

**RESOLUTION NO. 01-2017-1554**

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING A PRIMARY SEWAGE ENFORCEMENT OFFICER AND ALTERNATE SEWAGE ENFORCEMENT OFFICERS FOR THE TOWNSHIP.**

**WHEREAS**, the Board of Commissioners desires to appoint Scott Beiber of Lehigh Soils and Wetlands, 6071 St. Peters Road, Emmaus, PA 18049 as the Primary Township Sewage Enforcement Officer; and to appoint as Alternate Sewage Enforcement Officer(s) Gary C. Gray (03945), Christopher A. Taylor (03138), and Jacob A. Schray (03134) of Hanover Engineering Associates, 252 Brodhead Road, Suite 100, Bethlehem, PA 18017-8944 for the Township of Salisbury and Christopher J. Noll (#01749) of Keystone Consulting Engineers, 2870 Emrick Blvd, Bethlehem, PA 18020.

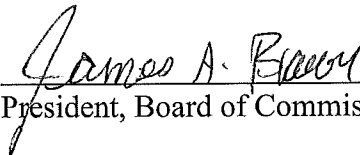
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same to appoint Mr. Scott Beiber of Lehigh Soils and Wetlands as the Primary Township Sewage Enforcement Officer; and to appoint as Alternate Sewage Enforcement Officer(s) Gary C. Gray (03945), Christopher A. Taylor (03138), and Jacob A. Schray (03134) of Hanover Engineering Associates and Christopher J. Noll (#01749) of Keystone Consulting Engineers; all terms to expire on January 1, 2018 or until a successor has been appointed.

**AND BE IT FURTHER RESOLVED** that the aforesaid Sewage Enforcement Officers shall be paid compensation on an hourly basis as outlined in their respective Fee Schedules attached hereto or upon such other basis as may be mutually agreed upon

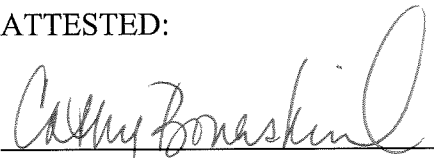
between the Township Sewage Enforcement Officers and the Board of Commissioners for all work performed, as assigned by the Township.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of January, 2017 at a regular public meeting.

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

  
\_\_\_\_\_  
President, Board of Commissioners

ATTESTED:

  
\_\_\_\_\_  
Township Secretary

**From:** scott beiber <[sbieber@ptd.net](mailto:sbieber@ptd.net)>  
**Date:** December 29, 2016 at 3:51:54 PM EST  
**To:** <[csopka@salisburytownship.org](mailto:csopka@salisburytownship.org)>  
**Subject:** **SEO appointment for 2017**

Hi Cynthia,

Please consider this my formal request to be appointed the primary SEO for Salisbury Township for 2017. There will be no change in the fee schedule. If I should contact someone else about continuing as the SEO, please let me know.

Thank You

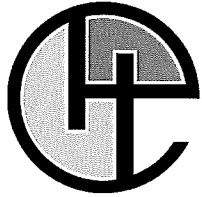
Scott Bieber

**PROPOSED SALISBURY TOWNSHIP ON-LOT SEPTIC FEE SCHEDULE 2016**

<b>SOIL TESTING FEES</b>	<b>2012 Fee</b>	<b>Proposed 2016 Fee</b>
Evaluate soil probes, maximum three (3) per lot	\$200.00	<b>\$250.00</b>
Additional soil probes beyond three (3)	\$ 60.00 per hour	<b>\$80.00/hour</b>
Perform six (6) hole percolation test	\$400.00	<b>\$450.00</b>
Percolation testing observed by Sewage Enforcement Officer (SEO)	\$ 60.00 per hour	<b>\$80.00 /hour</b>
<b>PERMIT AND INSPECTION FEES</b>		
Permit application and close out, new system *	\$200.00	<b>\$200.00</b>
Permit application and close out, new tank or tank repair *	\$150.00	<b>\$150.00</b>
Design review, issue permit, gravity system	\$100.00	<b>\$100.00</b>
Design review, issue permit, pressure system	\$150.00	<b>\$150.00</b>
Design review, issue permit, new tanks or tank repairs	\$ 50.00	<b>\$50.00</b>
Design review spray and drip systems	\$250.00	<b>\$250.00</b>
Two (2) inspections, mound or subsurface systems	\$160.00	<b>\$200.00</b>
One (1) inspection, in ground system	\$ 80.00	<b>\$100.00</b>
One (1) inspection, new tank or tank repair	\$ 80.00	<b>\$100.00</b>
Each additional inspection required	\$ 80.00	<b>\$100.00</b>
<b>OTHER FEES</b>		
Site consultation (Responsibility of Applicant)	\$ 60.00 per hour	<b>\$80.00/hour</b>
Verify prior soil testing (Responsibility of Applicant)	\$120.00 per test	<b>\$120.00/hour</b>
Other duties including meetings and planning module review	\$60.00 per hour	<b>\$80.00/hour</b>
Well Isolation Waiver (Responsibility of Applicant)	\$60.00 per hour	<b>\$80.00/hour</b>
Complaint Investigation and enforcement (Responsibility of Township)	\$60.00 per hour	<b>\$80.00/hour</b>

\*Administration fee of \$50.00 applied when applicable

1. The Sewage Enforcement Officer is authorized to perform soil testing for sewage planning modules and to sign the false swearing statement in the module.
2. The Sewage Enforcement Officer shall provide the Township with a project summary upon completion.
3. The fee schedule applies to new and repaired septic systems.
4. All fees incurred which involve land development, require the assistance of the Township Engineer or require additional services from the Sewage Enforcement Officer related to all On-Lot Sewage Disposal System activities shall be reimbursed one-hundred (100%) by the applicant or owner of the property.



# HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944  
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

December 16, 2016

Mr. Randy Soriano, Manager  
Salisbury Township Municipal Building  
2900 South Pike Avenue  
Allentown, PA 18103

RE: Request for Alternate Engineer and Alternate  
Sewage Enforcement Officer  
Reappointment for 2017  
Salisbury Township, Lehigh County

Dear Mr. Soriano:

We sincerely thank the Board of Commissioners for the appointment of Hanover Engineering as the Alternate Engineer and Alternate Sewage Enforcement Officer during 2016 and we respectfully request the opportunity to be reappointed to these positions in 2017.

Enclosed please find one (1) copy of our 2017 Professional Fee Schedule for your reference. Please note, our 2017 Fee Schedule reflects a rate increase of approximately two and one-half percent (2½%).

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer from Hanover Engineering will ensure coverage and flexibility for any tasks we may need to assist with during the upcoming year. We request the following Officers be included:

Christopher A. Taylor – 03138  
Jacob A. Schray – 03134

Gregory C. Gray – 03945

Thank you sincerely for the Township's consideration of these reappointments. Please contact me if you have any questions regarding the above-referenced information.

Respectfully,

HANOVER ENGINEERING

Jill Lipovsky Smith, PE  
Vice President, COO

jls:sas

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Enclosure(s)

**HANOVER ENGINEERING ASSOCIATES, INC  
2017 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 108.00
Registered	102.00
Graduate (Nonregistered)	87.00
<u>CERTIFIED PLANNER</u>	102.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	102.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	102.00
<u>TRAFFIC SPECIALIST</u>	102.00
<u>REGISTERED SURVEYOR</u>	95.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	90.00
Environmental Technician	78.50
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	82.50
GIS Technician	61.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	86.75
Design/Calculations/Technician	75.75
Draftsperson 1 (CAD Drafting)	64.75
Draftsperson 2/Technician 2	62.25
Draftsperson 3/Technician 3	53.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	98.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	82.00
<u>SURVEY CREW</u>	
One-Person Crew	94.00
Two-Person Crew	137.00
Three-Person Crew	173.50
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	71.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	76.50
Certified Sewage Enforcement Officer	68.50
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 430.00
Observe Percolation Test	Lump Sum 345.00
<u>SECRETARIAL / WORD PROCESSOR</u>	37.00

1. Travel to and from the job site is chargeable time, with project mileage at \$0.52 per mile.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses, such as general administrative work, are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$150.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for copies of plans is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
8. Field equipment usage will be charged as follows: Sewage Flow Meter - \$12.00/day, Traffic Counter - \$55.00/day, GPS Locator - \$22.50/day, RTKGPS - \$215.00/day, SUB-RTKGPS - \$50.00/day.
9. Push Camera - \$10.00/hour for Televising; \$15.00/hour for Televising and Locating Services.



SAL 17-001

January 6, 2017

RECEIVED JAN 09 2017

Salisbury Township  
Board of Commissioners  
2900 South Pike Avenue  
Allentown, PA 18103

Attention: Cathy Bonaskiewich, Assistant Township Manager

RE: 2017 Sewage Enforcement Officer Services Schedule of Fees

Dear Cathy,

Please accept this letter as our request for consideration for reappointment as Salisbury Township's Alternate Sewage Enforcement Officer for 2017. Keystone Consulting Engineers values the relationships that we have established with Salisbury Township over the past year and look forward to continuing this relationship in the future.

Attached is our 2017 Professional Fee Schedule that covers the general on-lot sewage enforcement services to be provided.

Mr. Christopher J. Noll, S.E.O. #01749, from our Bethlehem office, will continue to represent Keystone Consulting Engineers in this capacity.

We consider ourselves very privileged to have Salisbury Township as our client.

Sincerely,

KEYSTONE CONSULTING ENGINEERS, INC.

David J. Tettemer, P.E.

Attachment: 2017 SEO Fee Schedule

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**ATTACHMENT I**

**ALTERNATE SEWAGE ENFORCEMENT SERVICES  
SALISBURY TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**2017 FEE SCHEDULE**

1. TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)

- a. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$110.00 per EDU; quantity evaluation \$110.00 per perc test site, i.e. one for the primary site, and one for the secondary if applicable.

- b. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and shall have sufficient physically markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist, or other qualified individual(s), to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$110.00 per pit observation; quantity observation is \$110.00 perc test site, i.e. one for the primary and one for the secondary site.

2. PERCOLATION TEST (LIMITED TO SIX HOLES)

- a. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$470.00.



- b. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment and materials.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$375.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual(s) to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person(s) is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$320.00 per test; quantity observation \$320.00 per lot, i.e. 2 perc sites, includes both the primary and the secondary sites.

- 3. PERMIT APPLICATION REVIEW, PERMIT ISSUANCE/DENIAL - After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action.

Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$168.00; additional review time at \$90.50 per hour.

- 3a. MINOR REPAIR - Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$255.00.

- 3b. REPAIR - Repairs that entail repair replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$178.00; additional review time at \$90.50 per hour.

- 4. PRE-CONSTRUCTION INSPECTION/MEETING - After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$190.00.

5. FINAL INSPECTIONS (STANDARD SYSTEM) - At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$190.00.

6. FINAL INSPECTION (SAND MOUND) - At the time of system installation and prior to final approval, necessary field inspections shall be performed. Inspections shall be performed at the following phases of construction:
  - a) Surface Preparation
  - b) Sand Placement
  - c) Final Inspection

System installation, grades and distances shall be checked to standards set forth by Department of Environmental Protection. Results of inspections will be retained on file.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$355.00.

7. VALIDITY OF PERMIT (RENEWAL) - If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:
  - a) Review of available test data and previous permit.
  - b) Verify prior testing as outlined in Item 11 below.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$260.00 per permit renewal.

8. SYSTEM MALFUNCTION - The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included.

Due to variability of malfunctions, the fee will be accrued hourly.

Keystone Consulting Engineers, Inc.'s 2017 fee is \$90.50 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW - The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$90.50 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL - Included is long-range planning, water quality investigation and environmental consulting on basically any specialty assignment the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional Fee Schedule.

11. VERIFY PRIOR TESTING - This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 § 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Keystone Consulting Engineers, Inc.'s 2017 fee for this service is \$190.00 per inspection.