

BEFORE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

AN ORDINANCE OF MUNICIPAL COUNCIL
OF THE MUNICIPALITY OF MONROEVILLE,
ALLEGHENY COUNTY, PENNSYLVANIA
ESTABLISHING THE 2021 FEE SCHEDULE

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ORDINANCE NO. 2730

AND NOW, on December 22, 2020, Municipal Council of the Municipality of Monroeville hereby ORDAINS AND ENACTS as follows:

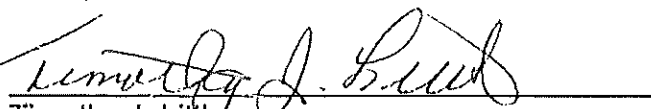
SECTION 1. The fee schedule of the Municipality of Monroeville attached hereto is hereby approved and shall be implemented, effective immediately.

SECTION 2. Any Ordinance or part of an Ordinance in conflict herewith is hereby repealed.

ORDAINED AND ENACTED this 22nd day of December, 2020.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Timothy J. Little
Municipal Manager



Dr. Nicholas J. Gresock
Mayor

ENTERED INTO LEGAL BOOK ON: January 1, 2021

MUNICIPALITY OF MONROEVILLE 2021 FEE SCHEDULE

ADMINISTRATION FEES	2
ANIMAL CONTROL FEES	3
BUILDING AND ENGINEERING	3 - 7
COPYING FEES	7
EQUIPMENT RENTAL FEES	7
LIFE SAFETY AND FIRE PREVENTION CODE FEES	7 - 8
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LAND DISTURBANCE	9
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POLLUTION CONTROL AND FLOOD REDUCTION FEE	10
RECREATION AND HUMAN SERVICE FEES	10 - 14
RECYCLING CONTAINERS	14
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SIGN PERMITS FEES	15
SOLICITING PERMIT FEES	15
STENOGRAPHIC/COURT REPORTING SERVICE FEES	15
TV-15 DVD FEES	15
WORKERS' COMPENSATION CERTIFICATION FEES	15
ZONING HEARING BOARD FEES	15 -16
ZONING PERMIT FEES	16

ADMINISTRATION FEES:

Annual Budget	\$ 20.00
Building Occupancy Request Fee	\$ 50.00
Building/Fire Protection Violation Letter	\$ 50.00
Comprehensive Plan (Book)	\$ 25.00
Comprehensive Plan (CD)	\$ 10.00
Outside Court Stenographer	at Cost
In House Court Stenographer	\$ 5.00 per page
Home Rule Charter	\$ 10.00
Mailing Fee: Actual Postage plus handling fee of	\$ 2.50
No Lien Letter	\$ 30.00
Notary Service	\$ 10.00
Photo Copies (per page)	\$.25
Return Check Charge (NSF)	\$ 25.00
State Audit Collector's Fee	\$ 15.00
Tax Certification	\$ 30.00
Zoning Certification Letter	\$ 50.00 *Plus
(*Plus Employee Research Time billed at an hourly rate as calculated in formula for calculating Personnel Rates Section of this Ordinance.)	

LAND DISTURBANCE:

Application Fees (Non-Refundable):

- | | | |
|----|---------------------------------|---|
| 1. | Grading < 100 Cubic Yards | \$ 50.00 |
| 2. | Grading 101-5,000 Cubic Yards | \$ 125.00 |
| 3. | Grading 5,001-9,999 Cubic Yards | \$ 125.00 + \$15.00 per
1,000 cy beyond 5,000
cy. |
| 4. | Grading > 10,000 Cubic Yards | See Section 4
"Application for
Conditional Uses" |

Bond Fees Applicable to Grading (Refundable):

\$ 2,500 per disturbed acre subject to a minimum bond of \$150.00

TIMBER HARVESTING:

- | | | |
|----|---|-------------|
| 1. | Minor Timber Harvesting for each parcel of land | \$ 200.00 |
| 2. | Major Timber Harvesting for each parcel of land | \$ 2,000.00 |

Miscellaneous Fees:

1. The Municipality reserves the right to assess additional costs for engineering review, legal, and Expert service when deemed necessary.

MECHANICAL DEVICE PERMIT FEES:

Mechanical Device: Any device, machine, or apparatus for playing of games and amusements for which a charge for the privilege of playing is made. This includes but is not limited to: Devices commonly known as "Pinball" Machines on which games are played, movie projectors, devices commonly known as "Kiddie Rides", and pool tables.

Electro Mechanical Device*: Is a game of chance not requiring any skill or manual dexterity in order to receive a reward such as extra playing credits. Also, has the ability to, or be converted to knockdown or eliminate playing credits; and is similar type, brand or model of an electro mechanical video display device which simulates the game of poker utilizing the rules that govern the card game of poker; or simulates slot machines consisting of rolling wheels stopping on numbers, food, fruits, X's and O's, animals or other items which offer a winning line combination of the aforementioned; or simulates the game of bingo; or any other type of games of chance used in casino style gambling.

Mechanical Device	\$ 200.00 each
Music Machines	\$ 100.00 each
Electro Mechanical Device (Poker, Blackjack, Bingo, etc.)	
1st three machines (registered)	\$ 400.00 each
Additional machines (registered)	\$ 500.00 each
Any Machines found not to be registered will be assessed	\$1,000.00 each

PLANNING DEPARTMENT FEES:

Application for Rezoning and/or Zoning Ordinance change	\$1,500.00 plus \$ 50.00 per acre.
Review Fee for Rezoning and/or Zoning Ordinance change	\$1,000.00
Application for Conditional Use	\$ 800.00 plus \$.05 per square foot of structure or cubic yard of earth moved, or \$500.00 for a Conditional Use with no structure shall be charged.
Review Fee for Conditional Use	\$1,000.00
Applications for Site Plans	\$ 500.00 plus \$.05 per square foot of the proposed structure or addition to an existing structure.

MUNICIPALITY OF MONROEVILLE

REGULAR COUNCIL MEETING

MARCH 9, 2021

MINUTES

The meeting was called to order by Mayor Nick Gresock at 7:32 p.m. Immediately following the Citizens' Night Meeting.

ROLL CALL

The Recording Secretary, Sharon McIndoe, called roll and the following were present: Mayor Gresock, Linda Gaydos, Eric Poach, Ron Harvey, Steve Wolfram, Greg Erosenko, Bob Williams, Tim Little, Bob Wratcher, Paul Hugus, Joe Sedlak and Paul Whealdon. Mr. Wilson and Ms. Rock were absent.

EXECUTIVE SESSION ANNOUNCEMENT

Council conducted an executive session before tonight's council meeting on March 9, 2021 from 6:30 to 7 p.m. for personnel and litigation reasons. Council legislative action, if any, shall be taken at the Regular Council Meeting.

APPROVAL OF MINUTES

There being no corrections, additions or deletions to the minutes of the Citizen's Night Meeting of February 9, 2021 and the Regular Council Meeting of February 9, 2021, a motion was duly made to approve them, as submitted, by Mr. Erosenko and Mrs. Gaydos seconded it. Upon a roll call vote, the motion carried unanimously.

REPORTS OF TAX COLLECTIONS

Council then considered approval of the Reports of Tax Collections. Whereupon, a motion was duly made by Mrs. Gaydos to approve the Reports of Tax Collections and Mr. Wolfram seconded it. Upon a roll call vote, the motion carried unanimously.

LIST OF BILLS AND BUDGET TRANSFERS

Council then considered the List of Bills in the amount of \$773,280.93, Budget Transfers and Payroll in the amount of \$552,583.84. Whereupon, a motion was duly made by Mr. Erosenko to approve the List of Bills and Budget Transfers. Mrs. Gaydos seconded it and upon a roll call vote, the motion carried unanimously.

Further, a motion was duly made by Mr. Williams to approve the payroll and Mr. Poach seconded it. Upon a roll call vote, the motion carried unanimously.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING'S REPORT

Mr. Hugus reported there was an oversight in the fee schedule that the municipality passed in December for timber harvesting. He explained the fees reflected in the timber harvesting section of the fee schedule are from what occurred before the attorney general's office sued the municipality to change the rules and regulations. He stated those fees still reflect when it was deemed a conditional use application with a fee of \$2,000 per application. He suggested those fees no longer seem reasonable because administratively the application review is not as cumbersome. He reported they are now simple applications and suggested the fees should be lowered from \$2,000 to something more reasonable. He pointed out advertising must be authorized because it is an ordinance. Mayor Gresock inquired what would be a reasonable fee. Mr. Hugus explained currently the ordinance says there is a minor timber harvesting which is \$200 and major timbering which is \$2,000 and he suggested it be changed to \$50 and \$100 respectively. He pointed out the benchmark is two acres or less and two acres or more.

Mr. Harvey inquired whether a municipal employee inspects for the applicant's compliance. Mr. Hugus answered affirmatively but explained there is not a lot they have to inspect because it is mostly erosion and sedimentation control which the county conservation district governs.

Mrs. Gaydos inquired whether those suggested fees are solid and Mr. Hugus answered affirmatively. He explained they reviewed what is done in other communities and around the commonwealth. He suggested it has to be advertised to revise the ordinance.

After a brief discussion, Mrs. Gaydos duly made a motion to advertise and Messrs. Poach, Wolfram and Erosenko seconded it. Upon a roll call vote, the motion carried unanimously.

Mr. Wratcher recommended the suggested numbers be included in the draft ordinance and it can be changed at council's discretion.

COUNCIL MEMBERS' REPORTSSIXTH WARD COUNCILMEN BOB WILLIAMS

Mr. Williams requested an update on the zoning ordinance. Mr. Whealdon reported a lot of progress has been made on the zoning ordinance over the last few months and he is currently revising the map and a couple of new districts will be added. He was hopeful that something could be submitted to the municipality's consulting engineers in a month or two. He reported it is close to being ready to be reviewed by someone outside the municipality.

Mayor Gresock inquired whether the new districts include some the municipality never had and Mr. Whealdon answered affirmatively. He mentioned two new mixed used districts where commercial and residential could be mixed. He reported one would be called Boulevard which would be located on along Routes 22 and 48 and a C-3 Zoning District would be for the Monroeville Mall area where housing could be located next to commercial. Mayor Gresock explained it is a long process. He questioned whether council can unilaterally change zones and districts. Mr. Wratcher agreed that designation of zoning districts is a legislative act and can be done at council's discretion. He mentioned there are some guidelines in the municipality's planning code and there is a review process with the county but council has a lot of leeway to make changes that are appropriate for the community.

MUNICIPALITY OF MONROEVILLE

REGULAR COUNCIL MEETING

APRIL 13, 2021

MINUTES

The meeting was called to order at 7:10 p.m. by Mayor Nick Gresock immediately following the Citizens' Night Meeting.

ROLL CALL

The Recording Secretary, Sharon McIndoe, called roll and the following were present: Mayor Gresock, Linda Gaydos, Eric Poach, Ron Harvey, Steve Wolfram, Greg Erosenko, Bob Williams, Tom Wilson, Tim Little, Bob Wratcher, Paul Hugus, Joe Sedlak and Paul Whealdon. Ms. Rock was absent.

PUBLIC COMMENT ON PROPOSED AGENDA ITEMS ONLY

No one came forward at this time to make public comment.

EXECUTIVE SESSION ANNOUNCEMENT

Council conducted an executive session before the council meeting from 6:15 to 7 p.m. for personnel and litigation reasons. Council legislative action, if any, shall be taken at the Regular Council Meeting on April 13, 2021.

APPROVAL OF MINUTES

There being no corrections, additions or deletions to the minutes of the Citizens' Night Meeting of March 9, 2021 or the Regular Council Meeting of March 9, 2021, a motion was duly made by Mrs. Gaydos to approve them, as submitted, and Mr. Erosenko seconded it. Upon a roll call vote, the motion carried unanimously.

APPROVAL OF REPORTS OF TAX COLLECTIONS

There being no discussion, Mr. Erosenko duly made a motion to approve the Reports of Tax Collections and Mr. Poach seconded it. Upon a roll call vote, the motion carried unanimously.

LIST OF BILLS AND BUDGET TRANSFERS

Council then considered the List of Bills in the amount of \$658,689.55, Budget Transfers and Payroll in the amount of \$980,426.07 for the month of March. Whereupon, Mrs. Gaydos duly made a motion to approve the list of bills and budget transfers and Mr. Erosenko seconded it. Upon a roll vote, the motion carried unanimously. Further, a motion was duly made by Mr. Wolfram to approve the payroll and Mr. Williams seconded it. Upon a roll call vote, the motion carried unanimously.

RESOLUTION 21-20

A resolution confirming that the Municipality of Monroeville has formally requested Act 152 Funds and has designated an official to perform the required duties between the Municipality of Monroeville and Allegheny County Economic Development and assures the provision of local matching funds and compliance with all other provisions of Act 152.

Mr. Little reported the next two resolutions for Act 152 funding are for the condemnation and demolition of three properties on Broadway Avenue.

There being no further discussion, Mr. Erosenko duly made a motion to approve and Mrs. Gaydos seconded it. Upon a roll call vote, the motion carried unanimously.

RESOLUTION 22-21

A resolution that the Municipality of Monroeville determines and declares that the indicated structures meet the blighted property definition under Act 152 and will undergo local agency condemnation proceedings.

Whereupon, Mr. Erosenko duly made a motion to approve and Mr. Wolfram seconded it. Mayor Gresock inquired about the location of the properties. Mr. Little reported there are two structures on one parcel.

Mr. Hugus explained there are three structures to be demolish, the first one is at 4507 Coffey Street at the Intersection of Coffey and Route 130/Broadway Boulevard. He reported it is an old dilapidated structure. He explained the next two structures are located at 2749 and 2759 Broadway Boulevard across the street from the Ancient Order of Hibernians (AOH) Club. He presented photographs of the site. He reported the municipality has a good chance of receiving the grants because they are located in the same area.

Upon a roll call vote, the motion carried unanimously.

ORDINANCESORDINANCE 2736

An ordinance of the Municipality of Monroeville, Allegheny County, Pennsylvania, amending Ordinance No. 2730, the 2021 Fee Schedule, to amend the Timber Harvesting Permit Fees.

Mr. Wratcher explained the municipality has fees for timber harvesting in Monroeville and the state law and ACRE dictate timber harvesting. He reported it was determined that the municipality has some fees that are outside of the ordinary range of fees for the amount of work that is done. He stated this ordinance is to align those fees with what is appropriate for the municipality's involvement in timber harvesting projects.

There being no discussion, Mrs. Gaydos duly made a motion to approve and Mr. Harvey seconded it. Upon a roll call vote, the motion carried unanimously.

MUNICIPALITY OF MONROEVILLE

REGULAR COUNCIL MEETING

DECEMBER 14, 2021

MINUTES

The meeting was called to order at 7 p.m. by Mayor Nick Gresock.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance was recited and a moment of silence observed.

ROLL CALL

The Recording Secretary, Sharon McIndoe, called roll and the following were present: Mayor Gresock, Linda Gaydos, Eric Poach, Ron Harvey, Steve Wolfram, Greg Erosenko, Bob Williams, Tom Wilson, Tim Little, Bob Wratcher, Josie Rock, Paul Hugus, Joe Sedlak and Paul Whealdon.

PUBLIC COMMENT ON PROPOSED AGENDA ITEMS ONLY

Councilman Poach read into the record:

On this day, December 14, 2021, on behalf of Monroeville Council and the grateful citizens of Monroeville, I would like to present to our colleague, Councilwoman Linda Gaydos, a plaque. The Plaque reads: for dedication, service and leadership to the Municipality of Monroeville, Linda Gaydos, Councilwoman of Ward One, January 2014 to December 2021.

Likewise, Mr. Little read a similar statement to present to Councilman Ron Harvey from Ward Three from January 2014 to December 2021.

Further, Mr. Wolfram read a similar statement into the record for Councilman Greg Erosenko, Mayor March 2008 through December 2017 and Councilman for Ward Five from January 2018 through December 2021.

Furthermore, Mr. Williams read a similar statement for Councilman Tom Wilson, from Ward Seven from January 2014 to December 2021.

Mayor Gresock commended each of them for their service to the community and wished them Merry Christmas.

KIM KRIVDA

Mrs. Kim Krivda, a resident of 156 Jamison Lane, came forward to express her concerns about the proposed subdivision of the DCI Property. She mentioned they made a change on the acreage on the agenda that corrected it to 2.77 acres. She inquired whether there was any resolution regarding the integrity of the pond and the storm water management. She questioned whether the video was provided and Mrs. Gaydos answered affirmatively.

There being no discussion, Mrs. Gaydos duly made a motion to approve and Mr. Wilson seconded it. Upon a roll call vote, the motion carried unanimously.

ORDINANCES

ORDINANCE 2750

An ordinance of the Municipality of Monroeville fixing the real estate millage for land, buildings and structures for 2022.

Whereupon, Mrs. Gaydos duly made a motion to approve and Mr. Wilson seconded it. Mayor Gresock commented there is no tax increase. Upon a roll call vote, the motion carried unanimously.

ORDINANCE 2751

An ordinance of Municipality of Monroeville to provide for the adoption of a budget containing estimates of proposed revenues and expenditures for the calendar year beginning January 1, 2022.

Whereupon, Mrs. Gaydos duly made a motion to approve and Mr. Poach seconded it. Mr. Little reported there are some revisions to the numbers that will be officially adopted if council adopts the budget. He stated there will be an increase of \$184,441 and the original budget amount of \$34,560,993 will be revised to \$34,745,434. Upon a roll call vote, the motion carried unanimously.

ORDINANCE 2752

An ordinance of the Municipality of Monroeville continuing the deed transfer, mercantile tax, business privilege tax and local services tax pursuant to the Local Tax Enabling Act of 1965, as amended.

Whereupon, Mr. Erosenko duly made a motion to approve and Mr. Wilson seconded it. Upon a roll call vote, the motion carried unanimously.

ORDINANCE 2753

An ordinance of the Municipality of Monroeville adjusting the salary system structure of 2022.

There being no discussion, Mr. Wilson duly made a motion to approve and Mr. Poach seconded it. Upon a roll call vote, the motion carried unanimously.

ORDINANCE 2754

An ordinance of the Municipality of Monroeville establishing the 2022 Fee Schedule.

Whereupon, Mr. Wolfram duly made a motion to approve and Mr. Wilson seconded it. Upon a roll call vote, the motion carried unanimously.

ORDINANCE 2755

An ordinance of the Municipality of Monroeville authorizing execution of a Cable Franchise Agreement between the Municipality of Monroeville and Comcast of Pennsylvania, II, L.P.

There being no discussion, Mr. Wolfram duly made a motion to approve and Mrs. Gaydos seconded it. Upon a roll call vote, the motion carried unanimously.

BEFORE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

AN ORDINANCE OF MUNICIPAL COUNCIL
OF THE MUNICIPALITY OF MONROEVILLE,
ALLEGHENY COUNTY, PENNSYLVANIA,
ESTABLISHING THE 2022 FEE SCHEDULE

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ORDINANCE NO. 2754

AND NOW, on December 14, 2021, Municipal Council of the Municipality of Monroeville hereby ORDAINS AND ENACTS as follows:

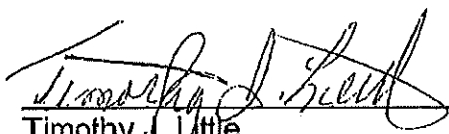
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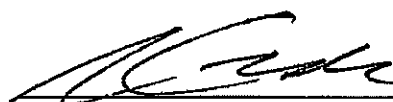
ORDAINED AND ENACTED this 14th day of December, 2021.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Timothy J. Little
Municipal Manager



Dr. Nicholas J. Gresock
Mayor

ENTERED INTO LEGAL BOOK ON: December 24, 2021

MUNICIPALITY OF MONROEVILLE 2022 FEE SCHEDULE

ADMINISTRATION FEES	2
ANIMAL CONTROL FEES	3
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LAND DISTURBANCE:

Application Fees (Non-Refundable):

- | | | |
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"Application for
Conditional Uses" |

Bond Fees Applicable to Grading (Refundable):

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TIMBER HARVESTING:

- | | | |
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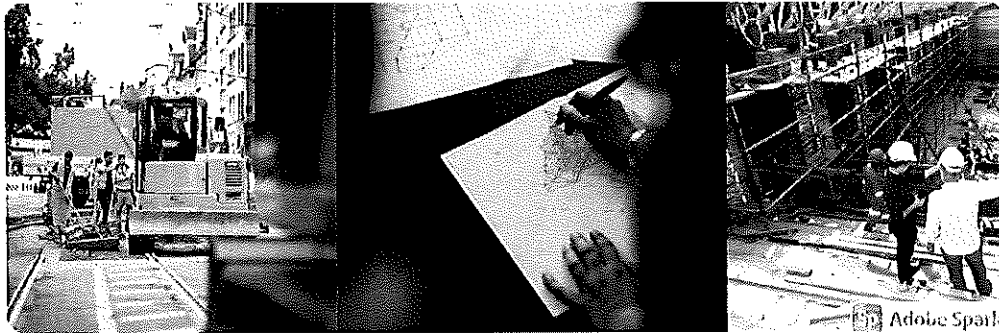
PLANNING DEPARTMENT FEES:

Application for Rezoning and/or Zoning Ordinance change	\$1,500.00 plus \$ 50.00 per acre.
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Review Fee for Conditional Use	\$1,000.00
Applications for Site Plans	\$ 500.00 plus \$.05 per square foot of the proposed structure or addition to an existing structure.

Building and Engineering Dept.

☎ Director - Paul Hugus - (412) 856-3385

☎ Department Secretary - (412) 856-3340



Welcome to Monroeville's Building and Engineering Department!

Below, you will find links to frequently requested forms, documents, and information including building permits, occupancy permits, and more.

Residential Occupancy Permits and Information	2022 Fee Ordinance (ORD. 2754)
Residential Building Permits	Monroeville Approved Electrical Inspectors
Commercial Building Permits	Knox Box Information
	GIS and Mapping Information
Building Department/Fire Protection Overview	
Engineering Department Overview	

Welcome to Monroeville's Engineering Department!

The Engineering Department generally supervises and coordinates improvements to Municipal Infrastructure including roadways, traffic signals, storm sewers, and parking lots and ensures that private development adheres to approved plans and/or regulations with respect to Impervious

Permit requirements include the following (Partial list):

- If you are excavating in or placing aboveground facilities over a Municipal road right-of-way or are building a new or expanding an existing driveway abutting a Municipal road you will need a Roadway Occupancy Permit, please download the following:

- [Ordinance No. 2193](#)
- [Roadway Occupancy Permit Application](#)
- [Standards for Excavation \(Ord. 2500\)](#)

regulations with respect to impervious areas, storm sewers, stormwater management, grading, timbering, utility

work in Municipal rights-of-way, and erosion and sedimentation control. The Engineering department is also responsible for mapping infrastructure and incorporation of this mapping into a Geographic Information System (GIS).

Important Note:

A Building permit application is required to be completed submitted and approved prior to the start of ANY job. In most cases, inspections are required during Construction steps and a Final Inspection and Occupancy Issued before the space may be occupied or used. Applications can take between 7 and 10 days for review and processing. Inspections should, at a minimum be scheduled 24 hours in advance.

- [STANDARDS FOR CONSTRUCTION \(Ord. 2530\)](#)
- [Driveway Permit Application \(new or expanded driveways only\)](#)
- If you plan to perform grading, a filling operation, timbering, or logging you will likely need a Land Disturbance Permit, please download the following:
 - [Land Disturbance Ordinance \(Ordinance 2651\)](#)
 - [Land Disturbance Permit Application](#)
 - [Standards for Construction \(Ord. 2530\)](#)
- If you plan to perform timber harvesting you will likely need a Timber Harvesting Permit, please download the following:
 - [Timber Harvesting Ordinance \(Ordinance 2529\)](#)
 - [Land Disturbance Permit Application](#)
 - [Standards for Construction \(Ord. 2530\)](#)
- If you are interested in Stormwater Management regulations pertaining to site development you may want to download the following:
 - [Stormwater Management Ordinance \(Ordinance 2541\)](#)
 - [Stormwater Release Rate District Map](#)
 - [Standards for Construction \(Ord. 2530\)](#)

Life Safety and Fire Protection Inspection Info

Residential Building Permits

[I Want to Build a New Residential Home...](#)

[I want to Construct a Residential Addition...](#)

[I want to replace a Residential Roof...](#)

[I want to build a garage, shed, or gazebo >120 square feet OR with Utilities on a Residential Property...](#)

[I want to build or replace a Residential Deck...](#)