Elementary leadership to set up and run a contest in which participants at every grade level would have the opportunity to submit a police-themed holiday card into a drawing. A winner will be chosen by officers from each grade level and the first place finisher will be utilized on our annual holiday card for 2025! All winners will have their artwork posted online and in the station and the grand prize winner will receive additional prizes.

No Razor November

This year the CCRS actively participated in No Razor November and also assisted with coordinating with and advertising for Pennridge FISH. The police department's continued support of FISH is an important facet of ensuring that all of the Pennridge area has access to food for Thanksgiving and the greater holiday season!

Crisis Response Pilot Program- AWP

Chief Schurr and the CCRS recently met with leadership from A Woman's Place, the county's primary domestic violence resource, to discuss a new pilot program partnership between the police department and A Woman's Place. The goal of A Woman's Place is to establish a county-wide program in which they would offer paid staff and volunteers who would respond out to local crisis calls with police departments as well as to hospitals. These calls for service would be in response to high level domestic violence needs in which individuals need immediate assistance with housing, Protection from Abuse, and other safety planning factors.

The Perkasie Borough Police Department volunteered to be a part of the pilot program and will be one of the first departments working with A Woman's Place to help work out any kinks in the program and plan for a successful roll-out across the county moving forward. It is our hope that our involvement in the program will allow us to continue to provide comprehensive domestic violence services to all of our residents. The CCRS will work closely with A Woman's Place in these plans.

Perkasie Borough Incidents (PFC1-PBI)

Incidents for Perkasie Borough Incidents within 11/01/2025 - 11/30/2025.

Toned At	Title	Reference	Responders	Category	Duration
08:33 - Mon, 03 Nov 2025	CARBON MONOXIDE ALARM	25000021008	4	Carbon Monoxide	18 minutes
15:25 - Wed, 05 Nov 2025	FIRE ASSIST EMS ALS (TYPE)	25000021160	7	NFIRS EMS - Not MVA	59 minutes
12:24 - Fri, 07 Nov 2025	GENERAL ALERT	583909059	1	Other	16 minutes
21:03 - Sun, 09 Nov 2025	FIRE ALARM (LOC)	25000021474	8	NFIRS Smoke Detector Activation Due To Malfunction	18 minutes
17:19 - Fri, 14 Nov 2025	GAS FUMES OUTSIDE (LOC)	25000021809	7	Gas Leak	19 minutes
21:31 - Sat, 15 Nov 2025	COVER NOTIFICATION :	585699009	6	NFIRS Cover Assignment Standby Moveup	One hour 14 minutes
20:09 - Wed, 19 Nov 2025	BRUSH FIRE (LOC)	25000022115	18	NFIRS Incident Code FIRE OUTSID E_FIRE TRAS H_RUBBISH_F IRE	15 minutes
20:08 - Mon, 24 Nov 2025	FIRE INVESTIGATIO N (LOC)	25000022417	12	Fire	7 minutes

Number of incidents: 8. Total Hours: 3 hours 46 minutes. Total Responder Hours: One day 2 hours 16 minutes (26h 16m).

Perkasie Full Incidents (PFC1-IL)

Incidents for Perkasie Full Incidents within 11/01/2025 - 11/30/2025.

Toned At	Title	Reference	Responders	Duration	Total Duration	Category
08:33 - Mon, 03 Nov 2025	CARBON MONOXIDE ALARM	25000021008	4	18 minutes	One hour 12 minutes	Carbon Monoxide
18:33 - Tue, 04 Nov 2025	WIRES BURNING INSIDE (TAC)	25000021105	5	28 minutes	2 hours 20 minutes	NFIRS Incident Code HAZSIT HA ZARD_NON CHEM ELE C_HAZARD_ SHORT_CIR CUIT
15:25 - Wed, 05 Nov 2025	FIRE ASSIST EMS ALS (TYPE)	25000021160	7	59 minutes	6 hours 53 minutes	NFIRS EMS - Not MVA
19:14 - Thu, 06 Nov 2025	COVER NOTIFICATI ON:	583779167	17	2 hours 46 minutes	47 hours 2 minutes	NFIRS Cover Assignment Standby Moveup
12:24 - Fri, 07 Nov 2025	GENERAL ALERT	583909059	1	16 minutes	16 minutes	Other
17:59 - Fri, 07 Nov 2025	FIRE POLICE REQUEST	25000021338	None	3 minutes	None	Cancelled
21:28 - Fri, 07 Nov 2025	FIRE INVESTIGAT ION (LOC)	25000021356	9	13 minutes	One hour 57 minutes	NFIRS Cancelled En Route

21:03 - Sun, 09 Nov 2025	FIRE ALARM (LOC)	25000021474	8	18 minutes	2 hours 24 minutes	NFIRS Smoke Detector Activation Due To Malfunction
12:40 - Tue, 11 Nov 2025	WIRES OUTSIDE (LOC)	25000021570	7	39 minutes	4 hours 33 minutes	Powerline Down
10:33 - Wed, 12 Nov 2025	FUMES INSIDE STRUCTUR E (TAC)	25000021630	7	24 minutes	2 hours 48 minutes	NFIRS Incident Code HAZSIT HA ZARDOUS_ MATERIALS GAS_LEAK _ODOR
10:57 - Wed, 12 Nov 2025	RESEND, FIRE ALARM (LOC)	25000021634	6	6 minutes	36 minutes	NFIRS Smoke Detector Activation Due To Malfunction
14:54 - Fri, 14 Nov 2025	AUTOMOBIL E FIRE (LOC)	25000021801	7	37 minutes	4 hours 19 minutes	Vehicle Fire
17:19 - Fri, 14 Nov 2025	GAS FUMES OUTSIDE (LOC)	25000021809	7	19 minutes	2 hours 13 minutes	Gas Leak
21:31 - Sat, 15 Nov 2025	COVER NOTIFICATI ON:	585699009	6	One hour 14 minutes	7 hours 24 minutes	NFIRS Cover Assignment Standby Moveup

16:31 - Mon, 17 Nov 2025	FIRE ALARM (LOC)	25000021964	3	5 minutes	15 minutes	NFIRS Incident Code NOEMERG CANCELLE D
11:20 - Tue, 18 Nov 2025	FUMES INSIDE STRUCTUR E (TAC)	25000022009	3	16 minutes	48 minutes	Gas Leak
20:09 - Wed, 19 Nov 2025	BRUSH FIRE (LOC)	25000022115	18	15 minutes	4 hours 30 minutes	NFIRS Incident Code FIRE OUTSI DE_FIRE TR ASH_RUBBI SH_FIRE
16:09 - Fri, 21 Nov 2025	FIRE ALARM (LOC)	25000022239	5	18 minutes	One hour 30 minutes	NFIRS Incident Code NOEMERG FALSE_ALA RM MALFU NCTIONING _ALARM
20:08 - Mon, 24 Nov 2025	FIRE INVESTIGAT ION (LOC)	25000022417	12	7 minutes	One hour 24 minutes	Fire
00:42 - Thu, 27 Nov 2025	FUMES INSIDE STRUCTUR E (TAC)	25000022563	4	31 minutes	2 hours 4 minutes	Gas Leak

Number of incidents: 20. Total Hours: 10 hours 12 minutes. Total Responder Hours: 3 days 22 hours 28 minutes (94h 28m).

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF NOVEMBER
PERKASIE REGIONAL AUTHORITY
MONDAY, NOVEMBER 10, 2025

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 5:25 p.m. on November 10, 2025 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, Vicki Miller, Stephen Algeo and Gregory Martin. Staff members present: Nicholas Fretz, Manager, Sean Torpey, Engineer, John N. Schaeffer, III, Esquire, Solicitor, and Laura Snyder, Accounts Payable.

NEW BUSINESS:

None this meeting.

EXECUTIVE SESSION:

None this meeting.

MINUTES:

Upon motion by Miller, seconded by Martin, the Minutes of the regular meeting of October 14, 2025 were unanimously approved as written.

PUBLIC FORUM:

- a) 501 E. Walnut St. – The Manager, on behalf of Larry Nacarella, requested relief from his bill due to a leak that has since been fixed.
See Official Board Action

CORRESPONDENCE:

- a) Settlement Check (PFAS) – The Manager stated that PRA received the third payment from the PFAS litigation.

PWTA:

- a) Minutes from the September 2025 meeting
- b) September 2025 flow reports

FINANCIAL INFORMATION:

- a) Balance Sheet for October 2025
- b) Profit and Loss Budget Overview Reports for October 2025
- c) Statement of Trust Funds – October 2025
- d) Revenue Fund Requisition Number 610 in the amount of \$187,419.44.
- e) Bond Redemption and Improvement Fund Requisition Number 1249 thru 1250 in the total amount of \$33,967.48.
- f) Developer Escrow Releases & Summaries

Upon motion by Martin, seconded by Miller, the Financial Information was unanimously approved.

OPERATIONS REPORT:

- a) Activity Report for October 2025
- b) Average production by month for October 2025
- c) Precipitation Report for October 2025
- d) Water Production Reports for October 2025
- e) Sewer truck reports

Upon motion by Horn, seconded by Algeo, the Operations Report was unanimously approved.

SOLICITOR'S REPORT:

- a) Well Guarantee Agreement – The Solicitor stated East Rockhill Township's Solicitor approved the agreement and the agreements were sent to the property owners.

Upon motion by Watt, seconded by Martin, the Solicitor's Report was unanimously approved.

ENGINEER'S REPORT:

- a) 8th Street Commons – The Engineer stated that there was no change in the progress of the project.
- b) Spruce Street Townhouses – The Engineer stated that there was no change in the progress of the project. Final punch list had been completed and they were waiting on receipt of as-built plans before final acceptance.
- c) Lawn Ave. Subdivision - The Engineer stated that there was no change in the progress of the project. He stated that he was waiting for a revised set of plans and also waiting for a financial feasibility analysis from the developer on completing the loop through Ridge Road.
- d) McClennen Tract – The Engineer stated that there was no change in the progress of the project. He stated that they were developing a punch list of remaining work to be done for final inspection.
- e) 809 Three Mile Run Rd – The Engineer stated that there was no change in the progress of the project. The final tests had been completed and they were waiting for the contractor to schedule the capping of the existing services.
- f) Constitution Square – The Engineer stated that they received as-built plans and are in the process of reviewing them. They were revising the punch list to reflect any outstanding items to be completed.
- g) Green Ridge Estates West – The Engineer stated that the final tests had been completed and they were waiting for the contractor to schedule the capping of the existing services.
- h) Ridge Road Booster Pump – The Engineer stated that they completed the borings for the geotechnical survey and were waiting for the finalized report.
- i) Well #10 – The Engineer stated that they completed the borings for the geotechnical survey and were waiting for the finalized report. They also completed the infiltration tests on site.
- j) Well #4 – The Engineer stated that they were expecting a change order for the expansion of the building and for the upgraded valve tree. They were expecting construction to resume by the end of the month.
- k) Well #7 – The Engineer stated that they completed the borings for the geotechnical survey and were waiting for the finalized report. They received approval from the Agricultural Land Preservation & Open Space Program, were finalizing our Act 537 application, and were addressing comments from the DEP regarding our construction permit application.
- l) Well 14 – The Engineer stated that they received a response regarding our Stormwater Management and Elevation Certification packet and were working through the comments. They began designing the building's internal plan set and laying out the proposed pipe skids.

Upon motion by Watt, seconded by Horn, the Engineer's Report was unanimously approved.

MANAGER'S REPORT:

- a) Bulk Water Agreement – The Manager presented to the Board a bulk water agreement for a street sweeping company.
See Official Board Action
- b) Audit Engagement Letter – The Manager presented to the Board the Audit Engagement Letter.
See Official Board Action
- c) Resolution 2025-07: Establishing Salaries & Wages for 2026 – The Manager presented to the Board the Resolution 2025-07: Establishing Salaries & Wages for 2026.
See Official Board Action
- d) Salary & Benefit Comparison – The Manager presented to the Board the salary & benefit comparison. This comparison was done on behalf of Lower Saucon Authority and compared similar Authorities around the area.
- e) 2025 Longevity Bonus – The Manager presented to the Board the 2025 Longevity Bonus.
See Official Board Action
- f) 2026 Holiday Schedule – The Manager presented to the Board the 2026 Holiday Schedule.
- g) Resolution 2025-08: 2026 Board Meeting Dates – The Manager presented to the Board the Resolution 2025-08: 2026 Board Meeting Dates. The Chairman suggested to change the meeting time from 5:30 p.m. to 5:00 p.m.
See Official Board Action
- h) Dec. 26th and Jan. 2nd. – The Manager presented to the Board closing the office for Friday, Dec. 26th and Jan. 2nd. The Board agreed to close the office for Friday, Dec. 26th and Friday, Jan. 2nd. with personnel available for emergencies.

Upon motion by Algeo, seconded by Horn, the Manager's Report was unanimously approved.

OFFICIAL BOARD ACTION:

Upon motion by Watt, seconded by Horn, the Board unanimously approved to credit 501 E. Walnut St. for the sewer charges in the amount of \$1,311.00.

Upon motion by Watt, seconded by Horn, the Board unanimously approved the bulk water agreement with the Tresing Companies.

Upon motion by Martin, seconded by Algeo, the Board unanimously approved the Audit Engagement Letter.

Upon motion by Watt, seconded by Miller, the Board unanimously approved the Resolution 2025-07: Establishing Salaries & Wages for 2026.

Upon motion by Watt, seconded by Algeo, the Board approved with a 4-1 vote, with Horn opposed, the 2025 Longevity Bonus and to increase the base rate from \$200.00 to \$500.00.

Upon motion by Watt, seconded by Algeo, the Board unanimously approved Resolution 2025-08: 2026 Board Meeting Dates and to change the monthly meeting start time from 5:30 p.m. to 5:00 p.m. starting in January 2026.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

CHAIRMAN'S REMARKS:

None this meeting.

PUBLIC FORUM II:

None this meeting.

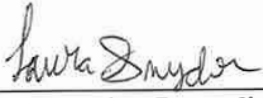
EXECUTIVE SESSION:

None this meeting.

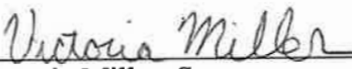
ADJOURN:

There being no further business to come before the Board in the regular session and upon motion by Horn seconded by Algeo, the meeting was adjourned at 6:55 p.m.

Respectfully Submitted,



Laura Snyder, Recording Secretary



Victoria Miller, Secretary

PENNRIDGE WASTEWATER TREATMENT AUTHORITY

MINUTES OF REGULAR MEETING

180 Maple Avenue, P.O. Box 31
Sellersville, PA 18960-0031
October 27, 2025

A regular meeting of the Pennridge Wastewater Treatment Authority was called to order by Chairman Daniel Wurst at 7:00 p.m. In attendance were Board Members Alan Frick, James Hull, James Pruitt, David Nyman, Keith Hass, and Randy Faulkner. Also in attendance were Alfred Ciottoni, P.E. (SC Engineers), Scott Denlinger, Esq. (Solicitor), Kevin Franks (Manager), and Lisa Salemno (Office Administrator).

Mr. Wurst opened the meeting and joined in the "Pledge of Allegiance".

PUBLIC COMMENT

None.

MINUTES OF PREVIOUS MEETING

A Hass - Nyman motion to approve the Minutes of the September 22, 2025 Board Meeting, unanimously carried.

FINANCIAL STATEMENTS

A Pruitt - Faulkner motion to incorporate the Operating, Capital, and the UV Unit Financial Reports for the month ended September 30, 2025, into the record, unanimously carried.

BUSINESS FROM THE FLOOR

Mr. Wurst asked Mrs. Salemno to inform the board about the Act 205 reporting. Mrs. Salemno explained to the board that she sent the new corporation paperwork to DCED and the Act 205 reporting had been delayed due to the website not having the report listed. Mrs. Salemno emailed the auditor general's office and they informed her that their IT company needed to update the form to the website. They will email when it is available to be filled out.

SPECIAL BUSINESS

None.

ENGINEER'S REPORT

Mr. Ciottoni mentioned that the new NPDES permit had been issued for 5 years, it begins on November 1, 2025. Mr. Ciottoni informed the board he had not heard back from DEP regarding the re-rate study. He also informed the board that the UV Unit construction slide gates will be installed this week. The contractor was proposing that the first week of November they would be able to get the temporary unit started.

A Pruitt - Hull motion to accept the Engineer's report, unanimously carried.

SOLICITOR'S REPORT

Mr. Denlinger discussed the 1975 Agreement re-write he has been working on. He asked the Board for any feedback on the email he had sent in September. There was a discussion by the board about the language in the agreement and Mr. Denlinger agreed to send the changes out to the Board before they vote on sharing it with the Member Municipalities.

A Pruitt - Hull motion to accept the Solicitor's report, unanimously carried.

MANAGER'S REPORT

NPDES PERMIT REQUIREMENTS

Mr. Franks reported that there were no violations on the Authority's NPDES Permit for the month of September 2025. The recorded rainfall for September was 1.71". The single highest daily flow was 2.27 MGD, with a monthly average flow reported at 1.6 MGD.

Mr. Franks also reported that the aeration tank #3 blower motor will be installed. There was a discussion by the board about low flows the last couple months. The board also discussed the impacts heavy rainfall could have on the treatment plant and flood insurance.

A Nyman - Faulkner motion to accept the Manager's report, unanimously carried.

COMMITTEE REPORTS

None.

UNFINISHED BUSINESS

None.

OFFICIAL BOARD ACTION

PAYMENT OF BILLS

- A. A Nyman - Hull motion to pay all bills incurred up to tonight's meeting, as presented on the bill list totaling \$292,335.31 for the Operating Fund, \$28,870.83 for the Capital Fund, \$3,516.60 for the MIPP Fund, and \$5,573.83 for the UV Unit Fund, unanimously carried.
- B. A Nyman - Hass motion to approve Resolution 2025-10 PWTa Meeting Dates for the 2026 calendar year, unanimously carried.

Minutes
October 27, 2025
Page 3

The board went into Executive Session at 8:03 p.m. to discuss the Cathill Road property. The regular meeting resumed at 8:25 p.m.

ADJOURN

A Pruitt - Hass motion to adjourn the meeting at 8:25 p.m., unanimously carried.

Respectfully Submitted,

David R. Nyman
Secretary

Oct-25

			S. Perkaskie	E. Rockhill	Hilltown	Telford	N. Perkaskie	Silverdale	9th Street	5th Street
DAY	INF	EFF	NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8
1-Wed	1.929	1.509	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
2-Thu	2.200	1.431	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
3-Fri	2.206	1.418	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
4-Sat	2.167	1.409	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
5-Sun	2.327	1.473	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
6-Mon	2.174	1.530	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291
7-Tue	2.352	1.679	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
8-Wed	3.271	2.574	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
9-Thu	2.509	1.618	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
10-Fri	2.436	1.667	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
11-Sat	2.473	1.875	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
12-Sun	2.881	2.214	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
13-Mon	3.379	2.847	0.0000	0.0000	0.0367	0.3239	0.0000	0.0644	0.0203	0.0347
14-Tue	2.980	2.411	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
15-Wed	2.474	1.858	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
16-Thu	2.373	1.655	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
17-Fri	2.332	1.616	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
18-Sat	1.934	1.501	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
19-Sun	2.159	1.799	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
20-Mon	2.277	1.736	0.0000	0.0000	0.0372	0.3617	0.0000	0.0684	0.0230	0.0360
21-Tue	2.510	1.916	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
22-Wed	2.462	1.882	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
23-Thu	2.313	1.647	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
24-Fri	2.209	1.561	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
25-Sat	2.172	1.530	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
26-Sun	2.327	1.623	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
27-Mon	2.109	1.546	0.0000	0.0000	0.0366	0.3111	0.0000	0.0634	0.0191	0.0331
28-Tue	2.020	1.648	0.0000	0.0000	0.0541	1.9964	0.0000	0.0866	0.0418	0.0448
29-Wed	2.064	1.726	0.0000	0.0000	0.0541	1.9964	0.0000	0.0866	0.0418	0.0448
30-Thu	8.021	6.422	0.0000	0.0000	0.0541	1.9964	0.0000	0.0866	0.0418	0.0448
31-Fri	4.659	3.930	0.0000	0.0000	0.0541	1.9964	0.0000	0.0866	0.0418	0.0448

TOTAL	81.699	61.251	0.0000	0.0000	1.2063	16.5510	0.0000	2.0901	0.7091	1.0806
AVG.	2.635	1.976	0.0000	0.0000	0.0389	0.5339	0.0000	0.0674	0.0229	0.0349
COUNT	31	31	31	31	31	31	31	31	31	31
MAX.	8.021	6.422	0.0000	0.0000	0.0541	1.9964	0.0000	0.0866	0.0418	0.0448
MIN.	1.929	1.409	0.0000	0.0000	0.0362	0.2647	0.0000	0.0617	0.0177	0.0291

Oct-25

	E. Rockhill	Hilltown	Perkasie	Sellersville	Silverdale	Telford		
	Meters	Meters	Meters	Meters	Meters	Meters		
			#1+#5+	Inf. Mag -				
P W T A	#2-#8	#3-#6	#7+#8- (#2+#3)	0.25+#1+#4 plus #5+#7	6	4	WEEKLY AVG	RAIN

Date

	1-Wed	-0.0291	-0.0255	0.0106	1.3966	0.0617	0.2647	1.6790	0
	2-Thu	-0.0291	-0.0255	0.0106	1.6676	0.0617	0.2647	1.9500	0
F	3-Fri	-0.0291	-0.0255	0.0106	1.6736	0.0617	0.2647	1.9560	0
	4-Sat	-0.0291	-0.0255	0.0106	1.6346	0.0617	0.2647	1.9170	0
L	5-Sun	-0.0291	-0.0255	0.0106	1.7946	0.0617	0.2647	2.0770	0
	6-Mon	-0.0291	-0.0255	0.0106	1.6348	0.0617	0.2647	1.9172	0
O	7-Tue	-0.0347	-0.0277	0.0183	1.7579	0.0644	0.3239	2.1020	0
	8-Wed	-0.0347	-0.0277	0.0183	2.6769	0.0644	0.3239	3.0210	0.73
W	9-Thu	-0.0347	-0.0277	0.0183	1.9149	0.0644	0.3239	2.2590	0.04
	10-Fri	-0.0347	-0.0277	0.0183	1.8419	0.0644	0.3239	2.1860	0
	11-Sat	-0.0347	-0.0277	0.0183	1.8789	0.0644	0.3239	2.2230	0
	12-Sun	-0.0347	-0.0277	0.0183	2.2869	0.0644	0.3239	2.6310	0.15
R	13-Mon	-0.0347	-0.0277	0.0183	2.1631	0.0644	0.3239	2.5073	0.14
	14-Tue	-0.0360	-0.0312	0.0218	2.3453	0.0684	0.3617	2.7300	0.36
E	15-Wed	-0.0360	-0.0312	0.0218	1.8393	0.0684	0.3617	2.2240	0
	16-Thu	-0.0360	-0.0312	0.0218	1.7383	0.0684	0.3617	2.1230	0
P	17-Fri	-0.0360	-0.0312	0.0218	1.6973	0.0684	0.3617	2.0820	0
	18-Sat	-0.0360	-0.0312	0.0218	1.2993	0.0684	0.3617	1.6840	0
O	19-Sun	-0.0360	-0.0312	0.0218	1.5243	0.0684	0.3617	1.9090	0
	20-Mon	-0.0360	-0.0312	0.0218	1.7266	0.0684	0.3617	2.1113	0.17
R	21-Tue	-0.0331	-0.0269	0.0156	1.9298	0.0634	0.3111	2.2600	0.02
	22-Wed	-0.0331	-0.0269	0.0156	1.8818	0.0634	0.3111	2.2120	0.22
T	23-Thu	-0.0331	-0.0269	0.0156	1.7328	0.0634	0.3111	2.0630	0
	24-Fri	-0.0331	-0.0269	0.0156	1.6288	0.0634	0.3111	1.9590	0
	25-Sat	-0.0331	-0.0269	0.0156	1.5918	0.0634	0.3111	1.9220	0
	26-Sun	-0.0331	-0.0269	0.0156	1.7468	0.0634	0.3111	2.0770	0
	27-Mon	-0.0331	-0.0269	0.0156	1.7201	0.0634	0.3111	2.0503	0
	28-Tue	-0.0448	-0.0325	0.0325	-0.2682	0.0866	1.9964	1.7700	0
	29-Wed	-0.0448	-0.0325	0.0325	-0.2242	0.0866	1.9964	1.8140	0
	30-Thu	-0.0448	-0.0325	0.0325	5.7328	0.0866	1.9964	7.7710	0.53
	31-Fri	-0.0448	-0.0325	0.0325	1.9028	0.0866	1.9964	3.9410	2

TOTAL	-1.0806	-0.8838	0.5834	55.8679	2.0901	16.5510	73.1280	4.3600
AVGERAGE	-0.0349	-0.0285	0.0188	1.8022	0.0674	0.5339	2.3590	0.1406
% OF TOTAL	-1.5	-1.2	0.8	76.4	2.9	22.6	100%	

AGREEMENT
BETWEEN
PERKASIE BOROUGH
AND
AFSCME COUNCIL13, AFL-CIO

PERKASIE BOROUGH
PUBLIC WORKS DEPARTMENT
AND
ELECTRIC DEPARTMENT

Effective January 1, 2026, through December 31, 2029

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PREAMBLE

Made this _____ day of _____, 2025 by and between Perkasio Borough (herein referred to as the "Borough" and the American Federation of State, County, and Municipal Employees (AFSCME) Council 13, AFL-CIO Local Union 1598 (hereinafter referred to as the "Union"), has as its purpose the promotion of harmonious relations between the Borough and the Union and the employees affected hereby; the establishment of equitable and peaceful procedures for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1: RECOGNITION - THE COLLECTIVE BARGAINING UNIT

Section 1 - Bargaining Unit. The Borough recognizes the Union as the sole and exclusive representative for collective bargaining purposes for employees within the unit certified by the Pennsylvania Labor Relations Board in their order dated April 14, 2009 in Case No. PERA-R-09-34-E.

"All full-time and regular part-time non-professional, blue collar employees including but not limited to employees in the public works department and the electric department, and excluding management level employees, supervisors, first line supervisors, confidential employees, and guards as defined by the Act".

Section 2 – Definition. Whenever the words "employee" or "employees" are used in the Agreement, they shall mean and be limited to the employees in the bargaining unit covered by this Agreement as defined in Article 1, Section 1. The words used in the masculine shall include the feminine.

Section 3 - Non-Discrimination/Equal Opportunities. The Borough and the Union agree that there shall be no discrimination in matters of employment, training, advancement, transfer, layoffs or discharge because of race, creed, color, age, national origin or sex. It is also agreed that all parties shall have equal rights and equal opportunities under the Agreement.

ARTICLE 2: GENERAL TERMS

Section 1 - Obligation to the Borough. The Union on behalf of the employees, recognizes that the primary obligations of the Borough are to serve the residents of Perkasio Borough and that it will cooperate with the Borough in its efforts to attain and maintain full efficiency, eliminate waste, conserve materials and supplies, improve the quality of workmanship and strengthen goodwill between the employees, the Borough and the residents of Perkasio Borough.

Section 2 - Employee Addresses. It is the responsibility of the employee to keep the Borough informed of his correct mailing address and telephone number through which the employee can be reached

ARTICLE 3: MEMBERSHIP

Section 1 - Dues Deduction. The Employer agrees to deduct Union dues each month from those employees who authorize such deductions in writing. The amount to be deducted shall be certified to the Employer by the Union and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Union by the last day of the succeeding month, after such deductions are made. The Borough will provide AFSCME with names, addresses and employee numbers for all dues paying employees.

Section 2 - Maintenance of Membership. Each employee, who, on the effective date of this Agreement, is a member of the Union, and each employee who becomes a member after that date shall maintain his membership in the Union, provided that such employee may resign from the Union during a period of fifteen (15) days prior to the expiration of this Agreement. An employee resigning will send a certified letter with return receipt requested to Council 88.

The Employee's dues deduction authorization shall remain in effect until expressly revoked in writing by the Employee in accordance with the terms of the authorization. When it is determined by the Union that an Employee's payroll dues deductions should cease, the Union shall be responsible for notifying the Employer in writing. The Employer shall rely on the information provided by the Union to cancel the deductions.

Section 3 - Existing Employees. Within thirty (30) days of the effective date of this Agreement, the Borough will provide the Union with a list of the names and addresses of all eligible Public Works and Electric Employees and thereafter on or before the anniversary date of the Agreement.

Within thirty (30) days of the effective date of this Agreement, the Union will provide the Borough with the names of Public Works and Electric Employees who are nonmembers of the Union.

Section 4 - New Employees. The Borough will provide the Union with the names and addresses of any eligible Public Works and Electric Employees within thirty (30) days after their date of hire.

Section 5 – Indemnification. The Union agrees to indemnify and hold the Borough, each individual member thereof, including elected and appointed officials and/or employees, harmless against any and all claims, demands, costs, suits or judgments and/or other forms of liability of any nature, including counsel fees and all other legal costs and expenses that may arise out of or by reason of action by or action not taken by the Borough for the purpose of complying with this Article.

Section 6 – Bargaining Unit List. The Employer shall provide the Union, on a semi-annual basis, with a list of all employees covered by the collective bargaining agreement. The list shall contain the following information: employee name, employee identification number, home address, telephone number, position, department, work location, hour and annual pay rate, work schedule, whether the employee is a member or non-member and the most recent date of hire.

ARTICLE 4: MANAGEMENT RIGHTS

The Union recognizes the exclusive rights of the Borough to determine the operating policies and to manage the Borough and its departments in light of its experience, business, judgment, and changing conditions. It is understood and agreed that all rights, powers, and authorities, possessed by the Borough prior to the signing of this agreement are retained and remain exclusively and without limitation within the rights of management.

Management rights include but are not limited to the following:

- A. To utilize personnel, methods and means in the most appropriate and efficient manner possible as determined by the Borough.
- B. To determine the number of hours of work and dates and times of such work.
- C. To manage and direct the employees of the Public Works and Electric Departments.
- D. To hire, promote, transfer, assign, schedule or retain employees in positions within the Public Works and Electric Department.
- E. To evaluate and determine qualifications of and selection of bargaining unit members for promotion.
- F. To suspend, demote, discharge or take other appropriate disciplinary action against employees.
- G. To determine the size and composition of the work force and to lay off employees in the event of lack of work or funds.
- H. To organize, discontinue, enlarge or reduce a job or function.
- I. To introduce a change in method or methods of operation which will produce change in job duties and reduction in personnel for individual job functions.
- J. To determine the mission and goals of the Borough and the methods and means necessary to fulfill that mission.
- K. To establish reasonable rules, regulations and policies which shall be applied equitably and which shall not conflict with any provisions of the Agreement. The reasonableness of work rules, which includes both the application and the interpretation, may be challenged through the grievance procedure contained in this Agreement. Newly established or amended work rules shall be written and given to the Union at least seven (7) days prior to the effective date of the rule(s).
- L. The Borough will retain the right to subcontract work in accordance with Article 5.

- M. To perform the customary functions of management in the scale and exclusive judgment of the Borough.
- N. The above rights of the Borough are not all-inclusive but indicate the types of matters and rights which belong to and are inherent to the Borough.

It is recognized by the parties that none of the management rights noted above or any other management rights shall be subjects of bargaining during the term of this Agreement.

ARTICLE 5: CONTRACTING OUT

The Borough may subcontract out work with the understanding that, should the solution result in a reduction of the Borough work force, the Borough will meet with the union prior to entering into the subcontract and provide the union with the opportunity to prove that the Union can perform the services that are up for subcontracting consideration more economically. Upon notification by the Borough, the union shall have 30 days to respond with a complete cost proposal.

ARTICLE 6: GRIEVANCE PROCEDURE AND ARBITRATION

Grievance Procedure: A grievance is hereby jointly defined to be any controversy, complaint, misunderstanding or dispute arising as to interpretation, application or observance of the provisions of this Agreement. All disputes between the parties shall be settled in accordance with the grievance procedure set forth in this Article, and there shall be no strikes or cessation of work by the employee or lockouts by the Borough during the term of this Agreement. Matters of discipline shall not be subject to this grievance procedure, except for suspensions more than one day in length or terminations.

Section 1 - Understanding the Process

- A. The employee will be afforded the opportunity to be present at all meetings between the Union and the Borough concerning his grievance.
- B. Notwithstanding any provision to the contrary herein, the time limits specified in this Article may be extended by written agreement of the parties. It is recognized by both parties that occasions will arise in which circumstances or emergencies of other kinds and the adequate collection of facts and other information may require reasonable exceptions to the time limitations set forth in this Article. It is the intent to expedite the grievance procedure as rapidly and orderly as possible but with thoughtful consideration given by all parties concerned. However, any grievance not appealed to the next succeeding step in the manner specified will be considered settled on the basis of the Borough's last answer and shall not be eligible for further appeal.

- C. The Union shall provide the Grievance form. The writing of the grievance and any investigation of the grievance shall be done on the grievant's own time.

Section 2 – Procedure. A grievance shall be taken up in the following manner:

- A. Step 1 - The employee shall reduce the dispute to writing utilizing the Grievance form. The employee and/or the Union steward shall report the dispute to his immediate Supervisor within 5 working days from the date the grievable action occurred, or became known to the employee. If the dispute cannot be resolved the employee may proceed to Step 2 within ten (10) working days of the Step 1 meeting.
- B. Step 2 - The shop steward and the employee shall meet with his immediate Supervisor in an effort to resolve the dispute. If the dispute cannot be resolved the parties may proceed to Step 3 within ten (10) working days of the Step 2 meeting.
- C. Step 3 - The shop steward, employee and immediate Supervisor will meet with the Borough Manager in an attempt to resolve the dispute. If there is no resolution to the dispute the Borough Manager shall, within 10 days of the Step 3 meeting, bring this dispute to the Borough Council. The Borough Manager must give a written final answer to the Union within thirty (30) working days from the time that Council was notified of the grievance. The Union, if it desires to do so, may proceed to Step 4. If the Union decides not to pursue a grievance that has been reduced to writing, the AFSCME staff representative will acknowledge this by signing on the appropriate line indicated on the Grievance form. In no event shall an individual grievant advance a grievance to arbitration.
- D. Step 4 - The Union must follow the procedures in this Article under Arbitration.

Arbitration:

Section 3 - Unsettled Grievance. If any grievance cannot be settled between the Borough and the Union, then the unsettled grievance may be submitted to arbitration by the Union, (but not by an individual employee) within thirty (30) calendar days. This can be done only if the Union gives written notice to the Borough of its desire to submit the grievance to arbitration within ten (10) calendar days after the date of the Borough's response to Step 3. If the parties cannot agree upon the selection of an impartial arbitrator within ten (10) calendar days thereafter, or such additional time as may be mutually agreed upon, then such selection shall be referred to the American Arbitration Association for the selection of an impartial arbitrator in accordance with its rules.

Section 4 - Subjects of Arbitration. Any question or any matter outside of this Agreement shall not be the subject of arbitration. It is specifically understood that the rights of Management, which are not expressly addressed by a specified provision of the Agreement, will not be the subject of arbitration.

The arbitrator's jurisdiction shall be limited to the issues placed before the arbitrator by the parties, and the arbitrator shall not have jurisdiction to add to, modify, vary, change or remove any terms of this agreement.

Section 5 - Fees & Expenses for Arbitration. The fee of the Arbitrator and the necessary expenses (exclusive of any payment to witnesses) of any arbitration proceedings shall be borne equally, except that each party shall pay the fees of its own counsel or representative or witnesses. If the parties agree upon having the testimony transcribed the cost shall be shared equally by the parties.

Section 6 - Finality of Decision. The decision of the Arbitrator shall be final and binding on the Borough, the Union and the grievants. The arbitrator cannot add to, detract from or change, in any way, the language of this Agreement.

ARTICLE 7: SENIORITY

Section 1 - Definitions of Seniority. "Seniority" is defined as the length of time an employee has been continuously employed in a regular full-time or regular part-time capacity with the Borough.

Section 2 - Seniority Accrual

- A. An employee's seniority shall commence after the completion of his probationary period as defined in Article 7, and shall be retroactive to the date of his hire.
- B. Seniority shall accrue during a continuous authorized leave of absence (illness, military leave) without pay up to six (6) months, or a non-occupational illness or injury up to six (6) months, or an occupational illness or injury up to twelve (12) months provided that the employee returns to work immediately following the expiration of such leave of absence. Notwithstanding the above, an employee on a medical leave of absence may still be subject to termination.
- C. Should any temporary, seasonal or regular part-time employee become a full-time employee, then his seniority shall commence, as of the date the employee becomes a full-time employee.

Section 3 - Loss of Employment. Employment shall be lost when employee:

- A. Quits or resigns;
- B. Is discharged;
- C. Is laid off for a period of nine (9) consecutive months or for a period exceeding the length of the employees' continuous service, whichever is less;

- D. Fails to report to work following recall from layoff or following a decision of the Borough or an Arbitrator reinstating an employee who has been discharged, within ten (10) working days after the date that the Borough has sent notice, by telegram or by certified mail, return receipt requested, to the last address furnished to the Borough by the employee, notifying him to return. The Borough shall also send a copy of the notification to the Union;
- E. Fails to return to work following the end of a leave of absence or vacation unless excused by the Borough;
- F. Is employed by another employer during a leave of absence without the prior approval of the Borough, except for military duty;
- G. Fails to return to work following a disciplinary suspension;
- H. Is absent for three (3) consecutive work days without notifying the Borough unless the employee is subsequently excused by the Borough (special consideration will be made for extenuating circumstances which may include but not limited to natural disasters, acts of war or other similar situations over which the employee has no control);
- I. Is continuously absent for longer than nine (9) months for any reason.

Section 4 – Application

- A. Seniority shall apply in the computation and determination of eligibility for all benefits where length of service is a factor pursuant to this Agreement.
- B. The method of the application of seniority shall be in accordance with the terms of this Article.
- C. Employees previously working for the Borough may retain their previously earned seniority for a period of six (6) months if they return to employment with the Borough. But it is understood that the Borough has no obligation to rehire a previous employee.

Section 5 - Layoffs

- A. Notification of pending layoff shall be given in writing to both the Union and the employees involved as early as practicable prior to the date of the layoff.
- B. In the event of a reduction in the workforce, layoffs shall be made in inverse order of seniority by job classification. Seniority shall continue to accumulate during any layoff not exceeding nine (9) months.

Section 6 - Recall

- A. Whenever a vacancy occurs in a job classification, regular employees who are on layoff shall be recalled in seniority order provided that they can perform the available work.

- B. Probationary, Temporary and Seasonal employees who have been terminated have no recall privileges.

Section 7 – Promotions. Where a promotional vacancy to a position in the bargaining unit occurs, a notice of such opening shall be posted for a period of ten (10) days. During this period employees who wish to apply for the open position may do so in writing to the Borough Manager. Where two (2) or more employees within the bargaining unit have equal qualifications, in the opinion of the Borough, the employee with the greatest Borough seniority shall receive the promotion.

Section 8 - Seniority Lists. There shall be a seniority list issued every six (6) months. A copy shall be sent to the Union and a copy shall be permanently posted on bulletin boards. Seniority shall be computed as of the date of hire. During the first ten (10) calendar days after an employee's name is posted for the first time, that employee or any other employee or the Union may request a correction in the newly-posted employee's seniority dates. Corrections shall be made only by mutual agreement between the Union and the Borough. After this ten (10) calendar day period, seniority dates of the newly listed employee shall become permanent for all purposes under this Agreement and shall not be subject to change due to subsequent objections.

ARTICLE 8: EMPLOYEE CLASSIFICATIONS

Employee classifications are as follows:

Regular Employees - Full-time employees who are members of the bargaining unit and are covered under this contract.

Regular Part-time Employees - Employees who are members of the Union that work 32 hours or less a week. Part-time employees will not be used to create a lay-off of regular full-time employees or be employed while regular full-time employees are on lay-off.

Probationary Employees - As per Work Rules, newly hired employees shall be considered probationary employees for a period of one hundred eighty (180) calendar days from the date of their most recent hire. The Borough shall have the unrestricted right to transfer, demote, discipline and/or terminate a probationary employee for any reason and such action shall not be subject to the grievance or arbitration procedure. The probationary period may be extended upon mutual agreement between the Borough and the Union.

Temporary and Seasonal Employees - Temporary and Seasonal employees (whether on a full-time or part-time basis) may from time to time be hired on an "as needed" basis not to exceed 180 days, and who are so informed at the time of hire. Temporary and Seasonal employees will not be considered part of the Union, and will have no rights under the contract. Temporary and Seasonal employees will not be used to create lay-off of regular full-time or regular part-time employees or be employed while regular full-time employees are on lay-off. Regular part-

time seasonal and temporary employees will not be permitted to work unless all available regular full-time employees are working or have been offered the opportunity to work.

ARTICLE 9: WAGES

Section 1 - Employee Evaluation. Employees can only advance to next grade level upon receiving a satisfactory or better performance evaluation by their department head or superior. Employees who receive a poor performance evaluation by their Department Director may appeal the evaluation to the Borough Manager.

Section 2 - Wages

PUBLIC WORKS DEPARTMENT

Wages for the period from 01/01/ 2026 thru 12/31/ 2029 for Public Works are increased as follows:

2026	4.50%
2027	4.25%
2028	4.25%
2029	4.00%

* Laborer position requires no CDL.

**The Equipment Operator position will be determined solely by management. A skill test will be administered by the Supervisor and/or Foreman of the Department to determine the ability of the employee with regards to the position.

For the purposes of this contract, class A and class B refer to CDL classifications.

The number of Equipment Operators necessary will be determined at the beginning of each year solely at the discretion of management. Management maintains the right to change the number during the year.

ELECTRIC DEPARTMENT

Wages for the period from 01/01/2026 thru 12/31/2029 for the Electric Department are increased as follows:

2026	4.50%
2027	4.25%
2028	4.25%
2029	4.00%

Section 3 - Temporary Assignment. Whenever an employee is required to do work in a higher rated job classification or is temporarily transferred to a higher classification, the employee will be paid at the higher rate of pay. Eligibility shall commence on the 31st day of working at the higher classification. Pay at the higher rate shall only be made until such time as the cause for the need to work in the higher classification has ended, or 12 (rolling) months has passed, whichever occurs first. (e.g. If an equipment operator is out of work due to an injury, a truck driver who is qualified to operate equipment, shall be paid the equipment operator rate after working 31 days in that capacity. After the original employee returns to work, the truck driver is returned to his regular rate. Any subsequent need for an equipment operator must start over with the 31 day waiting period.) Employee must be certified in the higher job or classification to qualify.

Likewise, when an employee is moved to a job of a lower classification for a period of 31 days, employee shall then be paid at the lower rate of pay from that point on until the need to work in that classification has ended, or 12 (rolling) months have passed, whichever occurs first. (e.g. An employee is on light duty assignment due to an injury is unable to perform his work as a truck driver and may be offered a laborer position. After the 31st day of work, he will be paid at the laborer rate of pay).

Section 4 – Longevity. Employees will receive a Longevity payment based on their years of employment as follows:

5 – 9 years	\$500.00
10 – 14 years	\$1,000
15-19 years	\$1,500
20+ years	\$2,000

ARTICLE 10: JOB POSTING AND BIDDING

Section 1 - Job Descriptions. Job descriptions contained in appendix "A" of this agreement shall contain the general duties and requirements necessary for each position covered by this contract. The job descriptions set forth the general duties considered necessary to evaluate the job in the factors of skill, effort, responsibility and job conditions and shall not be construed as a detailed description or statement of all the work requirements, duties and responsibilities of the job. The Borough reserves the right to amend the job descriptions as necessary to change the specific job requirements as may be necessary to deal with a changing work environment. If such changes occur the Borough will notify the Union of such changes.

Section 2 - Posting Vacancies. The Borough shall post any vacancies within the bargaining unit for a period of ten (10) days prior to filling such vacancies. The posting shall consist of a copy of the job description and a bid sheet to be signed by all interested applicants.

Section 3 - Promotions & Transfers. Employee promotions and transfers shall be based upon the ability to perform the job. Where the Borough concludes that 2 or more individuals are

equally qualified, then the employee with the greatest Borough seniority shall be promoted or transferred. Nothing shall be construed to require the Borough to promote or transfer any employee who does not have the qualifications for the position. The successful candidate shall possess the required qualifications and ability.

The Borough shall notify the successful applicant and the Steward in writing within two (2) weeks of the close of the ten (10) day bidding period.

Section 4 - Filling the Vacancy

- A. The successful bidder shall serve a trial period of thirty (30) calendar days. If he is removed from the position during the trial period, he shall be returned to his former position and wage rate without loss of seniority and then the Borough may fill the vacancy with an individual not in the bargaining unit.
- B. Nothing in this Article shall preclude the Borough from filling any vacancies in a bargaining unit position with an individual not in the bargaining unit if that individual is more qualified for the position than employees currently in the bargaining unit.

Section 5 - On-The-Job Training. Employees shall be permitted to acquire additional skills and knowledge through on the job training, using equipment under the supervision of any other qualified employee. The Borough recognizes that self-improvement is beneficial and agrees to provide this training when time and conditions permit.

ARTICLE 11: LEAVE OF ABSENCE

Employees shall be eligible for paid and/ or unpaid leave in accordance with the following:

Section 1 - Military Leave. The Borough shall ensure that Military Leave is applied in accordance with PA Military Code and Uniformed Services Employment and Reemployment Rights Act (USERRA).

Section 2 - Medical Leave. Pursuant to the terms of this Section, the Borough will grant an unpaid leave of absence due to illness or injury to employees who have worked at least 1,000 hours during the twelve calendar months immediately preceding the request period but who are incapable of performing the essential duties of their position due to injury or illness. Employees must utilize any available sick leave time to convert the unpaid leave of absence to a paid leave of absence.

Such leave of absence shall terminate upon the earlier of the following: (1) the date on which the employee is released to perform the essential duties of his/her position with the Borough; or (2) the expiration of twelve weeks. A written request for such leave is required in all instances. Proof of illness in the form of a doctor's certificate shall be required, which includes a prognosis within the guidelines of Federal and/or State law, and the expected date of return. In cases where the injury/illness last more than thirty days, the employee will be required to obtain and submit a follow-up doctor's certificate every thirty days during the leave of absence.

The Borough may also require a doctor's certificate from a physician selected by the Borough, the cost of which shall be borne by the Borough, prior to granting leave and/or prior to the employee's return to work. At the conclusion of the leave, the employee shall be entitled to return to his former job classification, subject to the approval of his physician and/or the approval of a physician selected by the Borough. If, after the passage of twelve weeks, the employee remains unable to perform the essential duties of his/her position, the Borough's obligation to hold the employee's position open shall terminate, and the Borough, in its sole discretion, may take whatever employment action, if any, it deems appropriate, including, but not limited to, the assignment of a permanent replacement to fill the position and/or the separation of the employee.

The Borough, at its discretion, shall not be required to grant a leave under this Section to an employee who utilized twelve weeks of leave within the twelve calendar months preceding a request to take a leave of absence under this Section. To the extent that the Borough is or subsequently becomes covered under the Family Medical Leave Act (FMLA), the FMLA leave for eligible employees shall run concurrently with the medical leave of absence in this section.

Section 3 - Personal Leave. A full-time employee, after one year's service, shall be entitled to four (4) personal days off with pay per year for reason of conducting personal business. Personal days may not be used to extend vacation. Personal days may not be accumulated beyond a given calendar year.

Section 4 - Jury Leave. Any full-time employee who shall be called to jury duty and shall serve at such duty shall receive regular pay reduced by the amount of jury duty pay for the period the employee has served at jury duty for State, Federal or County Courts. A request for jury leave must be made within 5 working days after the employee is informed together with the notice to appear. The record of attendance (court statement of dates of performed jury service) and amount of pay received must be submitted to the Borough following jury service, and no later than 3 days after returning to work.

Section 5 - Volunteer Fire Leave. Employees who are members of the Perkasio Volunteer Fire Company shall be granted paid time off to respond to emergency services. This time off shall be at the sole discretion of the Supervisor or his designee.

ARTICLE 12: HOURS OF WORK/OVERTIME

Section 1 - Hours of Work. This Article is intended to define the normal hours of work and the basis upon which employees will be entitled to overtime pay, and nothing contained herein shall in any way be construed as a guarantee of, or a limitation on, the number of hours of work per day or per week. It is understood and agreed that, subject to the provisions of this Article, the right to determine work schedules and hours of work is vested exclusively in the Borough.

Section 2 - Work Day/Week. The normal workday for each full-time employee shall consist of eight (8) hours of work not including a 1/2 hour unpaid meal period. The normal work week

shall consist of five (5) workdays within a week. The Employer may, from time to time, send an Employee home early from his scheduled shift, with the expectation of a later call-back.

Section 3 - Schedule Changes. When possible schedules will not be changed unless the employee whose schedule is being changed is notified the day before of such change. In the event of an emergency the one (1) days' notice shall be waived.

Section 4 – Breaks. Public Works and Electric Department employees shall be entitled to the following work breaks:

A. Rest Breaks:

1. Morning break to be taken from 9:30 A.M. to 9:45 P.M.
2. Afternoon break to be taken from 2:00 P.M. to 2:15 P.M.

The times specified above shall be considered flexible and subject to alteration by the respective Department supervisor in the event that working conditions require a change in break times.

Morning and afternoon breaks shall be taken at the place where an employee is assigned to work at any given time. Employees are not to report to either the Public Works or Electric Department buildings to take morning or afternoon breaks except in the event of inclement weather. The Department supervisor shall determine if abuse of this provision is occurring and may eliminate these breaks if abuse is frequent.

- B. Meal Breaks: One unpaid meal break of 30 minutes for shifts exceeding six hours. Breaks will be provided on a flexible schedule, coordinated with supervisors, and may vary depending on operational needs. Breaks are not guaranteed at specific times but will be made available during the workday.

If an employee elects to take the 30-minute unpaid meal break at the end of the workday (e.g., 3:00 p.m. to 4:00 p.m.) for the purpose of shortening the workday, the employee remains subject to callout during that period. Any callout occurring during this time will be compensated based on actual time worked.

Section 5 - Overtime Assignment. The Borough shall have the right to assign overtime and to require employees to work all assigned overtime.

Employees who work more than sixteen (16) hours within a twenty four (24) hour period will be entitled to eight (8) consecutive rest hours. This may be altered only in emergency situations and at the discretion of the Manager or his designee.

Section 6 - Overtime Rate/Compensatory Time. An employee shall be paid at the rate of one and one-half (1 1/2) times his regular straight time hourly rate for all hours worked in excess of

forty (40) hours in any work week. By agreement between the employee and the Borough, compensatory time off in accordance with the FLSA will be granted in lieu of overtime pay in the year that the compensatory time is earned.

When an employee is required to work on a Sunday, he/she shall be compensated at double their current rate of pay. By agreement between the employee and the Borough, compensatory time off in accordance with the FLSA will be granted in lieu of overtime pay at the same double "rate". (1 hour worked = 2 hr. comp time)

An employee can accrue and carry 80 hours of comp time at any given time through the year.

No compensatory time shall carry over from year to year. Employees will be paid for any unused compensatory time in December each year.

Section 7 - Offer of Overtime. Overtime, when offered, shall be offered to employees on the basis of their job classification and shall be offered to employees within the job classification on the basis of seniority and ability.

Section 8 - Call-Out Pay. To receive emergency call-out pay, the time worked must be separate from and not continued from a regular workday. When an employee is called out, he shall receive the following:

1. Regular hourly rate of pay. Time and one-half will only apply if total hours worked for the week, including call-out are over 40 hours.
2. One (1) hour of compensation is guaranteed.
3. If the call-out occurs between 8p.m.-6a.m., the employee shall be compensated a minimum of two (2) hours."

Section 9 - On-Call Pay. One employee may be designated as being on-call for the week by the department head or his designee. Employees working the entire week on-call shall be entitled to receive 7 hours of time and one-half pay for the week served. If the employee fails to respond to an emergency (see Section 8) as required he forfeits the on-call pay for the week. Employees may not switch on-call days with another employee without approval of their supervisor. If the employee is on call for an observed holiday, that employee shall receive one additional hour of on-call pay, per holiday, per the Borough approved holiday list.

Section 10 - Standby-Time. When an adverse weather event or other emergency or situation is expected, the department supervisor may place any or all employees on stand-by. This means that they must be ready, willing, and able to respond to call-out situations (see Section 8) when so notified. This is not the same as being on-call and no additional compensation will be paid or guaranteed.

Section 11 - Grace Period. In accordance with the FLSA, the Borough will observe a 7 minute grace period before and after the actual start time. After that, pay will be deducted accordingly. Employees will not clock in more than 7 minutes before start time without pre-approval of the Supervisor.

An employee shall not be allowed to work beyond normal department stopping time to make up for lateness. Frequent tardiness of any time duration shall be reason for disciplinary action or dismissal.

ARTICLE 13: HOLIDAYS

Section 1 – Holidays. Full-time employees who have completed their probationary period shall be entitled to the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	*Christmas Eve Day <u>or</u>
	Day after Christmas
Independence Day	Christmas Day
Labor Day	

Regular Part-time employees shall receive pay for regularly scheduled hours which fall on a Borough Holiday.

* The Borough will determine which day will be given off. This determination will take place at the beginning of each calendar year.

Section 2 - Floating Holiday. Additionally, each employee may request 2 paid "personal holidays" of their choice each year. The holiday is subject to the approval of the department supervisor and shall not interfere with normal departmental operations. Payment in lieu of time off shall not be permitted.

Section 3 - Working Holidays. An employee who is on an hourly pay rate shall be paid regular pay for the holidays established in Section 1. If such employee is required to work on a Borough established holiday, the employee shall be paid at double time rate for hours worked on that holiday.

In order to be eligible for holiday pay, an employee must work the last regularly scheduled working day before and the first regularly scheduled working day after the actual holiday. All compensable time off shall count as time worked for the purpose of this section.

Section 4 - Weekend Holidays. If a holiday falls on a Saturday, it will be observed the preceding Friday. If a holiday falls on a Sunday, it will be observed the following Monday. The Borough reserves the right to select the actual date.

ARTICLE 14: BEREAVEMENT

Section 1. A full-time employee who will be absent from duties due to the death of a mother, father, mother-in-law, father-in-law, spouse, child, brother or sister shall continue to receive

pay during said absence for a period of three consecutive scheduled work days (8 hours straight time), including the day of the funeral. In the event the employee must be absent for a longer period of time, the Borough Manager may grant up to an additional two days of bereavement leave. An employee may be given up to 1 day of bereavement leave to attend funerals of other family members or close friends at the discretion of the Borough Manager. Bereavement leave shall not count against sick leave accumulated by an employee.

ARTICLE 15: VACATIONS

Section 1 – Schedule. The vacation year shall be January 1 through December 31. Each full-time employee with at least one year of seniority as of the beginning of the vacation year (i.e. January 1) shall be eligible for vacation during the vacation year according to the schedule hereinafter set forth. The employee's years of service on the first day of a vacation year shall be used to determine an employee's vacation entitlement.

Each full-time employee shall be eligible for an annual vacation with pay according to the following schedule:

During the first year of service, an employee will be credited with one-half day vacation for each month employed during the vacation year up to a maximum of 5 working days.

After 1 year of employment	5 days
2 - 4 years of employment	10 days
5-12 years of employment	15 days
13-21 years of employment	20 days
22+ years of employment	25 days

Section 2 – Requirements. Earned vacation in accordance with Section 1 may be taken at any time during the vacation year and for any number of days, provided:

- A. Application is made at least fifteen (15) days prior to the date the vacation is to begin. Deviations from this section will be subject to management approval.
- B. The applied-for time is not less than one half day, and
- C. The applied-for vacation dates are subject to the approval of the employee's immediate supervisor.

Section 3 - Carry-Over. Earned vacation must be taken during the vacation year except with the expressed written consent of the Borough Manager. An employee shall not be paid vacation pay in lieu of time off except with the expressed written consent of the Borough Manager. In no case may more than ten (10) accrued vacation days be carried over from one vacation year to the following vacation year.

Section 4 – Seniority. In all cases where two or more employees request the same vacation dates and the department supervisor does not feel it is in the best interest of the Borough to

permit two or more employees to take vacation on the same days, the employee(s) with the most years of service will be offered first chance at the disputed days provided that all employees have requested the disputed days in writing by April 1 of the vacation year. After April 1, vacation time will be approved on a first-come, first-serve basis, provided that all such vacation requests are made in writing to the department supervisor.

Section 5 - Retirement, Resignation or Death. Accrued vacation pay shall be given to an employee who is laid off, is retired, or resigns, provided, however, notice of intention to resign is given at least fourteen days prior to the final day worked. In the event an employee dies in service, any accrued vacation pay shall be paid to the employee's beneficiary. Accrued vacation pay will not be given to an employee discharged for personal misconduct. For the purposes of this section, accrued vacation shall be computed to the nearest half day. In no case shall vacation be paid in advance of the vacation year.

Section 6 - Holiday during Vacation. Should a holiday fall during an employee's vacation period for which the employee would normally have off with pay; such holiday will not be counted against vacation.

Section 7 - Part-Time Employees. Part-time employees who work 25 hours or more in a work week, shall be entitled to twenty-five (25) hours of Paid Time Off (PTO) per calendar year. PTO may be used for vacation, personal time, or illness. During the first year of service an employee will be credited with 2.5 hours of PTO for each month employed during the year up to a maximum of 25 hours. Any unused PTO remaining at the end of the calendar year will not be carried over into the following year and will not be paid out at year-end. If the part-time employee is hired for a full-time position, the PTO can be converted to sick or vacation, at the discretion of the employee.

ARTICLE 16: SAFETY

The Borough, in accordance with its established practice, shall continue to install and furnish safety devices and equipment for the protection of the lives and health of its employees.

Safety devices and equipment required by state, federal or by any governmental rule or regulation shall be furnished to the affected employees by the Borough without cost.

Employees shall be required to utilize all safety equipment and protective devices in the prescribed manner and shall cooperate to the best of their ability in the prevention of accidents.

All employees shall strictly observe all safety and health regulations created and known by the Borough.

ARTICLE 17: DRUG & ALCOHOL POLICY

Section 1 – Policy

- 1.1 [The Borough of Perkasio has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug, the improper use of prescription medication, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.
- 1.2 [The Borough of Perkasio has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation.
- 1.3 [The Borough of Perkasio recognizes its obligations to the public and customers in delivering services that are free of the influence of illegal drugs and alcohol, and shall endeavor through this policy to provide drug-and alcohol-free services.
- 1.4 The Borough of Perkasio further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- 1.5 As a condition of employment, all employees are required to abide by the terms of this policy and to notify The Borough of Perkasio management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
- 1.6 Employees who are on prescription medications that could adversely impact their ability to safely perform their job duties shall notify their employer of this status. Depending on the circumstances, the employer may require the employee to provide a written physician opinion confirming the prescribed medication will not adversely impact the employee's ability to safely perform their job duties.
- 1.7 Employees are encouraged to seek voluntary assistance for drug and alcohol abuse issues by accessing interventions offered through their personal medical program or through employer-sponsored confidential employee assistance program (St. Luke's Penn Foundation (215) 257-6556).
- 1.8 No employee shall be subject to discipline or retaliation solely for seeking voluntary assistance for drug and/or alcohol abuse. Provided, however, that such employee does not otherwise violate this Integrated Drug and Alcohol Abuse Prevention Policy.

Section 2 – Purpose

- 2.1 This policy is to establish procedures to prevent the abuse of controlled substances and alcohol in the workplace and while employees are on duty.

Section 3 – Scope

- 3.1 This policy applies to all departments, all employees and all job applicants, including employees performing safety-sensitive functions whose position responsibilities require them to obtain a CDL (commercial driver's license). The term employee shall also include contracted employees and volunteers, although such individuals shall not be eligible to employer-funded interventions.

Section 4 – Definitions

- 4.1 Alcohol – any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
- 4.2 Alcohol use – the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- 4.3 Commercial motor vehicle – any vehicle, machine, tractor, trailer, or semitrailer propelled or drawn by mechanical power and used upon the highways in the transportation of passengers or property, or any combination thereof when the vehicle;
- (1) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
 - (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
 - (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations
- 4.4 Company premises or company facilities – all property including, but not limited to, the offices, facilities and surrounding areas on company-owned or leased property, parking lots, and storage areas. The term also includes company-owned or leased vehicles and equipment wherever located.
- 4.5 Controlled substance – refers to marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines) and semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone).
- 4.6 Covered employee - any employee who is not covered by a collective bargaining agreement. (Note: employers are encouraged to include similar drug and alcohol provisions in all collective bargaining agreements.) The term covered employee shall also apply to contracted employees and volunteers, although these individuals shall not be eligible to employer-sponsored interventions.
- 4.7 Drug testing – the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other

specimens of the human body for the purpose of detecting a drug or alcohol.

- 4.8 Medical Review Officer (MRO) – a licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving laboratory results generated by a controlled substances testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with her/his medical history and any other relevant biomedical information.
- 4.9 Reasonable suspicion – to believe that a person has violated the prohibitions set forth in this policy concerning alcohol and controlled substances. A trained supervisor shall base reasonable suspicion on specific, objective observations concerning appearance, behavior, speech, or body odors.
- 4.10 Refusal to submit – when a covered employee engages in conduct that clearly obstructs any, and/or all, of the testing process. This includes but is not limited to failing to provide adequate breath or urine for testing within three (3) hours without providing a valid medical explanation within five (5) days of the failed test. Such behavior shall be considered a "presumptive positive" test result.
- 4.11 Safety sensitive function – any on-duty function as listed below:
- all time waiting to be dispatched, unless the driver has been relieved from duty by his/her department;
 - all time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - all time spent at the driving controls of a commercial motor vehicle;
 - all time spent at the driving controls of a non-commercial motor vehicle;
 - all time, other than driving time, spent on or in a commercial motor vehicle;
 - all time, other than driving time, spent on or in a non-commercial motor vehicle;
 - all time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
 - all time spent performing the driver's requirements associated with an accident;
 - all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle; or
 - all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing.
- 4.12 Substance Abuse Professional (SAP) – a trained professional who evaluates employees who have violated a COL license requirement and/or DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. Unless arrangements have been made otherwise, the fee for the SAP evaluation shall be the responsibility of the employee.
- 4.13 Impairment – a condition in which a person is affected by or under the influence of a drug or alcohol in any detectable manner. The symptoms of being under the influence are not

confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

Section 5 – Prohibited Activities

- 5.1 An employee whose medical therapy requires the use of a legal drug that is also regulated as a potential drug of abuse shall report such use to his or her supervisor prior to duty. Such substances may include certain opiates and medical cannabis. Employees may be required to provide the employer with medical certification of such use, as well as certification that use of the drug will not impair their ability to safely perform their work duties. The undisclosed use of such substances while on duty or while on the employer's premises or while "on-call" is prohibited. The supervisor who is so informed shall consult with human resources personnel for guidance. If management has determined that such use does not pose a threat to safety or job performance, the employee may continue to work. Otherwise, the employee may be required to take leave of absence or comply with other appropriate actions as determined by management.
- 5.2 A covered employee shall not be on duty or operate a commercial or non-commercial motor vehicle while in possession of illegal drugs or alcohol including beverages, medication, mouthwash, food, candy or other substances containing alcohol.
- 5.3 A covered employee shall not perform a safety sensitive function while under the influence of illegal drugs or alcohol.
- 5.4 The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on duty, or on the employer's premises is prohibited.
- 5.5 The following additional alcohol and controlled substances-related activities are prohibited by the Federal Highway Administration's (FHWA) alcohol and controlled substances abuse rules for drivers with CDLs:
 1. Reporting for duty or remaining on duty to perform safety sensitive functions while having a blood alcohol concentration (BAC) of 0.02 or greater.
 2. Being on duty or operating a vehicle while the driver possesses alcohol or controlled substances, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
 3. Using alcohol while performing safety-sensitive functions.
 4. Reporting for duty to perform safety-sensitive functions within 4 hours after using alcohol or during the eight (8) hours following an accident.
 5. Refusing to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion or follow-up testing requirements.

6. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substances, except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle. (NOTE: Drivers are to inform supervisors of any therapeutic drug use.)
7. Reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substances.

Section 6 – Discipline

- 6.1 The first time a covered employee voluntarily seeks assistance concerning an alcohol or drug abuse problem, the employee shall not be subject to disciplinary action provided they fully cooperate with the evaluation and treatment plan prescribed by their SAP. Employees who refuse this intervention shall be suspended pending a discharge investigation.
- 6.2 Any covered employee who has engaged in conduct prohibited under this policy shall not perform, or be permitted to perform, any job-related functions unless and until the employee has complied with and fully satisfied the referral, evaluation and treatment requirements of this policy.
- 6.3 Any covered employee who has engaged in conduct prohibited by this policy shall:
 1. be advised by the employer of the resources available in evaluating and resolving problems associated with the misuse of alcohol and abuse of controlled substances;
 2. be evaluated by a substance abuse professional who shall determine what assistance, if any, the covered employee needs in resolving problems associated with alcohol and controlled substance use
- 6.4 If a covered employee is the subject of a drug-related investigation by a law enforcement agency, the employee may be suspended pending completion of the investigation.

Section 7 – Positive Test Results

- 7.1 For purposes of determining whether an employee is under the influence of alcohol or controlled substances, the positive test result parameters mandated by the Federal Highway Administration (FHWA) shall be utilized. Employees who test positive as confirmed by the employer's testing agent, or who fail to submit to testing, as previously defined, shall be subject to disciplinary action and shall comply with the requirements set forth below.
- 7.2 Upon being notified of a positive testing result, the employer shall review the situation with their labor attorney and SAP if time permits. Next, the employer representative and an additional management representative (witness) shall summon the subject employee to a private area where confidentiality can be maintained. The employee shall be advised of the results of the test and that in conformance with the employer's drug and alcohol policy they shall be immediately suspended from their duties without pay pending an evaluation by a substance abuse professional (SAP). The employer shall provide the employee with SAP

contact information and shall advise that they shall be responsible for paying the fee associated with the SAP evaluation. The employee shall then be advised that once the employer is advised of the outcome of the SAP evaluation and the completion of any course of treatment, the employer, in consultation with its labor attorney and the SAP shall determine whether the employee shall be permitted to return to duty. Accordingly, it is in the employee's best interest to cooperate with the SAP and any treatment and follow up requirements. Arrangements should then be made for the employee to collect their personal effects and then to be transported home. The employee shall not be allowed to drive home on their own.

7.3 The following employer action shall be triggered by a positive alcohol and/or drug test result:

Alcohol

1. Alcohol breath tests of less than 0.02 percent shall be considered negative.
2. Alcohol breath tests of 0.02 percent or greater shall be confirmed as soon as possible using an evidential breath testing (**EBT**) device which maintains a record of the results, date and time, a sequential test number and the name and serial number of the testing device.
3. **Alcohol breath tests of .02 percent or greater but less than .04 percent** shall result in the following disciplinary action:

First Offense - Employee shall be removed from position without pay for the remainder of the workday. After 24 hours have elapsed and before returning to safety sensitive work, the employee must be retested. If results are .02 percent or higher, the employee shall be suspended pending a discharge investigation. If the results are under .02 percent, the employee may return to work. Mandatory referral to approved SAP and verification of adherence to SAP recommendations. Follow-up tests for not more than 12 months.

Second Offense (within 12 months of First Offense)- Employees testing positive from .02 percent to less than .04 percent shall be removed from position without pay for remainder of day and one additional day suspension. Mandatory referral to approved SAP and verification of adherence to SAP recommendations. Before returning to work, the employee must be retested with results of breath alcohol measuring less than .02 percent. If results are .02 percent or higher, the employee shall be suspended pending a discharge investigation. If results are less than .02 percent, employee may return to work. Follow-up testing for period of not less than 12 months nor more than 48 months.

Third Offense (within 48 months of second offense) - Suspension pending a discharge investigation.

4. **Alcohol breath tests of .04 percent or greater** shall result in the following disciplinary action:

First Offense - Employees testing positive of .04 percent or higher shall be removed from position without pay for remainder of day and one additional day suspension.

Mandatory referral to approved SAP and verification of adherence to SAP recommendations. Before returning to work, the employee must be retested with results of breath alcohol measuring less than .02 percent. If results are .02 percent or higher, the employee shall be suspended pending a discharge investigation. If results are less than .02 percent, the employee may return to work immediately. Follow-up testing for period of not less than 12 months nor more than 60 months.

Second Offense (within 60 months of first offense) - As a second offense, any positive test shall result in suspension pending a discharge investigation.

Controlled Substance

1. Positive tests for drugs (not previously disclosed) shall result in the following disciplinary action:

First Offense- Employee sent home without pay. Mandatory referral to SAP and verification of adherence to SAP recommendations. After completing a course of treatment, the employee must pass a return-to-duty drug test. If employee fails to pass a return-to-duty drug test, employee shall be suspended pending a discharge investigation. If the employee passes the return-to-duty drug test, the employee may return to work subject to follow-up testing for a period of not less than 12 months nor more than 60 months.

Second Offense - Suspension pending a discharge investigation.

Section 8 – Drug and Alcohol Testing

8.1 Types of testing:

1. Pre-employment
2. Random
3. Reasonable suspicion
4. Post accident
5. Return to duty of follow up testing

8.2 Pre-employment

1. All applicants for employment, including applicants for part-time and seasonal positions, applicants who are former employees, volunteers, and those who require a CDL license, are subject to drug and alcohol testing.
2. Applicants must pass the drug test to be considered for employment.
3. An applicant shall be notified of The Borough of Perkasié's drug and alcohol testing policy prior to being tested; shall be informed in writing of his or her right to refuse to undergo such testing; and shall be informed that the consequence of refusal is termination of the pre- employment process.
4. An applicant shall be provided with written notice of this policy, and by signature shall be required to acknowledge receipt and understanding of the policy.

5. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process shall be terminated.

8.3 Random

1. Law enforcement employees and employees who possess a CDL license shall be subject to random testing for drugs and alcohol.
2. Employees selected for random testing shall be notified and shall immediately report to the collection/testing site upon notification to be tested. If the driver is performing a safety sensitive function, other than driving a commercial motor vehicle, at the time of notification, the Borough of Perkasié should ensure the driver ceases to perform the safety sensitive function and proceed to the testing site as soon as possible. Failure to immediately proceed to the collection/testing site may be deemed a refusal to test.

8.4 Reasonable suspicion

1. All employees covered by this policy shall be subject to reasonable suspicion drug and alcohol testing.
2. Testing shall be required upon reasonable suspicion to believe that a person has violated the prohibitions set forth in this policy concerning alcohol and controlled substances. This reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, or body odors. These factors include but are not limited to the following:
 - Unusual or erratic behavior;
 - Personal accidents whereby the employee is believed to be impaired;
 - Vehicle accidents whereby the employee is believed to be impaired;
 - Decline in work performance;
 - Excessive absenteeism or lateness;
 - Abuse of employer's tools or equipment;
 - Poor relations with the public;
 - Impulsive, violent or threatening behavior;
 - Health problems which are often alcohol or drug-related; or
 - Physical symptoms such as red or glassy eyes or unusual smelling breath.
3. Written documentation of the grounds for reasonable suspicion testing must be made and signed by a trained supervisor (see attached form to record reasonable suspicion). The employee shall be removed immediately from duty. A supervisor or his/her representative and the employee shall proceed to the testing facility immediately upon notification. If the employee test results are positive the supervisor/representative shall take the employee home or permit the employee to contact someone for transportation. If the employee test results are negative, he/she shall be returned to work by the supervisor/representative.

4. The Borough of Perkasio reserves the right to search owned vehicles or personal property of any covered employee located on the employer's premises during work hours.
5. If The Borough of Perkasio reasonably suspects an employee is in possession of alcohol or illegal drugs (which is prohibited on The Borough's premises), The Borough of Perkasio reserves the right to conduct a search of The Borough's property used by an employee (e.g., vehicles, offices, lockers, desks, drawers, cabinets, etc.) and an employee's personal property located on the Borough's premises.

8.5 Post accident

1. Employees are required to immediately notify their supervisor of any accidents involving employer owned vehicles.
2. All covered employees are required to submit to a drug and alcohol test if they are involved or contributed to an accident while operating an employer owned vehicle that seriously damages a vehicle, machinery, or property or results in an injury to themselves or another employee. The employee shall provide urine specimens for drug testing as soon as possible after, but, in no case later than thirty-two (32) hours after the accident. Covered employees must be tested for alcohol within two (2) hours after a motor vehicle accident. A covered employee may not consume alcohol until he/she has been tested. Covered employees must be readily available for testing even if:
 - a. They leave the site to obtain medical care.
 - b. They leave the site to obtain assistance as a result of an accident.
3. CDL drivers and drivers of non-COL employer-owned vehicles are subject to post accident testing if the accident results in:
 - a. A fatality or injury requiring medical attention away from the scene.
 - b. Covered driver receiving a citation under state or local law for a moving traffic violation arising from the accident.
 - c. Damage to any vehicle requiring the vehicle to be towed away from the scene by a tow truck or another vehicle.

8.6 Return to duty and follow up testing

1. Employees who have tested positive on a drug or alcohol test and under the discipline policy are allowed to return to work, must test negative prior to returning to a safety-sensitive position.
2. CDL drivers who have returned to duty after a positive alcohol or drug test shall be subject to unannounced follow-up tests for a period up to 60 months as determined by their SAP. There shall be at least six follow-up tests given during the first 12 months following the return to duty. This testing is in addition to required random testing from the driver's pool.

Section 9 – Appeal of a Drug or Alcohol Test Result

- 9.1 An applicant or employee whose drug or alcohol test reported positive shall be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting shall be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The organization, through its health, human resource and employment law resources shall judge whether an offered explanation merits further inquiry.
- 9.2 An employee whose drug or alcohol test is reported positive shall be offered the opportunity to:
 - 1. Obtain and independently test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result;
 - 2. Obtain the written test result and submit it to an independent medical review at the employee's expense.
- 9.3 Employees may use medical benefits, to the extent that coverage may apply for substance abuse treatment.
- 9.4 During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant shall be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal shall be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension shall be without pay.

Section 10 – Employee Assistance

- 10.1 The Borough of Perkasio recognizes that alcoholism and other drug addictions are personal challenges that can respond effectively to professional intervention. The Borough of Perkasio also realizes that early intervention and treatment of alcohol or drug abuse is important for successful rehabilitation, return to employment, and reduced personal, family and social disruption.
- 10.2 The Borough of Perkasio shall provide employees and their families with confidential, professional resources for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance.
- 10.3 Employees are encouraged to seek voluntary assistance for drug and alcohol abuse issues by accessing interventions offered through their personal medical program or through employer-sponsored confidential employee assistance program.

Contact Information for Employee Assistance Program (EAP): 215-257-6556 Contact

Information for Substance Abuse Professional (SAP): 215-257-6556

Section 11 – Education

- 11.1 Supervisors and other management personnel responsible for enforcing this policy shall be trained in:
1. The contents of this policy.
 2. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;
 3. Intervening in situations that may involve violations of this policy;
 4. Recognizing the above activities as a direct job responsibility.
- 11.2 Employees are to be informed of:
1. The health and safety dangers associated with drug and alcohol use;
 2. The provisions of this policy.
- 11.3 Supervisors and managers of CDL drivers shall complete a two-hour, DOT-mandated supervisory drug and alcohol training program as required under §382.603. The program must include 60 minutes of training on alcohol abuse and 60 minutes of training on controlled substance use. Proof of having completed such training shall be maintained by the employer. Though not specifically mandated by the DOT, refresher training every five years is recommended.

Section 12 – Recordkeeping

- 12.1 All of the records relating to the administration and results of the alcohol and drug testing program for its covered employees shall be maintained in accordance with the employer's and DOT's record retention requirements.

Section 13 – Confidentiality

- 11.4 All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol shall be protected as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

Section 14 – Regulatory References

Federal Motor Carrier Safety Administration Regulations (FMCSA), 49 CFR Part 382 U.S. Department of Transportation (DOT), 49 CFR Part 40

Attachment 1

Applicant's Consent to Drug/Alcohol Testing

I understand it is the policy of the Borough of Perkasio to conduct drug and/or alcohol tests of job applicants for the purpose of detecting drug and/or alcohol abuse, and that one of the requirements for consideration of employment with the employer/organization is the satisfactory passing of the employer's/organization's drug and/or alcohol test(s).

For the purpose of being further considered for employment, I hereby agree to submit to a drug and/or alcohol test.

I understand that favorable test results shall not necessarily guarantee that I shall be employed by the Borough of Perkasio.

If I am accepted for employment, I agree to take drug and/or alcohol tests whenever requested by the \ Borough of Perkasio, and I understand that the taking of such tests is a condition of my continued employment.

I also give consent to the testing agency to release to the Borough of Perkasio and other officially interested parties the results of my tests.

At this time, I consent to a drug and/or alcohol test.

(Signature of applicant) (Date signed)

(Printed name of applicant) (Signature of witness)

Attachment 2

Acknowledgement of Receipt and Understanding Employee Notice of Testing Policies and Procedures

PART 1: NOTICE

This is to inform you that the Borough of Perkasio conducts testing to identify job applicants and current employees who may be abusing drugs and/or alcohol.

A copy of the Borough of Perkasio's policy on this matter is Included in the collective bargaining agreement.

You have the right to refuse to undergo testing. However, the consequences of refusal to undergo testing or a refusal to cooperate in testing by an applicant shall result in the termination of the pre- employment selection process, and the consequences of refusal to undergo testing or a refusal to cooperate in the testing by an employee shall result in disciplinary action up to and including discharge.

An applicant who fails a test shall not be hired, and an employee who fails a test shall be subject to disciplinary action up to and including discharge.

Remaining drug-and/or alcohol-free and participation in the employer's/organization's drug and/or alcohol testing program is a condition of continued employment.

PART II: ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the Borough of Perkasio's policy pertaining to drugs and alcohol.

(Signature) (Date signed)

(Printed name) (Signature of witness)

Attachment 3

Acknowledgement of Receipt and Understanding Employee Notice of Testing Requirements after Rehabilitation

PART 1: NOTICE

The Borough of Perkasio is pleased to learn that you are returning to duty after successfully completing an approved program of drug and/or alcohol rehabilitation.

In accordance with the Borough of Perkasio's drug-and alcohol-free workplace program, you shall be subject to a reasonable program of follow-up drug and/or alcohol testing without prior notice for not more than 60 months after return to duty.

This program of follow-up testing shall be in addition to the other testing requirements imposed on all employees, such as reasonable cause testing, post-accident testing and random testing.

PART II: ACKNOWLEDGEMENT

I acknowledge receipt, understanding and acceptance of the above written notice.

(Signature) (Date signed)

(Printed name) (Signature of witness)

Attachment 4

Supervisor Checklist for Determining Reasonable Cause

Employee's name _____

Department _____

Date(s) _____

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

Moods:

- Appears depressed
- Appears anxious
- Appears irritable
- Appears suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

Actions:

- Appears withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Appears argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flu, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

Work Patterns:

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are **currently** present:

- | | |
|--|---|
| <input type="checkbox"/> Constricted pupils | <input type="checkbox"/> Drowsiness |
| <input type="checkbox"/> Dilated pupils | <input type="checkbox"/> Odor of alcohol |
| <input type="checkbox"/> Scratching | <input type="checkbox"/> Nasal secretion |
| <input type="checkbox"/> Red or watering eyes | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Muscular incoordination |
| <input type="checkbox"/> Sniffles | <input type="checkbox"/> Unconsciousness |
| <input type="checkbox"/> Excessively active | <input type="checkbox"/> Inability to verbalize |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Irritable |
| <input type="checkbox"/> Flushed skin | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Sweating | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Yawning | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Twitching | <input type="checkbox"/> Bizarre behavior |
| <input type="checkbox"/> Violent behavior | <input type="checkbox"/> Needle marks |
| <input type="checkbox"/> Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can) | |

___ Possession of substance that appears to possibly be a drug or alcohol

Other _____

DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

Y N

☐ ☐ Has some form of impairment been shown in the employee's appearance, actions or work performance?

☐ ☐ Does the impairment result from the possible use of drugs or alcohol?

☐ ☐ ☐ Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?

☐ ☐ ☐ Are the facts capable of explanation?

☐ ☐ ☐ Are the facts capable of documentation?

☐ ☐ Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

TAKING ACTION

Reasonable cause established

Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's Signature: _____

ARTICLE 18: HEALTH & WELFARE

Section 1 - Premium Share. The Borough agrees to provide a health care plan, dental plan and vision plan to the employee and qualified dependents. Benefits commence the 1st of the month following the employee's hire date.

Effective January 1, the percentage of premium share for health care plan, dental plan, and vision plan shall be as follows:

2026: 10.0%

2027: 10.0%

2028: 10.0%

2029:10.0%

Section 2 - Co-Pay. Borough will continue to have the right to select its insurance carrier. If this plan becomes unduly expensive or it becomes advantageous for the Borough to change insurers, the Borough reserves the right to select another carrier with the equivalent or better coverage. Borough will continue to provide the excellent equivalent coverage's in all six areas: Hospitalization, Medical-Surgical, Major Medical, Dental, Prescription, and Vision for employee and dependents. The following co-pays shall apply:

Primary Office Visit Co-pay	\$20
Specialist Co-pay	\$40
Outpatient Surgery Co-pay	0
Hospital Co-pay	\$100 per day/ maximum five (5) days per admission
Emergency Room Co-pay	\$100, waived if admitted
Routine Eye & GYN Exams Co-pay	\$40
Prescriptions	\$10 for generic/ \$30 for brand names/ \$50 non-formulary pharmacy benefit
Lifetime Maximum Benefit	Unlimited

The Borough will reimburse each employee on the Boroughs medical plan for up to \$250 per calendar year for medical or prescription co-pays on a single plan and up to \$500 per calendar year for medical or prescription co-pays for all other plan types (Couple, Parent/Child, Parent/Children, Family). Employee must show proof of payment for reimbursement. The reimbursement is applicable for any employee, spouse or child enrolled on the Boroughs medical plan.

Section 3 - "Opt Out". Employees who are covered by a spouse's insurance plan may choose to "opt out" of the Borough's current medical plan. Employees who choose to "opt out" the first year are eligible to receive 16% of the cost of their annual health insurance premium minus the premium share that the employee would be paying if they were on the plan. Employees who choose to "opt out" for a second consecutive year will

receive 32% of the cost of their annual health insurance premium minus the premium share that the employee would be paying if they were on the plan. Employees who "opt out" for three consecutive years or more will receive 50% of the cost of their annual health insurance premium minus the premium share that the employee would be paying if they were on the plan. Payments will be made biweekly and will be included in the employee's payroll check and taxed accordingly. Proof of coverage under spouse's medical insurance plan must be presented to be eligible. An employee is only eligible to elect to "opt out" for the next calendar year in the December prior. However, if a qualifying major life event (loss of medical insurance, divorce, or death) occurs in which spouse's medical coverage ceases, the employee may join the Borough medical plan at any time and payments for opting out will cease.

Notwithstanding the above amount of the "opt out" payment to the employee shall be limited (capped) to the following maximum annual payments:

Single	\$ 6,851.10
Couple	\$15,764.98
Parent & Child	\$10,365.52
Parent & Children	\$14,901.46
Family	\$ 20,103.64

Section 4 – Legislation. In the event that the federal government or Commonwealth of Pennsylvania passes legislation which authorizes or creates a so-called "public option" or similar healthcare plan, the Borough shall have the right to include bargaining unit members in such plan or option if the members of the bargaining unit qualify for and/or are eligible for participation in such plan.

Section 5 - Cost Containment. In future contract years, all increased healthcare costs incurred by the Employer, whether in the form of a premium increase, or a tax or fee associated with national healthcare reform (ACA), shall be offset through one or more of the following cost containment measures, plan design changes and/or employee contributions, including without limitation the following:

- Annual caps on coverage;
- Longer waiting periods for coverage to begin;
- Changes to co-pays and/or deductibles;
- "Cadillac" tax paid in whole or in part by the employees via an increased premium share to maintain that level of coverage;
- Increased cost sharing by employees if the overall costs of the plan increases to accommodate benefit changes;
- More reliance on preventative services to offset treatment costs; and
- Reliance on state or federal health insurance exchanges to reduce the costs of healthcare coverage.

The parties may mutually agree to modify the benefits under this Agreement to offset any such costs through the "meet and discuss" process.

Section 6 - Life Insurance. All permanent full-time employees and regular part-time employees are provided with life insurance in an amount of \$200,000/ employee. Employees are provided a separate booklet which describes the current insurance plan.

Employees can elect additional coverage for a supplemental life insurance policy. They can choose to add an additional \$50,000 or \$100,000 of coverage at their own cost. Employees can be enrolled only during open enrollment, once a year or added if a life changing event occurs. The cost will be deducted from the employee's pay biweekly.

Section 7 - Annual Physical Examination. If requested by the Borough, an employee or all employees shall submit to an annual physical examination to be conducted at the expense of the Borough. The Borough shall designate the examining physician and the results of said examination shall be made available to the Borough and the employee. This section shall not preclude the Borough from requiring that an employee have a fitness for duty examination to confirm that the employee can perform the essential duties in his/her position.

Section 8 – Flexible Spending Account – All permanent full-time employees are eligible to participate in a Flexible Spending Arrangement (FSA). All IRS rules and regulations will apply.

ARTICLE 19: SICK LEAVE

Section 1 - Annual Sick Leave Allotment. Each full-time employee shall be granted twelve (12) days of sick leave per year at the beginning of each calendar year after completing one year's service with the Borough. An employee with less than one year's service in a calendar year shall be granted six (6) days of sick leave at the beginning of the next calendar year. A new employee shall receive a prorated amount of sick days based on a 1/2 sick day entitlement per month remaining until the beginning of the next calendar year.

Section 2 – Purpose. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:

- A. Personal illness or incapacity.
- B. The illness of a member of the employee's household that requires the employee's personal care and attention, or
- C. Enforced quarantine of the employee in accordance with health regulations.

Section 3 – Notification. An employee on sick leave shall inform the immediate supervisor of the fact and of the reason therefore as soon as possible, and failure to do

so within a reasonable time may be cause for denial of sick leave with pay for the period of absence.

Section 4 - Physician's Statement. Sick leave in excess of three consecutive working days for reason of personal illness or physical incapacity shall be granted only after presentation of a written statement from a licensed physician certifying that the employee's condition, or the condition of someone in the employee's care, prevented the employee from performing the duties of the position. The Borough Manager reserves the option to request a physician's written statement for sick leave of periods less than three consecutive working days if abuse of the sick leave policy is suspected.

Section 5 - Use of Sick Leave. An employee, who receives compensation through an Accident and Sickness benefit plan financed in whole or in part by the Borough, shall not be eligible for sick leave benefits during the duration of such accident and sickness benefits.

Section 6 – Increments. Absence for a fraction or part of a day that is chargeable to sick leave in accordance with these provisions shall be charged in an amount not smaller than one hour. Increments can be used in (1) one to (3) three-hour increments if used at the beginning or end of the workday.

Section 7 – Calendar. The sick leave year shall be January 1 through December 31.

Section 8 - Compensation at Retirement. An employee shall receive credit for all unused sick days to a maximum of 70 days at the time of normal retirement, or resignation with a minimum of twelve (12) years of service. This compensation shall be paid at 100% of the employee's final regular rate of pay for an eight hour day.

ARTICLE 20: SHORT AND LONG TERM DISABILITY

The Borough provides paid leave for work-related disabilities for all employees, and non-work-related disability for regular permanent full-time employees. In the event of work-related disabilities, employees are covered by the provisions of the Pennsylvania Workers Compensation Act. For non-work-related disabilities, regular full-time employees are covered by banked sick leave and a disability insurance program which provides for partial wage replacement during the employee's absence up to the maximum benefit duration. Employees affected by disabling medical conditions related to pregnancy or childbirth shall be treated the same for all employment related purposes as persons with short term disability for non-pregnancy related reasons.

Each full-time employee shall be eligible for weekly Accident and Sickness Benefits (also Short-Term Disability Payments) after 90 days of employment with the Borough.

1. Eligibility: An employee is eligible for short-term disability benefits if:

- a) The employee is completely unable, due to sickness or accidental injury, to perform any and every duty pertaining to the employee's occupation.
 - b) The employee is absent from work.
 - c) The period of disability commenced while the employee was a covered individual.
 - d) The employee is under the regular care of a physician and said physician has certified in writing to the Borough that the employee is unable to attend work and the reasons therefore.
2. Recurrent Disabilities: Separate periods of an employee's total disability commencing while the employee is a covered individual will be considered one period of total disability unless:
- a) The periods of disability are separated by at least two weeks of the employee's fulfilling the normal duties of the position, or
 - b) The later period of disability results from causes entirely unrelated to the causes of an earlier period of disability and the periods of disability are separated by the employee's compliance with the active work requirement.
3. Not Covered
- a) Any disability caused or contributed to by injury arising out of, or in the course of, any employment for wage or profit or disease covered, with respect to such employment, by any workmen's compensation law, occupational disease law or similar legislation, or any other concurrent or subsequent disability occurring during the same period of disability.
 - b) A disabled employee shall not be entitled to disability benefits under this section if the employee would be entitled to receive any compensation for lost wages from an automobile insurance policy or any other personal insurance policy. A disabled employee shall not be entitled to disability benefits under this section for any period of disability occurring as a result of the employee committing a misdemeanor or felony offense.
4. Description of non-work related leave benefits for regular full-time employees:
- a) An employee entitled to receive short-term disability payments shall receive 66% of normal weekly earnings. For the purposes of this section, normal weekly earnings shall be exclusive of overtime or any pay other than that employee's 35 or 40 hour work week.

- b) The maximum number of weeks to be paid on any disability hereunder covered shall be 26. Employees are provided with long-term disability coverage for periods of disability in excess of 26 weeks. Employees are provided a separate booklet which describes the current insurance plan for that benefit.
 - c) Short-term disability payments shall be subject to withholding of standard payroll deductions as required by federal, state, or local law.
5. Use of Sick Leave
- a) Short-term disability payments will not be paid for the first five working days of any covered disability. Accrued sick leave must be used for the first five days of the employee's disability.
 - b) The above provisions are not intended to restrict or amend the provisions of the sick pay plan
6. The Borough may also require at its discretion and expense, medical examinations of employees at any time and will give weight to the results of such examinations in determining their future status.

ARTICLE 21: NON-DISCRIMINATION

No employee covered by this Agreement shall be discriminated against because of membership in the Union. Neither the Employer nor the Union shall discriminate for or against any employee covered by the Agreement on account of race, age, sex, color, religious creed, national origin or gender of nouns or pronouns in this Agreement is not intended to describe any specific employee or group of employees, but is intended to refer to all employees regardless of sex.

ARTICLE 22: SUSPENSION, DISCHARGE AND ATTENDANCE

Section 1 - Disciplinary Action and Discharge. Employees shall be subject to progressive disciplinary action by the Borough for any same/similar infraction of any work rules. Employees must go (5) calendar years without a same/similar infraction in order to have his disciplinary record purged of that infraction. Progressive discipline is as follows:

First	Verbal Warning
Second	Written Warning
Third	Suspension, employee off without pay from 1 to 10 days
Fourth	Discharge

Verbal Warning - 1st level of progressive discipline. A written copy of the verbal warning identifying the infraction shall be placed in the employee's personnel file with a copy given to the employee and Union Steward as soon as possible after the investigation is completed.

Written Warning - 2nd level of progressive discipline. This is a written warning for any infraction of the Work Rules. A written warning may be signed by both parties (management and employee) and must contain a description of the infraction committed by the employee. The written warning shall be placed in the employee's personnel file and a copy given to the employee and Union Steward after the investigation is completed.

Suspension - 3rd level of progressive discipline. One to ten (1-10) days' suspension at the discretion of management without pay shall be defined as the day subsequent to receiving notification written of the suspension. An employee must receive a copy of the written notification of this one to ten (1-10) days' suspension with the reason(s) clearly noted. A copy of this suspension must be in the employee's personnel file with a copy given to the employee and Union Business Agent within seventy-two (72) hours.

Discharge - 4th level of progressive discipline. The Borough agrees that it will notify the Union in writing within seventy-two (72) hours after the discharge of any employee and the reasons therefore. Such written notice shall also be given to the employee who is discharged as well as the Union Steward. The Employer and the Union Business Agent will meet as soon as possible after said notification of discharge to conduct a fair and impartial meeting in regard to the discharge.

Advanced Discipline - In the event of a serious or egregious violation of the law or any work rules, the Borough has the right to advance the discipline to any level of discipline up to and including discharge even if it is a first offense.

Section 2 - Work Rules. Work rules have been previously established by the Borough and may be amended from time to time.

Section 3 – Attendance. The Borough and the Union agree that in order to maintain an orderly and efficient operation, the employee's cooperation will be necessary. All unpaid or unexcused time off, with the exception of time off due to suspension and/or discharge, will be counted as an occurrence.

Each unexcused absence, late arrival or leaving early will be one (1) occurrence. Example: An employee who has one late arrival, one leaving early and one unexcused absence would have accumulated a total of three (3) occurrences.

Progressive discipline may be imposed after any occurrence.

If an employee is going to arrive to work more than one (1) hour late, he must call his Supervisor in advance and receive authorization to report to work. Approval cannot be

given unless the circumstances are substantial and/or unavoidable. Employees who arrive for work more than one (1) hour after their regular starting time, without prior authorization, may not be permitted to work, at the discretion of the Borough.

ARTICLE 23: DRIVER'S LICENSE

- A. If required by the job classification, all full-time and part-time bargaining unit members must possess a valid Pennsylvania commercial driver's license and a regular Pennsylvania driver's license at all times.
- B. If the employee loses his regular license for 30 days or less, employee will be suspended from employment without pay for the time that their license is suspended.
- C. If the employee loses his regular license for more than 30 days, they may be terminated immediately.
- D. If the employee loses his commercial driver's license (CDL) for 60 days or less, employee may continue working, but be paid at the laborer classification rate for each day that they work and their license is suspended.
- E. If the employee loses his commercial driver's license (CDL) for more than 60 days, they may be terminated immediately.
- F. It is the responsibility of the employee to report any license suspension or revocation to the Borough Manager immediately after receiving notice from Penn DOT of this action. Immediately means the next working day that the employee returns to work after receiving notice. Failure to advise the Borough Manager promptly will result in immediate termination.
- G. All sections of this article are subject to Advanced Discipline under Article 20, Section 1.
- H. This article pertains to license suspensions and revocations that may occur both on and off duty.

ARTICLE 24: SUPERVISORY PERSONNEL

A Supervisor, as the term is defined in the Public Employee Relations Act, will be permitted to perform any work covered by this agreement and under the following circumstances:

- 1. During the course of instructing employees in methods of work and operation of equipment.

2. In the absence of a qualified employee, or provided all regular employees are working or have been offered the opportunity to work.
3. In emergencies expected to be less than one hour.
4. When starting and testing new equipment or processes.

ARTICLE 25: EFFECT OF LEGISLATION

Section 1. It is understood and agreed that this contract is subject to all applicable laws now or hereafter in effect; and of the lawful regulations, rulings and orders of regulatory commissions or agencies having jurisdiction. If any provisions of this Agreement is in contravention of the laws or regulations of the United States or the Commonwealth of Pennsylvania, such provision shall be deemed null and void and of no effect, but all other provisions of this Agreement shall continue in full force and effect.

Section 2. The parties also agree to renegotiate any Article, or part or provision of this Agreement that is unlawful, invalid, ineffective or unenforceable as specified above.

ARTICLE 26: RETIREMENT FUND

All current employees (hired before July 13, 2018), except as specified by Borough Council shall continue their participation in the Pennsylvania Municipal Employee's Retirement System in accordance with all the provisions of the Act of June 4, 1943, P.L. 886, as amended, and the Act of September 23, 1959, No. 309, as amended, and Ordinance No. 290 of the Borough of Perkasié, enacted March 6, 1951, and any amendments thereto with no change in that plan.

Employees hired after the date of contract ratification shall participate in the Defined Contribution retirement plan managed by an agreed upon 3rd party management company. The employee will be enrolled on their date of hire and have no vesting period. Rules of the defined contribution plan are according to IRS regulations. The amount of contributions are as follows, with the first 3% amount of tax deferred wages being contributed by the Borough with no employee match needed. After that initial 3%, the borough will 100% match the employees' contribution up to 5% total borough contribution.

<u>Borough</u>	<u>Employee</u>
First 3%	0% required
4%	4%
5%	5%

Contributions by the Borough and the employee will be based on wages earned and paid in the fiscal year except the following:

- 1) Lump sum sick

- 2) Lump sum vacation
- 3) Severance payments
- 4) Short-term and long term disability
- 5) Workers Comp
- 6) Car and Phone allowance
- 7) Insurance opt-out payments
- 8) Clothing and boot allowances

ARTICLE 27: CONDUCTING UNION BUSINESS

Section 1 - Use of Borough Property. There shall be no conducting of Union business on Borough premises except:

- A. Collective Bargaining
- B. Conferring with Borough Management
- C. Grievance Handling and Contract Administration

Note: Section 2 through Section 4 of this Article must be applied when conducting Union Business on Borough premises.

Section 2 - Borough Operations. No employee shall engage in any Union activity in any manner that will interfere with Borough operations or engage in any Union activity on Borough time.

Section 3 - Union Stewards. Union Stewards, while on Borough time, shall restrict their activities to the handling of grievances and other legitimate Union business after first securing permission from

Borough Management at no expense to the Borough unless the Borough requests a meeting on Borough time. It shall be mandatory for such Union Stewards to punch out on his time card while conducting Union business unless the Borough requests a meeting on Borough time. Notwithstanding the above the union steward will be permitted to attend arbitration hearings for up to 8 hours per case on borough time.

Section 4 - Union Access. Authorized agents of the Union shall have access to the Borough establishment during working hours for the purpose of adjusting disputes and investigating working conditions; provided however, (1) there is no interruption of the Borough's working schedule; and (2) that the Union representative gives 24 hours' notice to the Borough.

Section 5 - Leave of Absence for Union Business. Any Union member who must leave work on Union business must submit a written request seventy-two (72) hours in advance. There will be no pay for such an occasion, but employees may utilize vacation

time, or personal time off for any union business, provided that they give proper notice to their supervisor as is normally required.

Section 6 - Leadership by Example. Union officers and Stewards shall put forth their best efforts to promote through advice, instruction and example the highest standards of work.

ARTICLE 28: UNION BULLETIN BOARDS

Section 1 – Placement. The Borough will provide the Union with one bulletin board in the garage area. Such bulletin board may be used for the purpose of disseminating information concerning official Union business and social functions. Obscene, offensive, controversial or partisan political material will not be allowed.

Section 2 – Responsibility. The Union Steward or Alternate Steward shall be responsible for policing the Union Bulletin Board.

Section 3 - Removal of Information. If for any reason Section 2 of this Article does not occur, the Borough will remove the information.

ARTICLE29: NO STRIKES/NO LOCKOUT

The Union agrees there shall be no strike, slowdown, stoppage of work, or any interference with the efficient management of the Public Works and Electric Departments. Should a strike, slowdown, boycott, or other interruption of work occur, the Borough shall notify the Union of the existence of such activity and request advice from the Union as to whether the activity has been authorized. The Union immediately thereafter shall respond to the Borough's request in writing. Upon receiving notice of strike, boycott, or other interruption of work which it has not authorized, the Union will take all reasonable steps to terminate such activity and induce the employees concerned to return to work.

In the event employees who participate in a strike, slowdown, boycott, or other interruption of work in violation of this article, the participating employee(s) shall be subject to disciplinary action, which may include discharge.

ARTICLE 30: UNIFORMS

Section 1 – Uniforms. Uniforms are at the discretion of the Borough, and as such will be provided by the Borough. The Borough retains the right to require uniforms and to define what constitutes a uniform.

Section 2 – Clothing and Boot Allowance

- A. Each employee in the Electric Department, in addition to the current FR pants and long sleeve shirts already provided by the Borough, will receive a \$500.00 fire safety clothing and boot allowance per year.
- B. Each employee in the Public Works Department will be granted a clothing and boot allowance of up to \$300.00 annually with receipt of purchase for the term or duration of this contract.
- C. The request for reimbursement must be submitted within 30 days of the purchase date and include the original sales receipt (not a photocopy or credit card bill). The total amount, including tax, and shipping & handling will be part of the reimbursable amount.
- D. The employee must show proof of ownership and possession of the boots by actually wearing them to work when reimbursement is requested.
- E. Employees will be able to carry over the boot allowance to the next year if the allowance wasn't used in the previous year.

All efforts should be made to keep additional clothing items purchased (i.e.; outerwear) consistent in appearance. If a specific item or PPE is thought to be needed for the entire department, it is the employees' responsibility to request those from the Department Head and/or Borough Manager.

ARTICLE 31:TUITION REIMBURSEMENT

The Perkasio Borough Tuition Reimbursement Policy is designed to encourage employees to continue their education and training in fields specific to positions within the Borough.

All permanent full time civilian employees are eligible for a 75% tuition reimbursement to an annual maximum of \$1,800 under the plan. Permanent part time employees who are regularly scheduled to work a minimum of 20 hours each week and have done so for five years are eligible for the 75% tuition reimbursement to a maximum of \$900 per year.

Tuition reimbursement will be granted only to employees who meet eligibility requirements throughout the entire length of the course.

In the event an employee resigns or is terminated for cause from the Borough within two years after completion of such course(s), the employee will reimburse the Borough for such funds paid.

Reimbursement will be prorated using the two-year limit less the number of months employed after the date of the note. Upon notification of resignation or termination, the payroll department will deduct all amounts due the Borough from final payroll checks.

INSTITUTION: Any educational institution: College, University, Technical, Vocational or Business School which is accredited by a recognized governmental or professional accrediting body.

COURSES AND APPROVAL: College course work taken to receive an educational tuition reimbursement payment must relate specifically to the earning of a certificate or degree approved by Borough Council. Prior approval of the department Supervisor, Borough Manager and Borough Council is required for all course work to qualify for reimbursement. Course work which does not relate specifically to a degree or certificate must be directly applicable and useful in the performance of an employee's duties.

REIMBURSEMENT: Cost of tuition will be reimbursed according to the following schedule:

Grade earned	Reimbursement
A,B,C, Pass	75% to \$1,800 (part time to \$900)
D,F,Fail	0%

Payment will not be made for textbooks, registration, transportation or any payments other than tuition.

The resignation or discharge of an employee automatically terminates eligibility for benefits under this policy.

PROCEDURE

1. An employee who wishes to participate in the tuition reimbursement plan should submit a request in writing to the Department Supervisor at least six weeks prior to course commencement.
2. Upon approval by the supervisor, the request should be forwarded to the Borough Manager for approval and recommendation to Borough Council.
3. If approved by Borough Council, the request will be held in the employee's personnel file and the below Promissory Note must be signed by the employee.
4. Evidence of the grade earned and proof of payment must be submitted no later than 60 days after course completion. Reimbursement will be in form of a check payable to the employee only.
5. Appropriate payroll deductions may be withheld from all reimbursement checks in accordance with current Federal, State and Local legislation.

6. All records will become part of the employee's permanent personnel file.

PROMISSORY NOTE

\$ _____ Date _____

This note is being issued pursuant to The Perkasio Borough's tuition reimbursement policy. In the event the maker shall resign from the Borough or be terminated for cause prior to _____ (two years from the date of the note), this note or a prorated portion shall become due and payable on the date such employment terminates. The note shall be extinguished at a rate of 4% for each complete month worked subsequent to the date of the note. The payroll department may deduct all amounts due the Borough from final payroll checks.

If the maker shall be employed by Perkasio Borough on _____ (two years from the date of the note), payment of this note shall be waived by Perkasio Borough and the maker shall not be under any obligation to make any payments under this note.

The obligation of the undersigned hereunder shall extend to and be binding upon the maker and the maker's heirs and administrators.

Signature of Maker _____

Date: _____

Course: _____

School: _____

ARTICLE 32: MISECELLANEOUS

Section 1. Out of Town Travel. The Borough shall provide a flat Per Diem rate for meals and incidental expenses for employees who travel on official Borough business. The Per Diem rate shall be based on the current rates established by the U.S. General Services Administration for the travel destination.

Section 2. Mutual Aid/Storm Work. This section is intended to outline work outside of the “normal” daily job that is expected. It is not meant to be a part of assisting local, neighboring communities during the normal workday or extended workday when typical overtime compensation is given. There is no specific mileage range or drivetime maximum from Perkasio Borough to the requesting utility/municipality, but “Mutual Aid-Storm Work”, in event of a natural disaster or declared emergency, will need to be preapproved by the Borough Manager and Borough Council when the following compensation is given.”

When the Department is requested by another utility to provide personnel on an emergency basis, personnel provided to that other utility will be paid at the applicable employee’s overtime rate of one and one-half times the employee’s hourly rate for all time in transit to and from that location, and time worked at such location for the first eight hours. Additional time worked in the same day, will be paid at two times the employee’s applicable hourly rate. (The employee will be paid at double time rate pursuant to Article 12; section 6 and Article 13; section 3- working on Sunday’s and observed holidays accordingly). The employee will still receive normal holiday pay if on assignment during an observed Borough holiday, according to Article 13; Section 1.

1. Employees will also be covered by the normal out-of-town travel (per-diem and eligible reimbursements- Article 31; Section 1).

2. It is the intention that the Borough will coordinate and arrange payment for lodging, as necessary

3. All meals eaten during the scheduled work hours shall be paid hours.

4. The most senior volunteer employee, by department seniority, shall serve as the Crew Leader or Lead Linemen, of the crew dispatched. They will be compensated accordingly, applicable to the employers’ pay scale, for all hours associated with the assignment.

5. An employee who becomes ill and unable to perform the required duties of the assignment shall immediately report to the Borough’s Superintendent. After discussing the employee’s health status, the Superintendent will have the sole authority to recall the employee one and replace with another qualified volunteer.

6. An employee is expected to at a minimum; follow the Borough safety rules in the performance of their duties. This includes the wearing of required safety apparel including FR clothing and other proper PPE (rubber gloves/sleeves as necessary, leather work gloves, safety glasses, hard hat, and work boots.) The Borough will make every effort to provide the employee volunteers with the necessary proper PPE required for the assignment.

7. An employee injured on the job must report the injury to the local utility/municipal supervisor and the Borough's Superintendent. Coordination of acute medical evaluation and treatment will be coordinated between the local municipal supervisor and the Borough. Subsequent evaluation and care will follow the Borough's existing practices and procedures.

ARTICLE 33: ENTIRETY OF AGREEMENT

The Borough and the Union acknowledge that, during the negotiations which resulted in the Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and interest arbitration and that the understanding and agreements arrived at by the parties after the exercise of those rights and opportunities are set forth in this Agreement. Most particularly, all of the wages and economic fringe benefits to be received by the employees in the Bargaining Unit are set forth in this Agreement, and the Union will not claim entitlement for any wages or economic fringe benefits not set forth herein. The Borough and the Union, for the life of this Agreement, agree that the Borough shall not be obligated to recognize any past practice previously relied upon by the Union unless a right or benefit is set forth expressly within this Agreement.

ARTICLE 34: HEADINGS & CAPTIONS

Headings in this Agreement are for the convenience of the parties and are for reference purposes only; contractual headings shall have no legal effect.

ARTICLE 35: DURATION OF AGREEMENT AND SIGN-OFF

This Agreement is made and entered into this _____ day of _____, 2025 by and between the Perkasio Borough and AFSCME Council 13, AFL-CIO.

It is further agreed that on the request of either party hereto, the parties will meet at such time or times after January 1, 2026 necessary for the purpose of negotiating a new contract to be effective January 1, 2030. The purpose of such early meeting is in order to enable the parties to comply with the provisions of the Public Employee Relations Act.

FOR PERKASIE BOROUGH:

James A. Ryder Date
Council President

Andrea L. Coaxum Date
Borough Manager

FOR AFSCME COUNCIL 13 AFL-CIO:

Rob Martin
Staff Representative

Brendon Hughes Date
Public Works Steward

Shane Huey Date
Electric Dept. Steward

RESOLUTION #2025-66
ESTABLISHING BOROUGH COUNCIL MEETING DATES

BE IT RESOLVED that Perkasio Borough Council will hold public meetings on the following dates during 2026:

January 5	July 6
January 19	July 20
February 2	August 3
February 16	August 17
March 2	September 8 (Tuesday)
March 16	September 21
April 6	October 5
April 20	October 19
May 4	November 2
May 18	November 16
June 1	December 7
June 15	December 21

BE IT FURTHER RESOLVED that the above meetings are official public meetings of the Borough Council and shall convene at 7:00 PM in Perkasio Borough Hall, 620 W. Chestnut Street, Perkasio, PA and that the first meeting of each month is designated for Committees of Council.

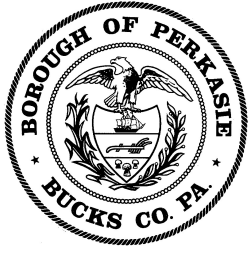
RESOLVED this 15th day December, 2025.

ATTEST:

BOROUGH OF PERKASIE

Andrea L. Coaxum, Secretary

James Ryder, Council President



BOROUGH OF PERKASIE

INTER-OFFICE MEMORANDUM

TO: Andrea L. Coaxum

FROM: Linda Reid

DATE: December 8th, 2025

SUBJECT: Accident & Illness Prevention Program

This memo provides an overview of the recommended Accident & Illness Prevention Program (AIPP) provided by our insurance carrier, the Delaware Valley Workers' Compensation Trust (DVWCT), and to request Council direction authorizing the Borough Manager to sign, adopt, and implement the program on behalf of Perkasio Borough.

Background

As a member of the Delaware Valley Workers' Compensation Trust, Perkasio Borough receives guidance, training, risk control services, and audit support aimed at reducing workplace injuries and workers' compensation costs. DVWCT has provided a standardized Accident & Illness Prevention Program Manual, which outlines the components required under 34 Pa. Code 129.452 for group self-insurance funds. The attached program establishes the Borough's formal policy for accident and illness prevention and outlines the required elements of a compliant safety program.

Implementing the AIPP is a best practice for municipal employers and is an expectation of our insurance carrier. Adoption of this program strengthens the Borough's internal safety framework, formalizes responsibilities, and supports continuous reduction in risks, injuries, and claims.

Program Overview

The Accident & Illness Prevention Program includes the following key components:

- A Safety Policy Statement articulating the Borough's commitment to preventing workplace injuries and illnesses.
- Designation of an Accident & Illness Prevention Program Coordinator responsible for coordinating safety activities, training, and reporting.
- Clearly defined responsibilities for managers, supervisors, and employees related to safety compliance and hazard identification.
- Annual goals and objectives related to injury reduction and safety performance.
- Employee participation mechanisms, including involvement in inspections, training, safety committees, and the reporting of hazards.
- Defined processes for accident investigation, reporting, and recordkeeping, including root-cause analysis.

- Regular onsite hazard surveys and workplace inspections.
- Access to DVWCT's industrial hygiene, occupational health, and risk control resources.
- Requirements for employee safety training, including orientations, toolbox talks, and specialized training relevant to Borough operations.

These components are designed to improve safety performance, reduce claims, and support regulatory compliance.

Benefits to the Borough

Adopting and implementing the AIPP provides the following benefits:

- Reduces workplace injuries through structured prevention strategies.
- Strengthens compliance with Pennsylvania workers' compensation requirements.
- Ensures the Borough is meeting expectations of the DVWCT self-insurance program.
- Provides employees with clear safety expectations and responsibilities.
- Enhances our risk management documentation for audits.
- Supports a culture of safety across all Borough departments.
- May assist in long-term reduction of workers' compensation premiums and claims costs.

Council Action Required

Should Council wish to adopt the AIPP, the Borough Manager will endorse the Safety Policy Statement and implement the DVWCT Accident & Illness Prevention Program on behalf of Perkasio Borough, including designation of the Program Coordinator and execution of all required program components.

**PERKASIE BOROUGH
RESOLUTION NO. 2025-67**

**A RESOLUTION OF THE BOROUGH COUNCIL OF PERKASIE
BOROUGH, BUCKS COUNTY, PENNSYLVANIA, AUTHORIZING
THE ADOPTION AND IMPLEMENTATION OF THE ACCIDENT &
ILLNESS PREVENTION PROGRAM (AIPP) AND DIRECTING THE
BOROUGH MANAGER TO EXECUTE AND ADMINISTER THE
PROGRAM ON BEHALF OF THE BOROUGH.**

WHEREAS, Perkasio Borough is a member of the Delaware Valley Workers' Compensation Trust (DVWCT), which provides risk control support, safety resources, and program guidance to reduce workplace injuries and workers' compensation costs; and

WHEREAS, DVWCT recommends that member municipalities adopt a formal Accident & Illness Prevention Program (AIPP) that meets the requirements of 34 Pa. Code §129.452 and establishes Borough policy for workplace safety; and

WHEREAS, DVWCT has provided Perkasio Borough with a model Accident & Illness Prevention Program Manual, which outlines procedures, responsibilities, training expectations, hazard identification methods, and other components necessary for a compliant and effective municipal safety program; and

WHEREAS, Borough Council recognizes that the implementation of a comprehensive accident and illness prevention program strengthens employee safety, reduces risk, supports compliance with state workers' compensation requirements, and promotes the general health and welfare of Borough employees; and

WHEREAS, Borough Council finds it in the best interest of the Borough to formally adopt the Accident & Illness Prevention Program and authorize its implementation.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Perkasio Borough, Bucks County, Pennsylvania, as follows:

Adoption of Program: Perkasio Borough Council hereby adopts the Accident & Illness Prevention Program (AIPP) as recommended by the Delaware Valley Workers' Compensation Trust.

Authorization to Execute: Borough Council hereby authorizes and directs the Borough Manager to execute the Accident & Illness Prevention Program document and any related forms, designations, or certifications required to implement the Program.

Implementation: The Borough Manager is further authorized and directed to take all necessary steps to implement the Program

Effective Date: This Resolution shall become effective immediately upon adoption.

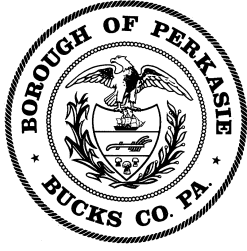
THIS RESOLUTION WAS DULY ADOPTED by the Perkasio Borough Council on the 15th day of December, 2025.

ATTEST:

BOROUGH OF PERKASIE:

By: _____
Andrea L. Coaxum, Secretary

By: _____
James Ryder, Council President



BOROUGH OF PERKASIE

MEMORANDUM

DATE: November 26, 2025

TO: Borough Council
Mayor Hollenbach
Andrea Coaxum

FROM: Rebecca Deemer, Finance Director

SUBJECT: Updates to Employee Benefits Manual for Non-Uniform / Non-Union Employees

The Administration identified the need to update several internal policies this year. One of those updates included a review of the Employee Benefits Manual. Below is a summary of the updates that were made:

Definition of Employee Classes: To ensure consistent application of benefits, the manual now includes clear definitions for all employee classifications. A summary table is included in the manual that helps to clarify which class of employees is eligible for each benefit.

Benefit Descriptions: Each benefit type has been reviewed and updated to provide a clear description, eligibility requirements and other information pertinent to that benefit. This eliminates prior ambiguity and makes the manual more user-friendly for both staff and supervisors.

Addition of a Floating Holiday: To align non-union benefits with the AFSCME labor agreement, a second floating holiday has been added for eligible employees.

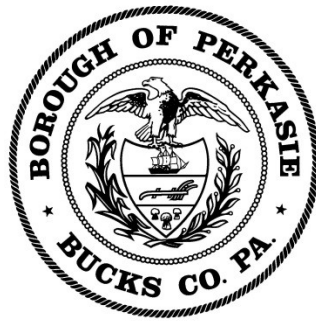
Increase in Life Insurance Benefit: The life insurance benefit for eligible non-union employees has been increased to match the coverage provided to AFSCME employees. Previously, the benefit amount was set at 1.5 times the employee's salary, capped at \$100,000. Under the updated policy, the salary multiplier has been eliminated, and each eligible employee will receive a flat life insurance benefit of \$200,000. The additional cost to the Borough for this increase is \$3,049 and was included in the 2026 budget.

Longevity Adjustments: Longevity amounts have been increased per the table below. These changes are in line with what is currently being negotiated with AFSCME. The additional cost for the Borough is \$2,400 and is included in the 2026 budget.

Completed Years of Service	Previous Annual Bonus Amount	New Annual Bonus Amount
5 through 9	\$ 400.00	\$ 500.00
10 through 14	\$ 800.00	\$ 1,000.00
15 through 19	\$ 1,200.00	\$ 1,500.00
20 and over	\$ 1,600.00	\$ 2,000.00

Permanent Part-Time PTO: The manual now includes a designated section outlining paid time off available for eligible employees. Offering this benefit will help support hiring efforts and encourage longer-term commitment from potential employees.

We believe these updates strengthen the Employee Benefits Manual by providing clearly defined benefits. It also supports the Borough's efforts to attract and retain qualified employees by offering competitive and clearly defined benefits



Non-Uniform / Non-Union Employee Benefits

Non-Uniform/Non-Union Employee Classifications

Full-Time Exempt: salaried employees, typically administrative or executive positions, not entitled to OT.

Full-Time Non-Exempt: hourly employees, typically clerical, entitled to OT.

Part-Time Permanent: Works a regular, consistent schedule of reduced hours each week.

Part-Time Temporary/Seasonal: Hired for a specific period with defined start and end dates.

As-Needed Employee: An employee who is scheduled only when needed and has no guaranteed hours.

Summary

This summary is intended as a quick reference guide for all available benefits and the groups of employees eligible for each. More detailed information is provided in the corresponding sections of this manual.

Benefit	Description	Eligible Employee Group
Pension Benefit	Participation in a defined contribution plan. Option to participate in the 457 Deferred Compensation Plan	Full-Time Employees
Medical Insurance	Aetna Medical and Prescription Plan	Full-Time Employees
Health Insurance Opt-Out	\$2,500 annual payment to opt-out of Borough Medical Insurance	Full-Time Employees
Flexible Spending Accounts	Optional pre-tax spending accounts for eligible healthcare or dependent care expenses	Full-Time Employees
Co-Pay Reimbursement	Health Reimbursement Agreement (HRA) for qualified medical and prescription co-pays	Full-Time Employees
Life Insurance	Coverage of \$200,000	Full-Time Employees Permanent PT Employees
Dental Insurance	Delta Dental Plan provided at no cost to employee	Full-Time Employees
Vision Insurance	Aetna Vision	Full-Time Employees
Vision Reimbursement	Health Reimbursement Agreement (HRA) for qualified vision expenses.	Full-Time Employees
Sick Leave	Twelve (12) days per year, pro-rated for the first year	Full-Time Employees
Vacation Leave	Ten (10) days per year, pro-rated for the first year, additional days added overtime based on years of service	Full-Time Employees
Paid Holidays	Nine (9) paid holidays per year Up to nine (9) paid holidays per year	Full-Time Employees Permanent PT Employees
Personal Holidays	Two (2) paid personal holidays per year	Full-Time Employees
Personal Days	Four (4) personal days per year	Full-Time Employees
Permanent PT (PTO)	Twenty-Five (25) hours per year	Permanent PT Employees
Disability	Short-Term and Long-Term Disability	Full-Time Employees
Tuition Reimbursement	Up to 75% reimbursement with an annual maximum	Full-Time Employees Permanent PT Employees
Longevity Bonus	Annual bonus paid after five (5) years of service	Full-Time Employees
Employee Assistance Program (EA)	Confidential professional support to employees and their families	All Employees
Credit Union Membership	Option to join the Pennsylvania State Employees Credit Union (PSECU) and/or American Heritage Federal Credit Union	All Employees

**These benefits are at the discretion of the Borough, subject to change, and are not intended to constitute a contract or entitlement to any term of employment.*

PENSION BENEFIT

Eligible employees hired after July of 2018 shall participate in the Defined Contribution retirement plan managed by an agreed upon 3rd party management company. The employee will be enrolled on their date of hire and have no vesting period. Rules of the defined contribution plan are according to IRS regulations. The amount of contributions is as follows, with the first 3% amount of tax deferred wages being contributed by the Borough with no employee match needed. After that initial 3%, the borough will 100% match the employees' contribution up to 5% total borough contribution.

	<u>Borough</u>	<u>Employee</u>
First	3%	0% required
	4%	4%
	5%	5%

MEDICAL INSURANCE

The Borough provides medical and prescription insurance coverage to all eligible employees and their eligible dependents through the Borough's group health plan. Coverage is effective the first day of the month following the employee's start date. The Borough pays 90% of the annual premium, and employees contribute a 10% co-share. The employee's portion is deducted evenly from pay and split over 26 pay periods each year. The plan details are provided during the enrollment process and are available from the Borough's HR or Finance Department.

Health Insurance Opt-Out:

Eligible employees who are covered under a spouse's or other qualifying health insurance plan may choose to opt out of the Borough's medical insurance coverage. Eligible employees who elect to waive coverage will receive an annual opt-out payment of \$2,500. To qualify, eligible employees must provide proof of other active medical insurance coverage. The opt-out election must be renewed each year during open enrollment or upon a qualifying life event.

FLEXIBLE SPENDING ACCOUNT (FSA)

The Borough offers Flexible Spending Accounts that allow employees to set aside pre-tax dollars to pay for eligible expenses throughout the year. Eligible employees can contribute to one or both of the following flexible spending accounts:

Healthcare FSA - to cover eligible medical, dental, vision and prescription expenses for themselves and their dependents.

Dependent Care FSA – to cover eligible dependent care expenses such as daycare, before and after school programs and adult dependent care.

The FSA is administered through the Borough's designated third-party vendor, who processes reimbursement requests in accordance with IRS guidelines and Borough policy. Employees will receive detailed information about the program and will be able to create an account with the third-party vendor to submit reimbursement requests.

CO-PAY REIMBURSEMENT

The Borough offers a Health Reimbursement Agreement (HRA) to assist eligible employees with qualified medical and prescription co-pays. Reimbursement amounts are limited to \$250 per year for employees enrolled in a single plan and \$500 per year for employees enrolled in all other plans (Couple, Parent/Child, Parent/Children, Family).

The HRA is administered through the Borough's designated third-party vendor, who processes reimbursement requests in accordance with IRS guidelines and Borough policy. Employees will receive detailed information about the program and will be able to create an account with the third-party vendor to submit reimbursement requests.

LIFE INSURANCE

Eligible employees are provided with life insurance of \$200,000, effective the first of the month following the employee's hire date. Eligible employees are provided with a separate booklet which describes the current insurance plan.

DENTAL POLICY

The Borough provides dental insurance coverage to all eligible employees and their eligible dependents through the Borough's group dental plan with Delta Dental.

VISION POLICY

The Borough provides vision coverage to all eligible employees and their eligible dependents through the Borough's group vision plan. Additionally, the Borough offers a Health Reimbursement Agreement (HRA) to assist eligible employees with qualified vision expenses. Reimbursement amounts are limited to \$250 per year for all eligible employees.

The HRA is administered through the Borough's designated third-party vendor, who processes reimbursement requests in accordance with IRS guidelines and Borough policy. Employees will receive detailed information about the program and will be able to create an account with the third-party vendor to submit reimbursement requests.

LEAVE TIME

Sick Leave

Eligible employees shall be granted 12 days of sick leave per year for personal illness or to care for that of a member of the employee's household. This benefit will be pro-rated for the first year based on the employee's hire date.

Eligible employees shall receive credit for all unused sick days to a maximum of 120 days at the time of normal retirement. This compensation shall equal one-half of the number of sick days accrued at the employee's regular pay for an eight-hour day.

Vacation Leave

Eligible employees shall be granted annual vacation leave, with pay according to the following schedule:

During the first year of service, an employee's vacation leave bank will be pro-rated based on their start date. Years of service are based on a calendar year and calculated on January 1st.

At hire (pro-rated)	10 days
5 years of service	15 days
13 years of service	20 days
22 years of service	25 days

Paid Holidays

Eligible employees shall be entitled to Borough designated holidays with pay, subject to the conditions set forth in the Employee Handbook. Holidays shall be established by a resolution of Council each year.

Additionally, eligible employees may request two (2) paid "personal holidays" of their choice each year. The holidays are subject to the approval of the department supervisor and shall not interfere with normal departmental operations. Payment in lieu of time off shall not be permitted.

Part-time permanent employees shall receive pay for regularly scheduled hours which fall on a Borough Holiday that has been established by a resolution of Council.

Personal Time Off

After one year of service, eligible employees shall be entitled to four (4) personal days off with pay per year for conducting personal business. Personal days may not be used to extend vacation. Permission to take a personal day must be granted in advance, whenever possible, by the department supervisor and will not be granted in cases where Borough operations will be negatively affected. Personal days may not accumulate beyond a given calendar year, and any unused personal days will be forfeited.

Permanent Part-Time PTO

Part-time Permanent employees who work 25 hours or more in a work week, shall be entitled to twenty-five (25) hours of Paid Time Off (PTO) per calendar year. PTO may be used for vacation, personal time, or illness. During the first year of service an employee will be credited with 2.5 hours of PTO for each month employed during the year up to a maximum of 25 hours. Any unused PTO remaining at the end of the calendar year will not be carried over into the following year and will not be paid out at year-end. If the part-time employee is hired for a full-time position, the PTO can be converted to sick or vacation, at the discretion of the employee.

DISABILITY PAYMENTS

The Borough provides paid leave for work-related disabilities for all employees, and non-work-related disability for full-time employees. In the event of work-related disabilities, employees are covered by the provisions of the Pennsylvania Workers Compensation Act. For non-work-related disabilities, eligible employees are covered by banked sick leave and disability insurance program which provides for partial wage replacement during the employee's absence up to the maximum benefit duration. Employees affected by disabling medical conditions related to pregnancy or childbirth shall be treated the same for all employment related purposes as people with short term disability for non-pregnancy related reasons.

Eligible employees shall be eligible to receive weekly Accident and Sickness Benefits (also called Short-Term Disability Payments) after 90 days of employment with the Borough. All claims must be supported by appropriate medical documentation.

TUITION REIMBURSEMENT POLICY

The Perkasio Borough Tuition Reimbursement Policy is designed to encourage employees to continue their education and training in fields specific to positions within the Borough.

Eligible employees may receive a 75% tuition reimbursement to an annual maximum of \$1,800 under the plan. Part-Time Permanent employees who are regularly scheduled to work a minimum of 20 hours each week and have done so for five years are eligible for the 75% tuition reimbursement to a maximum of \$900 per year.

LONGEVITY BONUS

A longevity bonus will be paid each year to eligible employees with five or more years of continuous service. The bonus will be paid during the month of the anniversary of employment, and the amount will be determined by the following schedule:

<u>Annual Bonus Amount</u>	<u>Completed Years of Service at Anniversary Date</u>
\$ 500.00	5 through 9
\$1,000.00	10 through 14

\$1,500.00
\$2,000.00

15 through 19
20 and over

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Borough provides an employee assistance program to all eligible employees. The EAP provides confidential, professional support to employees and their families for personal, emotional, financial or work-related challenges. Services may include counseling, referrals and resources designed to help employees in their personal and professional lives.

DRAFT

BOROUGH OF PERKASIE 2026 PURCHASING POLICY

The purpose of this policy is to establish consistent procedures for the procurement of goods and services by the Borough. This policy ensures that all purchasing activities are conducted in accordance with applicable state law, promote fairness and transparency, and safeguard public funds.

Purchasing Guidelines and Summary

**Procurement limits are based on the Commonwealth of Pennsylvania procurement code and will be updated once the annual thresholds are announced.*

Amount of Purchase	Appropriate Procedure	Approval Required
\$35.00 or less	Petty Cash	Department Supervisor
Up to \$1,000.00	Borough Credit Card	Dept. Supervisor up to \$1,000.00 Borough Manager or Finance Director over \$1,000.00.
Up to \$4,000	Invoice or Check Request P.O. if required by vendor Solicitation Recommended	Department Supervisor
\$4,001 to \$13,199	Requires 3 written/telephone quotes Requires a P.O.	Borough Manager or Finance Director
\$13,200 to \$24,499	Requires 3 written quotes Requires a P.O.	Borough Manager
Over \$24,500	Requires a formal advertised bid Requires a P.O after bid	Awarded by Borough Council

- Public Contracts that exceed **\$25,000** are required to pay prevailing wage. The Prevailing Wage Division of the Department of Labor and Industry sets these rates. The bids must state that prevailing wage will be paid and enforced during the contract period.
- **Cooperative Purchasing:** The Borough may participate in cooperative purchasing programs (COSTARS, state contracts, county consortiums, or other joint purchasing arrangements) in lieu of formal bidding, as permitted by law. However, in all cases where cooperative purchasing is utilized, the Department Head shall obtain ***at least three estimates or quotes*** from available vendors within the cooperative program (when three are available). Documentation of these

estimates must be retained with the purchase records. This ensures competitive pricing and due diligence, even when formal advertising and bidding requirements are waived.

- **Unbudgeted Purchases:** Any purchase that exceeds the approved budget, or any expenditure not specifically identified within the adopted budget, must receive prior approval from Borough Council before proceeding. Department Heads are expected to monitor their budgets closely and communicate anticipated needs as early as possible to ensure transparency and proper financial oversight.

Expense lines that are projected to perform under budget may be considered for reallocation to cover an unbudgeted expense; however, such reallocations will only be reviewed during the last nine months of the fiscal year and must receive Borough Council approval.

- **Exceptions to P.O. Requirements:** Periodical Subscriptions; Professional Services; Maintenance of Vehicles or Equipment; Training or Professional Development; Postage; Utilities; Insurance; Memberships; Emergency Situations (Must be approved by Director of Finance or Borough Manager)

Department and employee responsibilities

- It is the responsibility of each department to requisition goods and services in accordance with the purchasing guidelines. Exceptions shall be made only on rare occasions when a true emergency exists.
- It is the responsibility of the department head in consultation with the Borough Manager, to obtain goods based upon competitive bids and to consider product price, value, quality, performance and delivery.
- While the department head may delegate minor purchases to employees, he/she is still responsible for ensuring such purchases are made according to the provisions of this policy
- It is the responsibility of all Perkasio Borough employees to comply with the rules and regulations set forth herein. As directed by the Borough Manager, any employee deliberately violating the policy regarding unauthorized purchases should be held personally accountable for the purchases. Violation of the purchasing policy may result in disciplinary action, up to and including dismissal.

Gifts and Favors

- No official or employee shall accept any gift, favor, loan, service or promise or thing of value that may tend to influence that employee in the discharge of duties.
- No official or employee shall grant any improper favor, service, or thing of value in the discharge of duties
- Gratuities shall be refused by all Borough Officials and employees.

PURCHASING METHODS

Petty Cash

Purpose: To reimburse an employee for small incidental purchases.

Appropriate Use of Petty Cash: Petty cash funds may be used for small incidental non-recurring cash purchases that do not exceed \$35. The use of petty cash should not be considered as a substitute for regular purchasing procedures.

Procedure: In order to be reimbursed out of the petty cash account; the department supervisor must submit an original receipt indicating the date of purchase, items purchased and exact amount. Receipt is to be attached to a reimbursement form and submitted to the Accounts Payable Clerk for reimbursement.

Check Requests

Purpose: To request a check when an invoice has not been issued.

Appropriate Use of Check Requests: Occasionally, a check is needed when there is no invoice. These incidents include, but are not limited to:

1. An employee request for reimbursement for out-of-pocket expenses
2. Vendors requiring payment in advance
3. Certain contributions authorized by Borough Council

A check request does not necessarily preclude the need for a purchase order.

Procedure: A check request submitted for payment must include a cash receipt, a written quote or a copy of an order previously placed. Check requests must be properly coded and approved by a department supervisor. If unbudgeted, the approval of Borough Council is required.

Approved Invoices

Purpose: To request payment when a purchase order has not been issued.

Appropriate Use of Invoices: Payment directly from an invoice may be made for budgeted purchases of less than \$4,000 and normally recurring expenses such as employee insurance payments, payroll taxes and utility payments.

Procedure: Invoices must be properly coded and approved by the Department Supervisor. For purchases >\$4,000, a purchase order is preferred. A purchase order is required if item is unbudgeted.

Purchase Orders

Purpose: To provide a legal document that places an obligation on both the Borough and the vendor. When properly endorsed by the Department Supervisor (and Borough Manager for purchases >\$4,001), the purchase order obligates the Borough to purchase the items listed at the prices stated. The vendor is obligated according to the terms and prices stated on the purchase order to deliver the goods or services.

Procedure: A purchase order must be used for purchasing any item or service that requires a written order or any purchase of \$4,001 or more. A purchase order is required if item is unbudgeted. Purchase orders are still required even if an item to be purchased is exempt from the State bidding requirements.

Open Purchase Orders

Open purchase orders will be used for repetitive purchases from certain vendors. Rather than issuing a purchase order for each purchase, one purchase order with a dollar limit may be issued. This type of purchase order is typically used to lock in the price of an item over one budget year. A new purchase order is required if the price changes.

SPECIAL PROCUREMENT

Borough Credit Cards

Credit cards available for borough business are provided to Department Heads. Credit cards may be used for travel, training and other expenses where a check is not accepted by the vendor. There are limited circumstances when a card may be used for other transactions such as phone or internet orders. The Department Head is responsible for obtaining pre-approval from the Borough Manager or Finance Director as previously outlined. The card user is responsible for providing original receipts. Failure to submit receipts may result in personal responsibility for all charges. The maximum spending limit for all Borough credit cards is \$12,000, regardless of the card limit assigned to each position below:

Position	Credit Card Limit
Borough Manager	\$12,000
Assistant Borough Manager	\$ 4,000
Finance Director	\$12,000
Police Chief	\$ 4,000
Electric Superintendent	\$ 4,000
Public Works Director	\$ 4,000
Parks & Recreation Director	\$ 4,000
Executive Assistant	\$ 2,500
Pool Manager	\$ 2,500

Emergency Purchases

Occasionally purchases need to be made on an emergency basis. An emergency is defined as a situation that occurs and if not immediately corrected would jeopardize the health, safety, and/or property of citizens, the health and safety of Borough employees, and/or the property of the Borough. If emergency purchases are needed during business hours, begin purchase order procedures immediately and contact the Borough Manager for approval.

BIDDING REQUIREMENTS

Informal Bid Requirements

The informal bidding requirements cover contracts that exceed \$4,000 but are less than the limits prescribed by the formal bidding requirements. Written, electronic or telephone price quotations from at least three qualified and responsible contractors will be requested. Written quotes are strongly encouraged. No advertisement is required. A written record of price quotations will be on file for a period of three years. The written record must also include an explanation if fewer than three quotations were obtained; for instance: fewer than three qualified contractors exist within a reasonable distance to provide the service.

Formal Bid Requirements

The Borough will follow the PA Borough Code Section 1402 (a) governing contracts and purchases over \$24,500.

Under the Pennsylvania Borough Code, certain contracts and purchases are exempt from the standard advertising, bidding, and quotation requirements. These exemptions apply only when the purchase does not constitute new additions, extensions, or major enlargements of Borough facilities or equipment and where all other statutory rules are followed.

The following vendors are current vendors used by the Borough that are exempt from the purchasing limits outlined on Page 1 due to the nature of their statutory, utility, or specialized service obligations. This list is not all-inclusive, and updates may be made as vendors change or new vendors are added by Council. Although purchasing thresholds, competitive bidding or price quotations are not required, an itemized invoice must be submitted for all payments to these vendors.

Contracted & Professional Services

Allegheny Electric	Monthly NYPA Power Purchase
AMP	Monthly Power Purchase
Atlantic Inland Inspection Services	Annual Pool Electric Inspection
Barry Isett, & Associates, Inc.	Code Enforcement Services
Begley, Carlin & Mandio	Legal Fees
Bucks County Redevelopment Authority	Redevelopment Expenses
Clemens Uniform	Uniforms & Floor Mat Rentals
Commonwealth of PA	Monthly Sales Tax, Gross Receipts Tax
DeLage Landen Financial Services, Inc.	Borough Copier Leases
Davidheiser's Inc.	Speed Device Calibration
Delaware Valley Insurance Trust	Liability, Health & WC Insurance
GDS Associates, Inc.	Electric Consulting
General Code Publishers	Annual Borough Code Software update
Gilmore & Associates	Engineering Services
Great American Financial Services	Police Data Backup
Grim, Biehn & Thatcher	Legal Fees – Zoning Hearing Board
Harris Computer	Software Maintenance Agreement
Hartford Group	Life Insurance, LTD
Judy Patton	Real Estate Tax collection expenses
Key Business Solutions	Refill Postage Meter, Rental
Landis Market	Pool party supplies
M&S Oil	Fuel Expense
McCormick Brothers	Police Uniform Cleaning
Pennsylvania Municipal Retirement-PMRS	Municipal Pension Services
PA One Call	Electric Notification Service
PA Recreation & Park Society	Theme Park Ticket Remittance
Perkasie Fire Relief Association	Pass-through Act 205 Funds
Perkasie Garden Club	Reimburse budgeted expenses
Petty Cash	
Premier Technology Solutions, LLC	Contracted IT Services
PRA	Water, Sewer and Hydrant Expense
Postmaster	Bulk permit, postage
Reliance Alarm	Carousel Alarm Monitoring, service
Sellersville Borough	Refund Parking Tickets collected
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Stratix Systems, Inc.
Towne Answering Service, Inc.
UGI
UniFirst Corporation
Verizon
Volunteer Fireman's Insurance Service

Contracted Police IT Services
Answering Service
Monthly gas invoice
Uniforms
Telephone Expense
Fire Company Auto & Liability

Payroll Taxes and Withholdings

Federal, Medicare, Social Security, State, Local, Child Support, Pension, Deferred Comp, AFLAC, Insurance, OPT, Police Union Dues, Flex Plan, Unemployment

Miscellaneous

Various Payees
Various Payees
Various Dentist's
Various Employees
Various Payees
Various Payees
Various Vendors
Various Vendors

Refunds of Electric Deposits
Refunds of Electric Overpayments
Dental Insurance payments
Dental, Vision & Prescription Exp.
Zoning Hearing Steno Fees
Basketball Referee Expenses
Recycling disposal Fees
Contracted Snow Plowing

Misc.-Advertising

21st Century Media-Philly Cluster
Bucks County Herald
Courier Times, Inc
Penny Power
Montgomery Newspapers

Legal Advertising
Display Ads/P & R
Legal Advertising
Ads/ P & R
Misc. Adv.

Misc.-Vehicle/Equip Repairs

Altec Industries Inc.
B. R. Scholl Sales & Service, Inc
Bergey's Inc.
Daniel Beardsley LTD
Ed's Service Center
Grandview Service center

Elect Truck Repairs
Truck Repairs
Truck Repairs, Tires
Chain Saw Repairs
Auto Repairs
Vehicle Repairs

Dues & Subscriptions

Assoc. for PA Municipal MGMT (APMM)
Bucks County Consortium
Bucks County Boroughs Association
Bucks County TMA
Government Finance Officers Association
ICMA Membership Renewals
Pennridge Chamber of Commerce
PA Downtown Center
PA Municipal League (PELRAS)
PA State Association of Boroughs
Perkiomen Watershed Conservancy
PA State Mayors Association

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Upper Bucks Chamber of Commerce	Admin
Bucks County Recreation Council (BCRC)	Park & Rec
National Rec & Park Assoc (NRPA)	Park & Rec
Penn Rec & Park Society (PRPS)	Park & Rec
Bucks County Police Assoc.-Range Memb.	Police
Central Bucks Special Response Team-Memb.	Police
FBI/LEEDA	Police
FBINAA – East Chapter	Police
IACP	Police
MAGLOCLN-Annual User Fee	Police
Mid-Atlantic LEEDS	Police
National Tactical Officer Association	Police
PA Chiefs of Police Association	Police
PNOA-PA Narcotics Officer's Assoc.	Police
Police Chiefs Association of Bucks Co.	Police
USPCA	Police
PSATS	Public Works
Commonwealth of PA – Dept. of Agriculture	Public Works
PA Municipal Electric Association	Electric
American Public Power Association	Electric
The Morning Call	Subscription
PA Borough News	Subscription
Perkasie News Herald	Subscription
PAAZO-PA Assoc. of Zoning Officials	Zoning

Contributions

Honor Flight	
Pennridge Aquatic Club	
Pennridge Chamber of Commerce	Celtic Festival
Pennridge Community Day	
Pennridge Senior Center	

Perkasie Borough Seeks Volunteers for Various Boards, Commissions, and Authorities

Perkasie Borough Council is seeking Borough residents who would be interested in volunteering to serve on various appointed Boards, Commissions and Authorities.

The following positions offer a unique opportunity to serve your community and learn more about municipal services:

- 1 resident for a five-year term to the Perkasie Regional Authority Board
- 2 residents for four-year terms to the Perkasie Planning Commission
- 1 resident for a one-year term to the Perkasie Planning Commission
- 1 resident for a five-year term to the Perkasie Zoning Hearing Board
- 1 resident for a one-year term to the Perkasie Zoning Hearing Board
- 2 residents for three-year terms as Alternates to the Perkasie Zoning Hearing Board
- 1 resident for a five-year term to the Pennridge Wastewater Treatment Authority Board
- 1 resident for a one-year term to the Civil Service Commission
- 1 resident for a one-year term to the Vacancy Board
- 4 residents for three-year terms to the Perkasie Park & Recreation Board
- 1 resident for a five-year term to the Property Maintenance Code Board of Appeals
- 1 resident for a two-year term to the Property Maintenance Code Board of Appeals
- 1 resident for a one-year term to the Perkasie Historical Committee (new Committee)**
- 1 resident for a two-year term to the Perkasie Historical Committee (new Committee)**
- 1 resident for a three-year term to the Perkasie Historical Committee (new Committee)**
- 2 residents for four-year terms to the Perkasie Historical Committee (new Committee)**

Interested Perkasie Borough residents should apply by **December 30, 2025** by sending a letter addressed to Perkasie Borough, 620 W. Chestnut Street, Perkasie, PA 18944 or by e-mailing a completed Citizen Board Application to Megan McShane at admin@perkasieborough.org. The application and a description of each position are available on the Borough website at www.perkasieborough.org.

The Borough maintains a file of interested residents that is referred to from time to time as various positions become available. While several of these positions may be filled by individuals seeking re-appointments, all residents are encouraged to apply for future consideration.

**At their meeting on December 15th, Perkasie Borough Council will be considering an ordinance to establish a new Historical Committee. Should Council establish the Committee, they will also seek to appoint members during the December 15th meeting.*

Appointments for Boards – 2026 (responses as of 12/12/25)

1 resident for a five-year term to the Perkasio Regional Authority Board

- Tom Horn is interested in being re-appointed for another term.
- *Joe Koenig submitted a Citizen Board Application for the PRA Board, should a position become available. He has also expressed interest in serving another term on the Parks & Recreation Board.*

2 residents for four-year terms to the Perkasio Planning Commission

- Heather Nunn & Dale Schlegel are interested in being re-appointed for another term.

1 resident for a one-year term to the Perkasio Planning Commission

- Kelly Laustsen is stepping down from the Planning Commission; her current term expires at the end of 2026.
- *Czaba Lorinczy has submitted a Citizen Board Application for the Planning Commission.*
- *Patrick Freeman has submitted a Citizen Board Application for the PC or the Historical Committee.*

1 resident for a five-year term to the Perkasio Zoning Hearing Board

- Timothy Rimmer is interested in being re-appointed for another term.

1 resident for a one-year term to the Perkasio Zoning Hearing Board

- Laura Auger is stepping down from the Zoning Hearing Board; her current term expires at the end of 2026.
- *Sue Bower is currently serving as an Alternate and has expressed interest in serving as a regular Board member.*
- *Mairi Schuler has submitted a Citizen Board Application for the ZHB or the Historical Committee.*
- *Naomi Coll has submitted a Citizen Board Application for the ZHB or the Historical Committee.*
- *Steve Nathan has submitted a Citizen Board Application for the ZHB and/or the Perkasio Industrial Development Authority Board. The PIDA Board currently does not have any vacancies.*

2 residents for three-year terms as Alternates to the Perkasio Zoning Hearing Board

- Sue Bower is interested in being re-appointed for another term as an Alternate. *She has also expressed interest in serving as a regular Board member, should a position become available.*
- John Wilcox is not interested in being re-appointed for another term.

1 resident for a five-year term to the Pennridge Wastewater Treatment Authority Board

- Steve Rose is interested in being appointed for another term.

1 resident for a one-year term to the Civil Service Commission

- There is currently a vacant, one-year term available through the end of 2026, due to Dan Gilbert's passing.
- *Randy Faulkner has submitted a Citizen Board Application for the Civil Service Commission or the Historical Committee.*

1 resident for a one-year term to the Vacancy Board

- Bill Beno is not interested in being re-appointed for another term.

4 residents for three-year terms to the Perkasio Parks & Recreation Board

- Lynne Kllus-Rainey, Joel Nieto & Robyn Rapp are all interested in being appointed for another term.
- Joe Koenig is also interested in being appointed for another term to the P&R Board, *and has submitted a Citizen Board Application for the PRA Board, should a position become available.*
- *John Gatter and Libby Callahan have submitted Citizen Board Applications for the Parks & Recreation Board; Libby has also expressed interest in the Historical Committee.*

1 resident for a five-year term to the Property Maintenance Code Board of Appeals

- Robert Winn is not interested in being re-appointed for another term, so there is a five-year term available.

1 resident for a two-year term to the Property Maintenance Code Board of Appeals

- There is currently a vacant two-year term available.

If Council votes to approve the ordinance to establish a Historical Committee at the December 15th meeting, the following positions will be available:

1 resident for a one-year term to the Perkasio Historical Committee

1 resident for a two-year term to the Perkasio Historical Committee

1 resident for a three-year term to the Perkasio Historical Committee

2 residents for four-year terms to the Perkasio Historical Committee

- *We have received Citizen Board Applications from Scott Bomboy and Aaron Clark for this Committee. We have also received applications from Mairi Schuler, Naomi Coll, Rick Doll, Patrick Freeman, Libby Callahan and Randy Faulkner:*

- *Mairi Schuler has also expressed interest in the Zoning Hearing Board.*
- *Naomi Coll has also expressed interest in the Zoning Hearing Board.*
- *Patrick Freeman has also expressed interest in the Planning Commission.*
- *Libby Callahan has also expressed interest in the Parks & Recreation Board.*
- *Randy Faulkner has also expressed interest in the Civil Service Commission.*

**PUBLIC WORKS
SUPERINTENDENTS REPORT NOVEMBER 2025**

FUNCTION	MAN HOURS	OT HOURS	GROSS PAYROLL
Street Maintenance	72.00		\$2,182.13
Leaf Collection	617.00		\$18,194.74
Parks and Playgrounds			
Refuse Collection	440.75		\$10,860.52
Recycling	315.00		\$7,804.05
Winter Maintenance	20.00		\$610.70
Grounds Maintenance	256.25		\$8,024.61
Janitor -Borough Wide	110.00		\$3,445.20
Traffic Control	5.00		\$173.60
Borough Hall			
Pool	2.00		\$56.40
Other Mowing			
Supervision			
Workers' Comp.	120.00		\$2,113.56
Miscellaneous	10.00		\$313.20
Stand-by Time	28.00		\$1,298.99
Vacation	112.00		\$3,754.80
Sick Time	20.00		\$601.36
Personal/Bereavement	28.00		\$917.76
Education			
Comp time added	49.50		
Comp time used	29.75		\$941.97
Special Projects	13.00		\$413.49
Park & Rec Projects			
Community & Economic Development			
Assist Fire Co.			
Safety Meetings			
Holiday			
Total Overtime for Month		0.00	
Grand Totals	2248.25		\$61,707.08

**PUBLIC WORKS DEPARTMENT
DIRECTORS' ACTIVITY REPORT**

- Attend meetings, Council, staff, and engineering
- Prepare department task list
- Approved invoices submitted for payment
- Order and pick up supplies
- Deliver trash bags to vendors
- Meet with staff to discuss department-related issues
- Handle residents' concerns over department-related issues
- Arrange for picking up recyclable materials
- Performed monthly Borough Hall safety inspection
- Prepared letters, reports, and memos

**PUBLIC WORKS DEPARTMENT
CREW ACTIVITY REPORT**

- Pick up trash and recyclable materials curbside
- Haul trash and recyclable materials for disposal
- Open and clean park restrooms daily
- Clean bike path and remove trash
- Pick up litter in parks
- Deliver trash bags to vendors
- Perform maintenance on department vehicles
- Baled Cardboard and Paper
- Cleaned Borough Buildings
- Worked at 2nd street baseball field
- Collected 83 loads of leaves for the month for a total of 94 loads YTD
- Repaired fence along Spruce Street
- Got Trucks read for snow
- Hauled out 1 trailer load of baled paper, 20 Bales per trailer
- Collected 175.36 tons of refuse for the month for a total of 2168.45 tons YTD
- Collected 19.47 tons of recyclables from the street for a total of 246.91 Tons YTD
- Brined roads

**PERKASIE BOROUGH
RESOLUTION # 2025-68**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
PERKASIE, BUCKS COUNTY, PENNSYLVANIA, ESTABLISHING NEW
HOURS OF OPERATION FOR THE BOROUGH RECYCLING CENTER
AND RESCINDING RESOLUTION NO. 2004-46.**

WHEREAS, the Borough of Perkasio ("Borough") owns and operates a Recycling Center for the convenience of its residents; and

WHEREAS, by Resolution No. 2004-46, Borough Council previously established formal hours of operation for the Borough Recycling Center, including weekday and Saturday hours.

WHEREAS, the Borough has increased the ease and frequency of curbside collection of recyclable materials as follows:

- Comingled (plastics, glass, metals) from weekly on Friday to weekly on the same day as regular trash pickup
- Paper & cardboard from once per month to weekly every Friday for all residents

WHEREAS, the Borough has made improvements to the Recycling Dropoff Center to allow easier and more frequent drop-off of recyclable materials as follows:

- Yard waste and Brush from one Saturday per month to every day that the Recycling Dropoff Center is open

WHEREAS, Surrounding municipalities have reduced or eliminated the curbside collection of certain recyclable materials and do not offer a municipal recycling center for use by their residents, and Perkasio Borough has experienced increased misuse of the Recycling Dropoff Center as non-residents visit the Borough to dispose of materials.

WHEREAS, the cost to Perkasio Borough of disposing of recyclable materials has increased dramatically. When the Recycling Center hours were set in 2004, Perkasio Borough earned a rebate on the disposal tonnage of recyclables. In 2026, Perkasio Borough will pay \$110 per ton to dispose of comingled recyclables.

WHEREAS the staffing of the Recycling Center on Saturdays requires 624 hours of staff overtime per annum. Staff may opt to receive overtime wages, which may total almost \$20,500 in 2026, or use compensatory time, which would allow staff up to 78 days off work, significantly disrupting work schedules and the productivity of the Public Works Department.

WHEREAS Public Works staff begin regular work shifts at 7:00am Monday through Friday,

WHEREAS Perkasio Borough Council has budgeted and plans the 2026 installation of a new gate mechanism with the functionality to close automatically on a timer, thus allowing closure of the Recycling Center after the Public Works regular work shift ends at 3:30pm Monday through Friday.

WHEREAS, Borough Council has determined that it is in the best interest of the Borough to update and standardize the Recycling Center's hours of operation to reflect efficiency, budget, operational needs, staffing, and usage patterns; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Perkasio, Bucks County, Pennsylvania, that we hereby establish the following schedule for hours of operation of the Borough Recycling Center:

- Monday through Friday: 7:00 A.M. to 8:30 P.M.
- Saturday and Sunday: Closed

BE IT FURTHER RESOLVED, that these new hours of operation will take effect February 2, 2026.

Resolution No. 2004-46, and any other resolutions or parts of resolutions that are inconsistent with this Resolution, are hereby repealed or superseded to the extent of such inconsistency.

THIS RESOLUTION WAS DULY ADOPTED by the Perkasio Borough Council on the 15th day of December, 2025.

ATTEST:

BOROUGH OF PERKASIE:

By: _____
Andrea L. Coaxum, Secretary

By: _____
James Ryder, Council President

RESOLUTION #2004-46

WHEREAS, the Borough recycling center has traditionally been open 24 hours a day and;

WHEREAS, it has been determined there is a need to monitor the activity at the Recycling Center; and

WHEREAS, Council desires to establish formal hours for which the Recycling Center will be opened and staffed for convenience of the public.

THEREFORE, BE IT RESOLVED, by the Borough Council by the Borough of Perkasia that we hereby establish the following schedule for hours of operation of the Borough Recycling Center.

Monday-Friday	7:30 AM to 8:30 PM
Saturday	7:30 AM to 4:00 PM


The recycling center will be closed Sundays and holidays.

BE IT FURTHER RESOLVED, that these new hours of operation will take effect November 1, 2004.

APPROVED this 20th day of September 2004.

BOROUGH OF PERKASIE

BY: 
C. Lee Metzger, Jr.
Council President

ATTEST: 
Daniel P. Olpere
Interim Borough Manager

BOROUGH OF PERKASIE

Collection & Disposal of Refuse for the Year 2026
Schedule, Rules and Regulations

Perkasie Borough has 2 trash collection options for residents: a **“WHEELED CART”** and a **“PAY AS YOU THROW”** trash bag option. Both are explained here.

Trash fees include RECYCLING fees and include one BULK ITEM per month. See the sections below for rules and restrictions on acceptable TRASH, RECYCLING and BULK ITEMS.

Trash is collected weekly. All trash must be placed out by 7am. No call backs for trash placed out late.

Trash may not remain curbside for longer than 24 hours. Toters and trash bags must be stored out of sight of the street.

Please note that RECYCLING within established rules and regulations is mandatory and failure to do so is a violation of Borough Ordinance.

WHEELED TRASH CART
 (“TOTER”) PLAN

TOTER LID MUST BE CLOSED. This will help keep the trash in the can and the critters out.

Additional trash may be placed in a Borough trash bag NEXT TO THE TOTER.

Borough maintains ownership of the Toter and it will be collected if service is discontinued. The cart is a 64 gallon wheeled cart & is green in color with a green lid. Each cart has a serial number, which is assigned to a specific address.

Cart should not be stored in a location that is visible to the street.

Annual fee of \$50, plus \$87.50 per quarter BILLED IN ADVANCE.

“PAY AS YOU THROW”
 TRASH BAG PLAN

All trash must be set out in securely tied Borough trash bags. Max weight limits: 20lbs (small bag); 40lbs (large bag).

Bags in violation will be stickered and picked up on the next scheduled collection day if the issue is rectified.

Bags are available at Borough Hall and at area retailers including Giant (Perkasie & Souderton locations), Landis, & the Olde Towne Convenience Store.

Annual fee of \$50 plus cost of bags: \$3.75 for a small bag; \$4.75 for a large bag. A special medium size bag is available for sale at Borough Hall only.

Toters, trash bags and bulk items must be placed at the curb or alley no earlier than 6:00pm on the day prior to scheduled collection and no later than 7:00am on the day of collection.
NO CALL BACKS AFTER 7:00AM.

BULK TRASH & APPLIANCES

Annual plan fee includes the collection of one **BULK TRASH** item once per month on the first full week of each month with regular trash collection. A bulk trash item is a household item (e.g. love seat, mattress, bookshelf) that does not fit inside a Borough trash bag or toter. First item is free. Additional items must be prescheduled and prepaid. **APPLIANCES & METALS** are collected on the WEDNESDAY of the first full week of each month and must be prescheduled and prepaid.

Prepay and preschedule using the form on our website or by calling in at Borough Hall, Mon through Fri between 8:00am and 4:00pm. Schedule your pickup by 12pm noon on the Friday before bulk week.

APPLIANCES & METALS requiring a fee include: washers, dryers, hot water heaters, trash compactors, garbage disposals, humidifiers, stoves (electric or gas), all lawn mowers, dishwashers, air compressors, pool filters, snow blowers, electric generators, microwave ovens, water softeners, exercise equipment and more. A list is available on our website.

Note that the Borough **WILL NOT** collect these items:
TVs, computers, computer accessories, windows, mirrors, plate glass, tires (on or off wheels), parts of any type of vehicle including batteries, all types of heaters (gas, wood, coal, or oil), oil tanks, remodeling materials, outbuildings (wood or metal, garages, wood sheds etc.), carpeting and padding exceeding 9’x12’, pool tables, or pianos. A list is available on our website.

The Borough **DOES NOT** accept any items that contain FREON, such as refrigerators, freezers, dehumidifiers and air conditioners, even if the Freon is thought to be removed from the appliance.

HOLIDAY SCHEDULE/COLLECTION DAYS

GOOD FRIDAY: Fri., April 3: No Paper & Cardboard Pick-Up This Week	THANKSGIVING: Thurs., Nov. 25 (Trash & Recycling) Collection: ➡ Mon., Nov. 30 (Trash & Recycling) Fri., Nov. 26: No Paper & Cardboard Pick-Up This Week
MEMORIAL DAY: Mon., May 25 (Trash & Recycling) Collection: ➡ Tues., May 26 (Trash & Recycling)	HOLIDAY: Thurs., Dec. 24 (Trash & Recycling) Collection: ➡ Mon., Dec 28 (Trash & Recycling) Friday, Dec. 25: No Paper & Cardboard Pick-Up This Week
INDEPENDENCE DAY: Fri., July 3: No Paper & Cardboard Pick-Up This Week	
LABOR DAY: Mon., Sept. 7 (Trash & Recycling) Collection: ➡ Tues., Sept. 8 (Trash & Recycling)	NEW YEAR’S DAY 2027: Fri, Jan. 1: No Paper & Cardboard Pick-Up This Week

BOROUGH OF PERKASIE

Collection & Disposal of Refuse for the Year 2026
Schedule, Rules and Regulations

COMMINGLED CURBSIDE RECYCLING

Annual plan fee includes the collection of COMMINGLED RECYCLABLES. Glass, aluminum, tin & plastic food containers #1, 2, 3 & 5 are collected on the same day as your scheduled trash day. A list of items that we can and cannot recycle is available on our website.

GLASS (all colors): Remove lids and neckbands. Rinse. No need to remove labels. Do not crush glass. NO CERAMICS, LIGHT BULBS OR PLATE GLASS.

ALUMINUM/TIN CANS & CONTAINERS: Rinse cans. NO PAINT OR AEROSOL CANS, PROPANE CYLINDERS, BATTERIES OR ELECTRONICS.

PLASTIC CONTAINERS, # 1, 2, 3 & 5: Rinse to remove all contents. Remove lids. Crush if possible, but keep intact.

Combine these recyclables and place in an open container with drainage holes near the bottom. Containers should be max 10 gallons or 40lbs in weight. NO PLASTIC BAGS in recycling please.

RECYCLING CENTER, 311 S. 9TH ST.

Residents must display a Borough hang tag on their car in order to use the recycling center. Staff may request additional proof of residence. **Do not lend your hang tag to non-residents.**

Prepare your recyclables as you would for curbside recycling. Recycling dumpsters are marked; please make sure to use the correct one. DO NOT PUT PLASTIC BAGS IN DUMPSTERS.

You may drop off YARD WASTE and leaves at the recycling center. YARD WASTE is defined as leaves, garden residue, shrubbery and similar material. Yard waste must be loose or in biodegradable paper bags. Waste in plastic bags must be emptied from the bag. GRASS CLIPPINGS ARE NOT YARD WASTE (per Act 1988-101, Section 103).

TRASH, BULK TRASH & APPLIANCES ARE NOT accepted at the recycling center.

RECYCLING CENTER HOURS

Monday – Friday

7:30am – 8:30pm

CLOSED SUNDAYS AND
MOST HOLIDAYS

TREE BRANCHES

Clippings will be chipped curbside by Borough crews on the **FIRST WEDNESDAY** of each month.

Call for an appointment at least 48 hours in advance of the scheduled appointment day.

Tree branches must be cut in lengths less than 6’ then tied with twine in bundles no greater than 18” in diameter. The amount of branches picked up at each residence will be equivalent to the size of a freezer. Branches over 8” in diameter must be taken to the Borough’s Recycling Center.

LEAF COLLECTION (mid Oct - Nov)

Rake leaves into street along the curb line. Do not block or clog storm drains.

Check the Borough website, social media, or call the Borough office for start and stop dates for leaf collection. There is no set schedule for leaf pickup. The crews follow a set route and pick up leaves as scheduling allows.

The Borough crew will collect leaves one time in the spring. The date will be announced early in the year based on the end of winter weather. The crews will only travel the collection route one time for the spring collection.

Do not put leaves in the roadway or block storm drains during any other part of the year. Doing so can cause a very dangerous situation for drivers, and also possibly flood the roadway by clogging the storm drains.

GRASS COLLECTION

Put grass clippings in a Borough trash bag and place out with household trash.

Please consider “grass-cycling”: cutting the grass before it gets too high or use a mulching mower and let the clippings remain to nourish the soil.

NEWSPAPER AND CARDBOARD

Collected **EVERY FRIDAY** during the month.

Cardboard must be flattened. Combine clean newspaper, junk mail, magazines, cereal boxes and cardboard. Tie securely or insert in durable paper bag. NO PLASTIC BAGS.

The Borough WILL NOT collect wax coated cardboard, freezer boxes, wood, nails, or Styrofoam. Put these items in Borough toter or trash bag on your regular trash collection day.

HOLIDAY TREE COLLECTION

Holiday trees (without wire) are collected with brush pick-up on the first Wednesday in January, and on the second, third and fourth Fridays in January. Please check the Borough website and social media or call the Borough office for any updates to this schedule.



December 12, 2025

File No. 25-00073

Andrea L. Coaxum, Borough Manager
Borough of Perkasio
620 W. Chestnut Street
P.O. Box 96
Perkasie, PA 18944

Reference: 2025 Road Program (CN 2025-02)
Application for Payment #2-Final & Change Order #1-Final

Dear Ms. Coaxum:

Enclosed please find the Application for Payment #2-Final, Application and Certificate for Payment dated December 8, 2025 as submitted by Blooming Glen Contractors, Inc., and weekly certified payroll documentation for the above-referenced project. Gilmore & Associates, Inc. has verified the work item quantities and associated payroll documentation submitted with this payment request and found them to be acceptable. Since all work associated with this contract has been completed and there are no punch list items to address, this application represents the final payment.

Additionally, we are forwarding you the required contract closeout documents, including the original Maintenance Bond in the amount of 100 percent of the completed contract amount valid for twelve (12) months after the final acceptance of the work, the Consent of Surety to Final Payment, the Contractor's Affidavit, and the Contractor's Release of Liens.

Also enclosed for your consideration, please find Change Order #1-Final. If approved, the final contract amount will be adjusted to reflect the actual quantities used to complete the work. This change order will reduce the contract amount from \$180,532.52 to a final contract amount of \$163,747.74. If deemed acceptable, please sign and return the enclosed Change Order #1-Final to our Office for distribution.

Accordingly, we recommend Payment #2-Final be made in the amount of **\$64,308.22 from the Liquid Fuels Fund** and in the amount of **\$24,001.41 from the General Fund** for a total payment in the amount of \$88,309.63 to Blooming Glen Contractors, Inc., as indicated in the attached Application for Payment.

If you have any questions, please do not hesitate to call.

Sincerely,

Douglas C. Rossino, P.E.
Gilmore & Associates, Inc.
Borough Engineers

DCR

Enclosures: As referenced

cc: Jeffrey Tulone, Director of Public Works
Megan McShane, Executive Assistant
Cassandra L. Grillo, CZO, BCO, Zoning Officer and Code Enforcement Administrator
Rebecca Deemer, Finance Director
Chris Lovuolo, Blooming Glen Contractors, Inc.
Erik Garton, P.E., E.V.P., Gilmore & Associates, Inc.

65 East Butler Avenue | Suite 100 | New Britain, PA 18901 | Phone: 215-345-4330 | Fax: 215-345-8606

G GILMORE & ASSOCIATES, INC.
&A CHANGE ORDER #1 - FINAL

CLIENT:
PERKASIE BOROUGH
PROJECT NAME:
2025 ROAD PROGRAM
PROJECT NUMBER:
2025-02 (G&A File No. 25-00073)

CONTRACTOR: Blooming Glen Contractors, Inc.
901 Minsi Trail
Perkasie, PA 18944
Austen Haines
(P) 215-257-9400

DATE: December 4, 2025

CONTRACT SUMMARY

Original Contract Sum	\$	180,532.52
Net Change by Previous Change Orders	\$	-
Net Change by Change Order #1-Final	\$	(16,784.78)
Adjusted Contract Amount Based on Change Order #1	\$	163,747.74


REASON FOR CHANGE:

Final contract adjustment to reflect the actual quantities used to complete the work.

SUMMARY OF CONTRACT CHANGE:

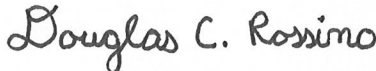
#	DESCRIPTION	SCHEDULE OF VALUES			TOTAL AMOUNT
		UNIT	QTY	UNIT PRICE	
1	Roadway Milling (1.5") - S. 2nd Street	SY	176	\$ 3.12	\$ 549.12
3	1.5" Superpave WMA 9.5mm Wearing Course - S. 2nd Street	SY	176	\$ 8.68	\$ 1,527.68
4	Roadway Milling (2") - N. 8th Street	SY	(280)	\$ 1.99	\$ (557.20)
5	Removal of Base (5.5") - N. 8th Street	SY	(280)	\$ 6.39	\$ (1,789.20)
6	Overexcavate to Subgrade (7.5") - N. 8th Street	SY	(330)	\$ 6.15	\$ (2,029.50)
7	Rough Grade - N. 8th Street	SY	(330)	\$ 0.56	\$ (184.80)
8	6.0" 2A Stone - N. 8th Street	SY	(330)	\$ 7.88	\$ (2,600.40)
9	5.0" Superpave WMA 25mm Base Course - N. 8th Street	SY	(330)	\$ 25.59	\$ (8,444.70)
10	2.5" Superpave WMA 19mm Binder Course - N. 8th Street	SY	(330)	\$ 13.21	\$ (4,359.30)
11	1.5" Superpave WMA 9.5mm Wearing Course - N. 8th Street	SY	(330)	\$ 9.46	\$ (3,121.80)
12	Roadway Milling (4")	SY	83	\$ 10.15	\$ 842.45
13	Base Repair	CY	(1)	\$ 40.06	\$ (23.64)
14	2.5" Superpave WMA 19mm Binder Course	SY	83	\$ 22.88	\$ 1,899.04
15	1.5" Superpave WMA 9.5mm Wearing Course	SY	83	\$ 19.97	\$ 1,657.51
17	Base Repair	CY	(4)	\$ 37.51	\$ (150.04)
TOTAL AMOUNT OF CHANGE ORDER #1-FINAL					\$ (16,784.78)

Accepted:

By: 
Contractor - Carly Henry, President/Asst. Sec.

Date: 12/4/2025

Recommended:

By: 
Engineer

Date: 12/9/2025

Approved:

By: _____
Owner

Date: _____

Certificate Of Completion

Envelope Id: EA885CE4-672C-4B96-AD9D-C4C973D033DC

Status: Completed

Subject: Complete with Docusign: 04986-200 CO #1

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Kari Martz

AutoNav: Enabled

2052 Lucon Road

Envelope Stamping: Enabled

Skippack, PA 19474

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

kmartz@hkgroup.com

IP Address: 72.165.99.203

Record Tracking

Status: Original

Holder: Kari Martz

Location: DocuSign

12/4/2025 2:11:16 PM

kmartz@hkgroup.com

Signer Events

Carly Henry

chenry@hkgroup.com

President

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

FCEA700CB0AA4DE...

Signature Adoption: Drawn on Device
Using IP Address: 72.165.99.203

Timestamp

Sent: 12/4/2025 2:15:53 PM

Viewed: 12/4/2025 2:16:33 PM

Signed: 12/4/2025 2:16:37 PM

Electronic Record and Signature Disclosure:

Accepted: 12/4/2025 2:16:33 PM

ID: 0e25d541-2f6a-4c94-981b-c44c791523e9

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

12/4/2025 2:15:53 PM

Certified Delivered

Security Checked

12/4/2025 2:16:33 PM

Signing Complete

Security Checked

12/4/2025 2:16:37 PM

Completed

Security Checked

12/4/2025 2:16:37 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Haines and Kibblehouse, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Haines and Kibblehouse, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: duriarte@hkgroup.com

To advise Haines and Kibblehouse, Inc. of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at duriarte@hkgroup.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Haines and Kibblehouse, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to duriarte@hkgroup.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Haines and Kibblehouse, Inc.

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to duriarte@hkgroup.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Haines and Kibblehouse, Inc. as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Haines and Kibblehouse, Inc. during the course of your relationship with Haines and Kibblehouse, Inc..

ELECTRIC DEPARTMENT SUPERINTENDENT'S REPORT NOVEMBER 2025

FUNCTION	MAN HOURS	OT HOURS	GROSS PAYROLL
OVERHEAD DISTRIBUTION	646	20	\$36,720.49
115 Repair Damaged Equipment Struck By Vehicle			
UNDERGROUND DISTRIBUTION			
206 Repair Damaged Equipment By Dig-ins			
METERING			
303 Check ERT's			
309 Hand Out Yellow / Red Tags			
310 Disconnect / Reconnect Delinquents			
CALL OUTS	28.00		\$2,257.92
NEW OVERHEAD CONSTRUSTION			
NEW CONSTRUCTION UNDERGROUND			
STORM DAMAGE AND TROUBLE			
POOL			
608 Snow Plowing			
STREET LIGHTING			
807 Christmas Lights			
VEHICLE & EQUIPMENT MAINTENANCE			
TREE TRIMMING	10.00		\$537.60
1204 Brush Chipping Program			
1207 Utility Line Maint. & Tree Trimming			
CUSTOMER SERVICE			
SPECIAL PROJECTS	6.00		\$329.36
SUPERVISION			
BOROUGH HALL	6.00		\$322.56
MISCELLANEOUS	70.00		\$3,919.00
1009 Setup For Events			
1010 Public Events			
SICK	8.00		\$430.08
VACATION	8.00		\$430.08
PERSONAL	36.00		\$1,948.96
BEREAVERMENT			
SUBSTATION			
COMP TIME ADDED	2.25		
COMP TIME USED	10.00		\$544.40
HOLIDAY			
SCHOOL/EDUCATION			
TOTAL OVERTIME FOR THE MONTH		20	
GRAND TOTALS	830.25		\$47,440.45

November 2025 Monthly Report

Electric Department

- Supervision and Administration
 - Attend meetings
 - Staff meetings
 - Council meetings
 - Event prep meetings
 - Fill out Job Order Forms
 - Timesheets / Gang reports
 - Inventory / Pickup materials
- Education
 - AMP – “Manhole/Confined space rescue” training
- Line-work
 - Line maintenance/Circuit repairs
 - S. 3rd St – Pole change
 - Fairview – Maxi meters near new home construction
 - Perkasio Park – Read and disconnect primary
 - Assist PRA - new antennas mounted on current utility poles
 - Assist Sellersville Borough – South Jr High School, school warning zone sign replacement
 - Buttonwood – Solar utility inspection
 - N 8th St – Street light URD; finish installation
 - N 5th St – New secondary service
 - Fairview Ave – New secondary service
- Tree work
 - Brush chipping program first Wednesday of the month
 - Trimming with JRF (line maintenance)
- Trouble calls
 - N. 6th St – Secondary concern
 - W. Walnut – Secondary concern
 - Quakertown assist – Primary trouble
- Christmas work
 - Replace LED stringers in town center trees as needed
 - Hang pole mounted decorations
 - Hang streetlight mounted decorations
 - Decorate town center tree
 - Santa House power hook up
- Metering
 - Change Meters – New AMI’s
 - Collect final readings
 - Check bad ERT’s in meters
 - Hand out yellow and red tags
 - Disconnect/reconnect delinquent accounts

- Locate underground wires
 - PA-ONE call
- Streetlights
 - Repair streetlights
 - Reset School warning lights (day light savings)
 - Traffic signal repair
- Substation
 - Check substation weekly
- Borough Buildings
 - Shop Maintenance
 - Borough building lights; repairs
 - Borough Hall – lights
 - Pool – Heaters
- Miscellaneous
 - Reset time clocks (day light savings)
 - Decorative lights – Flag removals
 - Banners
 - N. 7th St - Cover up for contractor
 - Kulp Field project – Pull wire, control box, etc.
 - Nockamixon State Park – Assist with Osprey nest, pole installation
- Truck maintenance
 - Wash and clean trucks
 - Monthly truck checks
 - Old 21 - Maintenance

BOROUGH OF PERKASIE
Building and Codes Department
Permit Issued For : November 2025

Building : Commercial

Permit	Parcel	Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
1	25-0550 33005273	Commercial Sign	MRC SIGNS	1 S SEVENTH ST	\$1,005.50	\$4.50	PENDING PAYMENT	10/30/2025	11/06/2025
2	25-0562 33005249	Commercial NonResidential New Structure	STENELLA ANTIQUES	104 S SECOND ST	\$1,649.50	\$4.50	PENDING PAYMENT	11/06/2025	11/14/2025
					\$2,655.00	\$9.00			

Building : Residential

	Permit	Parcel		Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
3	25-0553	33014043-016	Residential	Deck/Patio	RUTLEDGE, DEITRIA YVONNE	425 JULIANA WAY	\$369.88	\$4.50	PENDING PAYMENT	11/04/2025	11/19/2025
4	25-0555	33005482	Residential	Roofing	NORTH STAR ROOFING, JEFF HOPKINS	614 ARCH ST	\$139.50	\$4.50	ACTIVE	11/04/2025	11/06/2025
5	25-0557	33005058	Residential	Roofing	JOHN SCHWAMB	328 S FIFTH ST	\$139.50	\$4.50	APPROVED	11/05/2025	11/06/2025
6	25-0558	33005232	Residential	Roofing	SCHWAMB, JOHN	315 W WALNUT ST	\$139.50	\$4.50	APPROVED	11/05/2025	11/06/2025
7	25-0564	33005005	Residential	Deck/Patio	DONALD KEENAN	820 W MARKET ST	\$1,257.50	\$4.50	OPEN	11/07/2025	11/19/2025
8	25-0566	33001103	Residential	Roofing	JL ROOFING & SIDING INC	211 PARKRIDGE DR	\$139.50	\$4.50	ACTIVE	11/11/2025	11/12/2025
9	25-0568	33006102	Residential	Roofing	RILEY & DOMINIQUE MCFADDEN	503 VINE ST	\$139.50	\$4.50	ACTIVE	11/11/2025	11/14/2025
10	25-0594	33005067	Residential	Roofing		305 S FIFTH ST	\$139.50	\$4.50	ACTIVE	11/25/2025	11/26/2025
							\$2,464.38	\$36.00			

Electrical : Residential

Permit	Parcel	Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
11	25-0591 33007052-005	Residential Alteration	ERIC MCCRORIE	616 HIGHLAND DR	\$158.50	\$4.50	PENDING PAYMENT	11/20/2025	11/25/2025
12	25-0595 33006160	Residential Alteration	ERIC MCCRORIE	710 N SEVENTH ST	\$158.50	\$4.50	PENDING PAYMENT	11/25/2025	11/26/2025
					\$317.00	\$9.00			

Mechanical : Residential

Permit	Parcel	Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
13	25-0567 33005322	Residential New Mechanical	CHRISTIAN HEATING, COOLING, PLUMBING & ELECTRIC	30 S FOURTH ST	\$139.50	\$4.50	APPROVED	11/11/2025	11/12/2025
14	25-0571 33002043	Residential Repair	MOYER & SON	416 S NINTH ST	\$139.50	\$4.50	APPROVED	11/14/2025	11/19/2025
					\$279.00	\$9.00			

Plumbing : Residential

Permit	Parcel	Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
15	25-0552 33006218	Residential Repair	SCHOELLKOPF ADAM	602 BUTTONWOOD ST	\$139.50	\$4.50	ACTIVE	11/04/2025	11/06/2025
16	25-0569 33003002-001	Residential Repair	GOOD INC	1224 TUNNEL RD	\$139.50	\$4.50	ACTIVE	11/13/2025	11/14/2025
17	25-0593 33006302	Residential Repair	ROTO ROOTER/KEITH ANDERSON	603 N FIFTH ST	\$139.50	\$4.50	ACTIVE	11/21/2025	11/26/2025
					\$418.50	\$13.50			

SIDEWALK : Residential										
Permit	Parcel		Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
18	25-0549 33001083	Residential	BOROUGH SIDEWALK REPAIR/REPLACEMENT	GISSINGER, CAROL	228 PARKRIDGE DR	\$0.00		PENDING PAYMENT	10/29/2025	11/03/2025
						\$0.00				
STREET OPENING : Residential										
Permit	Parcel		Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
19	24-0257 33005675	Residential	ROAD CUT	KAREN BAUMANN (UGI UTILITES INC)	112 N THIRD ST	\$175.00		APPROVED	10/07/2024	11/05/2025
20	25-0556 33005101	Residential	ROAD CUT		604 W WALNUT ST	\$175.00		ACTIVE	09/02/2025	11/05/2025
						\$350.00				
Use and Occupancy : Commercial										
Permit	Parcel		Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
21	25-0538 33005134	Commercial	Commercial U & O (>10,000)	GREGORY COOK	214 S FOURTH ST	\$150.00		COMPLETED	10/13/2025	11/19/2025
						\$150.00				
Zoning : Residential										
Permit	Parcel		Work Desc	Applicant	Work Location	Permit Fee	UCC	Status	App. Date	Issue Date
22	25-0294 33006138	Residential	New Single Family Dwelling	JOE CASADONTI	1003 N RIDGE RD	\$200.00		ACTIVE	04/02/2025	11/03/2025
23	25-0542 33002007-020	Residential	Patio Only	Q&E KEYSTONE MASONRY PENN, LLC	13 CEDAR RIDGE CT	\$100.00		APPROVED	10/15/2025	11/12/2025
						\$300.00				
Total Permit Fees:									\$6,933.88	
Total State UCC:									\$76.50	

Service Request Complaint Report									
Row	Department	Request Number	Status	Entered Date	Closed Date	Service Issue	Service Descr	Action Date	Action Taken
1	CODE ENFORCEMENT	25-511	CLOSED	03/10/2025	11/24/2025	OTHER	Broken Windows - train station - additional report see attached - was reported prior in January.	11/24/2025	Closed. Second Service Request Opened In June.
2	CODE ENFORCEMENT	25-568	CLOSED	04/23/2025	11/14/2025	VEGETATION	Bushes in front of meter base. Cannot access meter.	11/14/2025	Bushes were trimmed.
3	CODE ENFORCEMENT	25-645	CLOSED	06/18/2025	11/24/2025	OTHER	This is the business Lablecraft. They need to replace their service entry wire for their three phase service. The wires are in bad condition with the insulation cracking and falling off. They may also want to replace the meter base as it is also very old.	11/24/2025	Permit 25-0467 was issued for repair. No Further Action Needed.
4	CODE ENFORCEMENT	25-650	CLOSED	06/25/2025	11/13/2025	VEGETATION	This home needs to have the bushes trimmed or removed in front of the meter base to allow access to the meter for replacement.	11/13/2025	Bushes were trimmed.
5	CODE ENFORCEMENT	25-750	CLOSED	09/16/2025	11/04/2025	VEGETATION	This home needs to have the vines removed from in front of and around the meter base. They should also be removed around the service entry cable coming down from the peak of the home to avoid damage to the cable.	11/04/2025	Received Email from Resident. Brush was trimmed back from meter.
6	CODE ENFORCEMENT	25-752	CLOSED	09/18/2025	11/13/2025	VEGETATION	This home needs to have the tree cut down in front of the meter to allow access to the meter base.	11/13/2025	Bushes were Trimmed.
7	CODE ENFORCEMENT	25-797	CLOSED	11/03/2025	11/06/2025	TREES		11/10/2025	Received phone call from resident that they will be taking care of the trees.

8	CODE ENFORCEMENT	25-798	CLOSED	11/03/2025	11/13/2025	OTHER	It appears that someone is running a business out of 508 Arch St. ServPro of Upper Bucks has 5-8 commercial vehicles on the street everyday. They store dumpsters and a portable restroom on the alley. They are loading and unloading from the residence. The activity has been fairly constant for months, since the property sold earlier this year. It is clear that they are not doing remediation work on the residence, but it is being used commercially.	11/13/2025	Called Serv Pro left VM for call back regarding activity. NO response back. Completed site visit no signs of commercial activity. Will keep an eye out for any changes. No further action at this time.
9	CODE ENFORCEMENT	25-806	CLOSED	11/12/2025	12/11/2025	TRASH IN YARD	Mattress in side yard leaning against the house.	12/11/2025	Mattress was removed from property. No further action needed.
10	CODE ENFORCEMENT	25-807	OPEN	11/12/2025		OTHER	Boat front yard / driveway.	11/20/2025	Completed Site visit Will send letter to notify resident of ordinance.
11	CODE ENFORCEMENT	25-810	OPEN	11/12/2025		OTHER	Retaining wall surrounding property is collapsing and falling into public sidewalk	12/01/2025	Spoke with PO. Called to update with the progress on finding a contractor and have plans drawn up.
12	CODE ENFORCEMENT	25-811	CLOSED	11/12/2025	11/13/2025	OTHER	Test from mobile	11/13/2025	Test Closed
13	CODE ENFORCEMENT	25-813	OPEN	11/13/2025		SIDEWALKS	Sidewalk hazard were stone area meets sidewalk.	12/11/2025	Met with property owner to discuss sidewalk issued and remediation. Will provide property owner sidewalk standards for repairs.
14	CODE ENFORCEMENT	25-815	CLOSED	11/13/2025	12/11/2025	SIDEWALKS	Bushes blocking sidewalk	12/11/2025	Bushes were trimmed back. No Further Action.
15	CODE ENFORCEMENT	25-816	CLOSED	11/13/2025	12/11/2025	OTHER	Bulk trash on side for more than a week. Staff spoke with resident on 11/6. To much bulk was set out to curb.	12/11/2025	Bulk Items were removed from property. No further action needed.

16	CODE ENFORCEMENT	25-820	OPEN	11/20/2025		OTHER	As briefly discussed on our phone conversation, this is in regard to a resident complaint about a "leaking transformer" near 1201 N 5th St (CVS). There is a Verizon pole that has a splice that is leaking green, grease(?) or something that I would assume is to help prevent their connections from corroding. This is not a Borough owned pole or wires this is coming from. I tried to contact Verizon through 1-800-Verizon and also their online chat but could not speak to an actual person to submit the concern. If someone is able to find a contact and reach out to them to pass the issue along, that would be appreciated.	12/11/2025	Spoke with Verizon. Put in a service request and they will be sending a technician to investigate the pole. Ticket # PAD203QJGZ
17	CODE ENFORCEMENT	25-825	OPEN	11/24/2025		OTHER	Unsafe retaining wall.	12/12/2025	Meet with PO to discuss wall. Resident will send plans from landscape designer / or may decide to remove the wall. Extend to May 2026 to complete project.
18	Electric	25-796	CLOSED	11/03/2025	11/03/2025	OTHER	Could someone please turn the clock back in the Council room before tonight's meeting? Thank you!	11/03/2025	completed
19	Electric	25-801	CLOSED	11/10/2025	11/21/2025	OTHER	Walnut St. & Constitution pole #4-127 was hit by a car on 11/8, pole is splintered. Accident report will be made	11/21/2025	Pole looks to be okay upon visual inspection
20	Electric	25-809	CLOSED	11/12/2025	11/21/2025	OTHER	The light on the pole next to the back door/staff entrance to the Ram was blinking on and off this morning - it would go off for about 10-12 seconds, come back on for about 5-7 seconds, then back off, and so on and so forth. It's off now, but I wasn't sure if the Electric Department would want to check this out. Thanks!	11/21/2025	Crew rotated photo eye on light.

21	Electric	25-817	CLOSED	11/14/2025	11/21/2025	STREET LIGHT REPAIR	A resident who lives in Shadywood Village reported a flickering streetlight near building G or H. It's been flickering for a week. It's not one of the big lights, but one of the smaller ones installed more recently. She's also not sure if it's the borough's or Shadywood Village's responsibility.	11/21/2025	Not a Borough owned or maintained light. Resident should contact their Shadywood Village maintenance department.
22	PUBLIC WORKS	25-748	CLOSED	09/15/2025	11/25/2025	bike path cleanup/repairs	The PERKASIE EVENTS sign close to the Lenape Park ballfields on Walnut St is REALLY dirty. It's difficult to read the signs. Please could it get a soapy water wash and clean up? Thank you!!	11/25/2025	Cleaned Glass covers
23	PUBLIC WORKS	25-774	CLOSED	10/03/2025	11/05/2025	TRIM TREE(S)	Resident says there is a pin oak on borough property between his property and his neighbor's property. The tree has dead branches on the inside and needs to be trimmed. Every time it rains or is windy, branches drop onto his and his neighbor's properties. The borough has been out before to trim this tree in the past. The tree is not dead, just needs to be trimmed.	11/05/2025	Trim tree to remove dead branches
24	PUBLIC WORKS	25-779	CLOSED	10/14/2025	11/05/2025	BOROUGH BUILDING MAINTENANCE	When Tom is next at Borough Hall, could you please ask him to bring 1 case of copy paper up from the downstairs area to our copier room? Thank you!	11/05/2025	Brought up paper
25	PUBLIC WORKS	25-802	CLOSED	11/10/2025	11/12/2025	DEBRIS	Kelly is going to remove the cornstalks and decorations from the town clock sometime tomorrow (11/11/25). Please will you pick up and dispose of the cornstalks afterwards? Thanks!	11/12/2025	Picked up cornstalks

26	PUBLIC WORKS	25-803	OPEN	11/11/2025		OTHER	The street sign at the intersection of 5th and Callowhill Streets, next to 501 West Callowhill Street, is askew/turned around; the part of the sign for Callowhill is facing Fifth, and the part of the sign for Fifth is facing Callowhill. Could someone please go out and fix this when they have a chance? Thank you!	11/11/2025	I have ordered new signs and when they come in will get them replaced
27	PUBLIC WORKS	25-804	CLOSED	11/11/2025	11/18/2025	OTHER	1. Remove and destroy the concrete planter at the front of the Historical Society Museum on W. Walnut St. 2. Remove and dispose of the soil in the planter at the front of the Olde Towne Tanning Salon. 3. Move the planter from the Olde Towne Tanning Salon to the front of the Historical Society. 4. Add new soil to the planter in its new location	11/18/2025	Planters were removed and moved to new locations
28	PUBLIC WORKS	25-818	CLOSED	11/18/2025	11/20/2025	BOROUGH BUILDNG CLEANING	The next time Tom is at Borough Hall, could you ask him to please bring a case of copy paper upstairs? And also vacuum in everyone's individual offices, the copier room and the open area upstairs? Thank you!	11/20/2025	Brought a case of paper upstairs and talked to Tom about sweeping the offices
29	PUBLIC WORKS	25-819	CLOSED	11/20/2025	11/20/2025	SIGN REPLACE	No parking here to corner sign on South 6th at West Walnut is super faded	11/20/2025	Replaced the sign with a new one
30	PUBLIC WORKS	25-822	CLOSED	11/21/2025	11/25/2025	BOROUGH BUILDING MAINTENANCE	Whenever someone has time - no hurry I know you are all crazy busy this time of year. I have 4 boxes of record retention to go to the basement. Thank you!!!	11/25/2025	Moved boxes to the basement
31	PUBLIC WORKS	25-824	CLOSED	11/24/2025	11/24/2025	OTHER	Can we please get Santa on the bench back to his December home at the front of Borough Hall? I've had a couple of resident requests. Please lmk when you'll get him there so I can respond. Thank you.	11/24/2025	Sant was put out on his bench

32	PUBLIC WORKS	25-828	CLOSED	11/26/2025	12/03/2025	BOROUGH BUILDING MAINTENANCE	Window blinds broke in Park and Rec suite in Lauren's office	12/03/2025	Blind was fixed
33	RECYCLING/TRASH	25-799	CLOSED	11/04/2025	11/04/2025	NO-PICK UP TRASH	2 black borough trash bags were not picked up	11/04/2025	Went by the resident, no bags were out
34	RECYCLING/TRASH	25-800	CLOSED	11/05/2025	11/05/2025	NO-PICK UP TRASH	The property owner called because their recycling was taken, and their bulk item was taken, but their toter was not emptied. Could the crews please go back to empty this toter? I told the property owner they could leave it out and that someone would get it today or tomorrow morning. Thank you!	11/05/2025	Picked up missed trash from toter
35	RECYCLING/TRASH	25-805	CLOSED	11/11/2025	11/12/2025	NO-PICK UP TRASH	Resident called to say that their trash was not picked up.	11/12/2025	Picked up missed trash from Toter
36	RECYCLING/TRASH	25-808	CLOSED	11/12/2025	11/12/2025	NO-PICK UP RECYCLING	Resident called and said their recycling wasn't picked up.	11/12/2025	Picked up missed recycling
37	RECYCLING/TRASH	25-812	CLOSED	11/12/2025	11/13/2025	NO-PICK UP RECYCLING	Recycling was not picked up. Will leave it out for pick up tomorrow.	11/13/2025	Picked up missed recycling
38	RECYCLING/TRASH	25-814	CLOSED	11/13/2025	11/18/2025	NO-PICK UP TRASH	Trash toter was missed in pick up today. Will Leave out for pick up.	11/18/2025	Picked up trash from Toter
39	RECYCLING/TRASH	25-821	CLOSED	11/20/2025	11/21/2025	NO-PICK UP TRASH	Resident called and said their trash was not picked up.	11/21/2025	Picked up missed trash
40	RECYCLING/TRASH	25-823	CLOSED	11/21/2025	11/21/2025	NO-PICK UP TRASH	Boro toters not picked up yesterday. Also said neighbors were missed too. Seems to be his whole side of the street. Will leave out for pick up.	11/21/2025	Picked up missed trash from Toters
41	RECYCLING/TRASH	25-826	CLOSED	11/25/2025	11/25/2025	NO-PICK UP TRASH	Resident's trash was not picked up yesterday	11/25/2025	Picked up missed trash

42	RECYCLING/TRASH	25-827	CLOSED	11/25/2025	11/25/2025	OTHER	<p>The property owner sent the following in an e-mail: Can you please ask the trash person to place the trash can in the driveway? This is the third week in a row that the trash can has been placed in the road, and not just a little bit, but two trash can widths into the road. They pick it up from my driveway, why can't they put it back in the driveway? It's bad enough people speed up and down W Park Avenue, but now they are dodging trash cans. The recycling person places the bin in the driveway. We are not the only road this is happening on; 5th Street is a notorious game of dodge the trash cans.</p>	11/25/2025	Will speak to the trash collector and tell them about the issue
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PARKS AND RECREATION DEPARTMENT

MONTHLY REPORT

November 2025

RECREATION

- Zumba moved indoors to the Perkasio Fire Department continues indoors through the end of the year.
- Parent's Night Out program ran on 11/7. Children ages 5-9 can register for an evening of crafts, games, and pizza while parents can enjoy a night out. This program ran once a month this past Fall for the first time.
- American Red Cross Babysitting Certification Course was held on Sunday, 11/9 with 17 registered participants.
- Organized Santa House dates for December 2025. Santa will be available for free meet and greet and photos on Saturday, 11/29, 12/13 in connection with the Candy Cane Lane event, and 12/20.
- Coordinating winter 2026 programs and ideas.



PARK INFORMATION

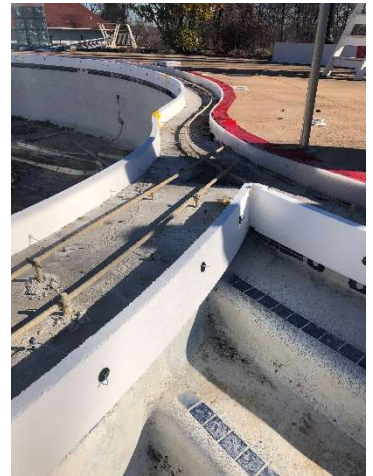
- Continued work with Public Works, Electric, Borough engineers, and contractors on the Kulp Park baseball field improvement project. Lighting contractor started on 11/10 and completed that week. Electric Department in on 11/17 to finish with electrical hook ups.
- New ramps installed and completed at The Spine skatepark.
- Working with Park and Recreation Board and Police Department on the use of e-bikes in the parks and trails system.



MENLO AQUATIC CENTER END OF SEASON

- Approval received to move forward with the following projects and repairs with 2025 Menlo surplus:
 - 110 feet of Leisure Pool coping has been replaced as of 12/3/25
 - Leisure Pool alcove bench water feature has been removed as of 12/10/25.
 - Mushroom spray feature to be installed in the spring.
 - Toddler pool spray feature pump and strainer have been delivered and are to be installed by 12/31/25.
- Membership:
 - 2026 membership sales launched in August
 - 8/1/2025-12/10/2025: 115 memberships sold (53 on payment plans) for 2026 pool season
 - Compared to 8/1/2024- 12/10/2024: 84 memberships sold (15 on payment plans) for 2025 pool season
 - Holiday digital membership campaign launched 12/8/25. Campaign will run till 1/7/26
 - Social media posts continue to run weekly.
 - Proposed \$1 increase in daily pass rates at the door and \$1 decrease if daily pass is purchased online over 2025. Online purchase saves time at the front desk by having the purchaser create an account, sign waivers prior to coming to the pool. Also produces an admittance barcode to be scanned.

- Menlo will open Memorial Day weekend, Saturday, May 23, 2026
- Programming for 2026
 - Lifeguard class at Menlo scheduled for the week of May 18, 2026
 - First Menlo After Dark, July 11th will be Menlo's first "Member Party"
 - Menlo will host Buxmont Swim League's "C" this season.
- Digital and Social Media ad campaign in 2025 showed positive impact on our market area for membership and daily guest sales.
 - Discussions continue 2026 digital advertising and media posts for membership and daily sales.
 - Social media advertising will continue in 2026.
 - Theme "2026 Splash Squad"
 - Currently looking for inexpensive year-round giveaways to hand out to members and public
 - "2026 Splash Squad" stickers have been created
- Continued research for vendors and apps for "online merchandise store" for Menlo merchandise sales
- Continued work on 2026 Budget and Fee Schedule
- Applied for and received approval for DVIT Property and Liability Grant for slide inspections.
 - Contractor inspected slides on 10/27. Inspection Report received and under review.
- Created possible 2026 Maintenance Plan
 - Replace deck light pole lighting with LED bulbs
 - Replace in-pool underwater lights with LED bulbs. (At minimum upgrade underwater lighting to LED in Comp Pool in 2026. Leisure Pool in 2027)
 - Place signs at the entrance of both slides showing required height to use and the ability to check patron height for that use.
 - Use of professional landscaping to control weed growth in flower beds



MEETINGS

- Attended DCNR Grant Workshop – 11/6
- Attended Tree Lighting Event Planning Meeting – 11/6
- Organized Santa Run Planning Meeting – 11/7
- Attended Septa Freight House Meeting – 11/11
- Attended iSolved Meeting – 11/24
- Attended regular Council, Department, and Park and Recreation Board meetings

ADMINISTRATION

- Organized and sent weekly PerkasiE E-Connection informational newsletter email blasts focusing on summer offerings through Park and Recreation. This communication is through MyRec Constant Contact and includes almost 7,000 active email accounts.
- Continued marketing efforts for Park and Recreation programming through both Facebook and Instagram including using reels, my story, and additions of music, link, and hashtags to grow social media following.
- Researching local parks and municipalities policies on e-bikes.
- Continued work on 2026 Budget included expanded Capital Plan for parks and Menlo and 2026 Fee Schedule.
- Organized, formatted, and submitted content for the PerkasiE Connection winter newsletter. Winter newsletter will be mailed January 2026 and include information for January through March timeframe.

Date: 11/18/2025

Check Register #48 – November 21, 2025

User: HEATHE

Time: 1:54:12PM

BOROUGH OF PERKASIE

VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000005782	Amazon Capital Services						
VC-00063808	1DHN-R3KN-3YQK	Police Office Supplies	01.410.210	11/21/2025	6.64		
VC-00063812	1DQP-DPMM-3GTJ	Police Office Supplies	01.410.210	11/21/2025	24.52		
0000005782	Amazon Capital Services			Vendor Total:	31.16		
0000004999	Andrew Scharff						
VC-00063756	20251206	Tree Lighting Stilt Walker	01.451.501	11/21/2025	650.00		
0000004999	Andrew Scharff			Vendor Total:	650.00		
0000003408	Anixter Inc						
VC-00063778	6414612-00	Meters	07.442.720	11/21/2025	768.00		
0000003408	Anixter Inc			Vendor Total:	768.00		
0000003707	AT&T Mobility						
VC-00063782	11082025	2 First Net Mobile Air Cards	07.442.324	11/21/2025	81.78		
0000003707	AT&T Mobility			Vendor Total:	81.78		
0000005198	Auto Zone, Inc.						
VC-00063755	02071366050	PW Auto Parts	01.438.370	11/21/2025	13.57		
0000005198	Auto Zone, Inc.			Vendor Total:	13.57		
0000005399	BARRY ISETT & associates Inc.						
VC-00063752	0205909	Oct 2025 Code Enforcement Services	01.413.310	11/21/2025	740.40		
0000005399	BARRY ISETT & associates Inc.			Vendor Total:	740.40		
0000005781	Brandon Fretz						
VC-00063753	14343002.00	Electric Final Bill Deposit Refund	07.200.100	11/21/2025	184.07		
0000005781	Brandon Fretz			Vendor Total:	184.07		
0000004084	Britton Industries						
VC-00063757	1357389-IN	Yard Waste 40 Yd Roll Off	05.428.368	11/21/2025	641.84		
0000004084	Britton Industries			Vendor Total:	641.84		
0000000135	Clemens Uniform						
VC-00063758	1737706	PW Uniforms	01.438.238	11/21/2025	197.24		
0000000135	Clemens Uniform			Vendor Total:	197.24		
0000002414	De Lage Landen Financial Services, Inc.						
VC-00063759	593112828	Police Copier Contract 11/1-11/30/25	01.410.252	11/21/2025	164.35		
0000002414	De Lage Landen Financial Services, Inc.			Vendor Total:	164.35		
0000005780	Dorothy Costanzo						
VC-00063754	14343002.00	Electric Final Bill Deposit Refund	07.200.100	11/21/2025	122.07		
0000005780	Dorothy Costanzo			Vendor Total:	122.07		
0000002274	Elan Financial Services						

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VENDOR NO	VENDOR NAME	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID EFT DP
TRANS. NO	INVOICE NO				
VC-00063797	2800	Park Supplies	01.454.250	11/21/2025	122.01
VC-00063796	2800	Traffic Signal Maintenance	01.433.253	11/21/2025	17.80
VC-00063800	2800	Skate Park Repairs	01.454.375	11/21/2025	260.20
VC-00063798	2800	PW Supplies	01.438.230	11/21/2025	5.99
VC-00063799	2800	PW Uniforms	01.438.238	11/21/2025	107.57
VC-00063801	2800	Covered Bridge Rental	30.451.705	11/21/2025	445.70
0000002274	Elan Financial Services			Vendor Total:	959.27
0000004568	Elan Financial Services				
VC-00063795	7554	Replenish EZ Pass Account	07.442.460	11/21/2025	35.00
VC-00063795	7554	Replenish EZ Pass Account	01.438.220	11/21/2025	35.00
0000004568	Elan Financial Services			Vendor Total:	70.00
0000004569	Elan Financial Services				
VC-00063807	8550	Electric Safety Testing	07.442.317	11/21/2025	189.00
VC-00063806	8550	Electric Office Supplies	07.442.200	11/21/2025	84.45
VC-00063805	8550	Electric Hardware & Parts	07.442.253	11/21/2025	643.12
0000004569	Elan Financial Services			Vendor Total:	916.57
0000004572	Elan Financial Services				
VC-00063803	7859	Police Patrol Supplies	01.410.240	11/21/2025	2,160.18
VC-00063802	7859	Police Office Supplies	01.410.210	11/21/2025	397.04
VC-00063804	7859	Monthly Adobe Sub	01.410.452	11/21/2025	19.99
0000004572	Elan Financial Services			Vendor Total:	2,577.21
0000004573	Elan Financial Services				
VC-00063816	5135	Event Supplies	01.451.501	11/21/2025	55.14
VC-00063815	5135	Monthly ChatGPT Plus Subscription	01.401.420	11/21/2025	21.20
VC-00063813	5135	Park & Rec Office Supplies	01.451.210	11/21/2025	34.19
VC-00063814	5135	L Reid Fire Operations Seminar	01.414.460	11/21/2025	55.00
0000004573	Elan Financial Services			Vendor Total:	165.53
0000004574	Elan Financial Services				
VC-00063826	7441	Meeting	01.401.460	11/21/2025	69.83
VC-00063817	7441	Lunch Meeting Mgr & Engineer	01.401.460	11/21/2025	40.35
0000004574	Elan Financial Services			Vendor Total:	110.18
0000004602	Elan Financial Services				
VC-00063788	8182	MAC Advertising & Surveys	04.452.341	11/21/2025	68.86
VC-00063785	8182	PA Plants	01.451.420	11/21/2025	10.00
VC-00063786	8182	P&R Operating Supplies	01.451.220	11/21/2025	78.06
VC-00063787	8182	Night Out Program Costs	01.451.247	11/21/2025	81.00
0000004602	Elan Financial Services			Vendor Total:	237.92
0000004969	Elan Financial Services				
VC-00063792	7648	International Fire Code Monthly ESub	01.414.420	11/21/2025	8.50
VC-00063793	7648	Kitchen Supplies	01.405.210	11/21/2025	45.05

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VENDOR NO	VENDOR NAME	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
TRANS. NO	INVOICE NO						
VC-00063789	7648	Appreciation Night Gift Cards & Supplies	01.487.220	11/21/2025	91.10		
VC-00063790	7648	News Herald E Sub	01.405.342	11/21/2025	34.00		
VC-00063791	7648	Budget Meeting Dinner	01.405.460	11/21/2025	97.75		
VC-00063794	7648	A Coaxum PSATS TEMA Registration	01.401.460	11/21/2025	125.00		
0000004969	Elan Financial Services			Vendor Total:	401.40		
0000004833	FP Finance Program						
VC-00063760	40569671	Postage Machine Rental	01.405.450	11/21/2025	155.00		
0000004833	FP Finance Program			Vendor Total:	155.00		
0000002440	FusionSite Pennsylvania LLC						
VC-00063769	PA29284	Tree Lighting Portable Restrooms	01.451.501	12/05/2025	947.50		
0000002440	FusionSite Pennsylvania LLC			Vendor Total:	947.50		
0000001996	Gilmore & Associates, Inc.						
VC-00063744	PS-INV2513558	250 W. Market St. Reimbursable	01.250.200	11/21/2025	509.00		
VC-00063736	PS-INV2513550	W Park Ave Improvements thru 10/31/25	30.451.702	11/21/2025	3,457.50		
VC-00063748	PS-INV2513563	General Engineering thru 10/31/25	01.408.310	11/21/2025	3,734.50		
VC-00063747	PS-INV2513561	PRA Reservoir Booster Pump Station	01.250.200	11/21/2025	278.40		
VC-00063731	PS-INV2513545	Spruce St. Apts Reimbursable	01.250.200	11/21/2025	81.00		
VC-00063739	PS-INV2513553	135 S. Main St. Reimbursable	01.250.200	11/21/2025	259.80		
VC-00063729	PS-INV2513543	Green Ridge East Reimbursable	01.250.200	11/21/2025	1,445.07		
VC-00063727	PS-INV2513541	MS4 thru 10/31/25	30.440.710	11/21/2025	3,252.00		
VC-00063745	PS-INV2513559	36 S. Main St. Reimbursable	01.250.200	11/21/2025	319.00		
VC-00063738	PS-INV2513552	2025 Paving Program thru 10/31/25	15.408.310	11/21/2025	11,084.83		
VC-00063737	PS-INV2513551	Kulp Park Engineering thru 10/31/25	30.451.701	11/21/2025	5,659.00		
VC-00063732	PS-INV2513546	Zoning Services thru 10/31/25	01.414.451	11/21/2025	324.00		
VC-00063734	PS-INV2513548	306 N. 5th St. Reimbursable	01.250.200	11/21/2025	1,251.00		
VC-00063742	PS-INV2513556	Grandview Ave Reimbursable	01.250.200	11/21/2025	121.50		
VC-00063740	PS-INV2513554	9 Fairview Ave Reimbursable	01.250.200	11/21/2025	942.00		
VC-00063746	PS-INV2513560	Open Space Survey thru 10/31/25	01.408.310	11/21/2025	1,251.60		
VC-00063749	PS-INV2513564	General Planning thru 10/31/25	01.414.450	11/21/2025	2,124.88		
VC-00063733	PS-INV2513547	Perry Mill Reimbursable	01.250.200	11/21/2025	151.90		
VC-00063728	PS-INV2513542	Kay Builders Cons Square	01.250.200	11/21/2025	875.80		
VC-00063741	PS-INV2513555	Economic Development Plan Update	30.451.708	11/21/2025	3,433.69		
VC-00063730	PS-INV2513544	Spruce Street Townhouses Reimbursable	01.250.200	11/21/2025	102.15		
VC-00063743	PS-INV2513557	620 S. 4th Street Reimbursable	01.250.200	11/21/2025	103.00		
VC-00063828	PS-INV2513562	PRA Well#10 Treatment Center	01.250.200	11/21/2025	237.90		
VC-00063735	PS-INV2513549	Green Ridge Estates West Reimbursable	01.250.200	11/21/2025	5,082.57		
0000001996	Gilmore & Associates, Inc.			Vendor Total:	46,082.09		
0000000259	Grandview Service Centre						
VC-00063762	419355	Unit #56-4 Tire Pressure Repair	01.410.451	11/21/2025	125.97		
VC-00063764	419343	Unit #56-3 Oil Change & Brake Service	01.410.451	11/21/2025	934.50		
VC-00063763	419351	Unit #56-1 Oil Change & Tire Installation	01.410.451	11/21/2025	284.41		
0000000259	Grandview Service Centre			Vendor Total:	1,344.88		

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000002247	GreatAmerica Financial Services						
VC-00063811	40532450	Police IT Backup & Network Equip	01.410.452	11/21/2025	98.33		
0000002247	GreatAmerica Financial Services			98.33			
			Vendor Total:				
0000005505	Greg Martin						
VC-00063765	25G-I007	Cyber Security Tasks Jun, Jul, Aug, Sep,	30.405.735	11/21/2025	1,562.50		
VC-00063766	25G-I006	Cyber Security Consultant Apr & May	30.405.735	11/21/2025	843.75		
0000005505	Greg Martin						
			Vendor Total:	2,406.25			
0000000298	Holiday Outdoor Decor						
VC-00063781	INV22042	Holiday Mini Light Set	07.442.720	11/21/2025	1,114.51		
0000000298	Holiday Outdoor Decor			1,114.51			
			Vendor Total:				
0000002541	Hugh M. Pepper						
VC-00063767	12/6/25	Ring the Rafters Performance Tree Lightin	01.451.501	11/21/2025	400.00		
0000002541	Hugh M. Pepper			400.00			
			Vendor Total:				
0000000937	J.P. Mascaro & Sons						
VC-00063750	580277	Recycling Open Top 10/23	05.426.367	11/21/2025	394.00		
0000000937	J.P. Mascaro & Sons			394.00			
			Vendor Total:				
0000005783	Kuhls Law Firm LLC						
VC-00063818	1901	ZHB Solicitor 7/16-11/03/25	01.414.314	11/21/2025	4,270.00		
0000005783	Kuhls Law Firm LLC			4,270.00			
			Vendor Total:				
0000000043	Labelcraft Press, Inc.						
VC-00063810	25480	Police Property Receipt Printing	01.410.342	11/21/2025	110.00		
0000000043	Labelcraft Press, Inc.			110.00			
			Vendor Total:				
0000002543	Mike Greer						
VC-00063768	12/6/25	Performance at Tree Lighting	01.451.501	11/21/2025	850.00		
0000002543	Mike Greer			850.00			
			Vendor Total:				
0000003209	Once Upon a Dream Princess Parties						
VC-00063823	12/6/25	Elphaba & Glinda Princess Tree Lighting	01.451.501	11/21/2025	1,250.00		
0000003209	Once Upon a Dream Princess Parties			1,250.00			
			Vendor Total:				
0000000134	PA Recreation & Park Society						
VC-00063822	6810	2026 Membership Dues Foster, Moll, Tulo	01.135.000	11/21/2025	345.00		
0000000134	PA Recreation & Park Society			345.00			
			Vendor Total:				
0000004042	Papa's Cupcakes						
VC-00063824	11/14/25	Appreciation Night Desserts	01.487.220	11/21/2025	545.00		
0000004042	Papa's Cupcakes			545.00			
			Vendor Total:				
0000005643	Paymentus Corporation						

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VENDOR NO TRANS. NO VC-00063827 0000005643	VENDOR NAME INVOICE NO INV-15-170500 Paymentus Corporation	INVOICE DESC. October Transaction Fees	ACCOUNT NO 05.427.390	DUE DATE 11/21/2025	VOUCHER AMOUNT PAID EFT DP 27.00
			Vendor Total:	27.00	
0000000096 VC-00063784 0000000096	Pennsylvania One Call System, Inc. 0001125624 Pennsylvania One Call System, Inc.	Monthly Activity Fee Oct 2025	07.442.450	11/21/2025	51.35
			Vendor Total:	51.35	
0000003376 VC-00063770 0000003376	Robert E. Little, Inc. 05-1224059 Robert E. Little, Inc.	PW Parts	01.454.250	11/21/2025	70.62
			Vendor Total:	70.62	
0000005733 VC-00063771 0000005733	Sara Geissinger 12/6/25 Sara Geissinger	Highland Cows Tree Lighting Event	01.451.501	11/21/2025	500.00
			Vendor Total:	500.00	
0000003928 VC-00063825 0000003928	Sellersville Moose Lodge #1539 11/14/25 Sellersville Moose Lodge #1539	Appreciation Night Banquet Buffet & Gratui	01.487.220	11/21/2025	2,179.25
			Vendor Total:	2,179.25	
0000005277 VC-00063772 0000005277	Skylark Circus Arts 0193 Skylark Circus Arts	Stiltwalker Tree Lighting Event	01.451.501	11/24/2025	650.00
			Vendor Total:	650.00	
0000000130 VC-00063820 0000000130	Southeastern Pennsylvania Transportation Auth 146600 Southeastern Pennsylvania Transportation Auth	8th & Market Parking Lot Lease	01.445.380	11/21/2025	799.76
			Vendor Total:	799.76	
0000003409 VC-00063761 0000003409	The Free Press LLC 9947 The Free Press LLC	Small Banner Ad	01.451.501	11/21/2025	95.00
			Vendor Total:	95.00	
0000002544 VC-00063775 0000002544	Three Tower Audio Inc 1838 Three Tower Audio Inc	Tree Lighting Sound System	01.451.501	11/21/2025	735.00
			Vendor Total:	735.00	
0000000101 VC-00063819 0000000101	Tri-State Elevator Co. Inc. 155796 Tri-State Elevator Co. Inc.	Elevator Maintenance November	01.409.374	11/21/2025	146.97
			Vendor Total:	146.97	
0000003938 VC-00063783 0000003938	Turtle & Hughes, Inc 6994409-02 Turtle & Hughes, Inc	Electric Hardware & Parts	07.442.253	11/21/2025	35.49
			Vendor Total:	35.49	
0000005697 VC-00063773 VC-00063779	Twin Rocks Water 7500813 7500800	Boro Hall 1st Floor Water Delivery Electric Bottled Water Delivery	01.409.450 07.442.450	11/21/2025 11/21/2025	48.96 104.90

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VENDOR NO	VENDOR NAME	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
TRANS. NO	INVOICE NO						
VC-00063809	7500799	Police Bottled Water Delivery	01.410.210	11/21/2025	97.92		
VC-00063774	7500795	Boro Hall 2nd Floor Water Delivery	01.409.450	11/21/2025	17.97		
VC-00063751	7500798	PW Bottled Water Delivery	01.438.480	11/21/2025	60.94		
0000005697	Twin Rocks Water			Vendor Total:	330.69		
0000000732	UniFirst Corporation						
VC-00063780	1290269288	Electric Uniforms	07.442.238	11/21/2025	217.01		
0000000732	UniFirst Corporation			Vendor Total:	217.01		
0000000480	US Sports Institute, Inc.						
VC-00063821	R7193	Multi Sports Squirts Camp	01.451.247	11/21/2025	2,736.00		
0000000480	US Sports Institute, Inc.			Vendor Total:	2,736.00		
0000005293	Vitaly Parkhomchuk						
VC-00063776	2025 Boot/Clothing	2025 Boot/Clothing Reimbursement	01.438.238	11/21/2025	281.96		
0000005293	Vitaly Parkhomchuk			Vendor Total:	281.96		
0000000002	Waste Management						
VC-00063777	0016148-1062-8	Municipal Solid Waste Disposal 10/16-10/	05.427.367	11/21/2025	10,022.08		
0000000002	Waste Management			Vendor Total:	10,022.08		
			Report Total:	88,223.30			
			Unpaid Report Total:	88,223.30			
			Paid Report Total:	0.00			

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000002467	AMP Inc.						
VC-00063857	1013672	Power Purchase Oct 2025	07.442.361	11/26/2025	394,216.72	X	
VC-00063857	1013672	Power Purchase Oct 2025	07.442.362	11/26/2025	596.69	X	
0000002467	AMP Inc.			Vendor Total:	394,813.41		
0000000069	Comcast						
VC-00063849	253942214	Ethernet 10/15-11/14/25	01.438.480	11/07/2025	260.05	X	
VC-00063849	253942214	Ethernet 10/15-11/14/25	01.410.450	11/07/2025	260.06	X	
VC-00063854	164824	MAC Phone/Internet/Wifi 11/9-12/8/25	04.452.321	11/19/2025	195.15	X	
VC-00063855	53282	Substation Wif/Internet/Phone 11/12-12/1	07.442.450	11/19/2025	314.06	X	
VC-00063849	253942214	Ethernet 10/15-11/14/25	07.442.450	11/07/2025	259.29	X	
VC-00063851	41402	Electric Cable 10/30-11/29/25	07.442.450	11/03/2025	88.00	X	
VC-00063853	53456	PW Voice/Wifi/Internet 11/7-12/6/25	01.438.480	11/19/2025	256.19	X	
VC-00063849	253942214	Ethernet 10/15-11/14/25	01.405.450	11/07/2025	260.06	X	
VC-00063852	168403	Amphitheater Wifi/Internet 10/28-11/27/25	01.451.450	11/05/2025	266.44	X	
VC-00063850	167496	Electric Voice/Wifi/Internet 10/19-11/18/25	07.442.321	11/06/2025	342.22	X	
VC-00063856	48464	Boro Hall Wifi/Internet/Phones 11/11-12/1	01.405.450	11/19/2025	407.32	X	
0000000069	Comcast			Vendor Total:	2,908.84		
0000005050	WageWorks, Inc.						
VC-00063845	INV8385587	Employee HRA & Flex Reimbursements	90.200.300	11/04/2025	65.28	X	
VC-00063847	INV8427755	Employee HRA Reimbursements	90.200.300	11/18/2025	279.98	X	
VC-00063848	INV8352687	OCT FSA & HRA Fees	01.405.450	11/24/2025	271.00	X	
VC-00063874	INV8444846	HRA & Flex Employee Reimbursements	90.200.200	11/25/2025	60.00	X	
VC-00063845	INV8385587	Employee HRA & Flex Reimbursements	90.200.200	11/04/2025	91.11	X	
VC-00063846	INV8409706	Employee HRA & Flex Reimbursements	90.200.200	11/12/2025	70.00	X	
VC-00063846	INV8409706	Employee HRA & Flex Reimbursements	90.200.300	11/12/2025	29.30	X	
VC-00063844	INV8368541	Employee HRA & Flex Reimbursements	90.200.200	11/01/2025	71.95	X	
VC-00063874	INV8444846	HRA & Flex Employee Reimbursements	90.200.300	11/25/2025	530.00	X	
VC-00063656	INV8288749	FSA Monthly Fee Sep 2025	01.405.450	10/30/2025	75.00	X	
0000005050	WageWorks, Inc.			Vendor Total:	1,543.62		
0000002468	Wells Fargo						
VC-00063843	2007 DVRFA	2007 DVRFA Loan Interest	30.472.000	11/25/2025	766.33	X	
VC-00063842	2006 DVRFA	2006 DVRFA Loan Interest	30.472.000	11/25/2025	190.80	X	
0000002468	Wells Fargo			Vendor Total:	957.13		
Report Total:			400,223.00				
Unpaid Report Total:			400,223.00				
Paid Report Total:			0.00				

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000005790	Above & Beyond Aerial Services LLC						
VC-00063882	000237	Tree Lighting Highlight Video	01.451.501	11/25/2025	550.00		
0000005790	Above & Beyond Aerial Services LLC			550.00			
			Vendor Total:				
0000000014	AFLAC						
VC-00063888	260073	Employee Premium Remittance	01.223.000	12/05/2025	294.04		
0000000014	AFLAC			294.04			
			Vendor Total:				
0000001221	AFSCME Council 13						
VC-00063886	Nov 2025	Union Due Remittance Nov 2025	01.218.000	12/05/2025	1,313.08		
0000001221	AFSCME Council 13			1,313.08			
			Vendor Total:				
0000005782	Amazon Capital Services						
VC-00063829	1KFF-MFC3-1YYK	Police Radio Speaker & Supplies	01.410.326	12/05/2025	252.18		
VC-00063829	1KFF-MFC3-1YYK	Police Radio Speaker & Supplies	01.410.242	12/05/2025	48.10		
0000005782	Amazon Capital Services			300.28			
			Vendor Total:				
0000005198	Auto Zone, Inc.						
VC-00063875	02071370363	PW Auto Parts	01.438.370	12/05/2025	63.38		
0000005198	Auto Zone, Inc.			63.38			
			Vendor Total:				
0000005791	Big Truck Rental						
VC-00063897	INV-73690	Trash Truck Rental 9/22-10/19/25	05.427.384	12/05/2025	8,000.00		
VC-00063899	INV-72749	Trash Truck Rental 8/25-9/21/25	05.427.384	12/05/2025	8,000.00		
VC-00063898	INV-74137	Trash Truck Rental Early Return Credit	05.427.384	12/05/2025	-571.42		
VC-00063900	INV-70986	Trash Truck Rental 7/28-8/24/25	05.427.384	12/05/2025	8,000.00		
0000005791	Big Truck Rental			23,428.58			
			Vendor Total:				
0000004084	Britton Industries						
VC-00063865	1362392-IN	Yard Waste 40 Yd Roll Off & Tipping Fee	05.428.368	12/05/2025	703.39		
VC-00063891	1366293-IN	Yard Waste 40 Yd Roll Off & Tipping Fees	05.428.368	12/05/2025	636.90		
0000004084	Britton Industries			1,340.29			
			Vendor Total:				
0000005788	BTI 1179 LLC						
VC-00063863	00064003.00	Electric Final Bill Deposit Refund	07.200.100	12/05/2025	213.83		
0000005788	BTI 1179 LLC			213.83			
			Vendor Total:				
0000002497	Bucks Mont Party Rentals						
VC-00063878	161055	Tree Lighting Tent/Stage/Tables/ Chair Re	01.451.501	12/05/2025	3,140.86		
0000002497	Bucks Mont Party Rentals			3,140.86			
			Vendor Total:				
0000004543	Bucks-Mont 2 Cylinder Club						
VC-00063877	12/6/25	Donation Tree Lighting Wagon Rides	01.451.501	12/05/2025	500.00		
0000004543	Bucks-Mont 2 Cylinder Club			500.00			
			Vendor Total:				
0000000113	Cash						

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
VC-00063885	Farmers Market	Farmers Market Giveaway	01.451.501	12/05/2025	25.00		
0000000113	Cash			25.00			
				Vendor Total:			
0000004547	Chadwick Service Company						
VC-00063889	103984	HVAC Billing 3 of 4	01.409.450	12/05/2025	1,280.00		
0000004547	Chadwick Service Company			1,280.00			
				Vendor Total:			
0000000135	Clemens Uniform						
VC-00063831	1739059	Boro Floor Mat Rentals	01.409.450	12/05/2025	48.86		
VC-00063830	1739056	PW Uniforms	01.438.238	12/05/2025	197.24		
VC-00063883	1740372	PW Uniforms	01.438.238	12/05/2025	197.24		
VC-00063866	1739055	Police Floor Mat Rental	01.410.373	12/05/2025	30.88		
0000000135	Clemens Uniform			474.22			
				Vendor Total:			
0000000325	Deep Run Aquatic Services, Inc.						
VC-00063893	250802-4	MAC Repairs Acid Rite Feeder & Check V	04.452.374	12/05/2025	275.00		
0000000325	Deep Run Aquatic Services, Inc.			275.00			
				Vendor Total:			
0000000100	Delaware Valley Health Trust						
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.410.196	12/05/2025	64,658.97		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	04.452.199	12/05/2025	189.33		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.451.199	12/05/2025	197.96		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.438.196	12/05/2025	14,545.08		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.414.199	12/05/2025	240.98		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.390.300	12/05/2025	-5,140.35		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.401.199	12/05/2025	301.20		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.410.199	12/05/2025	3,111.81		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.401.196	12/05/2025	4,020.77		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	04.452.196	12/05/2025	309.97		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	07.390.300	12/05/2025	-571.15		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	05.427.196	12/05/2025	8,181.60		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	07.442.199	12/05/2025	984.40		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.405.196	12/05/2025	2,430.71		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.402.196	12/05/2025	4,290.52		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.414.196	12/05/2025	4,339.53		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	05.427.199	12/05/2025	500.58		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.438.199	12/05/2025	889.96		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.222.000	12/05/2025	10,445.38		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.402.199	12/05/2025	447.53		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.451.196	12/05/2025	3,364.09		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	01.405.199	12/05/2025	172.13		
VC-00063895	30582	Dec Medical/Rx/Dental Premiums	07.442.196	12/05/2025	12,786.06		
0000000100	Delaware Valley Health Trust			130,697.06			
				Vendor Total:			
0000005784	Edward Meyers						
VC-00063832	Mailbox	Replace Damaged Mailbox hit by Leafer	05.428.250	12/05/2025	324.36		
0000005784	Edward Meyers			324.36			
				Vendor Total:			

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0000000418 VC-00063873 0000000418	Established Traffic Control 26138 Established Traffic Control	Street Signs	01.433.245	12/05/2025 165.00	165.00
			Vendor Total:		
0000001531 VC-00063890 0000001531	Grainger 9722701340 Grainger	Urinal Auger	01.454.260	12/05/2025 76.34	76.34
			Vendor Total:		
0000002905 VC-00063876 0000002905	Horwith Trucks, Inc. X101335855:01 Horwith Trucks, Inc.	Refuse Grabhandle	05.427.250	12/05/2025 165.99	165.99
			Vendor Total:		
0000000937 VC-00063835 VC-00063834 VC-00063864 0000000937	J.P. Mascaro & Sons 581120 54534 54596 J.P. Mascaro & Sons	Service Equipment 11/11 Single Stream Recycling 11/4 & 11/6 Single Stream Recycling 11/11 & 11/13	05.426.367 05.426.367 05.426.367	12/05/2025 12/05/2025 12/05/2025	450.00 536.00 500.00
			Vendor Total:	1,486.00	
0000005785 VC-00063859 0000005785	Jason Lee 04700002.00 Jason Lee	Electric Final Bill Overpayment Refund	07.200.100	12/05/2025 391.38	391.38
			Vendor Total:		
0000005429 VC-00063833 0000005429	JRF Tree LLC 1076 JRF Tree LLC	Tree Work 10/22 Amherst/Park	01.454.450	12/05/2025 800.00	800.00
			Vendor Total:		
0000003925 VC-00063870 0000003925	Katie Kollar 11/9/25 Katie Kollar	Babysitter's Training Instructor 11/9/25	01.451.247	12/05/2025 376.00	376.00
			Vendor Total:		
0000000773 VC-00063836 0000000773	Landis Fence Co. 219576 Landis Fence Co.	30 11' Hemlock Rail	01.454.250	12/05/2025 435.00	435.00
			Vendor Total:		
0000005786 VC-00063861 0000005786	Mario Marroquin 12032007.00 Mario Marroquin	Electric Final Bill Deposit Refund	07.200.100	12/05/2025 203.44	203.44
			Vendor Total:		
0000005298 VC-00063837 0000005298	Matt's Heavy Duty Mobile Diagnostics 1017297 Matt's Heavy Duty Mobile Diagnostics	New Trash Tk Inspection & Sticker	05.427.250	12/05/2025 124.00	124.00
			Vendor Total:		
0000001522 VC-00063887 0000001522	Michael Alderfer 11756011.00 Michael Alderfer	Electric Final Bill Overpayment Refund	07.200.100	12/05/2025 8.88	8.88
			Vendor Total:		

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0000000503 VC-00063838 0000000503	Moyer Indoor/Outdoor 612739-4 Moyer Indoor/Outdoor	Police Qtrly Pest Control	01.410.373	12/05/2025 160.00	160.00
			Vendor Total:		
0000005787 VC-00063862 0000005787	Nada Ibrahim & Molam Elsayed 11672011.00 Nada Ibrahim & Molam Elsayed	Electric Final Bill Deposit Refund	07.200.100	12/05/2025 150.05	150.05
			Vendor Total:		
0000003166 VC-00063868 0000003166	PA Turnpike TOLL BY PLATE 146429145-1 PA Turnpike TOLL BY PLATE	Electric Toll by Plate	07.442.460	12/05/2025 23.40	23.40
			Vendor Total:		
0000000042 VC-00063894 VC-00063867 0000000042	Postmaster #116 #116 Postmaster	Replenish Refuse Postage Permit Replenish Postage Permit #116	05.427.215 07.442.215	12/05/2025 12/05/2025 2,394.55	594.55 1,800.00
			Vendor Total:		
0000005778 VC-00063860 0000005778	Rachel Nyce 03508012.00 Rachel Nyce	Electric Final Bill Overpayment Refund	07.200.100	12/05/2025 99.41	99.41
			Vendor Total:		
0000000019 VC-00063872 VC-00063839 0000000019	Richter Drafting & Office Supply Co., Inc. WO-163221 WO-16106-1 Richter Drafting & Office Supply Co., Inc.	Admin Office Supplies Admin Office Supplies	01.405.210 01.405.210	12/05/2025 12/05/2025 238.89	109.01 129.88
			Vendor Total:		
0000001314 VC-00063871 0000001314	Sarah A. Prebis 11/9/25 Sarah A. Prebis	Babysitter's Training Supplies & Instructio	01.451.247	12/05/2025 664.00	664.00
			Vendor Total:		
0000005531 VC-00063858 0000005531	Sarah Weaver Tree Lighting 2025 Sarah Weaver	Tinsel Hair at Tree Lighting	01.451.501	12/05/2025 350.00	350.00
			Vendor Total:		
0000001220 VC-00063840 0000001220	Scott Miller 2025 Boot/Clothing Scott Miller	2025 Work Boot/Clothing Allowance Reim	01.438.238	12/05/2025 310.38	310.38
			Vendor Total:		
0000004126 VC-00063841 0000004126	Stratix Systems, Inc. 691024 Stratix Systems, Inc.	Police IT Monthly Billing November	01.410.452	12/05/2025 871.00	871.00
			Vendor Total:		
0000005792 VC-00063884 0000005792	The Adaptive Way 834 The Adaptive Way	Jeffries FTO Certification	01.410.421	12/05/2025 425.00	425.00
			Vendor Total:		

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0000000732	UniFirst Corporation				
VC-00063869	1290270255	Electric Uniforms	07.442.238	12/05/2025	214.09
0000000732	UniFirst Corporation			214.09	
			Vendor Total:		
0000005561	Valpak of Philadelphia				
VC-00063892	Q-679483-2	MAC Valpak Clipp Digital	04.452.341	12/08/2025	625.00
0000005561	Valpak of Philadelphia			625.00	
			Vendor Total:		
0000000154	Verizon Wireless				
VC-00063879	6128481999	Wireless Phones 10/15-11/14/25	01.438.324	12/05/2025	79.14
VC-00063879	6128481999	Wireless Phones 10/15-11/14/25	07.442.324	12/05/2025	79.14
VC-00063879	6128481999	Wireless Phones 10/15-11/14/25	01.451.324	12/05/2025	118.71
VC-00063879	6128481999	Wireless Phones 10/15-11/14/25	01.410.324	12/05/2025	277.43
0000000154	Verizon Wireless			554.42	
			Vendor Total:		
0000001181	Verizon Wireless				
VC-00063880	6128481998	Police Mobile Data Terminals 10/15-11/14	01.410.325	12/05/2025	519.63
VC-00063881	6128481998	Electric AMI Meters 10/15-11/14/25	07.442.321	12/05/2025	120.03
0000001181	Verizon Wireless			639.66	
			Vendor Total:		
0000005537	Wood Research and Development				
VC-00063896	WRD25-627	Covered Bridge Attend Pre-proposal conf	30.451.705	12/05/2025	8,500.00
0000005537	Wood Research and Development			8,500.00	
			Vendor Total:		
			Report Total:		184,671.86
			Unpaid Report Total:		184,671.86
			Paid Report Total:		0.00

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0000005789	Adam Buckman						
VC-00063918	00724009.00	Electric Final Bill Deposit Refund	07.200.100	12/12/2025	177.22		
0000005789	Adam Buckman			177.22			
0000000055	Allegheny Electric Cooperative Inc.						
VC-00063982	PER100 Nov 2025	Monthly Electric Sales Nov 2025	07.442.361	12/12/2025	6,196.76		
0000000055	Allegheny Electric Cooperative Inc.			6,196.76			
0000005782	Amazon Capital Services						
VC-00063917	1LCQ-3DYC-RNRY	Police Office Supplies	01.410.210	12/12/2025	129.00		
0000005782	Amazon Capital Services			129.00			
0000003802	American Ramp Company						
VC-00063955	AR-2393	Skate Park Ramp Replacement	30.451.703	12/12/2025	50,761.06		
0000003802	American Ramp Company			50,761.06			
0000000705	APMM						
VC-00063908	INV-07250-H2K1Q9	2026 Full Membership Manager - A Coax	01.135.000	12/12/2025	200.00		
0000000705	APMM			200.00			
0000005198	Auto Zone, Inc.						
VC-00063960	02071375679	PW Auto Parts	01.438.370	12/12/2025	9.69		
0000005198	Auto Zone, Inc.			9.69			
0000000018	B.R. Scholl Sales & Service, Inc.						
VC-00063901	119049	Tk#8 Inspection	01.438.370	12/12/2025	236.20		
0000000018	B.R. Scholl Sales & Service, Inc.			236.20			
0000001474	Begley, Carlin & Mandio, LLP						
VC-00063912	1977377962	General & Police Matters thru 11/30/25	01.410.314	12/12/2025	48.00		
VC-00063912	1977377962	General & Police Matters thru 11/30/25	01.404.310	12/12/2025	5,876.00		
VC-00063910	1977377963	Perry Mill Reimbursable	01.250.200	12/12/2025	224.00		
VC-00063909	1977377961	Green Ridge East Reimbursable	01.250.200	12/12/2025	192.00		
VC-00063911	1977377964	St. Stephen's Church Reimbursable	01.250.200	12/12/2025	176.00		
0000001474	Begley, Carlin & Mandio, LLP			6,516.00			
0000004084	Britton Industries						
VC-00063919	1368053-IN	Yard Waste 40 Yd Roll Off	05.428.368	12/12/2025	135.00		
0000004084	Britton Industries			135.00			
0000000113	Cash						
VC-00063968	Bus Trip	Park & Rec NY Bus Trip Driver Tip	01.451.247	12/12/2025	50.00		
0000000113	Cash			50.00			
0000004584	Ciampa Illustration & Design						
VC-00063906	PB251203	5 Framed Tree Lighting Posters Outgoing	01.400.460	12/12/2025	875.00		

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0000004584	Ciampa Illustration & Design			Vendor Total:	875.00			
0000000135	Clemens Uniform							
VC-00063903	1741761	PW Uniforms	01.438.238		12/12/2025	200.25		
VC-00063921	1741763	Boro Hall Mat Rentals	01.409.450		12/12/2025	48.86		
0000000135	Clemens Uniform			Vendor Total:	249.11			
0000000069	Comcast							
VC-00063920	168403	Amphitheater Wifi & Internet 11/28-12/27/	01.451.450		12/12/2025	269.62		X
VC-00063971	41402	Electric Cable 11/30-12/29/25	07.442.450		12/12/2025	88.00		X
0000000069	Comcast			Vendor Total:	357.62			
0000002414	De Lage Landen Financial Services, Inc.							
VC-00063922	593361247	Boro Hall Copier Contracts 11/15-12/14/25	01.405.450		12/15/2025	669.42		
0000002414	De Lage Landen Financial Services, Inc.			Vendor Total:	669.42			
0000000325	Deep Run Aquatic Services, Inc.							
VC-00063949	251202-7	MAC Rebuild Lap Pool Motor	04.452.250		12/12/2025	1,375.00		
0000000325	Deep Run Aquatic Services, Inc.			Vendor Total:	1,375.00			
0000000531	Del-Val International Trucks, Inc.							
VC-00063961	13407894	PW Cover Kit	01.438.370		12/12/2025	64.54		
0000000531	Del-Val International Trucks, Inc.			Vendor Total:	64.54			
0000000064	Earthborne Inc.							
VC-00063965	P50384	Winter Pump Kit PW	01.432.250		12/12/2025	937.82		
0000000064	Earthborne Inc.			Vendor Total:	937.82			
0000002185	Ed's Service Center, LLC							
VC-00063962	251205007	Boro Explorer Starter	01.405.250		12/12/2025	359.12		
0000002185	Ed's Service Center, LLC			Vendor Total:	359.12			
0000000418	Established Traffic Control							
VC-00063967	26333	PW No Parking Signs	01.433.245		12/12/2025	72.00		
VC-00063963	26168	PW Signs	01.433.245		12/12/2025	855.50		
0000000418	Established Traffic Control			Vendor Total:	927.50			
0000005793	Firing Line Inc.							
VC-00063923	8097	Police Patrol Supplies	01.410.240		12/12/2025	5,160.00		
0000005793	Firing Line Inc.			Vendor Total:	5,160.00			
0000000106	Galls LLC							
VC-00063925	033208754	Police Uniforms	01.410.238		12/12/2025	2,883.20		
VC-00063924	033234058	Police Uniforms	01.410.238		12/12/2025	181.94		
0000000106	Galls LLC			Vendor Total:	3,065.14			

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0000000553	Gannett Pennsylvania LocaliQ						
VC-00063931	0007422758	Advertising 2026 Budget	01.405.341	12/12/2025	122.53		
0000000553	Gannett Pennsylvania LocaliQ			122.53			
0000001232	GDS Associates, Inc.						
VC-00063979	0244927	Amp Solar PPA Review 9/27-10/31/25	07.442.450	12/12/2025	653.70		
0000001232	GDS Associates, Inc.			653.70			
0000000259	Grandview Service Centre						
VC-00063927	419455	Unit#56-10 Oil Change/Tire Install & Align	01.410.451	12/12/2025	435.60		
VC-00063926	419450	Unit#56-8 Oil Change	01.410.451	12/12/2025	81.83		
0000000259	Grandview Service Centre			517.43			
0000000104	Harris Computer Corporation						
VC-00063984	MCSMN0002398	Harris Software 1/1/26-12/31/26	05.135.000	12/12/2025	1,360.04		
VC-00063984	MCSMN0002398	Harris Software 1/1/26-12/31/26	01.135.000	12/12/2025	5,510.13		
VC-00063984	MCSMN0002398	Harris Software 1/1/26-12/31/26	07.135.000	12/12/2025	20,643.84		
0000000104	Harris Computer Corporation			27,514.01			
0000002253	Hartford Life - The Hartford						
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	05.427.198	12/12/2025	233.15		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.402.198	12/12/2025	118.07		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.414.198	12/12/2025	27.92		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.438.198	12/12/2025	414.51		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	04.452.198	12/12/2025	38.42		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.401.198	12/12/2025	115.53		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.451.198	12/12/2025	58.49		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.405.198	12/12/2025	41.46		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.410.198	12/12/2025	1,590.19		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	01.227.000	12/12/2025	174.26		
VC-00063928	675017998888	Dec Life/AD&D/LTD & Voluntary Premiums	07.442.198	12/12/2025	476.99		
0000002253	Hartford Life - The Hartford			3,288.99			
0000000177	Heather Van Horn						
VC-00063902	Mileage Reimb	Mileage Reimb DVWCT Seminar	01.402.460	12/12/2025	13.44		
0000000177	Heather Van Horn			13.44			
0000000937	J.P. Mascaro & Sons						
VC-00063966	54698	Single Stream Recycling 11/25 & 11/26	05.426.367	12/12/2025	408.00		
VC-00063930	54645	Single Stream Recycling 11/18 & 11/20/25	05.426.367	12/12/2025	503.00		
VC-00063929	582472	2 Open Top 11/4 & 11/11/25	05.426.367	12/12/2025	834.00		
0000000937	J.P. Mascaro & Sons			1,745.00			
0000005429	JRF Tree LLC						
VC-00063981	1080	Linework with Electric Crew 11/12/25	07.442.452	12/12/2025	800.00		
VC-00063958	1079	Tree Work Open Space 11/5	01.454.450	12/12/2025	800.00		
VC-00063974	1077	Line Work w/ Electric 10/8 & 10/15	07.442.452	12/12/2025	2,450.00		

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0000005429	JRF Tree LLC			Vendor Total:	4,050.00			
0000005772	Lisa Gibson							
VC-00063916	10868002.00	Overpayment Refund Electric Final Bill	07.200.100		12/12/2025	106.27		
0000005772	Lisa Gibson			Vendor Total:	106.27			
0000000004	M & S Oil Co.							
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	05.427.231		12/12/2025	2,443.86		
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	01.405.231		12/12/2025	33.56		
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	07.442.231		12/12/2025	558.08		
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	01.438.362		12/12/2025	2,268.14		
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	01.454.362		12/12/2025	76.10		
VC-00063914	72-1 Nov 2025	November Diesel & Gas Usage	01.410.231		12/12/2025	2,356.04		
0000000004	M & S Oil Co.			Vendor Total:	7,735.78			
0000005752	M. Rowan Construction							
VC-00063905	INV0053	Final Pymt Replacement Coping	04.452.250		12/12/2025	3,750.00		
0000005752	M. Rowan Construction			Vendor Total:	3,750.00			
0000005794	Magic Hour Character Co.							
VC-00063948	25-291	Anna & Elsa Candy Cane Lane	01.451.501		12/12/2025	375.00		
0000005794	Magic Hour Character Co.			Vendor Total:	375.00			
0000005298	Matt's Heavy Duty Mobile Diagnostics							
VC-00063959	1017455	PW 12 Int Repairs	01.438.370		12/12/2025	3,333.44		
0000005298	Matt's Heavy Duty Mobile Diagnostics			Vendor Total:	3,333.44			
0000005026	Mike Coleman							
VC-00063904	12/13/25	Horse & Carriage Rides Candy Cane Lane	01.451.501		12/12/2025	1,500.00		
0000005026	Mike Coleman			Vendor Total:	1,500.00			
0000003709	Moving Targets							
VC-00063956	PE30475	Recycling Postcard Campaign	05.427.215		12/12/2025	3,640.00		
0000003709	Moving Targets			Vendor Total:	3,640.00			
0000005698	Nancy L. Hoffert, RPR							
VC-00063915	112425	ZHB Court Reporter 11/24/25	01.414.317		12/12/2025	200.00		
0000005698	Nancy L. Hoffert, RPR			Vendor Total:	200.00			
0000000026	NAPA Auto Parts							
VC-00063980	546024	Electric Auto Parts	07.442.370		12/12/2025	32.85		
VC-00063932	423561	PW Auto Parts	01.438.370		12/12/2025	68.71		
0000000026	NAPA Auto Parts			Vendor Total:	101.56			
0000000341	NYCO Corporation							
VC-00063964	256535	PW Winter Maintenance Supplies	01.432.250		12/12/2025	51.52		

Date: 12/10/2025

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BOROUGH OF PERKASIE

VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000000341	NYCO Corporation			Vendor Total:	51.52			
0000002475 VC-00063907	PACAZ Realty, LLC 04068003.00	Electric Final Bill Overpayment Refund	07.200.100		12/12/2025	1,383.09		
0000002475	PACAZ Realty, LLC			Vendor Total:	1,383.09			
0000000929 VC-00063913	Penn Foundation CINV000000680	EAP Service Charge 12/1/25-02/28/26	01.405.450		12/12/2025	682.50		
0000000929	Penn Foundation			Vendor Total:	682.50			
0000004298 VC-00063939	Penn's Grant Realty Corp. 4th Qtr 2025	4th Qtr Commission Perkasie Dental Loft	01.406.450		12/12/2025	305.52		
VC-00063938	4th Qtr 2025	4th Qtr Commission Edward Jones	01.406.450		12/12/2025	175.32		
0000004298	Penn's Grant Realty Corp.			Vendor Total:	480.84			
0000000070 VC-00063937	Perkasie Regional Authority 0592	120 N. 7th Street Water & Sewer 8/22-11/	07.442.366		12/12/2025	145.65		
VC-00063937	0592	120 N. 7th Street Water & Sewer 8/22-11/	07.442.364		12/12/2025	128.70		
VC-00063935	3348	6" Fire Hydrants Water	01.411.366		12/12/2025	3,537.19		
VC-00063936	3349	4" Fire Hydrant Water	01.411.366		12/12/2025	118.13		
0000000070	Perkasie Regional Authority			Vendor Total:	3,929.67			
0000003126 VC-00063933	Premier Technology Solutions, LLC 11926	November IT Services	01.405.452		12/12/2025	2,026.91		
VC-00063934	11927	8 Acrobat Pro Licenses	01.405.452		12/12/2025	782.16		
VC-00063985	11928	AVR Tower	01.405.260		12/12/2025	205.00		
0000003126	Premier Technology Solutions, LLC			Vendor Total:	3,014.07			
0000001528 VC-00063941	Richard Landry 2025 Boot/Clothing	2025 Boot/Clothing Allowance	07.442.238		12/12/2025	434.35		
0000001528	Richard Landry			Vendor Total:	434.35			
0000005703 VC-00063940	Ryan N. Thomas 2025 Boot/Clothing	2025 Work Boot/Clothing Allowance	07.442.238		12/12/2025	242.00		
0000005703	Ryan N. Thomas			Vendor Total:	242.00			
0000000181 VC-00063983	Signal Control Products, Inc. 20252274	School Flasher for Sellersville Boro Reimb	07.442.253		12/12/2025	649.00		
0000000181	Signal Control Products, Inc.			Vendor Total:	649.00			
0000004082 VC-00063946	Staples 6049237667	PW Janitorial Supplies	01.438.230		12/12/2025	263.18		
VC-00063945	6049237666	PW Janitorial Supplies	01.438.230		12/12/2025	182.18		
VC-00063944	6049237665	PW Janitorial Supplies	01.438.230		12/12/2025	268.32		
0000004082	Staples			Vendor Total:	713.68			

Date: 12/10/2025

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BOROUGH OF PERKASIE

VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO	DUE DATE	VOUCHER AMOUNT PAID	EFT	DP
0000005340	Stephenson Equipment, Inc.						
VC-00063943	P0328708	Refuse Nozzle	05.428.250	12/12/2025	1,038.83		
0000005340	Stephenson Equipment, Inc.			1,038.83			
0000002566	Stuart C. Irby Co.						
VC-00063975	S014406512.001	Electric Wire	07.442.239	12/12/2025	11,225.69		
VC-00063976	S014404110.001	Electric Safety Testing	07.442.317	12/12/2025	399.03		
VC-00063977	S014406512.002	Electric Wire	07.442.239	12/12/2025	9,522.36		
0000002566	Stuart C. Irby Co.			21,147.08			
0000004647	SWIF						
VC-00063942	05919862	2026 Fire Co. Liability Insurance	01.411.354	12/12/2025	20,937.00		
0000004647	SWIF			20,937.00			
0000000071	Towne Answering Service, Inc.						
VC-00063973	289411242025	Answering Service 11/24-12/21/25	07.442.450	12/12/2025	145.00		
0000000071	Towne Answering Service, Inc.			145.00			
0000000155	UGI Utilities, Inc.						
VC-00063969	411001210953	Gas Service Boro Hall 10/29-11/26/25	01.409.362	12/12/2025	38.75		
0000000155	UGI Utilities, Inc.			38.75			
0000000732	UniFirst Corporation						
VC-00063978	1290272863	Electric Uniforms	07.442.238	12/12/2025	235.56		
VC-00063972	1290271803	Electric Uniforms	07.442.238	12/12/2025	214.09		
0000000732	UniFirst Corporation			449.65			
0000000662	Verizon Wireless						
VC-00063970	6128721253	Electric AMI Meter Lines 10/18-11/17/25	07.442.321	12/12/2025	88.60		
0000000662	Verizon Wireless			88.60			
0000000087	Verizon						
VC-00063947	156-951-933-0001-98	Police Centrex Lines 11/17-12/16/25	01.410.321	12/12/2025	45.82		
0000000087	Verizon			45.82			
0000000002	Waste Management						
VC-00063957	0016209-1062-8	Municipal Waste Disposal 11/1-11/15/25	05.427.367	12/12/2025	10,328.71		
0000000002	Waste Management			10,328.71			
Report Total:				202,898.51			
Unpaid Report Total:				202,898.51			
Paid Report Total:				0.00			

RESOLUTION #2025-69
A RESOLUTION OF PERKASIE BOROUGH COUNCIL
ADOPTING THE 2026 BUDGET

BE IT RESOLVED that the following sums estimated to be required for the specific purposes of the municipal government during the year 2026 are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2026:

REVENUES

<u>Taxes</u>	\$3,387,998
<u>Licenses and Permits</u>	163,000
<u>Fines and Forfeits</u>	18,250
<u>Interest, Rents and Royalties</u>	442,702
<u>Grants</u>	2,079,507
<u>Inter-governmental Revenues</u>	1,948,822
<u>Charges for Services</u>	13,691,386
<u>Inter-fund Operating Transfers</u>	4,247,398
<u>From Fund Balance/Reserves</u>	777,172
<u>Other Income</u>	306,854
Total Revenue and Inter-fund Operating Transfers	\$ 27,063,089

EXPENDITURES

<u>General Government</u>	\$2,752,571
<u>General Government-Reserves for Future Capital Spending</u>	213,100
<u>Public Safety</u>	5,258,745
<u>Fire Protection</u>	306,801
<u>Sanitation</u>	1,144,885
<u>Highways, Roads and Streets</u>	1,344,352
<u>Electric</u>	8,134,587
<u>Electric-Reserves for Future Capital Spending</u>	286,967
<u>Culture and Recreation</u>	2,677,008
<u>Debt Service</u>	429,366
<u>Miscellaneous Expenditures</u>	10,500
<u>Inter-fund Operating Transfers</u>	4,270,398
Total Expenditures and Interfund Operating Transfers	\$ 26,829,280

RESOLVED this 15th day of December, 2025.

ATTEST: _____
Andrea L. Coaxum, Secretary

BY: _____
James Ryder, Council President

RESOLUTION # 2025-70

**A RESOLUTION OF PERKASIE BOROUGH COUNCIL
ESTABLISHING THE TAX RATE FOR THE YEAR 2026**

BE IT RESOLVED, that a tax be and the same is hereby levied on all real property within the Borough of Perkasio subject to taxation for the fiscal year 2026 as follows:

Tax rate for general purposes, the sum of 4.75 mills
on each dollar of assessed valuation.

Tax rate for fire protection services, the sum of 1.5 mills
on each dollar of assessed valuation.

Tax rate for the dedicated road improvement program of 3.0 mills
on each dollar of assessed valuation.

RESOLVED AND APPROVED this 15th day December, 2025.

ATTEST:

BOROUGH OF PERKASIE:

Andrea L. Coaxum, Secretary

BY: _____
James Ryder, Council President

RESOLUTION #2025-58

A RESOLUTION AMENDING THE WAGE SCHEDULE FOR PERKASIE BOROUGH EMPLOYEES FOR THE FISCAL YEAR 2026

BE IT RESOLVED, that beginning January 1, 2026, the approved base salaries or wages of certain positions to be established in accordance with the following schedule:

<u>Administration</u>	<u>As of January 1, 2025</u>	<u>As of January 1, 2026</u>
Borough Manager	Per Contract	Per Contract
Assistant Borough Mgr.	\$ 99,351	\$103,822
Finance Director	\$113,097	\$118,186
Executive Assistant	\$ 66,189	\$ 69,168
Acctg. & Municipal Permits Clerk	\$ 46,350	\$ 46,350
Utility Billing Rep	\$ 57,013	\$ 59,578
Accounts Payable & Receivable Rep.	\$ 67,859	\$ 70,914
Code Administrator	\$ 57,372	\$ 59,954
Community Development Director	\$ ----	\$ --
Special Events Assistant	\$17.00-23.00/hour	\$17.77-24.04/hour
<u>Police</u>		
Police Chief	\$150,800	\$156,078
Secretary	\$ 51,225	\$ 53,530
Records/Admin Assistant	\$ 66,189	\$ 69,168
Community Resource Officer	\$ 72,092	\$ 79,997
School Crossing Guard	\$18.13-\$19.77/hour	\$18.95-\$20.66/hour
<u>Public Works</u>		
Public Works Director	\$90,865	\$94,954
Public Works Foreman	\$34.72/hour	\$36.29/hour
Equipment Operator-A0	\$28.71/hour	\$30.01/hour
Equipment Operator-A1	\$29.49/hour	\$30.82/hour
Equipment Operator-A2	\$30.26/hour	\$31.63/hour
Equipment Operator-A3	\$31.05/hour	\$32.45/hour
Equipment Operator-A	\$32.76/hour	\$34.24/hour
Equipment Operator-B	\$25.57/hour	\$26.72/hour
Truck Driver-A0	\$28.18/hour	\$29.45/hour
Truck Driver-A1	\$28.98/hour	\$30.29/hour
Truck Driver-A2	\$29.75/hour	\$31.09/hour
Truck Driver-A3	\$30.54/hour	\$31.91/hour
Truck Driver-A	\$31.32/hour	\$32.73/hour
Truck Driver-B	\$25.06/hour	\$26.19/hour
Laborer-Permanent	\$19.57/hour	\$20.45/hour
Laborer-Temporary	\$18.39/hour	\$19.22/hour

Electric Department

Electric Superintendent	\$131,915	\$137,852
Electric Line Supervisor (Foreman)	\$57.16/hour	\$59.74/hour
Electric Line Worker 1 st Class	\$53.76/hour	\$56.18/hour
Electric Line Worker 2 nd Class	\$45.70/hour	\$47.76/hour
Electric Line Worker 3 rd Class	\$37.63/hour	\$39.33/hour
Electric Helper/Ground Hand	\$32.25/hour	\$33.71/hour

Recreation

	<u>As of January 1, 2025</u>	<u>As of January 1, 2026</u>
Park & Recreation Director	\$90,865	\$94,954
Aquatic Facilities & Program Mgr.	\$51,500	\$53,818
Aquatics Supervisor	\$25.00-\$30.00/hour	\$25.00 - \$30.00/hour
Assistant Aquatics Supervisor	\$19.00-\$20.00/hour	\$19.00 - \$20.00/hour
Head Life Guard	\$17.00-\$18.00/hour	\$17.00 - \$18.00/hour
Life Guard - New	\$15.00/hour	\$15.00/hour
Life Guard - 2nd year	\$15.25/hour	\$15.25/hour
Life Guard - 3rd year	\$15.50/hour	\$15.50/hour
Life Guard - 4th year	\$15.75/hour	\$15.75/hour
Life Guard - 5th + year	\$16.00/hour	\$16.00/hour
Swim Instructor Aide	\$15.00/hour	\$12.00/hour
Swim Instructor Differential	\$.50/hour	\$.50/hour
Front Desk - Supervisor	\$15.00 - \$16.00/hour	\$15.00 - \$16.00/hour
Front Desk - New	\$13.00/hour	\$13.00/hour
Front Desk - 2nd Year	\$13.25/hour	\$13.25hour
Front Desk - 3rd Year	\$13.50/hour	\$13.50/hour
Front Desk - 4th + year	\$14.00/hour	\$14.00/hour
Deck Attendant - New	\$10.00/hour	\$10.00/hour
Deck Attendant - 2nd Year	\$10.25/hour	\$10.25/hour
Deck Attendant - 3rd + Year	\$10.50/hour	\$10.50/hour
Community Outreach Assistant	\$17.00-\$18.00/hour	\$17.00-\$18.00/hour
Recreation Prog Mgr./Director	\$18.00-\$25.00/hour	\$18.00-\$25.00/hour
Recreation Program Assistant	\$15.00-\$18.00/hour	\$15.00 -\$18.00/hour

Emergency Management Coordinator

\$3,000.00

Approved this 15th day of December, 2025.By: _____
James Ryder, Council PresidentAttest: _____
Andrea L. Coaxum, Secretary

**RESOLUTION #2025- 64
CONSOLIDATED FEE SCHEDULE 2026**

WHEREAS, the Borough of Perkasio charges fees for various services provided and applications made to the Borough; and

WHEREAS, Borough Council wishes to adopt a consolidated schedule of fees for these services;

NOW, THEREFORE, BE IT RESOLVED by the Borough council of the Borough of Perkasio that the following consolidated schedule of fees is adopted for the year 2026 and shall remain in effect until further amended.

TABLE OF CONTENTS

1. Building Fees
2. Zoning Applications Fees
3. Subdivision and Land Development Fees
4. Trash Fees
5. Pool Fees
6. Park and Recreation Fees
7. Event Fees
8. Transient Retail License Fees
9. Electric Service Fees
10. Public Works Service Fees
11. Police Department Service Fees
12. Publication Fees
13. Amusement Device Fees
14. Cable Television Fees
15. Delinquent Account Collection Fees
16. Stormwater Management Site Plan Schedule of Fees
17. Miscellaneous Fees
18. Professional Services

FEES

1. BUILDING FEES

A non-refundable application fee of \$100.00 must accompany building permit applications for new construction and additions. The \$100.00 will be applied to the building permit fee upon approval. A UCC fee of \$4.50 is added to each permit. Building permit fees are doubled for work done without permits.

Gross Floor Area (GFA) – In association with the referenced fees, the Gross Floor Area shall be defined as the following: the total square feet of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways and covered walkways, halls, mechanical areas, restrooms, stairs, stair towers and covered decks. Attics and crawl spaces are not included within the GFA.

Residential – In association with the referenced fees, “Residential” is defined as all buildings and structures classified as an R-3 and R-4 occupancy by the International Building Code, and all buildings and structures governed by the International Residential Code.

Non-Residential – In association with the referenced fees, “Non-Residential” is defined as all other buildings and structures not defined as residential.

Section 1. Building Permit Fee

A. New Construction, Addition, Alterations

A.1. Residential New Construction	\$300 plus .25¢ per square foot of Gross Floor area
A.2. Non-Residential New Construction	\$500 plus .50¢ per square foot of Gross Floor area
A.3. Residential Alterations and Additions	2% total project cost. Minimum \$200.00
A.4. Non-Residential Alterations and Additions	3% total project cost. Minimum \$300.00
A.5. Residential Plan Review (new)	\$150.00 per submission
A.6. Residential Plan Review (other)	\$100.00 per submission
A.7. Non-Residential Plan Review (new)	\$12.50 per 100 gross square foot. Minimum \$650.00
A.8. Non-Residential Plan Review (other)	\$12.50 per 100 gross square foot. Minimum \$360.00
A.9. Resubmission Review/Amended Plans	\$150.00 per Submission
A.10. Accessibility Fee (Plan review and inspection)	\$150.00 plus .07¢ per square foot of affected floor area
A.11. Alterations without Square Footage (cellular tower, retaining walls, wall openings)	1.5% of the cost of the project

B. Demolition

B.1. Structures under 250 sq. ft.:	\$54.00
B.2. Structures over 250 sq. ft. without a foundation	\$100.00
B.3. Structures with a foundation	\$200.00

C. Accessory Structures

C.1. Decks (uncovered)	\$135.00 plus .27¢ per sq. ft. of area
C.2. Sheds, Detached Garage, Pole Barns over 1,000 sq. ft.	\$135.00

D. Swimming Pools, Spa, Hot Tub and artificial bodies of water (includes all electric permit fees)

D.1. In Ground	\$400.00
D.2. Above Ground	\$260.00
D.3. Spa/Hot Tub	\$260.00
D.4. Non-Residential Pool	\$350.00 plus \$25 for each \$1,000 of construction value

E. Tank Installation and Removals

\$150.00 for work up to \$10,000
\$25.00 for each \$1,000 over \$10,000

F. <u>Sump Pump</u>	\$150.00
G. <u>Modular/Manufactured Dwelling (includes all utility inspections)</u>	\$650.00
H. <u>Residential Reroof</u>	\$135.00

Section 2. Mechanical Permits

A. <u>Replacement of Existing Equipment</u>	
A.1. Residential Replacement of HVAC Unit	\$135.00 per unit
A.2. Non-Residential Replacement of HVAC Unit	\$185.00 per unit
B. <u>New Construction and Additions</u>	
B.1. HVAC Installation – RESIDENTIAL	\$200.00
B.2. HVAC Installation – NON-RESIDENTIAL	\$300.00
C. <u>Alterations to Existing HVAC System</u>	
C.1. RESIDENTIAL	\$135.00
C.2. NON-RESIDENTIAL	\$185.00
D. <u>Commercial Kitchen Exhaust System</u>	\$150.00
E. <u>Exhaust Systems</u>	
E.1. H1, H2, H3, or H4 Use	\$500.00 per system
E.2. All other non-residential use	\$200.00
F. <u>Generator</u>	
F.1. Residential	\$150.00
F.2. Non-Residential	\$250.00
G. <u>Wood stove</u>	\$135.00
H. <u>Plan Review – if not associated with Building Permit Fee</u>	\$100.00
H.1. Residential	\$100.00
H.2. Non-Residential	\$150.00

Section 3. Plumbing

A. <u>New Construction</u>	
A.1. Residential	\$150.00 for first five (5) fixtures \$20.00 for each additional \$150.00 minimum
A.2. Non-Residential	\$250.00 for first five (5) fixtures \$25.00 for each additional \$250.00 minimum
B. <u>Alterations and Additions</u>	
B.1. Residential	\$150.00 for first five (5) fixtures \$150.00 for each additional \$150.00 minimum

B.2. Non-Residential	\$200.00 for first five (5) fixtures \$25.00 for each additional \$200.00 minimum
C. <u>Minor Repairs to plumbing system</u>	\$135.00
D. <u>Sewer Lateral Repair/Replacement</u>	\$135.00
E. <u>Water Service Repair/Replacement</u>	\$135.00
F. <u>Plan Review – if not associated with Building Permit Fee</u>	
F.1. Residential	\$100.00
F.2. Non-Residential	\$150.00

Section 4. Fire Protection

A. <u>Fire plan review and inspection</u>	\$150.00 plus .10¢ per sq. ft. of floor area or each fraction of the affected floor area
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Section 5. Other Fees

A. <u>Certificate of Occupancy for change of ownership without change of use:</u>	\$158.00 for the first 2,000 sq. ft. plus \$24 per 1,000 sq.ft. thereafter (or fraction thereof)
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The following fees pertain to existing structures only and shall not be applied to new construction or any other fees specified in Sections 1.

B. <u>Re-Inspections</u>	\$100.00
C. <u>UCC Appeals Board Hearing Application</u>	\$500.00 plus \$1,000 escrow
D. <u>UCC Fee</u>	\$4.50
E. <u>Construction Permit Fee</u> = The sum of all Building, Plumbing, Mechanical, Energy, Electrical, Accessibility and Fire permit applicable to the project. (May include individual residential permit fees in Sections K through S.)	

Fees for partial projects shall be calculated as follows:

- a. Footing/Foundation: 10% of the Construction Permit Fee
 - b. Shell only without Footing/Foundation 50% of the Construction Permit Fee
 - c. Shell including Footing/Foundation 60% of the Construction Permit Fee
 - d. Tenant fit-out or all remaining interior alterations shall be calculated at 40% of the Construction Permit Fee for the affected floor area.
- F. Electrical Inspection and Plan Review
- A. Inspections
 1. Rough Inspection \$100.00
 2. Final Inspection \$100.00
 3. Minor work less than 5 fixtures; Rough and Final Inspection Included \$75.00

B. Photovoltaic Modules

First three solar Modules	\$25.00 each
Each additional module after three	\$18.00 each

All associated feeders, service, motors, etc., are calculated in accordance to the appropriate fee schedule section.

C. Fire Pump Controller

\$75.00 each

All associated feeders, service, motors, etc., are calculated in accordance to the appropriate fee schedule section.

D. Service-Meter Equipment

100 amp	\$ 87.00
200 amp	\$104.00
400 amp	\$130.00
600 amp	\$175.00
800 amp	\$225.00
1,000 amp	\$301.75
1,200 amp	\$387.75
Up to 1,600 amp	\$474.00
Over 1,600 amp	\$734.00
Each additional meter	\$ 17.25

E. Feeders or Sub Panels

100 amp	\$ 87.00
200 amp	\$104.00
400 amp	\$130.00
600 amp	\$175.00
800 amp	\$225.00
1,000 amp	\$301.75
1,200 amp	\$387.75
Up to 1,600 amp	\$474.00
Over 1,600 amp	\$734.00
Each additional 1,000 amps over 2,000 amps	\$366.00

F. Temporary Service

\$95.00

G. Sign with Electric

First Sign	\$75.00
Each Additional Sign	\$14.00

H. Parking Lot Lighting

Parking Lot Pole – First Pole	\$61.50
Each Additional Pole	\$14.00

I. Hard wired appliances such as Ranges, Cook tops, Dishwashers, Garbage Disposals, Baseboard Heating, Heat Pumps, Water Heaters and Air Conditioning

Outlet for Single Unit 20KW, less than 1 HP	\$61.50
Each additional Unit for 20KW, less than 1 HP	\$14.00

J.	<u>Motors</u>	
	Up to ¾ HP	\$17.25
	Over ¾ HP to 5 HP	\$34.50
	Over 5 HP to 20 HP	\$61.50
	Over 20 HP to 40 HP	\$115.00
	Over 40 HP to 100 HP	\$156.00
	Over 100 HP to 200 HP	\$200.00
	Over 200 HP	\$200.00 plus \$50.00 for each 50 HP (or portion of) over 200
K.	<u>Generators, Welders, Furnaces</u>	
	Up to 50KW	\$115.00
	Over 50KW to 100 KW	\$156.00
	Over 100KW to 150KW	\$216.00
	Over 150KW to 300KW	\$259.00
	Over 300KW to 500KW	\$387.00
	Over 500KW to 575KW	\$475.00
	Over 575KW to 1,000KW	\$647.00
	Over 1,000KW	\$647.00 plus \$50.00 for each 200KW (or portion of) over 1,000
L.	<u>Transformers, Vaults, Enclosures, Substations</u>	
	Up to 175 KVA	\$115.00
	Over 175KVA to 275 KVA	\$216.00
	Over 275KVA to 300 KVA	\$259.00
	Over 300KVA to 350KVA	\$387.00
	Over 350KVA to 500 KVA	\$475.00
	Over 500KVA to 1,000 KVA	\$647.00
	Over 1,000 KVA to 3,000 KVA	\$820.00
	Over 3,000 KVA	\$820.00 plus \$50.00 for each 200 HVA (or portion of) over 3,000
M.	<u>Signaling Systems (burglar alarms, fire alarms, etc.</u>	
	For the First Device	\$75.00
	Every 5 devices (or fraction) thereafter	\$18.00
N.	<u>Reintroduction of Power</u>	\$135.00
O.	<u>Modular and Mobile Homes</u>	
	Modular Homes- Service and Outlets	\$95.00
	Modular Homes – Service Including Feeder of Receptacles	\$95.00
P.	<u>Real Estate Certification</u>	
	Residential	\$144.00
	Commercial	\$202.00
Q.	<u>Plan Review</u>	
	Residential (if not associated with building permit fee)	\$150.00
	Commercial	\$300.00

2. ZONING APPLICATION FEES

Residential Construction

Single Family Dwelling	\$200.00
Multi Family (per unit)	\$200.00 each unit
Addition/Alteration	\$100.00
Accessory Structures	\$100.00

Non-Residential Construction

New Construction	\$500.00
Addition/Alteration	\$250.00
Accessory Structure	\$250.00

Sign Permits

Up to six square feet	\$125.00
Over six square feet	\$200.00
Temporary sign	\$50.00

Request for Zoning Change	\$1,000 + escrow
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Home-Based Occupation Permit	\$100.00
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No Impact Home-Based Occupation Permit	\$25.00
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Zoning Determination Fee	\$125.00
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Use & Occupancy Permit	\$150.00
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Zoning Hearing Board

Zoning Hearing Board Fees for a Variance/Special Exception/Interpretation of Law

Residential Use	\$1,000
Non-residential use	\$1,250

Postponement-(caused or request by applicant)	\$500.00
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Conditional Use Application	\$800.00 plus \$2,500 escrow
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3. SUBDIVISION AND LAND DEVELOPMENT FEES

The applicant or owner submitting plans for a subdivision or land development shall pay the following application filing fees at the time of application and plan submission. In addition to application filing fees, the applicant shall be required to furnish an escrow fund to pay for the professional fees and other costs incurred in reviewing the plans and processing the application. The applicant or owner also agrees to an additional 10% for engineering, legal and other services rendered to the Borough in connection with the project which will be included in the total cost. Upon completion of the review, whether the application is approved or rejected, any monies not expended in the review shall be refunded to the applicant. Conversely, fees in excess of the escrow fund will be charged to the applicant.

PRELIMINARY PLANS

Preliminary Lot Line Change \$300 application fee + \$1,000 escrow

Preliminary Minor Subdivision/ Land Development (2 lots) \$500 application fee + \$1,000 escrow

Preliminary Major Subdivision/Land Development (3+ lots) \$1,000 application fee + \$100 per lot + \$5,000 escrow

FINAL PLAN SUBMISSION

Lot Line No additional charge if filed within one year after preliminary approval. Otherwise, same as preliminary

Minor Subdivision/Land Development (2 lots) \$500 application fee + replenish escrow account to full amount (\$2,000)

Non-Residential Land Development \$500 application fee +replenish escrow account to full amount (\$500) if filed within one year after preliminary plan approval.

Otherwise, same as preliminary land development

Major Subdivision/Land Development (3 lots) \$500 application fee + replenish escrow account to full amount (\$7,500)

Waiver of Land Development \$500 application fee + replenish escrow account to full amount (\$2,000)

Grading/Drainage Permit Application Fee \$ 100.00
Professional Services Escrow \$1,200.00

Plan of Substitution N/A

Stormwater Management See Item # 16

Park and Recreation Impact Fee \$1,500 per dwelling unit

4. TRASH FEES

Trash & Recycling Annual Fee \$50.00

Regular Trash

Disposal containers are to be plastic "Perkasie Borough" trash bags at the cost of:

- | | |
|-------------------------------------|---------------------|
| (1) Large bags | \$4.75 |
| (2) Small bags | \$3.75 |
| (3) Small gusseted bags | \$4.00 |
| (4) Trash toter service (64 gallon) | \$87.50 per quarter |

Large trash items: **(any item that does not fit inside a Borough toter or Borough disposal bag)**

- First large trash Item **FREE**
- Second and additional large trash Items: \$20.00 per item

Appliances: excludes all items containing freon

- Each appliance: \$20.00 per item

*acceptable items include: Dishwasher, washing machine, dryer, stove, wood stove, garbage disposal, sump pump, trash compactor, pool filter, water heater, water softener, air compressor, generator, humidifier, snow blower, power washer, grill, microwave, oven, lawn mower (all kinds), weed-whacker, garden tools fitted with engine or motor (drained of oil & gas, battery removed), bicycle, basketball net, treadmill, elliptical, stair climber, weights & rack, other large exercise equipment, wheelchair (battery removed), metal cabinet, lockers etc.

Excluded: the following items are excluded from the trash program:

Air conditioners, refrigerators, freezers or any other item containing freon, car or engine parts or batteries, sheds, outbuildings, fences, pavers, garage doors, construction and remodeling materials, mirrors, windows, glass top tables, glass storm doors or any other item with plate glass, TV & PC monitors, VCRs, DVDs and other electronic (e-waste) items, e-bikes, e-scooters, hoverboards, or any item containing a lithium battery, trampolines, pool tables, pianos, safes brush, tree branches, stumps, or any other yard waste, hazardous waste.

Waste Hauler Permit Fee \$100.00

Trash Certification Fee \$20.00

5. POOL FEES

Memberships

Resident Membership Rates

Membership Type	Jan. 1 st thru Apr. 30th	May 1 st thru Aug. 15th	Aug. 16 th thru Dec. 31st
Individual	\$138.00	\$ 141.00	\$ 135.00
2 Family	\$265.00	\$ 270.00	\$ 260.00
3 Family	\$340.00	\$ 347.00	\$ 333.00
4 Family	\$414.00	\$ 422.00	\$ 406.00
5 Family	\$489.00	\$ 499.00	\$ 479.00
6 Family	\$563.00	\$ 574.00	\$ 552.00
7 Family	\$638.00	\$ 651.00	\$ 625.00
8 Family	\$712.00	\$ 726.00	\$ 698.00
9 Family	\$786.00	\$ 802.00	\$ 771.00
10 Family	\$861.00	\$ 878.00	\$ 844.00
Senior	\$74.00	\$ 75.00	\$ 72.80
PAC Full Membership	\$138.00	\$ 141.00	\$ 135.20
PAC Club Membership	\$106.00	\$ 108.00	\$ 104.00

Non-Resident Membership Rates

Membership Type	Jan. 1 st thru Apr. 30th	May 1 st thru Aug. 15th	Aug. 16 th thru Dec. 31st
Individual	\$ 222.00	\$ 226.00	\$ 218.00
2 Family	\$ 435.00	\$ 444.00	\$ 426.00
3 Family	\$ 530.00	\$ 541.00	\$ 520.00
4 Family	\$ 626.00	\$ 639.00	\$ 614.00
5 Family	\$ 722.00	\$ 736.00	\$ 708.00
6 Family	\$ 818.00	\$ 834.00	\$ 802.00
7 Family	\$ 914.00	\$ 932.00	\$ 896.00
8 Family	\$ 1,010.00	\$ 1,030.00	\$ 990.00
9 Family	\$ 1,106.00	\$ 1,128.00	\$ 1,084.00
10 Family	\$ 1,202.00	\$ 1,226.00	\$ 1,178.00
Senior	\$ 175.00	\$ 179.00	\$ 171.60
PAC Full Membership	\$ 223.00	\$ 227.00	\$ 218.40
PAC Club Membership	\$ 138.00	\$ 141.00	\$ 135.20

*If you purchase a pool membership between August and December, the membership will be applied to the following pool season; however, you will also receive complimentary access to the pool during Labor Day weekend of the year in which the membership was purchased.

Borough Employee and Family \$ 0.00

Borough Council and Family \$ 0.00

Replacement charge for lost member passes \$10.00

Activity Fees

Everybody Swims Program \$ 0.00

(A free learn to swim program for 3rd graders that live in Perkasio Borough.)

(A limit of 100 open slots per season)

Group Lessons

Member Swimming Lessons \$90

Non-members \$125

AM Tot Splash (Daily Drop In)

Member Free

Non-member \$10.00

Private Lessons (8 30-minute Lessons)

Member \$180

Non-member \$210

30 Minute Individual Private Swim Lesson

\$30 members/ \$55 non-members

Lesson Instructor Training Class

\$35 members/ \$50 non-members

Water Walking & Lap Swimming:

Member	\$ 0.00
Non-Member walk-in	\$10.00

Aqua Zumba:

Member	\$ 4.00
Non-Member	\$10.00

Sunrise Yoga:

Member	\$ 4.00
Non-Member	\$10.00

Menlo After Dark:

Member	\$ 5.00
Guest of Member	\$ 6.00

Doggie Dip:

Registration for Dog	\$10.00
Guests (14 and over)	\$ 4.00

Daily Admission

Purchased In-Person

Purchased Online

*Not Available for guests of members.

Monday - Friday

General Admission 18 years and older

\$21.00

\$19.00

Child (3-17) or Senior (age 62+)

\$16.00

\$14.00

Guest of Season Member

Adults (Age 18 and older)

\$15.00

Child (3-17) or Senior

\$10.00

Twilight (after 5:00 p.m.)

Adult

\$11.00

\$9.00

Child or Senior

\$9.00

\$7.00

Adult Guest of a Member

\$8.00

Child or Senior Guest of a Member

\$5.00

Saturday and Sunday

General Admission 18 years and older

\$32.00

\$30.00

Child (Age 3-17)

\$22.00

\$20.00

Guest of Season Member

Adults (Age 18 and older)

\$20.00

Child (3-17) or Senior

\$15.00

Twilight (after 5:00 p.m.)

Adult	\$17.00	\$15.00
Child or Senior	\$12.00	\$10.00
Adult Guest of Member	\$10.00	
Child or Senior Guest of Member	\$ 8.00	

*Daily admission to the Kulp Wading Pool is free. Costs are currently covered through sponsorships provided by the Perkasio Lions Club.

Party and Group Fees

Menlo Party Package

	Members	Non-Members	Notes
Base Fee	\$225	\$325	Base fee includes reserved picnic tables, 3-hour party, staff assistance, paper products, and up to 10 party guests

Any number of guests over 10 require an additional per person fee: \$ \$12.00 per adult guest \$ 10.00 per child guest

Non-refundable deposit (50% of base fee) due at time of reservation. Max of 30 total party guests. Create your own party package with food options available through Menlo for additional per person fee. Party Guest list, finalized food order, and final payment due one week prior.

Kulp Splash Party

Members or Borough Resident	\$110
Non-Members or Non-Residents	\$150

Includes 2-hour wading pool use with lifeguard and 4 hours Kulp Pavilion use. Max of 20 children.

After hours Party

Applicant must be a Menlo Member or Perkasio Borough resident.

\$20 per person, minimum of 40 guests, maximum of 100, request due 45 days prior, \$500 non-refundable deposit required after request is approved by Perkasio Borough Council, must provide certificate of insurance for General Liability Insurance, party guest list, and submit final payment one week prior.

Camp Groups

Offered to any registered organization, Monday through Friday from 12:00 p.m. to 4:00 p.m.: \$10 per participant (includes campers and counselors). Groups must have minimum of 15 participants. All visits must be scheduled in advance. Non-refundable \$100 deposit, signed Camp Group Agreement, and certificate of insurance for General Liability Insurance required to confirm reservation. Remaining balance due at time of visit. All camp groups must adhere to the Borough's required swimmer-to-staff ratios, which are based on group size and swimming experience of participants.

6. PARK AND RECREATION FEES

Fees are for a 4-hour flexible time period.

<u>Pavilion</u>	<u>Park</u>	<u>Boro Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Electric Key</u>
Skate Park	Lenape	\$70	\$ 100	\$50	
Rotary	Lenape	\$70	\$100	\$50	
Twin Bridges	Lenape	\$85	\$110	\$60	
Kulp	Kulp	\$60	\$85	\$45	
Lions	Menlo	\$85	\$110	\$60	

Rentals may purchase an additional 4 hour time period for anything over.

Team Facility Rentals \$125 per team for a 10 week season, \$25 key deposit if access to storage shed at softball field is needed.
(Deposit must be cash or separate check, 2 weeks in advance)
Up to 2 days per week;

Kulp Ball Field and Grandstand Team Facility Rental
\$500 per team for a 10 week season, \$25 key deposit if access to storage facility is needed. Up to 2 days per week. Field will be maintained by the Public Works team on their regular schedule, including mowing, weed whacking, and dragging. Maintenance will not be adjusted to align with renter schedules

Kulp Ball Field and Grandstand Lights & Scoreboard \$ 100 per season
\$25 key deposit if electric is needed. (Deposit must be cash or separate check, 2 weeks in advance)

Kulp Ball Field and Grandstand Team Facility Exclusive Rental
\$3,000 per team for a 10 week season (Monday thru Friday), including field lights and scoreboard, \$25 key deposit for storage facility and electric required. Required for team use more than 2 days per week. Field maintenance meeting required between renter and Borough prior to season. Parks and Recreation department will use and/or rent the field during the season if not in use.

Individual Facility Rental – Multiple time slots may be booked; however, all reservations are subject to Borough scheduling, and Borough events and programming take priority. The Borough will ensure that a minimum number of courts will always remain available for open play.

<u>Facility</u>	<u>Allotted Time Block</u>	<u>Resident</u>	<u>Non-Resident</u>
Pickleball Court	1 Hour	\$25.00	\$30.00
Tennis Court	2 Hours	\$25.00	\$30.00
Basketball Court	3 Hours	\$50.00	\$60.00
Baseball/Softball Field	3 Hours	\$50.00	\$60.00

All Park Event Permits (see Event fees for events held on Borough Streets)

Non-Profit event permit base fee \$50.00
For Profit event permit base fee \$100.00

*All permits must be submitted 45 days in advance

Base fee covers one date; additional \$10 per date fee if multiple dates on one permit

Electric Key required for park events needing electric \$25 key deposit

*If additional services are needed for your event in the park (e.g., barricades, crossing guards, Public Works assistance), please refer to the corresponding sections of the fee schedule.

Firework Permits \$100.00

Community Garden Plots \$25.00

Refundable Deposit for Clean-Up \$25.00

*As part of the Borough's recreation offerings, local businesses, contractors, and individuals interested in running park and recreation programs at Borough parks and facilities can contact our Parks and Recreation Department directly. Interested parties are offered a percentage of program revenue.

7. EVENTS FEES

(A) BOROUGH SPONSORED EVENTS

FARMERS MARKET

Full Season \$220 (single space) / \$300 (double space)
Half Season \$165
Drop in / weekly \$ 30

UNDER THE STARS CAR SHOW

Food Vendor \$ 200
Craft/Service/Commercial Vendor \$ 30
Exhibitor entry fee \$ 15 (advance), \$25 (day of)

FALL FESTIVAL

Food Vendor \$ 200
Craft/Service/Commercial Vendor \$ 50

AMERICA'S OLDEST TREE LIGHTING

Food Vendor \$175

EARTH DAY/OTHER COMMUNITY EVENTS

Food Vendor \$100
Craft/Service/Commercial Vendor \$ 30

(B) THIRD PARTY SPECIAL EVENT FEES (for events on Borough Streets)

*See PARKS & RECREATION FEES section for events in Borough park system

Event Permit Application Fee	For Profit	\$100.00
	Non-Profit	\$ 50.00
	Each Additional Day	\$ 10.00
Road Barricades & Cones	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Trash & Recycling	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Electric setup & breakdown	Estimated 8 hours Straight Time	Hourly Rate as listed in the ELECTRIC DEPT. SERVICE FEES SECTION
Crossing Guard	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION
Police Support	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION
Transient Retail Vendor	Per for-profit vendor	Daily Rate as listed in the TRANSIENT RETAIL LICENSE FEE SECTION
No Parking Signs	Per Sign	Fixed prices as listed in the POLICE DEPT. SERVICE FEES SECTION

Estimated fee per service is due at the time of permit approval. Perkasio Borough will provide an invoice when the permit application is approved detailing estimated fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

a) BLOCK PARTY FEES:

Block Party Permit Fee (Commercial & Residential): \$100.00

8. TRANSIENT LICENSE FEES

One Day	\$ 25.00
One Calendar week or fraction thereof	\$ 75.00
One Calendar month or fraction thereof	\$200.00
One Calendar year or fraction thereof	\$400.00

9. ELECTRIC SERVICE FEES

Security Deposit with electric heat	\$ 300.00
Security Deposit without electric heat	\$ 200.00

Reconnection Fees:

During normal business hours	\$ 100.00
After normal business hours	\$ 200.00

Reconnection Fee – CT rated service:

During normal business hours	\$ 300.00
After normal business hours	\$ 400.00

Limiter hook-up fee \$ 50.00

Meter Test Fee \$ 25.00

Duplicate tenant electric bills sent to landlord \$ 15.00/account

Renewal fee for each account \$ 5.00

Late payments for Electric: Electric bills which are not paid by the due date are subject to late payment charges Applied monthly as follows: 5% for any outstanding balance.

Final Meter Certification Fee \$ 25.00

Temporary electric installation: min. charge \$ 25.00

Install new electric service to subdivision \$2,500/Lot

Install new streetlights in subdivisions \$3,800 Each

Cost of electric per lot:

Secondary underground electric	Per lot \$ 750.00
Primary underground electric	Per lot \$ 750.00
Transformer and fiberglass pad	Per lot \$1,000.00

Cost of LED streetlights:

Concrete base	\$600.00
Aluminum pole	\$2,000.00
LED fixtures	\$2,000.00
Labor	\$ 500.00

<u>Labor:</u> Straight Time	\$ 80.00
Overtime	\$115.00
Double time	\$160.00

Equipment Rental – Per Hour

Line Truck	\$260.00
Bucket Truck	\$250.00
Chipper	\$100.00
Air Compressor	\$100.00
Pick-up Truck	\$100.00
Dump Truck – 1 Ton	\$150.00

Material: Actual cost (20% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10%. (The 10 is based on scheduling, reviewing work and administrative costs.

Customer Generated Electrical Service

Installation of net meter	\$375.00
Administrative Fee	\$ 50.00
First Inspection Fee	\$125.00
Annual reinspection	\$ 35.00

Pole Attachment Fees

Application Fee: New Attachments	\$35.00 Per Pole
Audit Fee:	\$35.00 Per Pole
Make Ready Engineering Fee:	TBD – provided for each permit request based on level of effort.

Annual Attachment Fee (per Pole)

Date:

Year 2022	\$29.00
Year 2023	\$29.50
Year 2024	\$30.00
Year 2025	\$30.50
Year 2026	\$31.00
Year 2027	\$31.50
Year 2028	\$32.00
Year 2029	\$32.50
Year 2030	\$33.00
Each Renewal Term	\$.50/year increase thereafter

Other Fees

Unauthorized Attachment	\$ 35.00/pole
Fee Storm Restoration Fee	\$100.00/pole

10. PUBLIC WORKS SERVICE FEES

<u>Labor:</u> Straight Time	\$ 55.00
Overtime	\$ 80.00

Equipment Rental – Per Hour

Backhoe	\$150.00
Refuse Truck	\$170.00
Dump Truck – 1 Ton	\$150.00
Mower	\$ 65.00
Leaf Vacuum	\$ 70.00
Black Top Roller	\$100.00

Material: Actual Cost (10% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10% (The 10% is based on scheduling, reviewing work and administrative costs.

11. POLICE DEPARTMENT SERVICE FEES

Special Duty: Shall be billed at 2 times the officer's hourly rate plus applicable taxes and benefits

No Parking Signs	\$ 2.25
Use of Police Vehicle – Per Hour	\$ 20.00
Use of Crossing Guard	\$ \$18.95 - \$20.66/hr.
Parking Tickets	\$ 25.00

12. PUBLICATION FEES

Zoning Ordinance	\$20.00
Subdivision and Land Development Ordinance	\$15.00
Comprehensive Plan	\$15.00
Building Codes	Cost + Postage + 10%

13. AMUSEMENT DEVICE FEES

First Device	\$65.00
Each additional device permitted under the same application	\$25.00
Each and every re-inspection necessitated in a license year	\$25.00

14. CABLE TELEVISION – (Pursuant to Ordinance #744)

Filing Fee – Section C-2(f)	\$ 25.00
Penalty for non-compliance-Section D-2(d)	\$2,000 and reasonable attorney fees & court costs
Fine for violation of customer service standards Section E-2(d)	\$25.00 with reasonable attorney fee

15. CLAIMS, MUNICIPAL – Delinquent Account Collection Fees (pursuant to Ordinance #832)

- | | |
|---|----------|
| A. Preparation and filing of Municipal Liens | \$150.00 |
| B. Attorney's fees incurred in the collection of delinquent accounts including, but not limited to District Justice and/ or Common Please actions | \$125.00 |
| C. Additionally, the owner shall be responsible for all costs of collection in addition to Attorney's fees including, but not limited to, filing fees and court fees as may be paid by the Borough. | |

16. STORMWATER MANAGEMENT SITE PLAN SCHEDULE OF FEES

A. Filing Fee	\$ 75.00
B. Sump Pump Discharge & Permit	\$ 250.00
C. Connect to Borough storm sewer	\$1,000.00
D. Plus \$5.00 per foot, maximum	
E. Bottomless Inlet Box	\$1,000.00

17. MISCELLANEOUS FEES

Alarm system registration	\$10.00
Copies:	
One Sided	\$.25
Two Sided	\$.50
Color Copy	\$1.00
8 ½ x 14 Copy	\$.50
11x17 Copy	\$1.00
Oversize copies (Land Development, building or plot plans)	Actual cost to reproduce plus mileage (IRS rate) to drive to copy center, plus employee time to drive to/from facility at \$25 per hour
Deed registration	\$10.00
Duplicate of Borough meetings	\$20.00 per meeting
Explosives Permit	\$15.00
False Alarms	\$50.00
Flood Plain Certification	\$100.00 + cost of survey if necessary
Inter-Municipal transfer of Liquor License Application Filing Fee	\$600
Military Banners	\$140.00
Permit Fee: Circuses, Carnivals & Exhibitions	\$100.00
Pole attachment permit application	\$25.00
Police incident reports	\$15.00
Reproduction of photographs from police	\$25.00 fee per request plus \$1.00 Incidents/accidents per standard 3"x5" Photograph of \$8.00 per 8"x11" photograph

Return Check Charge	\$25.00
Sidewalk Permit (if sidewalk is installed without Borough being notified.)	\$75.00
Street Utility Cut Permits	\$175.00 Per 100 square feet of disturbance + additional \$25.00 for each additional 100 sq. ft. of utility cut
Street Maps	\$1.00
Tax Certification Fee	\$10.00
Zoning Maps	\$5.00 \$1.00 small

18. PROFESSIONAL SERVICES

Solicitor \$175/hour

Engineering Services/Gilmore Associates:

Principal Engineer	\$157/hour
Project Assistant	\$ 90/hour
Consulting Professional I-V	\$117 - \$157/hour
Design Technical I-V	\$ 92 - \$112/hour
Construction Rep. I-III	\$105 - \$125/hour
Surveying Crew	\$185/hour

BE IT FURTHER RESOLVED, that this fee schedule supersedes and replaces all prior fee schedules adopted by Perkasio Borough Council.

RESOLVED this 15th day of December, 2025.

Attest: _____
Andrea L. Coaxum, Secretary

By: _____
James A. Ryder, Council President

**PERKASIE BOROUGH
RESOLUTION NO. 2025-71**

**A RESOLUTION OF THE PERKASIE BOROUGH COUNCIL
AUTHORIZING A REDUCTION IN THE ESCROW FOR THE GREEN
RIDGE ESTATES WEST PROJECT AS APPROVED BY GILMORE &
ASSOCIATES, INC., IN THE AMOUNT OF \$372,646.12 TO REDUCE
THE TOTAL ESCROW TO \$450,449.84 AND AUTHORIZING THE
SIGNATURE OF THE BOROUGH MANAGER ON THE ESCROW
REDUCTION.**

WHEREAS, Green Ridge Estates received approval via Borough Resolution No. 2024-59 of Preliminary as Final Subdivision Plan, which said approval was transferred from Extreme Flippers, LLC to Sal Lapio, Inc. (“Applicant”), to subdivide Bucks County Tax Parcel Nos. 33-001-001 and 12-008-129, so as to subdivide the two parcels into eight (8) lots, with six (6) lots proposed to be located in Perkasio Borough and two (2) lots proposed to be located in East Rockhill Township; and

WHEREAS, a Financial Security Agreement dated May 5, 2025, was entered into between the Borough of Perkasio and Sal Lapio, Inc.; and

WHEREAS, upon inspection, Gilmore & Associates, Inc. has certified that the Financial Security Fund may be reduced by the amount of \$372,646.12 to a total amount of \$450,449.84.

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Perkasio, as follows, that the financial security fund for the Green Ridge Estates West project, is hereby reduced by the amount of \$372,646.12 to the sum of \$450,449.84.

IT IS FURTHER RESOLVED that the Borough Manager is hereby authorized to sign the Escrow Reduction.

THIS RESOLUTION WAS DULY ADOPTED by the Borough Council of Perkasio Borough on the 15th day of December, 2025.

ATTEST:

BOROUGH OF PERKASIE:

By: _____
Andrea L. Coaxum, Secretary

By: _____
James Ryder, Council President



December 9, 2025

Project No.: 19-10024

Andrea L. Coaxum
Borough Manager
Borough of Perkasio
620 W. Chestnut Street
P.O. Box 96
Perkasie, PA 18944

Reference: Green Ridge Estates West
Financial Security Escrow Release Request #1

Dear Andrea:

Gilmore & Associates Inc. (G&A) has reviewed the Escrow Release Request #1 from Sal Lapio, Inc. dated November 26, 2025. Per the Land Development Agreement dated May 1, 2025, a financial security fund in the form of a Letter of Credit has been established in the amount of \$823,095.96. This request for release of a portion of the financial security fund is for site clearing, demolition, erosion & sediment controls, earthwork, rain garden BMP #1, storm sewer, concrete curb, paving, and stakeout.

In response to the Developer's request, G&A has reviewed the completed site improvements and the items/quantities for this release are as delineated on the attached breakdown. The following items listed on the Developer's request were not approved for release:

1. The request to release the total amount held for "Temporary Seeding" (B.10) is not approved since the temporary seeding has not been installed.
2. The request to release the total amount held for "Cut to Fill" (C.2) is not fully approved since the swale has not been graded. We recommend releasing eighty percent (80%) of the cubic yard held for this line item.
3. The request to release the total amount held for "Site Grading" (C.3) is not fully approved since the swale has not been graded. We recommend releasing eighty percent (80%) of the square feet held for this line item.
4. The request to release the total amount held for "Respread Topsoil" (D.10) is not approved since the topsoil has not been respread on the floor of the rain garden.

G&A would recommend reducing the financial security fund by Three Hundred Seventy-Two Thousand Six Hundred Forty-Six Dollars and Twelve Cents (\$372,646.12) to the amount of Four Hundred Fifty Thousand Four Hundred Forty-Nine Dollars and Eighty-Four Cents (\$450,449.84).

65 East Butler Avenue | Suite 100 | New Britain, PA 18901 | Phone: 215-345-4330 | Fax: 215-345-8606

Gilmore & Associates, Inc.
Building on a Foundation of Excellence
www.gilmore-assoc.com

Please schedule this as an agenda item for the next meeting. If you have any questions regarding the above, please contact this office.

Sincerely,



Douglas C. Rossino, P.E.
Gilmore & Associates, Inc.
Borough Engineers

DCR

Enclosures: As Referenced

cc: Cassandra L. Grillo, CZO, BCO, Zoning Officer and Code Enforcement Administrator
Megan McShane, Executive Assistant
Rebecca Deemer, Finance Director
Jeffrey P. Garton, Esq., Borough Solicitor
Steve Lampmann, Sal Lapio, Inc., Owner/Applicant
Erik Garton, P.E., E.V.P., Gilmore & Associates, Inc.

December 9, 2025
Release #1

CERTIFICATE OF COMPLETION

GREEN RIDGE ESTATES WEST

We, the undersigned, hereby certify that the improvements in connection with the Preliminary/Final Major Subdivision Plans of Green Ridge Estates West dated September 19, 2019 and last revised June 17, 2025 and the Land Development Agreement of Green Ridge Estates West dated May 1, 2025 have been completed to the extent that the financial security fund may be reduced by **\$372,646.12** dollars to the amount of **\$450,449.84** dollars.

Douglas C. Rossino

Borough Engineer

12/09/2025

Date

Borough Manager

Date

ESCROW STATUS REPORT

SUMMARY OF ESCROW ACCOUNT

PROJECT NAME:	Green Ridge Estates West	TOTAL CONSTRUCTION:	\$ 685,913.30	AMOUNT OF WORK IN PLACE THIS PERIOD:	\$ 414,051.25
PROJECT NO.:	19-10024	TOTAL CONSTRUCTION CONTINGENCY (10%):	\$ 68,591.33	REQUIRED RETAINAGE THIS RELEASE (10%):	\$ 41,405.13
PROJECT OWNER:	Sal Lapio, Inc.	TOTAL ENG/INSP/LEGAL:	\$ 68,591.33		
		TOTAL CONSTRUCTION ESCROW POSTED:	\$ 823,095.96	AMOUNT OF THIS RELEASE:	\$ 372,646.12
MUNICIPALITY:	Perkasie Borough			TOTAL ESCROW RELEASED TO DATE:	\$ 372,646.12
ESCROW AGENT:				TOTAL ESCROW REMAINING:	\$ 450,449.84
TYPE OF SECURITY:	Letter of Credit	RELEASE NO.:	1	TOTAL CONSTRUCTION CONTINGENCY (10%):	\$ 68,591.33
AGREEMENT DATE:	May 1, 2025	RELEASE DATE:	December 9, 2025	TOTAL ENG/INSP/LEGAL:	\$ 68,591.33
				TOTAL RETAINAGE TO DATE:	\$ 41,405.13
				TOTAL CONSTRUCTION AVAILABLE FOR RELEASE:	\$ 271,862.05

ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		RELEASE REQ #2
CONSTRUCTION ITEMS					QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY
A. SITE CLEARING & DEMOLITION											
1.	Tree Clearing and Grubbing	LS	1	\$ 14,230.00	\$ 14,230.00	1	\$14,230.00	1	\$14,230.00	\$ -	
2.	Demolition of Existing Building and Features	LS	1	\$ 92,736.00	\$ 92,736.00	1	\$92,736.00	1	\$92,736.00	\$ -	
3.	Remove Copper Tubing and Curb Box	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$1,500.00	1	\$1,500.00	\$ -	
4.	Remove Sanitary Cleanout	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$1,500.00	1	\$1,500.00	\$ -	
5.	Abandon Existing Well	EA	3	\$ 3,560.00	\$ 10,680.00	1	\$3,560.00	1	\$3,560.00	2 \$ 7,120.00	
6.	Sign Relocation	EA	1	\$ 210.00	\$ 210.00	1	\$210.00	1	\$210.00	\$ -	
B. EROSION & SEDIMENT CONTROLS											
1.	Rock Construction Entrance	EA	1	\$ 6,390.00	\$ 6,390.00	1	\$6,390.00	1	\$6,390.00	\$ -	
2.	Tree Protection Fence	LF	637	\$ 7.75	\$ 4,936.75	637	\$4,936.75	637	\$4,936.75	\$ -	
3.	Tree Protection Fence around BMP	LF	358	\$ 7.75	\$ 2,774.50	358	\$2,774.50	358	\$2,774.50	\$ -	
4.	18" Compost Filter Sock	LF	2120	\$ 5.90	\$ 12,508.00	2120	\$12,508.00	2120	\$12,508.00	\$ -	
5.	12" Compost Filter Sock	LF	90	\$ 3.75	\$ 337.50	90	\$337.50	90	\$337.50	\$ -	
6.	NAG S75 Swale Lining	SF	6370	\$ 0.50	\$ 3,185.00				6370	\$ 3,185.00	
7.	NAG S75 Slope Matting	SF	9866	\$ 0.50	\$ 4,933.00				9866	\$ 4,933.00	
8.	Inlet Protection	EA	2	\$ 300.00	\$ 600.00	2	\$600.00	2	\$600.00	\$ -	
9.	Rock Filter	EA	2	\$ 1,550.00	\$ 3,100.00	1	\$1,550.00	1	\$1,550.00	1 \$ 1,550.00	
10.	Temporary Seeding	LS	1	\$ 3,000.00	\$ 3,000.00				1	\$ 3,000.00	
11.	Concrete Washout	EA	1	\$ 1,000.00	\$ 1,000.00	1	\$1,000.00	1	\$1,000.00	\$ -	
12.	Pumped Water Filter Bag	EA	1	\$ 500.00	\$ 500.00	1	\$500.00	1	\$500.00	\$ -	
13.	E&S Maintenance and Removal	LS	1	\$ 7,500.00	\$ 7,500.00	0.25	\$1,875.00	0.25	\$1,875.00	0.75 \$ 5,625.00	
C. EARTHWORK											
1.	Strip & Stockpile Topsoil	CY	3045	\$ 4.50	\$ 13,702.50	3045	\$13,702.50	3045	\$13,702.50	\$ -	
2.	Cut to Fill	CY	3655	\$ 4.50	\$ 16,447.50	2924	\$13,158.00	2924	\$13,158.00	731 \$ 3,289.50	
3.	Site Grading	SF	193200	\$ 0.10	\$ 19,320.00	154560	\$15,456.00	154560	\$15,456.00	38640 \$ 3,864.00	
4.	Respread Topsoil	CY	982	\$ 5.00	\$ 4,910.00				982	\$ 4,910.00	
D. STORMWATER MANAGEMENT											
Rain Garden BMP #1											
1.	Strip & Stockpile Topsoil	CY	210	\$ 6.25	\$ 1,312.50	210	\$1,312.50	210	\$1,312.50	\$ -	
2.	Cut to Fill	CY	330	\$ 5.50	\$ 1,815.00	330	\$1,815.00	330	\$1,815.00	\$ -	
3.	Berm Keyway	LS	1	\$ 2,230.00	\$ 2,230.00	1	\$2,230.00	1	\$2,230.00	\$ -	
4.	10" DIP (Double Pipe)	LF	12	\$ 390.00	\$ 4,680.00	12	\$4,680.00	12	\$4,680.00	\$ -	
5.	Dual 10" Type D Endwall	EA	1	\$ 3,260.00	\$ 3,260.00	1	\$3,260.00	1	\$3,260.00	\$ -	
6.	Rip Rap Apron (R-3, 18" Depth)	EA	1	\$ 3,070.00	\$ 3,070.00	1	\$3,070.00	1	\$3,070.00	\$ -	
7.	Concrete Checker Block Spillway	SF	570	\$ 14.70	\$ 8,379.00				570	\$ 8,379.00	
8.	Rain Garden Conversion	LS	1	\$ 12,000.00	\$ 12,000.00				1	\$ 12,000.00	
9.	18" Amended Soils	CY	248	\$ 116.00	\$ 28,768.00				248	\$ 28,768.00	

ESCROW STATUS REPORT

SUMMARY OF ESCROW ACCOUNT

PROJECT NAME: Green Ridge Estates West
 PROJECT NO.: 19-10024
 PROJECT OWNER: Sal Lapio, Inc.

TOTAL CONSTRUCTION: \$ 685,913.30
 TOTAL CONSTRUCTION CONTINGENCY (10%): \$ 68,591.33
 TOTAL ENG/INSP/LEGAL: \$ 68,591.33
TOTAL CONSTRUCTION ESCROW POSTED: \$ 823,095.96

AMOUNT OF WORK IN PLACE THIS PERIOD: \$ 414,051.25
 REQUIRED RETAINAGE THIS RELEASE (10%): \$ 41,405.13

AMOUNT OF THIS RELEASE: \$ 372,646.12

MUNICIPALITY: Perkasio Borough
 ESCROW AGENT:
 TYPE OF SECURITY: Letter of Credit
 AGREEMENT DATE: May 1, 2025

RELEASE NO.: 1
 RELEASE DATE: December 9, 2025

TOTAL ESCROW RELEASED TO DATE: \$ 372,646.12
 TOTAL ESCROW REMAINING: \$ 450,449.84
 TOTAL CONSTRUCTION CONTINGENCY (10%): \$ 68,591.33
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 TOTAL CONSTRUCTION AVAILABLE FOR RELEASE: \$ 271,862.05

ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		RELEASE REQ #2
CONSTRUCTION ITEMS	UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY
10. Respread Topsoil	CY	50	\$ 10.00	\$ 500.00					50	\$ 500.00	
11. Fine Grading	SF	4470	\$ 0.10	\$ 447.00					4470	\$ 447.00	
12. Retention Basin Floor Mix ERNMX-126	SF	4524	\$ 1.00	\$ 4,524.00					4524	\$ 4,524.00	
Retentive Berm (Lot 1)											
1. Strip & Stockpile Topsoil	CY	50	\$ 6.50	\$ 325.00					50	\$ 325.00	
2. Cut to Fill	CY	92	\$ 5.50	\$ 506.00					92	\$ 506.00	
3. 4" Perf HDPE Underdrain Pipe	LF	75	\$ 57.50	\$ 4,312.50					75	\$ 4,312.50	
4. 4" HDPE Pipe	LF	20	\$ 33.00	\$ 660.00					20	\$ 660.00	
5. 4" Valve	EA	1	\$ 520.00	\$ 520.00					1	\$ 520.00	
6. Retentive Berm Conversion	LS	1	\$ 3,300.00	\$ 3,300.00					1	\$ 3,300.00	
7. 18" Amended Soils	CY	42	\$ 116.00	\$ 4,872.00					42	\$ 4,872.00	
8. Respread Topsoil	CY	35	\$ 12.50	\$ 437.50					35	\$ 437.50	
9. Fine Grading	SF	765	\$ 0.35	\$ 267.75					765	\$ 267.75	
10. Retention Basin Floor Mix ERNMX-126	SF	368	\$ 1.00	\$ 368.00					368	\$ 368.00	
E. STORM SEWER											
1. Type C Inlet - 6' Width	EA	2	\$ 5,510.00	\$ 11,020.00	2	\$11,020.00	2	\$11,020.00		\$ -	
2. 6" Roadway Base Drain	LF	970	\$ 25.00	\$ 24,250.00	970	\$24,250.00	970	\$24,250.00		\$ -	
3. 12" HDPE	LF	57	\$ 120.00	\$ 6,840.00	57	\$6,840.00	57	\$6,840.00		\$ -	
4. 12" DIP CL50	LF	42	\$ 370.00	\$ 15,540.00	42	\$15,540.00	42	\$15,540.00		\$ -	
5. Rip Rap Apron (R-3)	EA	1	\$ 2,760.00	\$ 2,760.00	1	\$2,760.00	1	\$2,760.00		\$ -	
6. Triple 12" Endwall w/ Rack	EA	2	\$ 8,650.00	\$ 17,300.00	2	\$17,300.00	2	\$17,300.00		\$ -	
F. PAVING & CONCRETE											
Onsite											
1. 7x8x18 Concrete Curb	LF	795	\$ 31.50	\$ 25,042.50	795	\$25,042.50	795	\$25,042.50		\$ -	
2. Concrete Sidewalk (4" Concrete & 4" 2B Stone)	SF	2673	\$ 6.00	\$ 16,038.00					2673	\$ 16,038.00	
3. Driveway Apron (6" Concrete & 6" 2B Stone)	SF	1106	\$ 6.50	\$ 7,189.00					1106	\$ 7,189.00	
4. Fine Grading	SY	1672	\$ 1.50	\$ 2,508.00	1672	\$2,508.00	1672	\$2,508.00		\$ -	
5. 6" Stone Subbase (2A Stone)	SY	1672	\$ 9.75	\$ 16,302.00	1672	\$16,302.00	1672	\$16,302.00		\$ -	
6. 6" Superpave Base Course (25mm)	SY	1672	\$ 30.25	\$ 50,578.00	1672	\$50,578.00	1672	\$50,578.00		\$ -	
7. 2.5" Superpave Binder Course (19mm)	SY	1672	\$ 17.00	\$ 28,424.00	1672	\$28,424.00	1672	\$28,424.00		\$ -	
8. Sweep and Tack Coat	SY	1672	\$ 0.90	\$ 1,504.80					1672	\$ 1,504.80	
9. 1.5" Superpave Wearing Course (9.5mm)	SY	1672	\$ 8.75	\$ 14,630.00					1672	\$ 14,630.00	
10. Joint Seal	LF	1200	\$ 1.25	\$ 1,500.00					1200	\$ 1,500.00	
11. Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00					1	\$ 1,000.00	

ESCROW STATUS REPORT

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ESCROW TABULATION					CURRENT RELEASE		RELEASED TO DATE		AVAILABLE FOR RELEASE		RELEASE REQ #2
CONSTRUCTION ITEMS	UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY	TOTAL AMOUNT	QUANTITY
G. LANDSCAPING											
1. Red Maple 2.5" Cal	EA	9	\$ 513.00	\$ 4,617.00					9	\$ 4,617.00	
2. London Plane Tree 2.5" Cal.	EA	8	\$ 306.00	\$ 2,448.00					8	\$ 2,448.00	
3. White Oak 2.5" Cal.	EA	3	\$ 513.00	\$ 1,539.00					3	\$ 1,539.00	
4. Little Leaf Linden 2.5" Cal.	EA	9	\$ 480.00	\$ 4,320.00					9	\$ 4,320.00	
5. Kousa Dogwood 5-6' HT	EA	3	\$ 273.00	\$ 819.00					3	\$ 819.00	
6. Weeping Cherry 1/2" Cal.	EA	3	\$ 306.00	\$ 918.00					3	\$ 918.00	
7. Colorado Spruce 4-5' HT	EA	12	\$ 295.00	\$ 3,540.00					12	\$ 3,540.00	
8. White Pine 4-5' HT	EA	12	\$ 218.00	\$ 2,616.00					12	\$ 2,616.00	
9. Glossy Buckhorn 4' HT	EA	4	\$ 150.00	\$ 600.00					4	\$ 600.00	
10. Winterberry Holly 4' HT	EA	4	\$ 150.00	\$ 600.00					4	\$ 600.00	
11. Lawn Soil Amendment Area	CY	1500	\$ 40.00	\$ 60,000.00					1500	\$ 60,000.00	
H. LIGHTING											
1. Street Lights	EA	4	\$ 2,500.00	\$ 10,000.00					4	\$ 10,000.00	
I. REGULATORY SIGNS & STRIPING											
1. Pavement Striping	LS	1	\$ 750.00	\$ 750.00					1	\$ 750.00	
2. Street Sign	EA	1	\$ 300.00	\$ 300.00					1	\$ 300.00	
3. Traffic Signs	EA	3	\$ 300.00	\$ 900.00					3	\$ 900.00	
J. MISCELLANEOUS											
1. Construction Stakeout	LS	1	\$ 17,190.00	\$ 17,190.00	0.5	\$8,595.00	0.5	\$8,595.00	0.5	\$ 8,595.00	
2. Monuments	EA	32	\$ 225.00	\$ 7,200.00					32	\$ 7,200.00	
3. Construction As-Built Plans	LS	1	\$ 8,350.00	\$ 8,350.00					1	\$ 8,350.00	
4. Notice of Termination	LS	1	\$ 4,225.00	\$ 4,225.00					1	\$ 4,225.00	

COMMUNITY & ECONOMIC DEVELOPMENT REPORT – December 11th 2025

Economic Development Plan Update

- Deliverables to date on the Borough's website: <https://perkasiaborough.org/departments/economic-community-development/>
- Strategy phase so far: Conceptual Market Analysis & 3 draft transformational strategies were presented for feedback to the Steering Committee on 9/17/25, to the Perkasia Planning Commission on 9/24/25, to wider and regional stakeholders on 10/8/25, and to Borough Council on 11/3/25.
- Received draft Organizational Structure and Sustainability Plan and Five-Year Strategic Plan template for review by Steering Committee. Next steps are confirming strategic priorities and implementation planning.
- This project is partly funded with a DCED Keystone Communities Planning Grant of \$25,000.

Economic News

- **"Candy Cane Lane"** is planned for Saturday December 13th. Horse & carriage rides, visit with Santa, performances by Elsa & Anna, the Perkasia Farmers Market, with 26 businesses signed up to participate. We're excited for a day of sweet strolling and shopping local in Perkasia Borough.
- **FOX 29 News** spent the morning broadcasting live in Perkasia Borough on Friday December 5th. Kudos to Joe Wade and the RAMS Pint House for creating and pulling together this media coverage which highlighted teams at the Pennridge School District, America's Oldest Tree Lighting and a number of Perkasia Borough small businesses.
- Construction work continues at the "Glassworks" campus, owned by Kingdom Partners LLC. The campus will house a thrift store and office space. Revivals is hoping to open the thrift store early in 2026.
- The mill on Main St is under new ownership. Potential future land development project.
- Helping a number of local business owners in their search for commercial premises in the Borough.
- Maintaining inventory of commercial space available for lease/sale in the Borough.

ZONING / CODE:

- Planning Commission continues work on a proposed draft ordinance regulating Accessory Dwelling Units.
- Ordinance amendments related to the Keeping of Chickens and to Roadside Stands were presented to the Planning Commission for additional review in September. Preparing their recommendation for Borough Council review and direction.
- Responded to Zoning, Property Maintenance and Land Development & Subdivision applications and questions as necessary. Permit applications are listed in the Permits Report in Council's packet.
- **Stormwater & BMP MS4 Reporting:** comprehensive information on Boro website. Fall reporting for all installed stormwater systems is due end February 2026.
- **Complaint Tracking:** Service Request Report in Council packet.
- **THP Homes / Perry Mill:** Currently under construction with 80% homes sold.
- **BUILDING & ZONING PERMIT / ESCROW CLOSEOUT:** Years-old "legendary" permit backlog being closed out.
- **CODE ENFORCEMENT:** continuing. Moving to focus on winter issues.

PERKASIE BOROUGH COMMUNITY EVENTS

- **America's Oldest Tree Lighting took place on Saturday December 6th.** The event drew a huge crowd and significant positive media and social media attention for Perkasia Borough.
- **Farmers Market Outdoor Season 2026:** accepting vendor applications and planning for 2026.



- **Indoor Farmers Market:** Opened 11/8 then 2nd Saturday of each month.
- **Summer Concert Series:** receiving applications from bands for 2026 season. Working on the shortlist for consideration by the Park & Recreation Board.
- **Under the Stars Car Show:** Early planning for 2026 show
- **Fall Festival:** Early planning for 2026
- **Memorial Day Parade & Service (Saturday May 24th):** Next Memorial Day Parade & Service will be in Sellersville in 2026, returning to Perkasio in May 2027. No action
- **Celtic Festival:** event permit application in the Council packet for consideration.
- **Community Day & Fireworks:** Perkasio Rotary confirmed next event on Saturday June 26th, 2026
- **America250:** continuing to plan for events throughout 2026. Received customized partner logo and America250PA branding guidelines. Perkasio Borough is listed as an official partner on the America250PA website.
- **Perkasio's 150th anniversary** celebration in May 2029. No action this month.

COMMUNITY EVENTS / 3RD PARTY

- **First Friday:** was cancelled in December for inclement weather
- **The Craftery Market:** took place on 11/15/2025. The event went well and we expect the organizer to return in 2026

RESIDENT COMMUNICATION

- Developed 2026 Curbside Collection calendar and mailer for residents. Moving Targets managed the printing and mailing.
- Managing resident issues through resolution as necessary.
- Continuing regular social media posts and updating alerts on Borough website.
- Wrote & issued numerous press releases.
- Managing increased marketing and advertising for Parks & Recreation and Menlo Aquatics programming.

OTHER PROJECTS

- **LSA GRANT SUBMISSIONS**
 - Submitted LSA grant applications for a new "hook truck" for Public Works and a new outreach food truck on behalf of Revivals. Expect announcements on this funding in Fall 2026.
- **SEPTA FREIGHT CAR:**
 - Met with SEPTA's newly assigned Real Estate contact for this project. Meeting went well and we are waiting on revised lease terms from SEPTA.
- **STREET TREES**
 - Investigating the possibility of submitting for DCNR funding for the replacement of aged street trees in the town center. Working with contractors on project estimates and have a site visit scheduled with DCNR Urban Forestry staff on 12/19/25.
- **PARK AVENUE IMPROVEMENT PROJECT:**
 - Submitted the final Transportation Alternative Set Aside (TASA) application for \$1,496,574 in funding of pedestrian and bicycle components of the larger Park Ave project. Expect announcement spring of 2026.
 - Congressionally Directed Funding: Environmental Review for Park Avenue is approved by HUD. Project Action Plan is approved. Funds now available for draw down.
 - Waiting on Green Light Go grant application for \$425,240 (total project cost \$531,550) and LSA grant application (\$1million). Announcements delayed because of PA state budget impasse. We expect an announcement on LSA funding from the CFA in February 2026.

- o Webpage updated on Borough website describing the project and anticipated funding sources.
- **CYBERSECURITY:**
 - o Acceptable Use Policy and Incident Response Plan are with the Borough's solicitor for review.
- **FOOD WASTE & ORGANICS DIVERSION**
 - o Site visit with SCS Engineers site visit scheduled for 12/15/25. Project to examine the feasibility of future food waste diversion from the Borough's waste stream. DEP awarded Technical Assistance and funding for this feasibility study. Final report expected end March 2026.

PROFESSIONAL DEVELOPMENT / CONFERENCES / MEETINGS:

- Attended PSABs training covering the Mandatory Reorganization Meeting
- Attended PSABs "Municipal Odds & Ends" Training
- Attended DVT training on administering DVT Online University platform
- Monthly tracking meeting with Gilmore & Associates / Economic Development Update Project
- Attended planning meetings with RAMs and Pennridge School District to organize Borough involvement in Fox29 broadcast



BUCKS COUNTY
PERKASIE BOROUGH



November 20, 2026

Perkasie Borough
620 West Chestnut Street
Perkasie PA 18944

Dear Borough Council Members,

The Upper Bucks Chamber of Commerce is excited to be submitting a permit for the 5th Annual Upper Bucks Celtic Festival Saturday, March 14, 2026. We can't believe it has already been five years. I am honored to once again request the partnership of the Perkasie Borough Council with the Upper Bucks Chamber of Commerce (UBCC) for the 2026 Upper Bucks Celtic Festival. UBCC would like to continue collaborating and promoting the Upper Bucks Celtic Festival in downtown Perkasie. The mission of this event is to encourage visitors to the Upper Bucks region, specifically the Perkasie Borough, for an afternoon that focuses on supporting local businesses, promoting the economic development of the area, highlighting local and regional food and craft vendors, and celebrating Celtic heritage.

Per your approval or partnership, this celebration is scheduled for Saturday, March 14, 2026 from 12 pm to 5 pm. The event application was submitted on 11/20/2026 pending comments and approval. This event has become a cultural and economic significance in our community, and we believe that joining forces will further enhance economic development and benefit local businesses in the Perkasie area.

The Upper Bucks Chamber of Commerce has a proven track record of promoting and fostering economic growth and events throughout the region. By partnering with us for the 2026 Upper Bucks Celtic Festival, the Perkasie Borough will contribute to the success of this event and demonstrate its commitment to supporting local businesses. Here are some key reasons why this partnership will be mutually beneficial:

1. **Economic Development:** The Upper Bucks Celtic Festival attracts a large number of visitors from both within and outside the region. By partnering with us, the Perkasie Borough Council will play an active role in boosting tourism and driving economic growth in the area. The festival provides an excellent opportunity for local businesses to showcase their products and services, promoting increased foot traffic and sales.
2. **Promoting Local:** Through collaborative marketing efforts and strategic branding, we can highlight the unique offerings and positive attributes of the Perkasie business community. This exposure will not only benefit the businesses directly involved in the festival but also the entire local economy. UBCC will also highlighting local musicians, local organizations, and supporting local vendors. We will also host a local business scavenger hunt again for 2026.
3. **Collaboration:** The Upper Bucks Chamber of Commerce is known for its extensive network of businesses, entrepreneurs, and community leaders. By partnering with us, the Perkasie Borough Council will gain access to this network, fostering collaboration and creating new opportunities for growth and development. This partnership will strengthen the ties between local government, businesses, and community, resulting in a more vibrant and interconnected Perkasie.

The Upper Bucks Chamber of Commerce offers a wide range of services that can further support the Perkasio Borough Council's goals and initiatives. Our chamber provides resources for business development, marketing support, networking events, educational programs, and advocacy for the business community. We are confident that our partnership will bring immense value to the Perkasio Borough and the local businesses it represents. We value the relationship with Perkasio Borough and look forward to collaborating to ensure a successful event that promotes the values and assets of Perkasio for this day and days to come. We are proud to promote that in 2025 we hosted four of our seven networking events in Perkasio!

We kindly request your consideration of this partnership proposal and look forward to discussing the details further. By joining forces, we can create a memorable and successful 2026 Upper Bucks Celtic Festival, benefiting both the local economy and the residents of Perkasio.

Thank you for your time and consideration.

Sincerely,

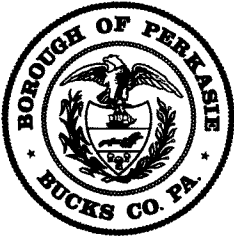
A handwritten signature in black ink that reads "Danielle Bodnar". The signature is fluid and cursive, with the first name "Danielle" and last name "Bodnar" clearly legible.

Danielle Bodnar

Upper Bucks Chamber of Commerce

215-536-3211 / cell 267-374-8816

dbodnar@ubcc.org



BOROUGH OF PERKASIO

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

(215) 257-5065
Fax (215) 257-6875

SPECIAL EVENT PERMIT APPLICATION / TOWN CENTER

Complete all questions and return application form with all required and supplemental attachments to Perkasio Borough at least 45 days prior to the event. An initial fee is due at the time of application, per the Borough's fee schedule. Perkasio Borough will provide an invoice when the permit is approved, detailing an estimate of additional fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

1. APPLICANT INFORMATION – the Primary Contact is the person who is to be contacted regarding the application or event

Primary Contact Name:	Dannille Bradner		
Primary Contact Address:	21 N. Main Street D		
City:	Quakertown	State:	PA
Primary Contact Email:	dbradner@ubcc.org		
		Zip:	18957

Event Name:	Upper Bucks Celtic Fest	Type of Event:	Community Event (free)
Are you representing a Host Organization?	YES	Is this organization a non-profit?	YES 501C6
If so, list name address and phone below:		Is this organization a private/for-profit entity?	NO
Organization Name:	Upper Bucks Chamber	Purpose of Event:	Celebrate Perkasio + Celtic Culture
Organization Address:	21 N Main St Quakertown		PA 18957
Organization Contact Person:	Dannille Bradner	Email:	dbradner@ubcc.org
Organization Phone:	215-536-3211		

2. GENERAL EVENT INFORMATION

Date of event:	3/14/2026	Rain Date:	N/A
Event Duration (start date & time – end date & time):	12-5 pm with time before for set up / cleanup		
Estimated Attendance (include organizers, volunteers, attendees, spectators etc):	5,000		
Site Arrival / Set Up time:	9 am	Site Departure:	6:00-6:30 pm.
Will a registration /entry fee be charged. If yes, how much?	NO		

3. EVENT DESCRIPTION

Is this a fixed or moving event (ie, run / bike ride etc):	Fixed
Event Description (provide a description of the proposed event including activities, entertainers, vendors, facilities, etc):	Encourages upper Bucks and regional attendees to visit Duncannon Perkasio for an afternoon of food, beverages, craft vendors, music dancing and kids activities.

4. SITE PLAN / DIAGRAM

ATTACHMENT REQUIRED: (all events require a site map of affected areas, showing placement of the following features as applicable).

- Event permits do not confer the right to use private property. Applicant should seek permission from property owner(s) if they wish to use private property in the Borough.

• Check-in / Gate(s) and/or Entrances	• Command Center / Headquarters	• Street Crossings
• Comfort Stations (portable toilets)	• Vendor Booths	• Security / Emergency
• Stages / Other Performance Areas	• Fencing	• First Aid / Medical Stations
• Dumpsters/ Trash & Recycling Containers	• Food & Beverage Concessions	• Fire Extinguishers
• Tents & Trailers	• Street closures & Parking Restrictions	• Other Event Components not listed here
• Event Parking	• Other (specify):	

ATTACHMENT REQUIRED:

If this is a MOVING EVENT or will CROSS ANY ROADWAYS, please provide a detailed route description from start to finish.

Starting Location: *NA*

Finishing Location: *NA*

5. COMFORT STATIONS / PORTA POTTIES

- The applicant is responsible for addressing the needs for the event. Your portable sanitation service contractor will help you plan properly.
- Applicant must provide portable restroom facilities unless you can substantiate the sufficient availability of both ADA-accessible and regular facilities in the immediate area that will be available to the public.
- No less than one (1) ADA accessible restroom should be placed in each location designated for restroom facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom is placed in a location it must be ADA-accessible. An accessible route to each restroom location must be provided.

Number of Units: <i>7 plus waste</i>	Delivery date: <i>3/13/20</i>	Pickup date: <i>3/16/20</i>
Name of sanitation supplier: <i>George Allen</i>	Emergency Contact (day of): <i>Danielle Bodnar</i>	

6. ELECTRICAL SERVICE

Perkasie Borough electric may be used ONLY with the express consent of Council, which shall have the authority to refuse consent in any instance.

Perkasie Borough Electric Service

- Perkasie Borough provides electrical service on request. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for setup and breakdown of electrical outlets will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Electric Service required? ☒ Yes ☐ No *NO vendors just Music* Mark locations on sketch map.

7. TRASH & RECYCLING SERVICE

- The applicant is responsible for leaving the area in an "as good or better condition" than the site was found prior to the event.
- Perkasie Borough is a mandated community under PA Act 101. Applicants must ensure that recyclables generated at the event are recycled. (aluminum cans, glass, cardboard etc)
- Applicant is responsible for the removal of all trash, litter, debris etc associated with the event. Applicant must supply an adequate number of trash and recycling receptacles and remove trash & other event debris from the site immediately on conclusion of the event.
- Placement of dumpsters requires a dumpster permit. Contact Borough office for an application form.

<ul style="list-style-type: none"> Perkasie Borough reserves the right to invoice the applicant for removal of trash or debris if necessary. 	
Perkasie Borough Trash & Recycling Service <ul style="list-style-type: none"> Perkasie Borough provides trash & recycling service upon request. An hourly rate for this service is established in the Borough's Fee Schedule. An estimate for trash & recycling container distribution & pickup, and trash/recycling collection will be provided upon application and an initial fee is required at that time. Any balances for actual time worked will be invoiced after the event has taken place. 	
Trash & Recycling Service required? <input checked="" type="radio"/> Yes / No	Mark # & locations on sketch map.

8. ROAD CLOSURES & TRAFFIC CONTROL

THE APPLICANT IS RESPONSIBLE FOR PROVIDING ADEQUATE MEASURES TO ENSURE THE SAFETY OF PEDESTRIANS AT THE EVENT.

ROAD CLOSURES
Roads may be closed only with the express approval of Perkasie Borough Council.
Applicant is responsible for ensuring roads are closed as approved, including erecting and taking down barricades.
Roads & sidewalks must be left clear and open after the event.

- Perkasie Borough provides road barricades and cones on request. We will drop barricades and cones at specified locations and collect them after the event. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for drop off and collection of barricades & cones will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Barricades Required: <input checked="" type="radio"/> Yes / No	Mark # & locations on sketch map.
Cones Required: <input checked="" type="radio"/> Yes / No	Mark # & locations on sketch map.

PEDESTRIAN CROSSING
Applicant is responsible for providing safe crossing at open road crossings where heavy pedestrian traffic is expected.
Any personnel must be trained, qualified traffic flaggers and have the necessary safety equipment.

- Perkasie Borough provides qualified Crossing Guards on request, and subject to staff availability. An hourly rate is established in the Borough's Fee Schedule.
- Any balances for actual time worked will be invoiced after the event has taken place.

Crossing Guards Required: Yes <input checked="" type="radio"/> No	# Guards:	Mark # & locations on sketch map.
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TEMPORARY PARKING RESTRICTIONS
Applicant is responsible for clearly marking any areas with temporary parking restrictions at least 48 hours before the event. Use cable (zip) ties to attach signs - do not use nails, tacks, or staples on electric poles, light poles, trees or any other street furniture. Applicant must remove all signs immediately at the end of the event.

- Perkasie Borough provides high visibility "No Parking" signs on request. A fee per sign is established in the Borough's Fee Schedule

No Parking Signs Required: Yes / <input checked="" type="radio"/> No	# of signs:
--	-------------

EVENT PARKING

- Applicant is required to provide a parking plan, showing parking locations for staff, volunteers, attendees.
- Provide details of any Park & Ride parking locations and shuttle routes / drop off points:

9. MITIGATION OF IMPACT

ATTACHMENTS REQUIRED:

- Describe mitigation measures for potentially negative consequences imposed by the event.
- Include a draft sample of any notices to residents & businesses and a proposed list of recipients
- Provide a sketch map showing any detours or traffic redirection.

10. TEMPORARY FIXED VENDORS

Temporary Fixed Vendors require a Transient Retail License to do business on the public right of way. That means any truck, trailer, sidewalk cart or temporary booth where food, beverages and/or other goods, wares or services are sold in a fixed location within the Borough on a temporary basis.

- Applicants are responsible for ensuring temporary Food & Beverage businesses have the required Bucks County Health Department Licenses, PLCB licenses, and any other permits needed for their operation.
- Applicant is required to estimate the number of vendors that will be in attendance and pay a summary license fee at the time of application. A fee per Vendor is established in the Borough's Fee Schedule.
- Perkasio Borough reserves the right to invoice the applicant for any balance due if the number of Temporary Fixed Vendors is greater than the initial estimate.

Estimated number of Food Trucks / Trailers: 9 or less

Estimated number of For-Profit Vendors: 80

Estimated number of Non-Profit Vendors (no fee): 20

11. ENTERTAINMENT

ATTACHMENTS REQUIRED:

Perkasie Borough encourages a family-friendly atmosphere / environment at Special Events in the Town Center.

- Mark the location of all music and/or entertainment "stages" or areas on the event sketch map.
- For each location, list the type of entertainment and the hours. List areas where amplified music is planned. List group or individual performer names if known.
- List the locations of any animal exhibits or petting zoos. Applicant is responsible for ensuring that conditions in Bucks County and PA Health Department permits are met.

12. EVENT SAFETY AND SECURITY

ATTACHMENTS REQUIRED: The applicant is required to provide a safe and secure environment for the event.

A plan for crowd control and security is required as part of the Event Application. The plan must include at least:

- The location of an Event Command Center. Note how it will be identifiable to attendees.
- The name of the individual in charge at the event. Provide the name & contact information of the Event Director.
- How will you communicate with all attendees in the event of an emergency?
- What is the emergency evacuation plan?
- Where is the location for missing/found persons?
- Will there be sufficient staff at the event for the expected number of attendees? What are the numbers of these staff and how will they be trained on their roles & emergency procedures. How will they communicate with the Event Director in an emergency situation?

Applicant is responsible for notifying emergency services of the event. Attach a draft/sample copy of the notice to this application.

13. POLICE DEPARTMENT

Perkasie Borough may require uniformed/non-uniformed police officers to be on-duty throughout the event. The applicant will be responsible for the cost incurred for these services. We will send an estimate of the hours and an invoice with the event permit approval letter. An estimate of the hourly rate for Police Department support is in section 17 of this application form. We reserve the right to invoice the Applicant for the balance of additional Police services provided during the event if we deem them necessary for health,

Applicant will be responsible for all damages resulting to or from use of the Borough's property. Upon completion of the Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operation, or pay for and complete restoration of said property within 15 days of the the completion of the event.

17. FEES & CHARGES ** subject to change

The Perkasio Borough Fee Schedule can be downloaded from: <https://perkasioborough.org/fee-schedule/>

The following fees are due **at the time of application**:

Application Fee: For Profit (\$100) / Non-Profit (\$50):	
Application Fee, additional date (\$10 per date):	
Deposit: Electrical Setup & Breakdown: 8 hours at \$70.00 per hour = \$560	
Deposit: Trash & Recycling Setup & Collection: 4 hours at \$55.00 per hour = \$220	
Deposit: Barricades/Cones Drop Off & Collection: 4 hours at \$55.00 per hour = \$220	
Deposit: Temporary Fixed Vendor Fee: # for-profit Vendors x \$25 =	
No Parking Signs: # signs requested x \$2.25	
TOTAL:	
The following fees are due when the event permit application has been reviewed and approved, and will be invoiced when the event permit is mailed to the applicant.	
Deposit: Crossing Guards: Hours requested x \$18.00 per hour	
Deposit: Police Support: Hours requested x \$91.81 per hour	
Perkasie Borough reserves the right to invoice the Applicant for the balance of any Borough services provided during the event if we deem them necessary for health, safety and/or security reasons.	

18. SUBMISSION CHECKLIST (ATTACHMENTS)

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Parking Plan
<input type="checkbox"/> Event Safety & Security Plan	<input type="checkbox"/> Entertainment Plan
<input type="checkbox"/> Detour / traffic flow plans	<input type="checkbox"/> Draft notices to emergency services
<input type="checkbox"/> Draft notices to affected residents & businesses	<input type="checkbox"/> Certificate of Insurance

Applicant certifies that the information provided on this form is true and correct, has reviewed and agrees to the insurance and waiver statements herein.

Signed: Danielle Bodnar

Date of Application: 11/20/2025

On behalf of Organization: Upper Bucks Chamber

safety and/or security reasons.

Applicant is welcome to schedule a meeting with the Perkasio Borough Chief of Police to discuss the possibility of Police Department support for the event. Call (215) 257-6876 to schedule.

14. FIRE SAFETY

ATTACHMENTS REQUIRED:

- Open fires/burning are not permitted without an additional permit and express approval by Perkasio Borough Council
- Fireworks and Pyrotechnics are not permitted.

Applicant is responsible for notifying the Perkasio Fire Department of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

15. EMERGENCY MEDICAL PLAN

ATTACHMENTS REQUIRED:

- If attendance is expected to be 5,000+ (including staff, volunteers & vendors), an ambulance and fire truck may need to be on scene with backup available should either have to leave the event.
- Consult with the Bucks County Emergency Health Services for their requirements.
- FOR ALL EVENTS: an on-site first aid location must be established. Provide details as an attachment to this application.

Applicant is responsible for notifying local emergency services of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

On-Site Emergency Medical Service ☒ Yes ☐ No

Standby Service Notified ☒ Yes ☐ No

If yes, Agency Name: St. Luke's

Agency Phone:

16. WAIVER & INSURANCE

ATTACHMENTS REQUIRED:

Attach a Certificate of Insurance to this application, evidencing at least \$1,000,000 in Comprehensive General Liability insurance coverage and naming the Borough of Perkasio as Additionally Insured. Certain kinds of events (eg, parades) may have additional insurance requirements. It is the responsibility of the Applicant to ensure adequate coverage.

Indemnification:

- To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasio, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Waiver of Subrogation

- Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its invitees

- The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents, and representatives while such property is on, at or adjacent to the premises of the Borough.
- Perkasio Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while attending the event; all claims for such injury or damage are hereby waived.

Damage to Borough Property

- Applicant assumes full responsibility for taking cognizance of area conditions at the time of the event.

2026 Upper Bucks Celtic Festival

2026 Upper Bucks Celtic Festival Perkasie Borough 3/14/26

Safety Action Plan (SAP)

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EMERGENCY SERVICES OBJECTIVES

The Upper Bucks Chamber of Commerce, in partnership with Perkasio Borough, is hosting the Upper Bucks Celtic Festival. The festival invites residents and visitors to explore Downtown Perkasio while visiting local shops, experiencing regional craft and food/beverage vendors, and enjoying Celtic entertainment, including Irish dance companies and bands.

Host for this event is Upper Bucks Chamber of Commerce and managed by the Event Coordinator- Danielle Bodnar.

Emergency Services servicing Perkasio Borough and neighboring communities will provide essential services to create a safe environment for all participants at this event. In this regard the following objectives must be met:

- 1) Protection of the health and welfare of the general public, event participants and exhibitors.
- 2) Establishment of an Incident Command System for the control, coordination and direction of emergency services in their event of a major incident at the event.
- 3) Maintenance of law and order.
- 4) Control the orderly flow of vehicle traffic and pedestrians into and out of the general event area.
- 5) Promptly alert the police and emergency services of any hazardous conditions.

Danielle Bodnar, 1st Command, 267-374-8816

Tracy Kline, 2nd Command, 484-223-9241

EMERGENCY SERVICES RESPONSE PLANS

COMMAND POST (CP)

To coordinate and direct emergency services an on-site Command Post (CP) will be established. The event Information Center located at South 7th Street and Market Street the Upper Bucks Chamber of Commerce tent will serve as the CP and provide general event coordination.

The Command Post (CP) will be staffed with personnel from the Upper Bucks Chamber of Commerce. These individuals will have the following duties:

- 1) Notify emergency services personnel of calls for service at the event site
- 2) Relay emergency notifications in the case of events such as severe weather or missing persons
- 3) Monitor conditions for approaching severe weather
- 4) Assist in documentation of incidents including times and other relative information

Danielle Bodnar, 1st Command, 267-374-8816

Tracy Kline, 2nd Command, 484-223-9241

INCIDENT COMMAND

Incident Command will be established at the site on **3/14/26** beginning at **9:00 am**. It is expected that the CP will operate until approximately **6:30 pm** depending on conditions clearing the event grounds.

The Incident Commander (IC) will be the event coordinator, Danielle Bodnar. In the event of a major incident, IC duties will be transferred to Perkasio Borough Police Department. The logic behind this command structure is the initial and on-going predominant need of traffic control, maintenance of law and order, and prompt responding to unforeseen emergencies.

COMMAND RESPONSIBILITIES

INCIDENT COMMANDER (IC)- Danielle Bodnar, Upper Bucks Chamber of Commerce

The Incident Commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

Duties:

1. Coordinate and Communicate with volunteers
2. Notify Police and EMS of incidents (weather, missing persons)
3. Monitor approaching severe weather

SAFETY OFFICER (SOFR)- Mike McGrory, Focus Safety Training

The Safety Officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the SOFR will generally correct unsafe acts or conditions through the regular line of authority.

Duties:

1. Obtain briefing from Incident Commander.
2. Participate in planning meetings.
3. Identify potentially unsafe situations in operating environment, proposed actions, and incident operations.
4. Advise personnel on hazardous situations and appropriate actions to protect safety.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Coordinate investigation of accidents that have occurred within incident areas.

FIRE SUPPRESSION

The **Perkasie Fire Company No. 1 (Station 26) will provide** fire suppression coverage of the area during the event. Surrounding jurisdictions will be assigned to assist as necessary based on pre-existing mutual aid box assignments.

During the event, **Perkasie Fire Co. will have unit available at their station located at South 7th Street and Chestnut Street**

For fire/rescue related incidents outside of the event, normal alerting and response plans will be in effect.

It is possible that a member of the public will contact the Bucks County 911 Center directly to report an incident. Should this happen, every effort will be made to ensure that the CP is advised of the response whether the reported incident is or is not located within the event footprint.

FIRE INSPECTION

The Perkasie Fire Chief (Chief 26) and/or their designee shall conduct a generalized fire inspection of the premises prior to opening of the event. All fire codes shall be enforced as they relate to: fire safety (e.g. fire extinguishers, exit signs, portable tents, food/cooking/serving operations)

EMERGENCY MEDICAL SERVICES (EMS)

Grand View Hospital EMS (Medic 151) is the primary Emergency Medical Service (EMS) for the event area. The EMS event crew will oversee and coordinate all aspects of emergency medical situations.

We are request Ambulance service from St. Luke's on site from 11- 5 pm at the Perkasie Borough parking lot. Danielle requested that they block the exit to that people can use the handicap parking in the borough lot. Contact: Name Phone # to be supplied once confirmed.

It is possible that a member of the public will contact the Bucks County 911 Center directly to report an incident. Should this happen every effort will be made to ensure that the CP is advised of the response whether the reported incident is or is not located within the event area.

Minor medical care will be provided by the on-site EMS crew.

If an on-site EMS unit is present:

In the event transportation to a hospital is deemed necessary by the EMS crew a second appropriate EMS unit (BLS or ALS) should be dispatched to the closest appropriate and

accessible intersection near the perimeter of the cordoned-off event area. Location of and travel route to the EMS staging area, or to the accessible intersection, must be provided to the in-bound responding EMS unit. This should be coordinated by the on-site EMS crew to that responding unit.

In the event the staged on-site ambulance transports a patient to the hospital, a second ALS ambulance will be dispatched to replace the initial unit and stage at the designated area near the CP.

Mass Casualty Incidents/Mutual Aid Requests/Landing Zone:

In the event of a mass casualty incident (MCI) the CP will transition to a Unified Command structure with Event Coordinator and designated **Police**/Fire Officer. The on-site EMS crew will assume and establish EMS Operations (EMS OPS) to manage that aspect of the situation.

Mutual aid will be requested through the CP following standard mutual aid dispatch assignments.

Primary MCI Casualty Collection Points:

- South: S. 7th Street near W. Chestnut Street. (Perkasie Borough Bldg Lot)

Secondary MCI Casualty Collection Points:

- West: S. 9th Street and W. Chestnut Street (area near Perkasie Mausoleum)
- East: N. 5th Street and Arch Street (Perkasie Fire Co.)
- North: W. Market Street near S. 8th Street (area near the railroad tracks)

Air medical (Med-Evac) landing zones (LZ):

- LZ-North: Pennridge Airport (approximate mileage: 1.3 miles)
 - 1100 Ridge Road, Perkasie, PA 18944
 - 40.389607 -75.286408
 - Contact: Jean Curry 215-257-0166
- LZ-South: Grand View Health (approximate mileage: 2.2 miles)
 - 700 Lawn Ave., Sellersville, PA 18960
 - 40.363073 -75.329097
 - Contact: GVH Security 215-453-4000

LAW ENFORCEMENT

The Perkasio Police Department will be the primary law enforcement agency at the event.

The primary responsibilities of the Perkasio Police Dept. will be:

- Establish and provide event Incident Command.
- Communications and coordination with various emergency, municipal agencies, and event host / sponsoring leadership.
- Tasks such as coordinating street closures, the orderly movement of people and vehicles and equipment in and around the site, situational conflict resolution, general security, assisting in emergency response with fire and EMS and the enforcement of state statutes and local ordinances.

There will be an on-site police supervisor designated as Incident Commander (IC).

- Vendor area security
- Roving (field demos, scheduled events, relief)
- Traffic Control (Perkasio Police, Fire Police, other designated police personnel)
- Parking supervision

All law enforcement officers will monitor the appropriate frequency for their function during the event. Refer to Incident Radio Communications Plan (ICS 205A).

Because of the proximity of the event site to other jurisdictions and the possible impacts of the traffic plan on their jurisdictions the Pennridge Regional Police Department and the Hilltown Township Police Department will be responsible for incidents within their own jurisdictions. Should an incident require their response to the event location, a request for mutual aid will be made through the CP.

SECURITY

Perkasio Police Department will also provide generalized security for this event.

TRAFFIC CONTROL and PARKING

Access for emergency vehicles will be maintained throughout the duration of the event.

There will be no designated parking areas for the general public, they will have access to public lots and street parking outside the site plan. It is anticipated that on-street parking outside of the designated event area will become heavily congested especially during the hours of 8:30 am until approximately 5:00 pm.

Parking restrictions (limited) are to begin at 8:30 am and road closures are in effect from 9:00 am until 6:00 pm

Update if necessary

A number of hard and soft road closures are defined:

- A **hard closure** is defined as an area where large vehicles / heavy barricades are used to prevent access to other vehicles and no traffic will be permitted without permission from law enforcement and require adequate time to move for access.
- A **soft closure** is defined as a road which is designated as being closed and utilizes a movable A-frame style barricade which allows for rapid access to designated areas.
- **Figure 2** identifies the areas where closures have been erected.
 - N. 7th Street from Chestnut Street to Arch Street. (hard closure)
 - S. 6th Street (behind Shelly's) to N. 6th and Market Streets. (hard closure)
 - W. Market Street from 8th (soft closure) to N. 6th Streets. (hard closure)
 - W. Chestnut Street from 7th to 6th Streets. (Borough Hall parking lot -hard closure)
 - N. 7th Street Alley between Market and Arch Streets. (soft closure)



STAGING AREAS

In the event of a major incident the following staging areas have been identified:



- North staging area (Primary Staging Area): North 7th Street at Arch Street
- South staging area: South 7th Street near West Chestnut Street.
- Other staging areas may be designated day-of the event:

EMERGENCY ROUTING (Figure 3)

Primary route of travel to **Primary** staging area:

- From 9th and W. Park Ave. east to 7th St.
- North on 7th St. to CP and EMS staging area.
 - Gravel parking lot between 7th St. and railroad track may be available to additional unit staging.
 - Solid arrow indicators on map (Figure 3).
 - Inbound 
 - Outbound 

Secondary route of travel to West Access Point (Casualty Collection Point)

- Market Street near 8th Street.
 - Ridge Ave. off of Ridge Rd, (Rt, 563)
 - Left on Arch St.
 - Right on 8th St. to Market St.
 - Outline arrow indicators on map (Figure 3).
 - Inbound 
 - Outbound 

Tertiary route of travel to East Access Point (Casualty Collection Point)

- Perkasio Fire Co., 5th and Arch Streets.
 - 5th Street should be mostly accessible depending of traffic leaving the area.

SEVERE WEATHER PROCEDURES

- 1) Monitor the weather for changing or severe weather entering the area, including pending systems, watches, and warnings.
 - a. The event coordinator will monitor the weather forecasts provided by the National Weather Service in Mount Holly, NJ. Notification of imminent severe weather **should** be directly relayed to the event **personnel**.
- 2) All announcements will be updated and announced as situations change at least hourly to keep visitors and staff informed.
- 3) For severe weather warnings or watches in counties adjacent to the site:
 - a. Command Post will advise **event personnel** as to potential for adverse weather conditions.
 - b. Emergency Services **units** will notify their respective on-site Fire, EMS and Law Enforcement personnel by radio.
 - c. Event Manager will notify event section leads.
- 4) For severe weather watches and warnings that include Upper Bucks County:
 - a. Command Post/Event Coordinator as to pending adverse weather conditions.
 - b. Emergency Services will notify their respective on-site Fire, EMS and Law Enforcement personnel by radio.
 - c. Command Post/Event Coordinator event **volunteers**.
 - d. Command Post/Event Coordinator may issue a "General Severe Weather" announcement over the portable PA system.
- 5) Public Evacuation
 - a. Upon National Weather Service issuance of a Tornado Warning, Severe Thunderstorm / Winter Weather Warning, Severe Wind Warning that would significantly impact the event site an evacuation will be initiated.
 - b. Decision to evacuate the public will be made by:
 - i. Incident Commander or Safety Officer
 - ii. Event Coordinator
 - c. Command Post will notify on-site Fire, EMS and law enforcement

personnel that an evacuation order has been initiated.

- d. Upon order to evacuate the event area announcements will be made over the public address system advising people to evacuate the grounds.
- e. Traffic Control staff will be notified to be prepared for people exiting the event area in an orderly manner and instructed to remove barricades to allow easier egress for the public.
- f. Other Emergency Services personnel may be requested to assist directing those evacuating.
- g. Should a tornado be imminent the Incident Commander will order a "SHELTER IN PLACE" command.
 - i. Command Post will announce "Shelter in Place" command on all public safety frequencies and on the event PA system.
 - ii. All remaining emergency services personnel will be ordered to seek shelter in low lying areas which are in the ditches on surrounding roads.
- h. Temporary Emergency Storm Shelter is designated as:

**Perkasie Borough Hall
620 W. Chestnut St.
Perkasie, PA 18944**

The Perkasie Police Department has been notified of the plan to use the location as a shelter. Emergency Management has coordinated the use of the facility to be used as a shelter and will have the facility opened for use if needed.

6) Public Address Announcements:

- a. All announcements for weather or evacuation procedures as written in **Addendum 1** should be read over the general PA system.

MISSING/FOUND PERSONS PROCEDURES

At an event the size of the **Upper Bucks Celtic Festival**, it is safe to assume that members of parties will become separated or lost. If there are circumstances that jeopardize the health and/or safety of one of the separated parties, the Command Post should be notified. Command will use all resources at its disposal to aid locating the lost/separated party. Such circumstances may include but are not limited to:

- 1) Children who become separated from their caregiver/parent
- 2) Vulnerable adults or the elderly who become separated from their party
- 3) An individual with a medically significant condition that is separated from their party

The following procedures will govern the **event staff** response to missing or lost persons:

- 1) Upon learning that one of the above listed persons becomes lost or is missing the Command Post should be notified immediately.
- 2) Command will dispatch officers to the location where the caregiver/party are to obtain specific information about the missing person. Fire and EMS can also be utilized at this location to begin the dissemination of personal identifying characteristics of the missing persons. A search of the immediate area will be started.
- 3) The caregiver/reporting party should be directed to the **Command Post** to await news, updates and to be made available to investigating officers.
- 4) If a search of the immediate area does not result in the discovery of the lost/missing person, the Event Information Center will be notified to make a general announcement of the "MISSING PARTY". This announcement should be made over the PA system and read verbatim utilizing the script provided in Addendum 2. A description of the individual and the location of the individuals group will be given in this announcement.
- 5) Command will then direct a grid search of the area starting from the last known location and working outward.
- 6) Should there be indication that the circumstances behind the disappearance are hostile or of ill intent; Command may order the temporary closure of area exits.

Upon ordering this closure, officers will be directed to the exit areas to assist with voluntary searches of exiting persons and/or vehicles.

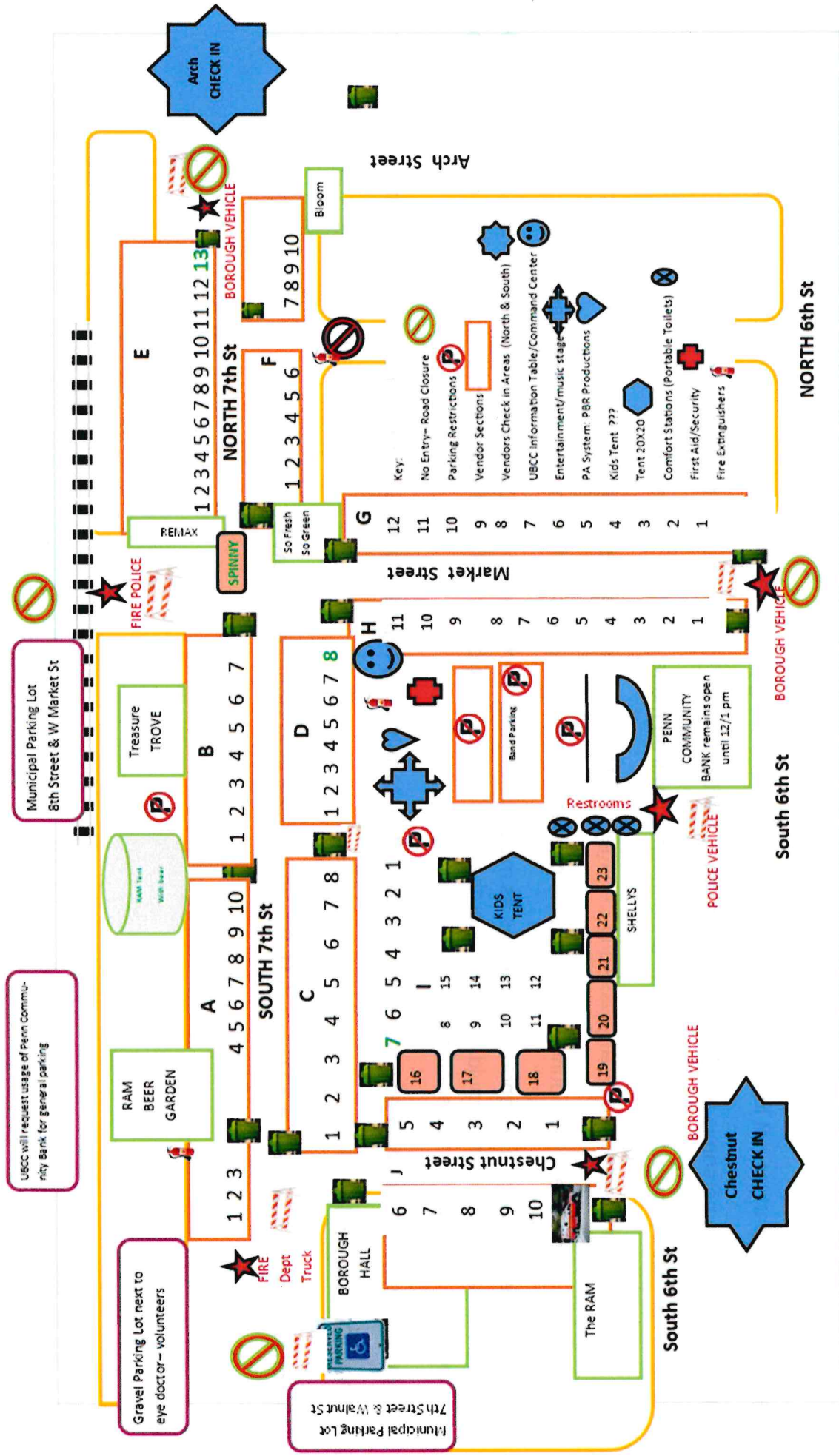
- 7) If the missing party is not located officers will take a formal missing person report and make the proper notifications and alerts.
- 8) In the event the person is found they will be taken to the **Command Post** for reunification.
 - a. The general "FOUND PARTY" announcement will be made over the PA system.
 - b. Command will notify any assisting Emergency Services personnel that the missing party has been found.
 - c. In the event the Found Party is a child police will determine appropriate parent/guardian relationship.
- 9) In the event an individual reports themselves as missing from their party they should be taken to **Command Post** and the "FOUND PARTY" announcement should be made over the PA system. The group that the individual is missing from should be directed to the EMS staging area for reunification.

10) In the event the Found Party is a child: police will determine appropriate parent/relative/guardian relationship.














CALL POLICE- they will make determination on location!

If additional privacy is needed the Borough Hall may be used to conduct interviews.

FIGURE 1 GENERAL EVENT LOCATION



Key:

-  No Entry - Road Closure
-  Parking Restrictions
-  Hard Closures
-  Vendors Check in Areas (Arch & Chestnut)
-  UBCC Information Table/Command Center
-  Entertainment/music stage
-  PA System: PBR Productions
-  Kids Tent
-  Comfort Stations (Portable Toilets)
-  First Aid/Security
-  Fire Extinguishers
-  Handicap Parking
-  GrandView Ambul (Blocking Borough Exit)

Vendor Parking

Chestnut Side Check-in
Trinity Lutheran Church
19 S 5th St, Perkasie, PA 18944

Arch Side Check-in
Saint Stephen's United Church of Christ (Arch and 6th Street)
110 N 6th St, Perkasie, PA 18944

Trash/Recycling

Vendor Sections

HARD CLOSURES: Starting at 11:30 am until 6:00 pm

8th Street / Market Street being blocked by Fire Police (Emergency Route)
7th Street / Chestnut Street being blocked by Fire Department (Emergency Route)
6th Street / Chestnut Street being blocked with Borough Vehicle
6th Street / Market Street being blocked with Borough Vehicle
7th Street/ Arch Street being blocked with Borough Vehicle
Exit from Borough Hall parking lot blocked by Ambulance

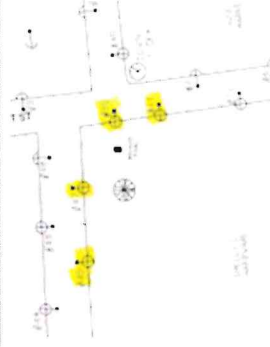
Street Closures 3/14/26 from 9:30 am to 6:30 pm

South 7th Street from W. Chestnut Street to W. Market Street
North 7th Street from W. Market Street to Arch Street
Chestnut Street from South 7th Street to South 6th Street
Market Street from 6th Street to 8th Street (Penn Community Bank to Railroad Tracks)
Shelly's Design Center parking lot (from The Ram to Penn Community Bank- the entire lot)
Treasure Trove/Train Station lot

Penn Community Bank (drive-through remains open and accessible)

Parking Restrictions 3/14/26 from 8:00 am to 6:00 pm

South 7th Street from W. Chestnut Street to W. Market Street
North 7th Street from W. Market Street to Arch Street
Chestnut Street from South 7th Street to South 6th Street
Market Street from 6th Street to 8th Street (Penn Community Bank to Railroad Tracks)
Shelly's Design Center parking lot (from The Ram to Penn Community Bank- the entire lot)
Treasure Trove/Train Station lot
Penn Community Bank (drive-through remains open and accessible but volunteer on 6th street with barricade)



Electricity needed for AV/Production—Market and South 7th Street #10

FIGURE 2 EVENT ROAD CLOSURES

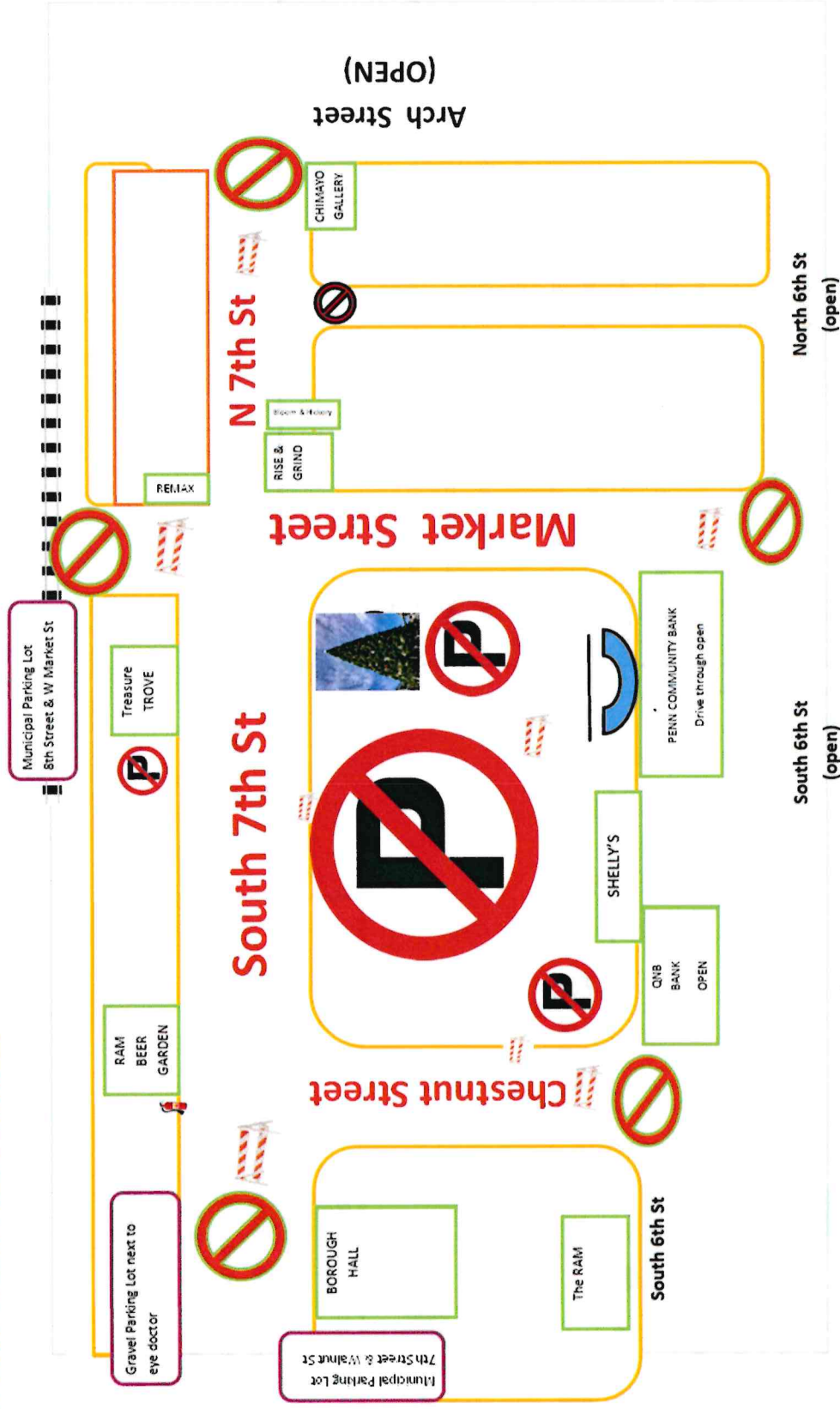


FIGURE 3 EMERGENCY TRAFFIC ROUTES

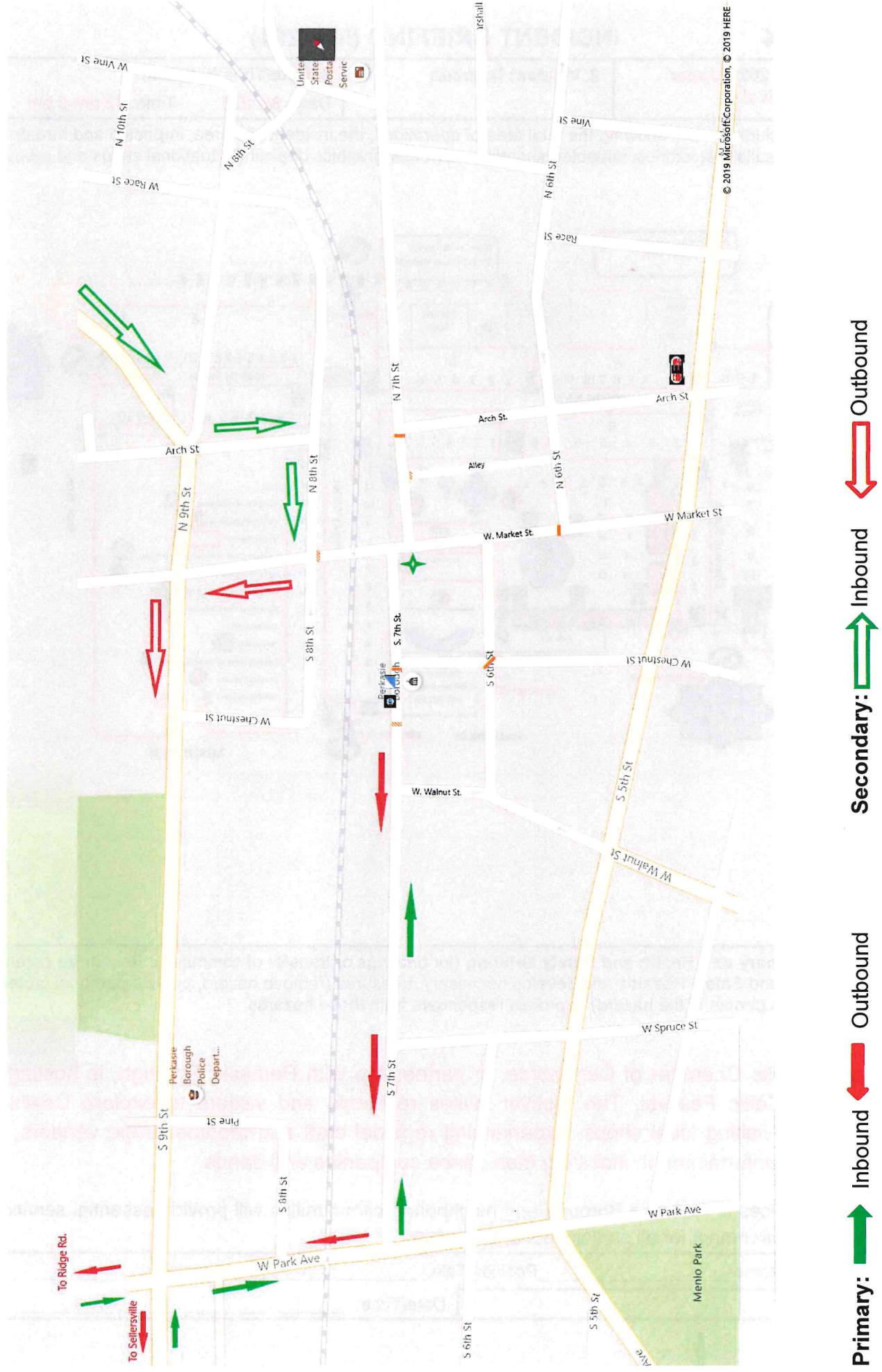


FIGURE 4

INCIDENT BRIEFING (ICS 201)

1. Incident Name: 2026 Upper Bucks Celtic Festival	2. Incident Number:	3. Date/Time Initiated: Date: 3/14/26 Time: 12 pm-5 pm
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
<p>The Upper Bucks Chamber of Commerce, in partnership with Perkasio Borough, is hosting the Upper Bucks Celtic Festival. The festival invites residents and visitors to explore Downtown Perkasio while visiting local shops, experiencing regional craft and food/beverage vendors, and enjoying Celtic entertainment, including Irish dance companies and bands.</p> <p>Emergency Services in Perkasio Borough and neighboring communities will provide essential services to create a safe environment for all participants at this event.</p>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 1		Date/Time: _____

1. Incident Name: 2026 Upper Bucks Celtic Festival	2. Incident Number:	3. Date/Time Initiated: Date: 3/14/26 Time: 12 pm – 5 pm
7. Current and Planned Objectives: <ol style="list-style-type: none"> 1) Protection of the health and welfare of the general public, event participants and exhibitors. 2) Establishment of an Incident Command System for the control, coordination and direction of emergency services in the event of a major incident at the event. 3) Maintenance of law and order. 4) Control the orderly flow of vehicle traffic and pedestrians into and out of the general event area. 5) Promptly alert the public to hazardous conditions. 6) Organize and conduct damage assessment, recovery efforts and follow-up procedures in the event of a major emergency. 		
8. Current and Planned Actions, Strategies, and Tactics:		
Time:	Actions:	
3/13/26	Stage delivered and set up	
3/14/26	Tents delivered and set up	
3/13/25	Portable Restrooms delivered and set up	
3/15/2026		
8:30 am	UBCC arrives to set up command center	
	Decorations	
	Vendor spot designations	
9:30 am	Vendors start arriving and set up	
11:30 am	Bag Piper walks through site ends on stage around 12 noon	
12:10 am	Dance Company Performs	
12:45 am	Band performs	
1:45 pm	Kilt Contest starts	
2:30 pm	Harmonic Curves plays on 7 th Street using Emerald Flooring electricity	
3:30 pm	Last Band performs	
5:00 pm	Event ends	
6 pm	Clean up ends	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 2	Date/Time: _____	

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
--------------------------	----------------------------	---

9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Planning Section Chief

Operations Section Chief

Finance/Administration
Section Chief

Logistics Section Chief

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____	
ICS 201, Page 3	Date/Time: _____

1. Incident Name: 2026 Upper Bucks Celtic Festival		2. Incident Number:		3. Date/Time Initiated: Date: 3/14/26 Time: 12pm – 5 pm	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
Add all resources				<input type="checkbox"/>	
Fire Department	Station 26		??	<input type="checkbox"/>	Stage at 7 th & Chestnut Street
St. Luke's Ambulance?	?		11:30 am	<input type="checkbox"/>	Exit from Borough Hall parking lot blocked by Ambulance
Perkasie Police Department			11:00 am	<input type="checkbox"/>	2 Officers on duty- servicing the entire site plan are
Command Center			8:30 am	<input type="checkbox"/>	Corner of Market and 7 th Street
Fire Police				<input type="checkbox"/>	8th Street / Market Street being blocked by Fire Police (Emergency Route)
Borough Vehicles				<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6 th Street / Chestnut Street being blocked with Borough Vehicle 6 th Steet / Market Street being blocked with Borough Vehicle 7 th Street/ Arch Street being blocked with Borough Vehicle
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 4	Date/Time: _____	

FIGURE 5**INCIDENT OBJECTIVES (ICS 202)**

1. Incident Name: 2026 Upper Bucks Celtic Festival	2. Operational Period: Date: <i>Insert</i> Time: <i>Insert</i> .	Date To: <i>Insert</i> Time To: <i>Insert</i>
3. Objective(s): <div style="margin-left: 40px;"> 1) Protection of the health and welfare of the general public, event participants and exhibitors. 2) Establishment of an Incident Command System for the control, coordination and direction of emergency services <i>in the event of a major incident</i> at the event. 3) Maintenance of law and order. 4) Control the orderly flow of vehicle traffic and pedestrians into and out of the general event area. 5) Promptly alert the public to hazardous conditions. 6) Organize and conduct damage assessment, recovery efforts and follow-up procedures in the event of a major emergency. </div>		
4. Operational Period Command Emphasis:		
General Situational Awareness		
5. Site Safety Plan Required? Yes No Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> ICS 203 </div> <div style="width: 33%;"> <input type="checkbox"/> ICS 204 </div> <div style="width: 33%;"> <input type="checkbox"/> ICS 205 </div> <div style="width: 33%;"> <input type="checkbox"/> ICS 206 </div> <div style="width: 33%;"> <input type="checkbox"/> ICS 207 </div> <div style="width: 33%;"> <input type="checkbox"/> ICS 208 </div> <div style="width: 33%;"> <input type="checkbox"/> Map/Chart </div> <div style="width: 33%;"> <input type="checkbox"/> Weather Forecast/Tides/Currents </div> </div> <div style="margin-top: 5px;"> <u>Other Attachments:</u> </div>		
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
8. Approved by Incident Commander: Name: _____ Signature: _____		
ICS 202	IAP Page <u>5</u>	Date/Time: _____

FIGURE 6**ORGANIZATION ASSIGNMENT LIST (ICS 203)**

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page <u>6</u>	Date/Time: _____	

COMMUNICATIONS LIST (ICS 205A)

[illegible]

FIGURE 8 MEDICAL PLAN (ICS 206)

1. Incident Name: 2026 Upper Bucks Celtic Festival		2. Operational Period: Date From: 3/14/26 Date To: _____ Time From: 12 pm Time To: 5 pm					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency		Paramedics on Site?			
First Aid Station	Near CP – 7 th and Market Streets			Yes No			
Ambulance	Borough Parking Lot blocking exit on 7 th St			Yes No			
				Yes No			
				Yes No			
				Yes No			
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency		Level of Service			
GVH MEDIC 151	Perkasie Borough Bldg			ALS BLS			
				ALS BLS			
				ALS BLS			
				ALS BLS			
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Grand View Hospital	700 Lawn Ave., Sellersville 40.363073 -75.329097	215-453-4000 (main) 215-453-4674 (ED)		2.2 miles	Yes Level: <u>2</u>	Yes No	Yes No
St. Luke's Hospital /Upper Bucks Campus	3000 St. Luke's Dr., Quakertown	866-785-8537 (main)		7.7 miles	Yes Level: <u>4</u>	Yes No	Yes No
Lehigh Valley Hospital – Cedar Crest	1200 S. Cedar Crest Blvd., Allentown	610-402-8000 (main)		21 miles	Yes Level: <u>1</u>	Yes No	Yes No
St. Luke's University Hospital / Bethlehem	801 Ostrum St., Fountain Hill	484-526-6400		18.7 miles	<input type="checkbox"/> Yes Level: <u>1</u>	Yes No	Yes No
					Yes Level: _____	Yes No	Yes No
6. Special Medical Emergency Procedures: <ul style="list-style-type: none"> • Alternate helicopter landing zone: Pennridge Airport (approximate mileage: 1.3 miles) <ul style="list-style-type: none"> ○ 1100 Ridge Road, Perkasie, PA 18944 ○ 40.389607 -75.286408 ○ Contact: Jean Curry 215-257-0166 <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page <u>8</u>		Date/Time: _____			

FIGURE 9 INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: 2026 Upper Bucks Celtic Festival		2. Incident Number:
3. Date/Time Prepared: Date: Time:		4. Operational Period: Date From: 3/14/26 Date To: 3/16/24 Time From: 12 Time To: 5 pm
5. Hazard / Risk	6. Prevention	7. Mitigations / Response Actions
Event Coordinator and/or Incident Commander unavailable during Ceremony	- Designate alternate / back-up Event Coordinator / Incident Commander in advance of the event.	- Back-up Event Coordinator or Incident Commander assumes lead role at the Information Center or Command Post. - Event Coordinator or Incident Commander is aware that an alternate person has been activated and ensures they have a working knowledge of the SAP and appropriate radios for communication.
	-	-
Medical Emergency: visitors and staff	- Event staff need to know how to request EMS services	- Requests for EMS services should direct the person to the CP if minor situation and person is ambulatory. - If the condition is not minor and/or person is non-ambulatory the exact location is to be relayed to the CP who will direct the crew.
Fire: structural, tent/cooking areas, trash, other source	- Perkasio FD will be staged at their station. - Chief 26 or designee should plan to provide a walk-thru of the event area prior to opening to the public.	- Requests for FD services should be relayed to the CP. - Fire Officer responds to the reported location while units respond. - Immediate area of the fire is cordoned off by PD. - If evacuation in the immediate area of the fire is necessary it should be announced over the event PA system, access route(s) cleared by PD, EMS to assist with crowd control.
Lost / Missing Person	- Event Information Center, CP and Emergency Services personnel should be familiar with reporting and reunification process. - Public Address script developed for general announcement in IAP.	- Person reporting someone missing should initially report to the Information Center who will also notify the CP and make announcement over PA system. They may be directed to the CP. - Person reporting that they cannot find their party should initially report to the Information Center to make announcement over the PA system. They may be directed to the CP. - IN THE EVENT THE MISSING / FOUND PERSON IS A CHILD – PD MUST BE PRESENT FOR REUNIFICATION WITH PARENT / RELATIVE / GUARDIAN.
Inclement weather during event	- Monitor forecasted weather conditions in advance of the event. - Ensure that Command, Emergency Services, and Event staff are aware of Severe Weather section of IAP.	- Monitor live weather conditions during event. - CP to notify Emergency Services staff and Event Coordinator of potential and actual weather threats - Ensure that Event Coordinator and staff at Information Center / Public Address system have copy of IAP PA Address Handout.

Drunk/Impaired/ Disorderly Person(s)	<ul style="list-style-type: none"> - Visible police presence on site observing crowd behaviors and acting as deterrent. - Reminding vendors serving alcoholic beverages to not serve persons who are obviously intoxicated and/or belligerent. 	<ul style="list-style-type: none"> - All staff are to report suspected intoxicated and/or belligerent persons to CP and police on site. - EMS may be notified for medical evaluation and/or treatment as deemed appropriate by police.
Unattended item reported on site.	<ul style="list-style-type: none"> - Remind all staff to be aware of surroundings, do not touch or approach suspected item, and notify CP with exact description and location of item. - Visible police presence on site observing crowd behaviors and acting as deterrent. 	<ul style="list-style-type: none"> - Immediate notification to CP. - Police response to move public away from the item and determine if item is a potential threat. - If determined to be potential or credible threat police evacuate the area starting with an announcement over the PA system. Fire and EMS stage in safe location. Bomb squad may be requested to scene by contacting Bucks 1.
Active Shooter / Hostile Event (ASHE)	<ul style="list-style-type: none"> - Visible police presence on site observing crowd behaviors and acting as deterrent. - Rapid police response to civil or domestic disturbances. - Vehicles cleared inside event perimeter. - Large vehicles blocking most intersections acting as deterrent to vehicle-borne attack. 	<ul style="list-style-type: none"> - Immediate notification to CP. - Police response to move public away from the actor(s) and contain or neutralize threat. - EMS requests additional units through CP to proceed to appropriate staging area. - Fire stage in area of cover and monitor radio for calls for assistance once instructed by Police. - Anticipate crowd rapidly fleeing the scene and potential for injuries within and outside of event perimeter.
Emergency access blocked	<ul style="list-style-type: none"> - Preplanned hard road closure barriers. - Preplanned additional points of ingress and egress. - Preplanned staging areas. 	<ul style="list-style-type: none"> - Communications relayed through CP. - Identify vehicle barrier drivers to move vehicles for additional access.
Utility failure	<ul style="list-style-type: none"> - Borough Electric Department engaged with event and staffed. - Borough Public Works Department engaged with event and staffed. 	<ul style="list-style-type: none"> - Communications relayed through CP. - Vendors experiencing utility issues should notify Event Coordinator then relayed through CP.

8. Prepared by (Safety Officer): Name: _____ Signature: _____

Prepared by (Operations Section Chief): Name: _____ Signature: _____

ICS 215A

Date/Time: _____

ADDENDUM 1 PUBLIC ADDRESS (PA) ANNOUNCEMENT HANDOUT

1) FOUND CHILD/ADULT

“Attention Celtic Fest Visitors, we have a FOUND CHILD/ADULT that has been separated from their party. Their first name is persons given name. We are looking for give name of family/party. Please contact the nearest Police Officer or Emergency Services staff member if you have information concerning this person. Thank you.”

2) MISSING CHILD/ADULT

“Attention Celtic Fest Visitors, we have a MISSING CHILD/ADULT that has been separated from their party. Their first name is persons given name. They are give age. They are wearing give clothing description. Please contact the nearest Police Officer or Emergency Services staff member if you have information concerning this person. Thank you.”

3) GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY)

“Attention all Celtic Fest Visitors and Volunteers, Perkasio Borough may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you advised of further developments.”

4) GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION)

“Attention all Visitors and Volunteers. The Celtic Festival is now being evacuated. The National Weather Service has indicated that severe storms are in or are approaching our area. Please evacuate and exit the parking areas in an orderly fashion.”

5) SEVERE THUNDERSTORM WATCH (ADVISORY)

“Attention all Celtic Fest Visitors and Volunteers. Perkasio Borough is now under a severe Thunderstorm Watch. The National Weather Service has indicated that conditions are favorable for Severe Thunderstorms in our area. We will keep you advised of further developments.”

6) SEVERE THUNDERSTORM WARNING (ACTION)

“Attention all Visitors and Volunteers. The Celtic Fest Ceremony is now being evacuated. Perkasio Borough is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate and exit the parking area in an orderly fashion.”

7) SEVERE WEATHER WATCH (ADVISORY)

“Attention all Celtic Fest Visitors and Volunteers. Perkasio Borough is now under a Severe Weather Watch. The National Weather Service has indicated that conditions are favorable for severe thunderstorms capable of producing tornados in our area. We will keep you advised of further developments.”

8) SEVERE WEATHER WARNING (ACTION)

“Attention all Visitors and Volunteers. The Celtic Fest area is now being evacuated. Perkasio Borough is under a Severe Weather Warning. Please evacuate and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low-lying area or where directed by emergency personnel.”

ADDENDUM 2 EMERGENCY PROCEDURES

The following guidelines are for workers and volunteers for the event.

Medical Emergencies: Contact Command Post with the nature of the medical emergency as well as the specific location. Command will relay information to the Emergency Services personnel. Remain with the patient. Administer first aid to the level you have been trained. If inside a tent or building, send someone to the entrance to assist in directing medical personnel to your location. If Fire, EMS or Law Enforcement personnel are nearby, notify them personally.

Fire Emergencies: Contact Command Post with the nature of the situation including the specific location (if Fire, EMS or Law Enforcement personnel are nearby, notify them personally). Command will relay information to fire personnel. As you are leaving the area, calmly assist in directing others to leave the area. If you have been trained to the proper use of a fire extinguisher and you can do so safely, attempt to extinguish the fire.

Accidents or Requests for Assistance: Contact Command Post with the details of the accident or request for assistance. Command will determine the necessary response. Perkasio Borough Police will have towing assets available to move disabled vehicles to a secondary location where the owner of the vehicle can make their own arrangements to have the vehicle removed. Lock out tools will be available in officer's vehicles or at the Command Post to facilitate the opening of locked vehicles.

Found/Lost Person: Contact Command Post upon receiving a complaint of or finding a lost individual. Stay at your current location! Relay as much detail to command as possible about the party. Include their name, description, clothing, etc. Command will send emergency services personnel to your location to begin a search for any lost individual. Remain with any found individual until relieved by emergency personnel.

Weather and/or Evacuation: As inclement weather approaches, you will be given updates as they become available. Should evacuation be necessary, a siren will be sounded and you will receive instructions via radio. All available vehicles will be asked to mobilize to evacuate people to a safe area with preference given to those with the greatest need. Any bus passengers should be directed to the designated bus loading/unloading area.

TEMPORARY EMERGENCY STORM SHELTER LOCATION

Perkasie Borough Hall
620 W. Chestnut St.
Perkasie, PA 18944

ADDENDUM 3 IMPORTANT PHONE NUMBERS LIST

EMERGENCY SERVICES COMMAND POST		
Command Post Line 1	267-374-8816	Danielle Bodnar
Command Post Line 2	484-223-9241	Tracy Kline
Command Post Fax Line	NA	NA
Perkasie Fire Dept (Station 26)	(215) 257-6950	
Grand View Hospital – Medic 151	215-622-3738	
Perkasie Borough Public Works	215-257-5065	
Perkasie Borough Electric Dept.	(215) 257 5065	
Perkasie Borough Emergency Management Coord.	267-784-2149 / EM-56	
Bucks Co. 911 Center	(215) 328-5151	

Contacts 3/14/26 for Upper Bucks Chamber Command Center:

Police Department Officers

1. Name: Police Officer Ray Fox
Phone Number: 610-742-6426

2. Name: Police Officer Scott Fields
Phone Number

Fire Department/Police

1. Name: Rich
Phone Number: 484-949-4100

Ambulance

1. Name: Will Russel
Phone Number: 267-421-1323

Parking Issues before 10 am call non-emergency number
(parked cars): 215-257-2022

NOTICE TEMPORARY ROAD CLOSURE

NOTIFICATION LETTER to PERKASIE DOWNTOWN RESIDENTS & PERKASIE BUSINESSES



Temporary Road Closures

On Saturday, March 14, 2026

On Saturday, March 14, 2026 the following roads will be temporarily closed to traffic:

Parking restrictions start at 9:00 am, and road closures at 9:30 am on 3/14/26.

These roads are closed for the Upper Bucks Chamber of Commerce/Perkasie Borough to host the 2026 Upper Bucks Celtic Festival. Thank you for your understanding and hope to see you at the Celtic Festival.

Street Closures 3/15/25 from 9:30 am to 6:00 pm

South 7th Street from W. Chestnut Street to W. Market Street

North 7th Street from W. Market Street to Arch Street

Chestnut Street from South 7th Street to South 6th Street

Market Street from South 6th/Penn Community Bank to Railroad Tracks
(Penn Community Bank to Railroad Tracks)

Shelly's Design Center parking lot (from The Ram to Penn Community Bank- the entire lot)

Treasure Trove/Train Station lot

Penn Community Bank (drive-through remains open and accessible until noon)

Parking Restrictions 3/15/25 from 9:00 am to 6:00 pm

South 7th Street from W. Chestnut Street to W. Market Street

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Market Street from South 6th/Penn Community Bank to Railroad Tracks
(Penn Community Bank to Railroad Tracks)

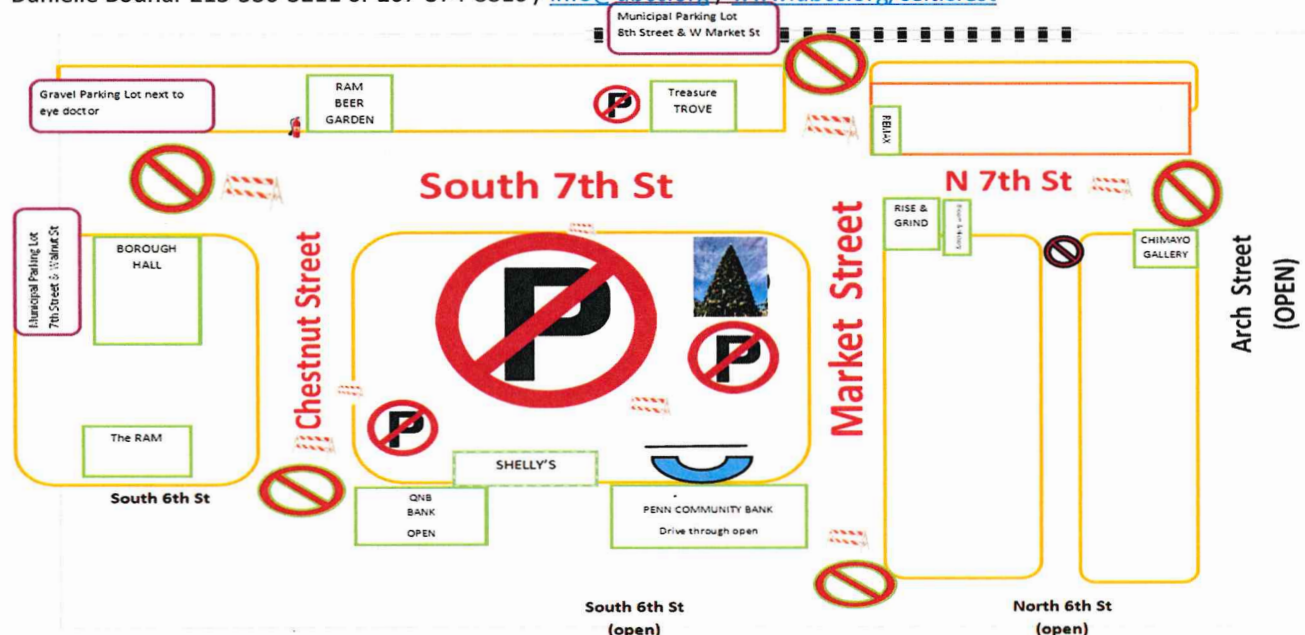
Shelly's Design Center parking lot (from The Ram to Penn Community Bank- the entire lot)

Treasure Trove/Train Station lot

Penn Community Bank (drive-through remains open and accessible until noon)

Upper Bucks Chamber of Commerce

Danielle Bodnar 215-536-3211 or 267-374-8816 / info@ubcc.org / www.ubcc.org/celticfest



Megan McShane

From: Megan McShane
Sent: Thursday, December 11, 2025 4:02 PM
To: Megan McShane
Subject: FY 2024 Byrne State Crisis Intervention Program Local Solicitation

From: PCCD <hhewitt@pa.gov>
Sent: Wednesday, December 10, 2025 11:37 AM
To: Finance <finance@perkasieborough.org>
Subject: FY 2024 Byrne State Crisis Intervention Program Local Solicitation

You don't often get email from hhewitt@pa.gov. [Learn why this is important](#)



Good morning,

After careful review and consideration, PCCD staff and the Mental Health and Justice Advisory Committee recommended to the Commission that your grant project be approved. The Commission met on December 10th and acted on this recommendation. Commission approval is conditional based upon the resolution of any outstanding programmatic and/or fiscal concerns.

The project period for your grant will be January 1, 2026 - September 30, 2027. Please note that while the project period date begins on January 1, it is possible that your project may not be awarded by that date. No grant purchases should be made until your award letter is received, counter-signed by your agency, and uploaded into Egrants.

We acknowledge your efforts to provide a substantial application and appreciate your patience during this process. The PCCD staff member assigned to your project will contact you, as necessary, to resolve issues that may remain with your application.

PCCD | 3101 North Front Street | Harrisburg, PA 17110 US

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A DAY OF SWEET
SHOPPING + STROLLING

CANDY CANE LANE

DECEMBER 13TH

PERKASIE TOWN CENTER

HORSE & CARRIAGE RIDES
SEASONAL SPECIALS
HOLIDAY SHOPPING
PHOTOS WITH SANTA

A DAY OF SWEET SHOPPING + STROLLING

CANDY CANE LANE

DEC. 13TH | 9AM - 4PM

HOURS VARY BY BUSINESS



SCAN HERE



Megan McShane

From: Perkasio Borough Website <noreply@catapultweb.com>
Sent: Sunday, December 7, 2025 11:42 AM
To: Megan McShane
Subject: Feedback Form Submitted

Feedback Form was submitted at: 12/7/2025 11:42:08 AM

Name:
Anne Lanetti

Email:

Comments:

Just wanted to say thank you for yet another wonderful start to the holiday season here in our little town. The 117th tree lighting was just beyond expectations and I know there was an extreme amount of work that went into the planning and execution and clean up.

Thank you all and happy, healthy and safe holidays to you all!



Anne Lanetti

Response:
No response necessary

You can view it in your website's back office at
<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.perkasieborough.org%2Fumbraco%2F%23%2FMunicipaltForms%2FMunicipaltForms%2Fedit%2F762&data=05%7C02%7Cadmin%40perkasieborough.org%7C26d6bce5f4f04f62addc08de35af93cd%7C8ea6d6cb4c6e44ca98e418a7e7ce874e%7C0%7C0%7C639007225381513071%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIsIlAiOiJXaW4zMlslkFOljoitWFBpCIsldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=E2EIR%2BYKXxx4liuWghn4FZmO52XnBVC14yVqVq2Iroc%3D&reserved=0>

Perkasie tree lighting draws thousands

By [John Worthington](#) | jworthington@montgomerynews.com | The Reporter
PUBLISHED: December 8, 2025 at 10:34 AM EST

PERKASIE — Hoisted high in the air by crane, Santa Claus lit the towering Perkasie Christmas tree before a sea of onlookers.

Thousands swarmed downtown Perkasie Saturday for the town's 117th annual tree lighting ceremony, the oldest in the nation.

"Perkasie is honored to have each of you here this evening," said Perkasie Mayor Jeff Hollenbach. "May this Christmas season fill every heart with joy, peace and renewed hope."

The ceremony was accompanied by an extravaganza of attractions and activities, including aerial acrobatics, a wagon ride and a horse and carriage ride. Other entertainment included live music, wandering carolers and stilt walkers.

As the tree lighting approached, Santa and Mrs. Claus arrived on a Perkasie Electric Truck to great fanfare. Loud cheers and applause filled the air as the tree was lit aglow. Little Maverick Murphy was selected by random draw to help Santa light the tree.

Following the ceremony, Santa and Mrs. Claus settled in the RE/MAX440 building for photos, with families lining up at the entrance. Rounding out the event were Christmas treats, food trucks and shopping and dining specials.

2026 PERKASIE BOROUGH CURBSIDE COLLECTION CALENDAR

BULK TRASH COLLECTION

PAPER & CARDBOARD RECYCLING

TREE BRANCH COLLECTION

HOLIDAYS (SEE BACK FOR DETAILS)



January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

GUIDELINES FOR ALL ITEMS AT PERKASIEBOROUGH.ORG

GLASS/PLASTIC/TIN/ALUMINUM (COMINGLED)

Weekly.
Same day as regular trash.

PAPER & CARDBOARD

Weekly.
Friday for all residents.

BULK TRASH

Monthly. First *FULL WORKING WEEK* of each month.
Same day as regular trash.
First item *FREE* when set out next to toter or bag.

APPLIANCES & METALS

Monthly. Wednesday of Bulk Trash week.
\$20 per item.

TREE BRANCHES

Monthly. First *WEDNESDAY* of month.
Call (215) 257-5065 by 12pm the
Friday before to schedule.
Seasonal Holiday Tree Collection.
Dates: 1/7, 1/16, 1/23

LEAVES

Seasonal through Fall then one cleanup collection in Spring.

2026
HOLIDAY CURBSIDE COLLECTION SCHEDULE

ALL OFFICES & RECYCLING CENTER CLOSED

NEW YEAR'S DAY

Thurs Jan. 1 (Trash & Recycling) - **Rescheduled to Fri Jan. 2**
Fri Jan. 2 (Paper & Cardboard) - **No Paper & Cardboard Pickup This Week**

GOOD FRIDAY

Fri Apr. 3 (Paper & Cardboard) - **No Paper & Cardboard Pickup This Week**

MEMORIAL DAY

Mon May 25 (Trash & Recycling) - **Rescheduled to Tues May 26**

INDEPENDENCE DAY

Fri Jul. 3 (Paper & Cardboard) - **No Paper & Cardboard Pickup This Week**

LABOR DAY

Mon Sep. 7 (Trash & Recycling) - **Rescheduled to Tues Sep. 8**

THANKSGIVING

Thurs Nov. 25 (Trash & Recycling) - **Rescheduled to Mon Nov. 30**
Fri Nov. 26 (Paper & Cardboard) - **No Paper & Cardboard Pickup This Week**

HOLIDAYS

Thurs Dec. 24 (Trash & Recycling) - **Rescheduled to Mon Dec. 28**
Fri Dec. 25 (Paper & Cardboard) - **No Paper & Cardboard Pickup This Week**

**FULL SCHEDULES AT
PERKASIEBOROUGH.ORG**

2026 PERKASIE BOROUGH
CURBSIDE COLLECTION CALENDAR

**LEARN MORE
HERE**

