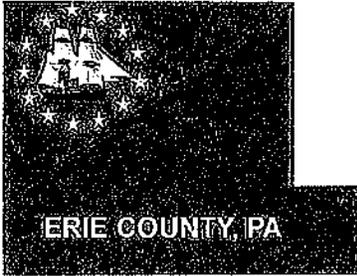


FINANCE AGENDA

Erie County Council

www.eriecountypa.gov



Dr. Kyle Foust, Chairman  
Carol Loll, Vice Chairwoman  
Jay Breneman  
Edward T. DiMattio, Jr.  
Kathy Fatica  
André Horton  
Fiore Leone

July 21, 2016

4:00 p.m.  
Room 114A

1. Ordinance Number , 2016, "2016 General Fund Budget Supplemental Appropriation Of \$88,693 For Adult Probation Flooring And Other Office Updates"  
**Page 3**
2. Ordinance Number , 2016, "Amending Ordinance Number 8, 2012, "Inspection Of Organized Campgrounds By The Erie County Department Of Health"  
**Page 8**
3. Ordinance Number , 2016, "2016 Revised Environmental Fee Schedule In The Erie County Department Of Health"  
**Page 40**
4. Ordinance Number , 2016, "2016 Public Health Fund Budget Supplemental Appropriation Of \$18,744 For Increase In Environmental Fees"  
**Page 61**
5. Ordinance Number , 2016, "2016 Public Health Fund Budget Supplemental Appropriation Of \$74,500 Highmark Donation And New Line Items For Creation Of Dental Bureau"  
**Page 64**
6. Ordinance Number , 2016, "2016 Public Health Fund Budget Supplemental Appropriation Of \$2,400 And Creation Of *Transfer* Line Item For *Greenway Grant* Funds"  
**Page 69**
7. Ordinance Number , 2016, "2016 Planning Fund Budget Revised Revenue & Expenditures Of \$2,400 And Creation Of Line Item For Greenways Grant To Department Of Public Health"  
**Page 73**
8. Ordinance Number , 2016, "Amending Article III, Section 1(D)(14), of the Administrative Code Of Erie County, Previously Amended By Ordinance Number 63, 2015"  
**Page 76**
9. Ordinance Number , 2016, "Amending Article II, Section 5(A), of the Administrative Code Of Erie County, Previously Amended By Ordinance Number xx, 2016"  
**Page 79**
10. Resolution Number , 2016, "In Support of Erie County's Signing on to the Stepping Up Initiative"  
**Page 80**

11. Resolution Number      , 2016, “Exonerating Taxes On One Abandoned Trailer/Property #40-012-046.0-001.19 In Summit Township And The Fort LeBoeuf School District”  
**Page 82**
12. Resolution Number      , 2016, “Exonerating Taxes On One Abandoned Trailer/Property #49-020-044.1-020.71 In The Corry Area School District And Wayne Township”  
**Page 86**
13. Reappointment of Trevor D. Pearson to a first full three-year term on the Erie County Library Board, representing Dr. Foust’s District.  
**Page 91**
14. Appointment of Kathy Wyrosdick to an unexpired five-year term on the Erie County Redevelopment Authority. (CE) (Tabled 5-31-16)  
**Page 93**
15. Sale of Parcels from Repository for Unsold Property at Index Numbers:  
    14-010-039.0-327.00  
    15-020-025.0-225.00  
    47-011-027.1-007.59  
**Page 94**
16. Analysis of General Fund Unassigned Fund Balance.  
**Page 106**
17. Possible override of County Executive Veto of Resolution 31, 2016 “Resolution of Erie County to Withdraw from the EMTA as a Member Municipality”  
**Page 110**
18. Short presentation by Tim May and John Morgan of the Municipal Planning Organization (MPO) regarding the Erie Metropolitan Transit Authority (EMTA).

ORDINANCE NUMBER , 2016

\_\_\_\_\_ **2016 General Fund Budget Supplemental Appropriation Of \$88,693 For  
Adult Probation Flooring And Other Office Updates**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that a supplemental appropriation of \$88,693 in the 2016 General Fund Budget for Adult Probation Office Improvements, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

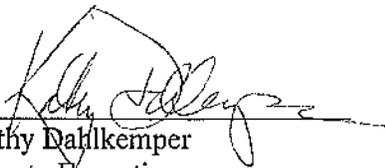
Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Certificate of the County Executive**

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$88,693 for adult probation flooring and other office updates.

  
Kathy Dahlkemper  
County Executive

7/18/16  
Date

**Exhibit A  
 2016 General Fund Budget  
 Supplemental Appropriation of \$88,693  
 For Adult Probation Flooring and Other  
 Office Updates**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Restricted Fund Balance Appropriated	001-099000-099500	(88,693)
Total Revenue		<u>(88,693)</u>
<u>Total Expenditures</u>		
AP Improvements	001-004010-004090	128,693
Vehicles	001-004010-004020	(40,000)
Total Expenditures		<u>88,693</u>

PAUL A. MARKIEWICZ  
DIRECTOR

RICHARD J. WIENCZKOWSKI  
DEPUTY DIRECTOR  
SUPERVISOR, FIELD SERVICES

FAX # (814) 451-6300

TDD # (814) 451-7052

AFTER HOURS NUMBER  
FOR EMERGENCIES ONLY  
(814) 451-1503



Erie County Court of Common Pleas  
Sixth Judicial District  
**ADULT PROBATION/PAROLE DEPARTMENT**  
Erie County Courthouse  
140 West Sixth Street  
Erie, Pennsylvania 16501-1030  
(814) 451-6216

CHRISTINE R. DANCE  
SUPERVISOR,  
PRESENTENCE INVESTIGATION

DANTE J. BATTLES  
SUPERVISOR, SPECIAL PROGRAMS

JENNIFER B. RAGER  
SUPERVISOR, FIELD SERVICES

ERIK D. CHRISTENSEN  
SUPERVISOR,  
COLLECTIONS ENFORCEMENT

KRAIG D. DILLEY  
SUPERVISOR,  
INTERMEDIATE PUNISHMENT

TO: To Whom It May Concern

FROM: Richard J. Wienczkowski  
Deputy Director

DATE: July 11, 2016

RE: Ordinance Request  
Justification for 2016 Renovations

Adult Probation/Parole is requesting the release of restricted funds from the Supervision Fee Account, 001-004070, to cover the bid costs for painting and carpeting the department. The total cost of the renovations is \$168,340. The Adult Probation Improvements line (001-004070-004090) currently has \$39,647. We are requesting the transfer of \$40,000 from the vehicle line (001-004070-004020) into the Adult Probation Improvements line since we will not be buying new vehicles this year. That will increase the Adult Probation Improvement line balance to \$79,647. Therefore, the release of \$88,693 from the restricted funds is what is needed to satisfy the renovation costs.

cc: Peter Freed  
District Court Administrator

County of Erie - General Fund  
 Restricted Fund Balance  
 Fye 12/31/15 001-099000-029040

Balance in General Ledger @ 12/31/15 (12,345,821.94)

Ajs#36 To adjust restricted fund balance @ 12/31/15 2,924,384.74

Adjusted Balance @ 12/31/15 (9,421,437.20)

Balance Consists Of: (9,421,437.20)

Supervision Fees 8,000,000.00

Balance @ 12/31/15 (281,975.14)  
 Change @ 12/31/15 (29,210.87)

(291,186.01)

Deeds Record Improvement

Balance @ 12/31/15 0.00  
 Change @ 12/31/15 (78,142.79)

Transfer of Balance to County Record Improv 0.00  
(78,142.79)

County Record Improvement

Balance @ 12/31/15 (330,098.36) As of 12/31/14, the unencumbered balance of this fund must be  
 Transfer of Balance from Deeds Improver 0.00 transferred over to the County Records Improvement Account -  
 Change @ 12/31/15 58,302.59 every 4 years per state statute.  
(273,795.77)

Low Income Housing

Balance @ 12/31/15 (248,188.85)  
 Change @ 12/31/15 (3,088.40)

(251,277.25)

Clerk of Courts Automation Fees

Balance @ 12/31/15 (49,484.75)  
 Change @ 12/31/15 (5,470.29)

(54,955.04)

Prothonotary Automation Fees

Balance @ 12/31/15 (30,541.43)  
 Change @ 12/31/15 (15,754.54)

(46,295.97)

Divorce Masters Fees

Balance @ 12/31/15 (125,872.21)  
 Change @ 12/31/15 4,011.25

(121,860.96)

Wills Automation Fees

Balance @ 12/31/15 (66,886.77)  
 Change @ 12/31/15 19,366.93

(47,519.84)

Restitution Advocate

Balance @ 12/31/15 (66,340.57)  
 Change @ 12/31/15 (11,313.36)

(77,653.93)

Vital Statistics

Coroner's Office

Balance @ 12/31/15 (166,433.76)  
 Change @ 12/31/15 (12,315.78)

(178,749.54)

ORDINANCE NUMBER , 2016

**Amending Ordinance Number 8, 2012, "Inspection Of Organized Campgrounds  
By The Erie County Department Of Health"**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)( c ) of the Erie County Home Rule Charter and the Local Health Administrative Law, Act 315 approved August 24, 1951; P.L 1304; 16P.S §12001 et seq. that these amendments to the Erie County Department of Health "Organized Camp & Campgrounds Regulations", are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

# ERIE COUNTY DEPARTMENT OF HEALTH

ecdh.org



Melissa C. Lyon, MPH  
Director

Kathy Dahlkemper  
County Executive

Date: June 24, 2016

TO: James Sparber, Director  
Erie County Finance Department

CC: Kathy Dahlkemper, County Executive  
Gary Lee, Director of Administration  
Sue Ellen Pasquale, Manager of Finance  
Jennifer Ertl, Accounting Specialist  
Karen Tobin, Director, Environmental Health  
Chelsey Ricketts, ECDH Fiscal Officer

FROM: Melissa C. Lyon, MPH, Director   
Erie County Department of Health

RE: Request for Ordinance for Revisions to Erie County Department of Health Organized Camp and Campground regulations.

Ordinance Number 8, 2012 established the current Erie County Department of Health's Organized Camp and Campground Regulations. The Department has determined that revisions are necessary to include Temporary Campgrounds.

Attached are:

1. A document showing proposed changes in red.
2. The proposed, revised regulations. We would like the effective date to be January 1, 2017. This provides the opportunity to educate local event coordinators in 2016 about the upcoming changes.

Thank you for your support and assistance. If you have any questions, please contact me at ext. 6701.

**ERIE COUNTY DEPARTMENT OF HEALTH**  
**ORGANIZED CAMPS AND CAMPGROUNDS**  
**ORDINANCE REGULATIONS**

**EXHIBIT A**

## GENERAL PROVISIONS

### 1.1 Legal Authority

The following rules and regulations are adopted under the provisions of the "Local Health Administration Law", Act 315, approved August 24, 1951, P.L. 1304, 16 P.S. §12001 *et seq.*

### 1.2 Provisions

The provisions of these rules and regulations shall apply to all municipalities in Erie County within the jurisdiction of the Department and shall apply equally to all persons. These rules and regulations shall be liberally construed and applied to promote the protection of the public health.

## DEFINITIONS

### 2.1 Definitions

Approved – procedures, construction or products acceptable to the Erie County Department of Health.

Camping Cabin – a recreational unit that is a hard sided shelter that is not more than 400-square feet in area and is on skids designed to facilitate relocation. The unit does not have a direct connection to a source of water. The unit may have electrical service.

Campground – a tract or tracts of land, or any portion thereof, used for the purpose of providing a space or spaces for trailers, recreational vehicles (RVs), tents, park models, camping or resort cabins, or other structures as herein defined, for camping or temporary living with or without a fee being charged for the leasing, renting or occupancy of such space.

Department - the Erie County Department of Health

Garbage – all putrescible wastes, except sewage and body waste

Permitted space – the available sites used to determine the Department's campground fee.

Organized Camp - a combination of programs and facilities established for the primary purpose of providing an outdoor group living experience for children youth and adults, with social, recreational and educational objectives, which is operated and used for five or more consecutive days during one or more seasons of the year.

Park Models -- a recreational unit that is built on a single chassis mounted on wheels that has an area of not more than 400 square feet and that is certified by the manufacturer as complying with the American National Standards Institute Standard, ANSI 119.5.

Permit -- the document issued by the Erie County Department of Health, which authorizes a person to operate an organized camp~~er~~, campground or temporary campground.

Person - shall include any individual, landowner (which is defined as any person holding title to or having a proprietary or equitable interest in either surface or subsurface rights), landlord, lessor, land occupier (including but not limited to easement owner, tenant, lessee or occupant of a structure or land, whether the landowner or not, any corporation, including public or private corporation for profit or not for profit, association, partnership firm, trust, trustee, estate, executor, executrix, administrator, administratrix or other fiduciaries, department board, bureau or agency of the Commonwealth, political subdivision, municipality, district, authority or any other legal entity whatsoever which is recognized or other legal entity set forth above. Whenever used in any clause prescribing and imposing a penalty or imposing a fine or imprisonment the term "Person" shall include all of the above set forth individuals and entities as well as members, officers, and/or employees of any corporation, an association, partnership or firm and the officer, directors of any local agency, municipality, municipal authority and/or political subdivision and the supervisors, councilmen, of any political subdivision public or private corporation for profit or not for profit.

Refuse - means all non-putrescible wastes generally regarded and classified as rubbish, trash, junk and similar materials which have been discarded by the owner or possessor thereof as useless or worthless to them.

Resort Cabin -- a recreational unit that is a hard sided shelter that is greater than 400 square feet in area, or is not on skids but is permanently attached to the ground, or has a water connection inside the cabin.

Safe Drinking Water Act - the Pennsylvania Safe Drinking Water Act (P.L. 206, No. 43) (35 P.S. §721.1 *et seq.*), and appropriate regulations, 25 Pa. Code, Chapter 109.

Sanitary Station - means a facility used for disposing of sewage generated by travel trailers, truck campers, motor homes, camping trailers, or recreational vehicles.

Sewage - means any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals and any noxious or deleterious substances being harmful or inimical to the public health, or to animal or aquatic life or to the use for domestic water or for recreation or which constitutes pollution under The Clean Streams Law (35 P.S. § 691.1-691.1001). The term shall include, but not be limited to toilet, sink, kitchen or laundry waste water, liquid waste and seepage from floor drains, liquid waste from sink drains from any structure including any trailers, campers, motor homes, cabins or recreational vehicles, garbage cans, dumpsters or compactors and the cleaning waste from these garbage storage containers.

Sewerage system - any community or individual system, publicly or privately owned, for the collection, conveyance, treatment and disposal of sewage and of a liquid nature, including various devices for the treatment of such sewage.

Sewage Regulations - the Pennsylvania Sewage Facilities Act, (P.L., 1535, No. 537) (35 P.S. § 750.1 *et seq.*) and appropriate regulations, 25 PA. Code Chapters 71, 72 and 73.

Space -- an area of land in an organized camp or campground for the placement of a single trailer, tent, park model, camping cabin or resort cabin for the exclusive use of the occupants.

Tent - a portable lodging unit usually made of canvas, plastic, skins or strong cloth stretched and usually sustained by poles that is dependent upon separate toilet and sink facilities.

Temporary Campground – a campground operating during a particular event.

Trailer - a vehicular portable structure built on, or designed to be mounted on a chassis or wheels or constructed as an integral part of a self-propelled vehicle for use as a temporary dwelling for travel, recreation and vacation commonly known as travel trailers, pick-up truck campers, motor homes, camping trailers, pop-up campers or recreational vehicles (RVs).

Vector - any rodent, insect or other animal, which is capable of carrying or harboring a disease infectious to man.

Waters of Commonwealth - Rivers, streams, creeks, rivulets, impoundments, ditches, water courses, storm sewers, lakes, dammed water, ponds, springs, and other bodies or channels of conveyance of surface and underground water, or of their parts, whether natural or artificial within or on the boundaries of the Commonwealth.

Water Supply - a source or sources of water including any and all water treatment, storage and distribution facilities.

## PERMITS

### 3.1 Permit requirement

No person shall operate or permit to be operated within the County of Erie an organized camp or campground or temporary campground that does not possess a valid permit, issued by the Department. A separate permit is required for each separate organized camp or campground or temporary campground operating in Erie County. Only a person who complies with the provisions and requirements of these rules and regulations shall be

entitled to receive or retain such a permit. Permits are not transferable. Annual pPermits are valid from the date of issuance and must be renewed every year thereafter. An annual permit is required after exceeding 14 days per calendar year of temporary campground operations at a particular location. Temporary permits are only valid for the dates printed on the permit.

### **3.2 Initial Application for Permit**

(a) Any person desiring to operate an organized camp-~~or~~, campground or temporary campground in Erie County shall make written application for a permit on forms provided by the Department. Each application for an annual permit must be accompanied by a plan review fee in accordance with the fee schedule established by the Erie County Council. Plan review fees are not required for a temporary campground.

(b) Prior to approval of an application for a permit, the Department shall inspect the organized camp-~~or~~, campground or temporary campground to determine compliance with the requirements of the rules and regulations. The Department shall issue a permit to the applicant if the inspection reveals the organized camp-~~or~~, campground or temporary campground complies with these rules and regulations and the permit fee is paid.

### **3.3 Permit Renewal**

Organized camp and campground permits shall be renewed annually on forms provided by the Department. Request for renewal of a permit must be submitted to the Department with the appropriate fee prior to the expiration date of the existing permit. Renewal of permits requires Department approval of the organized camp or campground. Temporary campgrounds must submit a new application for each event with associated temporary camping.

### **3.4 Issuance**

Organized camp and campground permits will be issued annually on the basis of satisfactory compliance with the provisions of these regulations, on forms provided by the Department. Temporary campground permits will be issued on a per event basis. Permits are non-transferrable and non-assignable.

### **3.5 Fees**

The fee for an organized camp-~~or~~, campground or temporary campground permit shall be that provided for in the Environmental Fee Schedule established by Erie County Council.

### 3.6 Revocation and Suspension

The Department may suspend any permit to operate an organized camp~~er~~, campground or temporary campground if:

- (a) The holder of the permit does not comply with the provisions and requirements of these Rules and Regulations.
- (b) The operation of the facility does not comply with the provisions and requirements of these Rules and Regulations.
- (c) The operation of the organized camp~~er~~, campground or temporary campground otherwise constitutes a substantial hazard to public health.

The Department may revoke any permit to operate an organized camp~~er~~, campground or temporary campground if:

- (a) Serious or repeated violations of any provisions of these rules and regulations continue or
- (b) Interference of a Department representative(s) in the performance of their duties occurs.

Nothing in this regulation shall prevent the Department from ordering an organized camp~~er~~, campground or temporary campground to close and cease operations if an imminent health hazard exists, such as but not limited to a lack of water, a contaminated water supply or sewage malfunction.

## PLAN REVIEW

### 4.1 Submission of Plans

Whenever an organized camp or campground is to be constructed, expanded or extensively remodeled or whenever an existing facility is to be converted for use as an organized camp or campground, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the Department for review and approval. No construction may begin prior to plan approval by this Department.

The plans and specifications shall include, but not be limited to, information relating to the grounds, buildings, equipment, sewage disposal, water supply including all plumbing, refuse disposal, vector control and any other information as may be required by the Department.

## **CABINS AND PARK MODELS**

### **5.1 Camping Cabins**

- (a) A camping cabin occupies a permitted space in the organized camp or campground.
- (b) The space may have a water connection or outlet outside the camping cabin, but not inside the camping cabin.
- (c) Water using sanitary fixtures, such as toilets, sinks, showers, are not allowed in the camping cabin.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by camping cabins must be reported to the Department.

### **5.2 Resort Cabins**

- (a) A resort cabin occupies a permitted space in the organized camp or campground.
- (b) If a resort cabin has water available inside the cabin the resort cabin must be connected to an approved sewage disposal system.
- (c) Prior to the construction or installation of a resort cabin, approval of the Department is required.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by resort cabins must be reported to the Department.

### **5.3 Park Models**

- (a) A park model occupies a permitted space in the organized camp or campground.
- (b) A park model must be connected to an approved sewage disposal system.
- (c) A park model may not be installed without prior approval of the Department.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by park models must be reported to the Department.

## WATER SUPPLY

### 6.1 Requirements

- (a) Adequate quantities of potable water for the needs of the organized camp, ~~or~~ campground or temporary campground shall be provided.
- (b) Those facilities that meet the definition of a public water supply under the Pennsylvania Safe Drinking Water Act shall be constructed in accordance with the Non Community System Design Standards for Water Supplies Public Water Supply Manual of the Pennsylvania Department of Environmental Protection.
- (c) Those facilities that meet the definition of a public water supply under the Pennsylvania Safe Drinking Water Act shall meet all applicable water quality and monitoring requirements established by the Safe Drinking Water Act.
- (d) Those facilities not deemed to be a public water supply under the Safe Drinking Water Act shall comply with the Safe Drinking Water Act monitoring and sampling requirements for Transient Non Community Water Supplies.
- (e) All water used in organized camps or campgrounds must meet the maximum contaminant levels (MCL) as set forth by the Safe Drinking Water Act and regulations.
- (f) Adequate water pressure shall be provided at all times to all fixtures at toilets, showers, sinks, and other equipment that uses water.
- (g) The potable water supply shall be installed to preclude the possibility of backflow. Devices shall be installed to protect against backflow and back siphonage at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided between the inlet and the fixture's flood level rim. No hose shall be attached to a faucet unless a backflow prevention device is installed.
- (h) Temporary campgrounds that are not served by a regulated public water supply shall conduct at least one Total Coliform test in the week prior to the event associated with the temporary campground. The sample result must be submitted to the Department prior to the event and must be absent of bacteria.

### 6.2 New Source Requirements

No new source or sources of water may be developed for an organized camp or campground until the following conditions are met:

- (a) The site location for the source(s) is verified and approved by the Department.

- (b) Water supply construction meets standards set forth by the Department and the Safe Drinking Water Act and regulations.
- (c) The water supply is tested and analyzed for all parameters in accordance with the new source sampling matrix under the Safe Drinking Water Act and regulations, and all parameters are found to be within acceptable limits and do not exceed the maximum contaminant level (MCL) as established by the Safe Drinking Water Act.

## PLUMBING

### 7.1 Requirements

Plumbing shall be sized to carry adequate quantities of water to required locations throughout the organized camp or campground, to prevent contamination of the water supply, to properly convey sewage and liquid wastes from the camp or campground facilities to the sewage system and to not create an unsanitary condition or public health nuisance.

### 7.2 Cross Connections

There shall be no cross connections between the potable water supply and any other non-potable system containing:

- (a) Water of unknown or questionable origin
- (b) Contaminating or polluting substances

If a non-potable water system is permitted for purposes such as air-conditioning, equipment cooling and fire protection, the non-potable water system must not contact, directly or indirectly, any potable water, food, equipment or similar items that use water. The piping of any non-potable water system shall be durably identified so that it is readily distinguishable from piping that carries potable water.

## SEWAGE DISPOSAL

### 8.1 Requirements

Sewage disposal systems serving an organized camp or, campground or temporary campground shall be approved by the Department. Approval shall be based upon satisfactory compliance with the Pennsylvania Sewage Facilities Act, (P.L., 1535, No. 537) (35 P.S. § 750.1 *et seq.*) and appropriate 25 PA. Code Chapters 71, 72 and 73 and the Clean Streams Law (35 P.S. § 691.1 *et seq.*). If an approved public sewer is available, it shall be used.

## 8.2 Wastewater connections

All sewage waste discharge lines, including grey water (i.e. kitchen, shower and laundry sink wastes) from any trailers must be connected to the sewage system while situated on a site at the campground or into a water tight tank and not allowed to discharge directly onto the surface of the ground or into unapproved sewage disposal systems.

All sewage waste discharge lines from resort cabins and park models must be connected to a sewage system approved by the Department.

## SANITARY STATIONS

### 9.1 Requirements

Organized camps or campgrounds which provide space for trailers shall provide sanitary stations in order that the removal and disposing of sewage, including liquid waste, from trailer holding tanks is accomplished in a sanitary manner. At no time shall campers be allowed to discharge sewage, including liquid waste and grey water from hoses directly or indirectly onto the surface of the ground or into unapproved facilities or sewage systems. During a temporary campground event, a sanitary station must be provided or a contract must be in place with a licensed septic hauler to pump holding tanks as needed. A copy of the septic hauler contract must be provided to the Department on or before the compliance/permitting inspection.

### 9.2 Ratio

Each organized camp or campground shall provide a sanitary station in the ratio of one for every 100 trailer spaces or fractional part thereof.

### 9.3 Construction

Each sanitary station shall consist of at least the following:

- (1) A 4-inch sewer pipe which shall be connected to an approved sewage disposal system, surrounded at the inlet end by a concrete apron sloped to the drain.
- (2) A suitable fly-tight cover which shall be provided to the 4-inch sewer pipe.
- (3) A water outlet, with the necessary appurtenances and connected to a water supply system to permit a wash down of the immediate adjacent areas after each use.
- (4) There shall be a visible air gap or backflow/back siphonage device on the water supply at this location. No hose may be connected at this location without a backflow or back siphonage device.

**9.4 Public warning**

Each water outlet used for wash down purposes at sanitary stations shall conspicuously display at all times a sign stating: "Notice, This Water for Flushing and Cleaning Purposes Only and Not for Human Consumption."

**TOILET AND HANDWASHING FACILITIES**

**10.1 Requirements**

- (a) Organized camps and campgrounds shall provide toilet facilities on the premises for the public which are separate for each sex.
- (b) Toilet facilities, including rooms and fixtures, shall be of a sanitary design and easily cleanable.
- (c) Toilet facilities shall be kept in a clean condition and in good repair.
- (d) The doors of all toilet rooms shall be self closing.
- (e) All toilet rooms shall be vented to the outside in a manner acceptable to the Department.
- (f) Toilet tissue shall be provided.
- (g) Easily cleanable receptacles shall be provided for waste materials.
- (h) Waste receptacles for women shall be covered.
- (i) Portable toilet facilities may be used during a temporary campground event. Contract for portable toilets must be provided to the Department on or before the compliance/permitting inspection.

**10.2 Ratios in Organized Camps**

- (a) Toilet facilities in organized camps shall be provided in the ratios indicated in the following table:

<u>Number of Spaces</u>	<u>Number of Toilets</u>		<u>Number of Hand Sinks</u>		<u>Number of Urinals</u>
	Male	Female	Male	Female	Male
1 to 20	1	2	1	2	1
Each Additional 20 Persons	+1	+1	+1	+1	+1

(b) Organized camps which do not provide overnight lodging and serve a minimum of one meal per day are not subject to the requirements in subsection (a) but shall provide toilet and sink facilities acceptable to the Department.

**10.3 Ratios in Campgrounds**

(a) Toilet facilities in campgrounds and temporary campgrounds shall be in addition to the requirements for sanitary stations as indicated in Section 9.1- 9.4 and shall be provided in the ratios indicated in the following table:

<u>Number of Spaces</u>	<u>Number of Toilets</u>		<u>Number of Hand Sinks</u>		<u>Number of Urinals</u>
	Male	Female	Male	Female	Male
1 to 15	1	1	1	1	1
16 to 30	1	2	2	2	1
31 to 45	2	2	3	3	1
46 to 60	2	3	3	3	2
61 to 80	3	4	4	4	2
81 to 100	3	4	4	4	2
Each Additional 1 to 100 spaces	+1	+1	+1	+1	+1

**10.4 Hand Sinks**

All hand sinks in organized camps, ~~and~~ campgrounds and temporary campgrounds shall be provided with soap and single-service towels. The use of a common towel is prohibited.

**GARBAGE AND REFUSE**

**11.1 Collection**

The collection of garbage and refuse shall be conducted in a sanitary manner and as often as necessary to prevent a nuisance.

## **11.2 Storage**

All garbage and refuse containing food wastes shall be kept in durable, easily cleanable, leak-proof, insect and rodent proof, non-absorbent, rust and corrosion resistant containers which are provided with tight fitting, lids, doors or covers. There shall be a sufficient number of containers to hold all the garbage and refuse that accumulates. Containers stored outside, including dumpsters and compactors, shall be kept covered when not in actual use. Garbage and refuse shall be placed in tight plastic bags prior to placement in outside dumpsters or containers to minimize insect and rodent problems. All other refuse shall be stored in containers, rooms or areas of sufficient number and size in a manner so as to prevent rodent and/or insect problems or a public nuisance.

## **11.3 Container Cleaning**

Soiled containers shall be thoroughly cleaned at a frequency that prevents insect and rodent attraction.

## **11.4 Disposal**

All garbage and refuse are to be disposed of in a landfill facility permitted by the Pennsylvania Department of Environmental Protection.

## **VECTORS**

### **12.1 Control**

Effective measures intended to control the presence of rodents, flies, mosquitoes, cockroaches, and other insects or vectors on the premises shall be utilized. Pesticide application, when necessary, shall be conducted by a certified pest control applicator/operator and in accordance with the pesticide label. The premises shall be kept in such condition as to eliminate the harborage, food and water conditions conducive to insect, rodent or other vector infestations.

## **RETAIL FOOD FACILITIES**

### **13.1 Requirements**

- (a) When a retail food facility is provided at an organized camp or campground the food facility and all attached operations shall comply with the applicable provisions of the Pennsylvania Department of Agriculture Retail Food Facility Safety Act (3 Pa.Con.Stat.Ann. §5701 *et seq.*).
- (b) A separate, valid Retail Food Facility License issued by the Department must be obtained for each retail food facility.

## PUBLIC SWIMMING AND BATHING PLACES

### 14.1 Requirements

- (a) When a public swimming or bathing place is located at an organized camp or campground it must be in compliance with the provisions of the Pennsylvania Public Bathing Law, the Act of June 23, 1931, P.L. 899 (35 P.S. §672 *et seq.*) and the Pennsylvania Department of Health Title 28 Chapter 18, Rules and Regulations for Public Swimming and Bathing Places (28 Pa. Code §18.1 *et seq.*).

## PENALTIES

### 15.1 Summary Offenses

Any person who violates any of the provisions of these rules and regulations of the Erie County Department of Health, or who interferes with the Health Director or any other agent of the Erie County Department of Health in the discharge of his official duties, shall, for the first offense, upon conviction thereof in a summary proceeding before a Magisterial District Justice of Erie County wherein said offense was committed, be sentenced to pay the costs of prosecution and a fine of not less than thirty dollars (\$30) nor more than three hundred dollars (\$300), and in default thereof, to undergo imprisonment of not less than ten (10) days nor more than thirty (30) days.

### 15.2 Misdemeanors

Any person who violates any of the provisions of these rules and regulations of the Erie County Department of Health, or who interferes with the Health Director or any other agent of the Erie County Department of Health in the discharge of his official duties, convicted of a second or subsequent offense, shall be guilty of a misdemeanor and shall, upon conviction thereof, be sentenced to pay a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000) or to undergo imprisonment not exceeding one (1) year, or both.

### 15.3 Separate Offenses

For the purpose of this Section, violations on separate days shall be considered separate offenses.

### 15.4 Injunctions

The Erie County Department of Health may seek to enjoin violations of these rules and regulations or may proceed in any court of law or equity to obtain any additional cumulative remedies to abate any violation under these rules and regulations. Nothing in these rules and regulations shall in anyway alter rights or action or remedies now or hereafter existing in equity, or under the common law or statutory law, criminal or civil.

## **SEVERABILITY**

If any section, sub-section, paragraph, clause, or provision of these rules and regulations shall be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the rules and regulations as a whole or any part thereof. It is here by declared to be the intention of the Erie County Department of Health, the Erie County Board of Health, and the Erie County Council that the remainder of the rules and regulations would have been enacted if such invalid section had not been enacted and that it is their intent, intention and desire that the remaining portion of the rules and regulations remain in effect.

**ERIE COUNTY DEPARTMENT OF HEALTH**  
**ORGANIZED CAMP AND CAMPGROUND**  
**REGULATIONS**

## GENERAL PROVISIONS

### 1.1 Legal Authority

The following rules and regulations are adopted under the provisions of the “Local Health Administration Law”, Act 315, approved August 24, 1951, P.L. 1304, 16 P.S. §12001 *et seq.*

### 1.2 Provisions

The provisions of these rules and regulations shall apply to all municipalities in Erie County within the jurisdiction of the Department and shall apply equally to all persons. These rules and regulations shall be liberally construed and applied to promote the protection of the public health.

## DEFINITIONS

### 2.1 Definitions

Approved – procedures, construction or products acceptable to the Erie County Department of Health

Camping Cabin – a recreational unit that is a hard sided shelter that is not more than 400 square feet in area and is on skids designed to facilitate relocation. The unit does not have a direct connection to a source of water. The unit may have electrical service.

Campground – a tract or tracts of land, or any portion thereof, used for the purpose of providing a space or spaces for trailers, recreational vehicles (RVs), tents, park models, camping or resort cabins, or other structures as herein defined, for camping or temporary living with or without a fee being charged for the leasing, renting or occupancy of such space.

Department - the Erie County Department of Health

Garbage – all putrescible wastes, except sewage and body waste

Permitted space – the available sites used to determine the Department’s campground fee

Organized Camp - a combination of programs and facilities established for the primary purpose of providing an outdoor group living experience for children youth and adults, with social, recreational and educational objectives, which is operated and used for five or more consecutive days during one or more seasons of the year

Park Models – a recreational unit that is built on a single chassis mounted on wheels that has an area of not more than 400 square feet and that is certified by the manufacturer as complying with the American National Standards Institute Standard, ANSI 119.5.

Permit – the document issued by the Erie County Department of Health, which authorizes a person to operate an organized camp, campground or temporary campground.

Person - shall include any individual, landowner (which is defined as any person holding title to or having a proprietary or equitable interest in either surface or subsurface rights), landlord, lessor, land occupier (including but not limited to easement owner, tenant, lessee or occupant of a structure or land, whether the landowner or not, any corporation, including public or private corporation for profit or not for profit, association, partnership firm, trust, trustee, estate, executor, executrix, administrator, administratrix or other fiduciaries, department board, bureau or agency of the Commonwealth, political subdivision, municipality, district, authority or any other legal entity whatsoever which is recognized or other legal entity set forth above. Whenever used in any clause prescribing and imposing a penalty or imposing a fine or imprisonment the term "Person" shall include all of the above set forth individuals and entities as well as members, officers, and/or employees of any corporation, an association, partnership or firm and the officer, directors of any local agency, municipality, municipal authority and/or political subdivision and the supervisors, councilmen, of any political subdivision public or private corporation for profit or not for profit.

Refuse - means all non-putrescible wastes generally regarded and classified as rubbish, trash, junk and similar materials which have been discarded by the owner or possessor thereof as useless or worthless to them.

Resort Cabin – a recreational unit that is a hard sided shelter that is greater than 400 square feet in area, or is not on skids but is permanently attached to the ground, or has a water connection inside the cabin.

Safe Drinking Water Act - the Pennsylvania Safe Drinking Water Act (P.L. 206, No. 43) (35 P.S. §721.1 *et seq.*), and appropriate regulations, 25 Pa. Code, Chapter 109.

Sanitary Station - means a facility used for disposing of sewage generated by travel trailers, truck campers, motor homes, camping trailers, or recreational vehicles.

Sewage - means any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals and any noxious or deleterious substances being harmful or inimical to the public health, or to animal or aquatic life or to the use for domestic water or for recreation or which constitutes pollution under The Clean Streams Law (35 P.S. § 691.1-691.1001). The term shall include, but not be limited to toilet, sink, kitchen or laundry waste water, liquid waste and seepage from floor drains, liquid waste from sink drains from any structure including any trailers, campers, motor homes, cabins or recreational vehicles, garbage cans, dumpsters or compactors and the cleaning waste from these garbage storage containers.

Sewerage system - any community or individual system, publicly or privately owned, for the collection, conveyance, treatment and disposal of sewage and of a liquid nature, including various devices for the treatment of such sewage.

Sewage Regulations - the Pennsylvania Sewage Facilities Act, (P.L., 1535, No. 537) (35 P.S. § 750.1 *et seq.*) and appropriate regulations, 25 PA. Code Chapters 71, 72 and 73.

Space – an area of land in an organized camp or campground for the placement of a single trailer, tent, park model, camping cabin or resort cabin for the exclusive use of the occupants.

Tent - a portable lodging unit usually made of canvas, plastic, skins or strong cloth stretched and usually sustained by poles that is dependent upon separate toilet and sink facilities.

Temporary Campground – a campground operating during a particular event.

Trailer - a vehicular portable structure built on, or designed to be mounted on a chassis or wheels or constructed as an integral part of a self-propelled vehicle for use as a temporary dwelling for travel, recreation and vacation commonly known as travel trailers, pick-up truck campers, motor homes, camping trailers, pop-up campers or recreational vehicles (RVs).

Vector - any rodent, insect or other animal, which is capable of carrying or harboring a disease infectious to man.

Waters of Commonwealth - Rivers, streams, creeks, rivulets, impoundments, ditches, water courses, storm sewers, lakes, dammed water, ponds, springs, and other bodies or channels of conveyance of surface and underground water, or of their parts, whether natural or artificial within or on the boundaries of the Commonwealth.

Water Supply - a source or sources of water including any and all water treatment, storage and distribution facilities.

## PERMITS

### 3.1 Permit requirement

No person shall operate or permit to be operated within the County of Erie an organized camp, campground or temporary campground that does not possess a valid permit, issued by the Department. A separate permit is required for each separate organized camp, campground or temporary campground operating in Erie County. Only a person who complies with the provisions and requirements of these rules and regulations shall be

entitled to receive or retain such a permit. Permits are not transferable. Annual permits are valid from the date of issuance and must be renewed every year thereafter. An annual permit is required after exceeding 14 days per calendar year of temporary campground operations at a particular location. Temporary permits are only valid for the dates printed on the permit.

### **3.2 Initial Application for Permit**

(a) Any person desiring to operate an organized camp, campground or temporary campground in Erie County shall make written application for a permit on forms provided by the Department. Each application for an annual permit must be accompanied by a plan review fee in accordance with the fee schedule established by the Erie County Council. Plan review fees are not required for a temporary campground.

(b) Prior to approval of an application for a permit, the Department shall inspect the organized camp, campground or temporary campground to determine compliance with the requirements of the rules and regulations. The Department shall issue a permit to the applicant if the inspection reveals the organized camp, campground or temporary campground complies with these rules and regulations and the permit fee is paid.

### **3.3 Permit Renewal**

Organized camp and campground permits shall be renewed annually on forms provided by the Department. Request for renewal of a permit must be submitted to the Department with the appropriate fee prior to the expiration date of the existing permit. Renewal of permits requires Department approval of the organized camp or campground. Temporary campgrounds must submit a new application for each event with associated temporary camping.

### **3.4 Issuance**

Organized camp and campground permits will be issued annually on the basis of satisfactory compliance with the provisions of these regulations, on forms provided by the Department. Temporary campground permits will be issued on a per event basis. Permits are non-transferrable and non-assignable.

### **3.5 Fees**

The fee for an organized camp, campground or temporary campground permit shall be that provided for in the Environmental Fee Schedule established by Erie County Council.

### **3.6 Revocation and Suspension**

The Department may suspend any permit to operate an organized camp, campground or temporary campground if:

- (a) The holder of the permit does not comply with the provisions and requirements of these Rules and Regulations.
- (b) The operation of the facility does not comply with the provisions and requirements of these Rules and Regulations.
- (c) The operation of the organized camp, campground or temporary campground otherwise constitutes a substantial hazard to public health.

The Department may revoke any permit to operate an organized camp, campground or temporary campground if:

- (a) Serious or repeated violations of any provisions of these rules and regulations continue or
- (b) Interference of a Department representative(s) in the performance of their duties occurs.

Nothing in this regulation shall prevent the Department from ordering an organized camp, campground or temporary campground to close and cease operations if an imminent health hazard exists, such as but not limited to a lack of water, a contaminated water supply or sewage malfunction.

## **PLAN REVIEW**

### **4.1 Submission of Plans**

Whenever an organized camp or campground is to be constructed, expanded or extensively remodeled or whenever an existing facility is to be converted for use as an organized camp or campground, properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted to the Department for review and approval. No construction may begin prior to plan approval by this Department.

The plans and specifications shall include, but not be limited to, information relating to the grounds, buildings, equipment, sewage disposal, water supply including all plumbing, refuse disposal, vector control and any other information as may be required by the Department.

## **CABINS AND PARK MODELS**

### **5.1 Camping Cabins**

- (a) A camping cabin occupies a permitted space in the organized camp or campground.
- (b) The space may have a water connection or outlet outside the camping cabin, but not inside the camping cabin.
- (c) Water using sanitary fixtures, such as toilets, sinks, showers, are not allowed in the camping cabin.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by camping cabins must be reported to the Department.

### **5.2 Resort Cabins**

- (a) A resort cabin occupies a permitted space in the organized camp or campground.
- (b) If a resort cabin has water available inside the cabin the resort cabin must be connected to an approved sewage disposal system.
- (c) Prior to the construction or installation of a resort cabin, approval of the Department is required.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by resort cabins must be reported to the Department.

### **5.3 Park Models**

- (a) A park model occupies a permitted space in the organized camp or campground.
- (b) A park model must be connected to an approved sewage disposal system.
- (c) A park model may not be installed without prior approval of the Department.
- (d) Local municipal building and zoning approval is required, if applicable.
- (e) The number of spaces occupied by park models must be reported to the Department.

## WATER SUPPLY

### 6.1 Requirements

- (a) Adequate quantities of potable water for the needs of the organized camp, campground or temporary campground shall be provided.
- (b) Those facilities that meet the definition of a public water supply under the Pennsylvania Safe Drinking Water Act shall be constructed in accordance with the Non Community System Design Standards for Water Supplies Public Water Supply Manual of the Pennsylvania Department of Environmental Protection.
- (c) Those facilities that meet the definition of a public water supply under the Pennsylvania Safe Drinking Water Act shall meet all applicable water quality and monitoring requirements established by the Safe Drinking Water Act.
- (d) Those facilities not deemed to be a public water supply under the Safe Drinking Water Act shall comply with the Safe Drinking Water Act monitoring and sampling requirements for Transient Non Community Water Supplies.
- (e) All water used in organized camps or campgrounds must meet the maximum contaminant levels (MCL) as set forth by the Safe Drinking Water Act and regulations.
- (f) Adequate water pressure shall be provided at all times to all fixtures at toilets, showers, sinks, and other equipment that uses water.
- (g) The potable water supply shall be installed to preclude the possibility of backflow. Devices shall be installed to protect against backflow and back siphonage at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided between the inlet and the fixture's flood level rim. No hose shall be attached to a faucet unless a backflow prevention device is installed.
- (h) Temporary campgrounds that are not served by a regulated public water supply shall conduct at least one Total Coliform test in the week prior to the event associated with the temporary campground. The sample result must be submitted to the Department prior to the event and must be absent of bacteria.

### 6.2 New Source Requirements

No new source or sources of water may be developed for an organized camp or campground until the following conditions are met:

- (a) The site location for the source(s) is verified and approved by the Department.

- (b) Water supply construction meets standards set forth by the Department and the Safe Drinking Water Act and regulations.
- (c) The water supply is tested and analyzed for all parameters in accordance with the new source sampling matrix under the Safe Drinking Water Act and regulations, and all parameters are found to be within acceptable limits and do not exceed the maximum contaminant level (MCL) as established by the Safe Drinking Water Act.

## **PLUMBING**

### **7.1 Requirements**

Plumbing shall be sized to carry adequate quantities of water to required locations throughout the organized camp or campground, to prevent contamination of the water supply, to properly convey sewage and liquid wastes from the camp or campground facilities to the sewage system and to not create an unsanitary condition or public health nuisance.

### **7.2 Cross Connections**

There shall be no cross connections between the potable water supply and any other non-potable system containing:

- (a) Water of unknown or questionable origin
- (b) Contaminating or polluting substances

If a non-potable water system is permitted for purposes such as air-conditioning, equipment cooling and fire protection, the non-potable water system must not contact, directly or indirectly, any potable water, food, equipment or similar items that use water. The piping of any non-potable water system shall be durably identified so that it is readily distinguishable from piping that carries potable water.

## **SEWAGE DISPOSAL**

### **8.1 Requirements**

Sewage disposal systems serving an organized camp, campground or temporary campground shall be approved by the Department. Approval shall be based upon satisfactory compliance with the Pennsylvania Sewage Facilities Act, (P.L., 1535, No. 537) (35 P.S. § 750.1 *et seq.*) and appropriate 25 PA. Code Chapters 71, 72 and 73 and the Clean Streams Law (35 P.S. § 691.1 *et seq.*). If an approved public sewer is available, it shall be used.

## **8.2 Wastewater connections**

All sewage waste discharge lines, including grey water (i.e. kitchen, shower and laundry sink wastes) from any trailers must be connected to the sewage system while situated on a site at the campground or into a water tight tank and not allowed to discharge directly onto the surface of the ground or into unapproved sewage disposal systems.

All sewage waste discharge lines from resort cabins and park models must be connected to a sewage system approved by the Department.

## **SANITARY STATIONS**

### **9.1 Requirements**

Organized camps or campgrounds which provide space for trailers shall provide sanitary stations in order that the removal and disposing of sewage, including liquid waste, from trailer holding tanks is accomplished in a sanitary manner. At no time shall campers be allowed to discharge sewage, including liquid waste and grey water from hoses directly or indirectly onto the surface of the ground or into unapproved facilities or sewage systems. During a temporary campground event, a sanitary station must be provided or a contract must be in place with a licensed septic hauler to pump holding tanks as needed. A copy of the septic hauler contract must be provided to the Department on or before the compliance/permitting inspection.

### **9.2 Ratio**

Each organized camp or campground shall provide a sanitary station in the ratio of one for every 100 trailer spaces or fractional part thereof.

### **9.3 Construction**

Each sanitary station shall consist of at least the following:

- (1) A 4-inch sewer pipe which shall be connected to an approved sewage disposal system, surrounded at the inlet end by a concrete apron sloped to the drain.
- (2) A suitable fly-tight cover which shall be provided to the 4-inch sewer pipe.
- (3) A water outlet, with the necessary appurtenances and connected to a water supply system to permit a wash down of the immediate adjacent areas after each use.
- (4) There shall be a visible air gap or backflow/back siphonage device on the water supply at this location. No hose may be connected at this location without a backflow or back siphonage device.

**9.4 Public warning**

Each water outlet used for wash down purposes at sanitary stations shall conspicuously display at all times a sign stating: "Notice, This Water for Flushing and Cleaning Purposes Only and Not for Human Consumption."

**TOILET AND HANDWASHING FACILITIES**

**10.1 Requirements**

- (a) Organized camps and campgrounds shall provide toilet facilities on the premises for the public which are separate for each sex.
- (b) Toilet facilities, including rooms and fixtures, shall be of a sanitary design and easily cleanable.
- (c) Toilet facilities shall be kept in a clean condition and in good repair.
- (d) The doors of all toilet rooms shall be self closing.
- (e) All toilet rooms shall be vented to the outside in a manner acceptable to the Department.
- (f) Toilet tissue shall be provided.
- (g) Easily cleanable receptacles shall be provided for waste materials.
- (h) Waste receptacles for women shall be covered.
- (i) Portable toilet facilities may be used during a temporary campground event. Contract for portable toilets must be provided to the Department on or before the compliance/permitting inspection.

**10.2 Ratios in Organized Camps**

- (a) Toilet facilities in organized camps shall be provided in the ratios indicated in the following table:

<u>Number of Spaces</u>	<u>Number of Toilets</u>		<u>Number of Hand Sinks</u>		<u>Number of Urinals</u>
	Male	Female	Male	Female	Male
1 to 20	1	2	1	2	1
Each Additional 20 Persons	+1	+1	+1	+1	+1

(b) Organized camps which do not provide overnight lodging and serve a minimum of one meal per day are not subject to the requirements in subsection (a) but shall provide toilet and sink facilities acceptable to the Department.

### 10.3 Ratios in Campgrounds

(a) Toilet facilities in campgrounds and temporary campgrounds shall be in addition to the requirements for sanitary stations as indicated in Section 9.1- 9.4 and shall be provided in the ratios indicated in the following table:

<u>Number of Spaces</u>	<u>Number of Toilets</u>		<u>Number of Hand Sinks</u>		<u>Number of Urinals</u>
	Male	Female	Male	Female	Male
1 to 15	1	1	1	1	1
16 to 30	1	2	2	2	1
31 to 45	2	2	3	3	1
46 to 60	2	3	3	3	2
61 to 80	3	4	4	4	2
81 to 100	3	4	4	4	2
Each Additional 1 to 100 spaces	+1	+1	+1	+1	+1

### 10.4 Hand Sinks

All hand sinks in organized camps, campgrounds and temporary campgrounds shall be provided with soap and single-service towels. The use of a common towel is prohibited.

## GARBAGE AND REFUSE

### 11.1 Collection

The collection of garbage and refuse shall be conducted in a sanitary manner and as often as necessary to prevent a nuisance.

## **11.2 Storage**

All garbage and refuse containing food wastes shall be kept in durable, easily cleanable, leak-proof, insect and rodent proof, non-absorbent, rust and corrosion resistant containers which are provided with tight fitting, lids, doors or covers. There shall be a sufficient number of containers to hold all the garbage and refuse that accumulates. Containers stored outside, including dumpsters and compactors, shall be kept covered when not in actual use. Garbage and refuse shall be placed in tight plastic bags prior to placement in outside dumpsters or containers to minimize insect and rodent problems. All other refuse shall be stored in containers, rooms or areas of sufficient number and size in a manner so as to prevent rodent and/or insect problems or a public nuisance.

## **11.3 Container Cleaning**

Soiled containers shall be thoroughly cleaned at a frequency that prevents insect and rodent attraction.

## **11.4 Disposal**

All garbage and refuse are to be disposed of in a landfill facility permitted by the Pennsylvania Department of Environmental Protection.

# **VECTORS**

## **12.1 Control**

Effective measures intended to control the presence of rodents, flies, mosquitoes, cockroaches, and other insects or vectors on the premises shall be utilized. Pesticide application, when necessary, shall be conducted by a certified pest control applicator/operator and in accordance with the pesticide label. The premises shall be kept in such condition as to eliminate the harborage, food and water conditions conducive to insect, rodent or other vector infestations.

# **RETAIL FOOD FACILITIES**

## **13.1 Requirements**

- (a) When a retail food facility is provided at an organized camp or campground the food facility and all attached operations shall comply with the applicable provisions of the Pennsylvania Department of Agriculture Retail Food Facility Safety Act (3 Pa.Con.Stat.Ann. §5701 *et seq.*).
- (b) A separate, valid Retail Food Facility License issued by the Department must be obtained for each retail food facility.

## PUBLIC SWIMMING AND BATHING PLACES

### 14.1 Requirements

- (a) When a public swimming or bathing place is located at an organized camp or campground it must be in compliance with the provisions of the Pennsylvania Public Bathing Law, the Act of June 23, 1931, P.L. 899 (35 P.S. §672 *et seq.*) and the Pennsylvania Department of Health Title 28 Chapter 18, Rules and Regulations for Public Swimming and Bathing Places (28 Pa. Code §18.1 *et seq.*).

## PENALTIES

### 15.1 Summary Offenses

Any person who violates any of the provisions of these rules and regulations of the Erie County Department of Health, or who interferes with the Health Director or any other agent of the Erie County Department of Health in the discharge of his official duties, shall, for the first offense, upon conviction thereof in a summary proceeding before a Magisterial District Justice of Erie County wherein said offense was committed, be sentenced to pay the costs of prosecution and a fine of not less than thirty dollars (\$30) nor more than three hundred dollars (\$300), and in default thereof, to undergo imprisonment of not less than ten (10) days nor more than thirty (30) days.

### 15.2 Misdemeanors

Any person who violates any of the provisions of these rules and regulations of the Erie County Department of Health, or who interferes with the Health Director or any other agent of the Erie County Department of Health in the discharge of his official duties, convicted of a second or subsequent offense, shall be guilty of a misdemeanor and shall, upon conviction thereof, be sentenced to pay a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000) or to undergo imprisonment not exceeding one (1) year, or both.

### 15.3 Separate Offenses

For the purpose of this Section, violations on separate days shall be considered separate offenses.

### 15.4 Injunctions

The Erie County Department of Health may seek to enjoin violations of these rules and regulations or may proceed in any court of law or equity to obtain any additional cumulative remedies to abate any violation under these rules and regulations. Nothing in these rules and regulations shall in anyway alter rights or action or remedies now or hereafter existing in equity, or under the common law or statutory law, criminal or civil.

### **SEVERABILITY**

If any section, sub-section, paragraph, clause, or provision of these rules and regulations shall be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the rules and regulations as a whole or any part thereof. It is here by declared to be the intention of the Erie County Department of Health, the Erie County Board of Health, and the Erie County Council that the remainder of the rules and regulations would have been enacted if such invalid section had not been enacted and that it is their intent, intention and desire that the remaining portion of the rules and regulations remain in effect.

**ORDINANCE NUMBER , 2016**

**2016 Revised Environmental Fee Schedule In The Erie County Department Of Health**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), and 3B(2)(e) of the Erie County Home Rule Charter, that additions and amendments to the Erie County Department of Health Environmental Fee Schedule are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

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Fiore Leone

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Carol J. Loll

# ERIE COUNTY DEPARTMENT OF HEALTH

ecdh.org



Melissa C. Lyon, MPH  
Director

Kathy Dahlkemper  
County Executive

Date: June 29, 2016

TO: James Sparber, Director  
Erie County Finance Department

CC: Kathy Dahlkemper, County Executive  
Gary Lee, Director of Administration  
Sue Ellen Pasquale, Manager of Finance  
Jennifer Ertl, Accounting Specialist  
Karen Tobin, Director, Environmental Health  
Chelsey Ricketts, ECDH Fiscal Officer

FROM: Melissa C. Lyon, MPH, Director  
Erie County Department of Health 

RE: Request for Ordinance for Revisions to Erie County Department of Health Environmental Fee Schedule.

Ordinance Number 134, 2012 established the current Erie County Department of Health's Environmental Fee Schedule. A few changes were made to the Fee Schedule in 2012, but most fees have remained the same since 2011.

Attached are:

1. A document showing proposed changes in red.
2. A document showing revenue changes.
3. The proposed, revised Fee Schedule.

Thank you for your support and assistance. If you have any questions, please contact me at ext. 6701.

## **ERIE COUNTY DEPARTMENT OF HEALTH ENVIRONMENTAL FEE SCHEDULE**

- I. Food Service Establishments
  - 1. Food Vending Machines
  - 2. Retail Food Establishments
    - A. Annual License
    - B. Mobile Retail Food Establishments
  - 3. Eating and Drinking Establishments
    - A. Annual License
    - B. Temporary License
    - C. Catering License
    - D. Mobile Eating and Drinking Establishments
    - E. Commissaries
    - F. Community Service Establishments With Commercial Activities
    - G. Community Service Establishments Without Commercial Activities
    - H. Hospital Cafeterias and Long-Term Care Facilities
  - 4. Multiple Eating and Drinking Facilities or Retail Facilities on Same Premises
    - A. Retail Facility
    - B. Eating and Drinking Facility
- II. Organized Camps and Campgrounds
  - 1. Organized Camps
  - 2. Campgrounds
  - 3. Temporary Permit
- III. Public Pools
  - 1. Annual Inspection
  - 2. New Pool Application and Inspection

**EXHIBIT A**

- IV. Manufactured Home Parks
- V. Schools
  - 1. Food Service
  - 2. School Building
  - 3. National School Lunch Program
  - 4. Multiple Eating and Drinking Facility
- VI. Body Art Establishments
  - 1. Annual License
  - 2. Temporary License
- VII. Application Fees
  - 1. Eating and Drinking
  - 2. Retail Outlet
  - 3. Organized Camp/Campground
  - 4. Manufactured Home Park
  - 5. Body Art
- VIII. On-Lot Sewage
- IX. Small Flow Treatment Facilities
- X. Late Submittal of Applications
- XI. Follow-Up Inspection Fees
- XII. Duplicate License Fee
- XIII. Copy Fee
- XIV. Late Fee

1. Food Service Establishments

Fees provide for the inspection and licensing of food service establishments.

Primary license fee shall be determined by the predominant use of the establishment.

No license will be required for establishments selling only factory-packaged non-potentially hazardous food or beverages

1. Food Vending Machines

Fee is applicable to those machines vending items for human consumption, i.e, sandwiches, soups, beverages into cups, milk in any container, and similar potentially hazardous foods and beverage items.

Vendor	\$75 plus <del>\$1.60/machine</del>	\$1.75/machine
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2. Retail Food Establishments

A. Annual License

Total Floor Area		
1. Less than 1,000 sq. ft.	<del>\$ 80.00</del>	90.00
2. 1,000 sq. ft. to 5,000 sq. ft.	<del>\$ 140.00</del>	160.00
3. 5,001 sq. ft. to 10,000 sq. ft.	<del>\$ 190.00</del>	220.00
4. 10,001 sq. ft. to 20,000 sq. ft.	<del>\$ 240.00</del>	275.00
5. Greater than 20,000 sq. ft.	<del>\$ 500.00</del>	575.00

All food related and storage areas of establishment are to be included when computing size.

B. Mobile Retail Food Establishments	<del>\$ 80.00/vehicle or cart</del> \$ 90.00/vehicle or cart
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3. Eating and Drinking Establishments

A. Annual License

Fees are based upon the total seating capacity of the facility.

**PLCB** – possesses license from Pennsylvania Liquor Control Board

Seating Capacity	Without PLCB	With PLCB
1. Takeout - 0 seating	<del>\$ 95.00</del> 110.00	<del>\$ 140.00</del> 160.00
2. 1 to 50	<del>\$ 140.00</del> 160.00	<del>\$ 155.00</del> 175.00
3. 51 to 100	<del>\$ 185.00</del> 210.00	<del>\$ 205.00</del> 235.00
4. 101 to 150	<del>\$ 230.00</del> 265.00	<del>\$ 255.00</del> 295.00
5. Greater than 150	<del>\$ 280.00</del> 320.00	<del>\$ 300.00</del> 345.00

B. Temporary License

Facilities open to the public less than 15 days per calendar year or on a per event basis

~~\$ 30.00 per event/per unit~~  
\$ 35.00 per event/per unit

C. Catering License

~~\$ 140.00~~ \$ 160.00

A food service license, in addition to a catering license, is required at the facility where food preparation is conducted.

D. Mobile Eating and Drinking Establishments

~~\$ 95.00/vehicle or cart~~  
\$ 115.00/vehicle or cart

E. Commissaries

~~\$ 95.00~~ \$ 110.00

F. Community Service Establishments with Commercial Activities - including, but not limited to, fire halls, church halls and similar "for rent" facilities

~~\$ 50.00~~ \$ 60.00

G. Community Service Establishments without Commercial Activities

1. Senior citizen centers, neighborhood centers and similar non-profit organizations without commercial activities No Fee
2. Facilities providing all services to the public free of charge No Fee

H. Hospital Cafeterias and Long-Term Care Food Establishments ~~\$140.00~~ \$ 165.00

4. Multiple Eating and Drinking Facilities or Retail Facilities on the Same Premises:

Fee for largest eating and drinking or retail facility, plus

A. Retail Facility	<del>\$ 25.00 per additional facility</del> \$ 30.00 per additional facility
B. Eating and Drinking Facility	<del>\$ 40.00 per additional facility</del> \$ 50.00 per additional facility

II. Organized Camps and Campgrounds

Fees provide for the inspection and permitting of organized camps and campgrounds.

1. Organized Camps	<del>\$140.00</del>	\$ 165.00
2. Campgrounds		
A. Less than 50 spaces	<del>\$ 95.00</del>	\$ 110.00
B. 50 or more spaces	<del>\$125.00</del>	\$150.00
3. Temporary Permit		\$ 60.00 per event

III. Public Pools

Fees provide for the inspection of swimming pools, spas, and hot tubs.

1. Annual inspection fee per permit	<del>\$ 40.00</del>	\$ 50.00
2. New pool application review and operational inspection		\$ 50.00

IV. Manufactured Home Parks

Fees provide for the inspection and licensing of manufactured home parks.

Base Fee		\$ 65.00
Plus Each Space Available for Occupancy	<del>-\$ 4.25</del>	\$ 4.75

V. Schools

1. Food Service	<del>\$ 95.00</del>	\$ 110.00
2. School Building Inspection		
A. Enrollment – less than 500 students	<del>-\$ 95.00</del>	\$ 110.00
B. Enrollment – 500 or more students	<del>-\$175.00</del>	\$ 200.00

3. National School Lunch Program facilities unlicensed in other categories		<del>\$ 45.00 inspection fee</del> \$ 60.00 inspection fee
4. Multiple Eating and Drinking Facilities		<del>\$25.00 for each additional facility</del> \$30.00 for each additional facility
VI. Body Art Establishments		
1. Annual License	<del>\$ 110.00</del>	\$ 125.00
2. Temporary License	<del>\$ 55.00</del>	\$ 60.00 per event
VII. Application Fees		
1. Eating and Drinking		\$ 130.00
≤50 seats	<del>\$ 50.00</del>	
51 - 100 seats	<del>\$ 70.00</del>	
>100 seats	<del>\$ 110.00</del>	
2. Retail		\$ 130.00
≤5,000 sq.ft.	<del>\$ 50.00</del>	
5,001 – 10,000 sq. ft.	<del>\$ 70.00</del>	
>10,000 sq. ft.	<del>\$ 110.00</del>	
3. Organized Camp/Campground	<del>\$ 50.00</del>	\$ 130.00
4. Manufactured Home Park	<del>\$ 50.00</del>	\$ 130.00
5. Body Art		\$ 130.00
VIII. On-Lot Sewage		
Fees are listed on page 8		
IX. Small Flow Treatment Facilities - \$ 100.00 per inspection		

X. Late Submittal of Applications

Applications submitted within seven days prior to operation

1. All categories except I.3.B and VI.2 \$ 25.00
2. Categories I.3.B and VI.2 \$ 10.00 per vendor

XI. Follow-up Inspection Fees

1. First follow-up inspection No fee
2. Second follow-up inspection \$ 100.00
3. Third and subsequent follow-up inspections \$ 200.00 per inspection

XII. Duplicate license fee ~~\$15.00~~ \$ 25.00

XIII. Copy fee – Photocopies will be \$0.25 per page

XIV. Late fee

All fees shall be paid by the invoice due date.

Failure to pay by the due date shall result in the issuance of a second invoice that includes a ~~\$25.00~~ \$35.00 late fee and allows 10 days to submit payment.

Failure to pay after second invoice shall result in the following:

Facilities will not be issued licenses/certificates when required fees are not paid.

Facilities that can be closed for operating without a license/certificate shall be ordered CLOSED by the Department and shall remain closed until payment is received in full. This includes most facilities in Categories I, III and VI.

Facilities that can't be closed for operating without a license/certificate shall face legal action through the judiciary system and shall be subject to a fine of not less than \$100 but not more than \$300. This includes most facilities in Categories II, IV, V and IX.

The sections of this fee schedule are severable and should any section or any part of any section be declared by a court of law to be invalid and unenforceable, the remaining sections shall remain in full force and effect.

ON-LOT SEWAGE FEES						
	Standard or Conventional System	Elevated Sand Mound System	Alternate System	System Repair Or Alteration	Experimental System	Spray Irrigation System
Application and Processing Fee (includes soil evaluation)	\$300/lot	\$300/lot	\$300/lot	\$300/lot	\$300/lot	\$300/lot
Permit Fee (includes percolation test and final inspection)	\$500/lot	\$700/lot	\$600/lot	\$250/lot	\$600/lot	\$800/lot
<b>Planning Exempt Subdivision Review Lot Line Revisions: \$100</b>						
Request for Planning Waiver & Non-Building Declaration: \$100						
Permit Transfer or Permit Renewal: \$80/permit						
Ten-Acre Exemption Verification Fee: \$25/lot						
Retaining Tank: \$250/lot						
Septic Tank Replacement Only: \$250						
Small Flow Treatment Facilities: \$100.00/inspection						
Component 1 Processing: \$100						
Component 2 Processing: \$200						
Component 3 Processing: \$50						
<b>Component 1</b>						
<b>(10 lots or less)</b>						
\$200/lot					<b>Component 2</b>	<b>Component 3</b>
					\$300/lot or EDU*	\$250/lot or EDU*

\*EDU—Equivalent dwelling unit, 400 gallons of sewage discharged per day

\*\*When a soil scientist is required, the applicant is responsible for all their fees

## ***Counts and Fees by License Class Code***

<i>License Class Code and Description</i>	<i>Number of Facilities</i>	<i>Current 2016 Total Fees</i>	<i>Annual Revenue 2017</i>	<i>Estimated 2016 Revenue August - December</i>
I1 = FOOD VENDING MACHINES	7	\$1,245.00	1,312	500
I2A1 = FOOD RETAIL OUTLETS - LESS THAN 1,000 SQ. FT.	144	\$11,520.00	12,960	5,000
I2A2 = FOOD RETAIL OUTLETS - 1,000 SQ. FT. TO 5,000 SQ. FT.	78	\$10,920.00	12,480	5,000
I2A3 = FOOD RETAIL OUTLETS - 5,001 SQ. FT. TO 10,000 SQ. FT.	14	\$2,660.00	3,080	1,200
I2A4 = FOOD RETAIL OUTLETS - 10,001 SQ. FT. TO 20,000 SQ. FT.	8	\$1,920.00	2,200	900
I2A5 = FOOD RETAIL OUTLETS - GREATER THAN 20,000 SQ. FT.	25	\$12,500.00	14,375	5,000
I2B = MOBILE RETAIL FOOD ESTABLISHMENTS	8	\$640.00	720	0
I3A1 = EATING AND DRINKING - TAKE OUT ONLY - 0 SEATS - WITHOUT LCB	135	\$12,825.00	14,850	6,000
I3A2 = EATING AND DRINKING - 1 TO 50 SEATS - WITHOUT LCB	226	\$31,640.00	36,160	15,000
I3A2* = EATING AND DRINKING - 1 TO 50 SEATS - WITH LCB	76	\$11,780.00	13,300	5,000
I3A3 = EATING AND DRINKING - 51 TO 100 SEATS - WITHOUT LCB	113	\$20,605.00	23,730	9,800
I3A3* = EATING AND DRINKING - 51 TO 100 SEATS - WITH LCB	113	\$23,165.00	26,555	11,000
I3A4 = EATING AND DRINKING - 101 TO 150 SEATS - WITHOUT LCB	33	\$7,590.00	8,745	3,600
I3A4* = EATING AND DRINKING - 101 TO 150 SEATS - WITH LCB	41	\$10,455.00	12,095	5,000
I3A5 = EATING AND DRINKING - GREATER THAN 150 SEATS - WITHOUT LCB	30	\$8,400.00	9,600	4,000

Friday, June 17, 2016

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rptCountsAndFeesByLicenseClassCode

<i>License Class Code and Description</i>	<i>Number of Facilities</i>	<i>Current 2016 Total Fees</i>	<i>Annual Revenue 2017</i>	<i>Estimated 2016 Revenue August - December</i>
I3A5* = EATING AND DRINKING - GREATER THAN 150 SEATS - WITH LCB	111	\$33,300.00	38,295	15,000
I3C = CATERING LICENSES	44	\$6,160.00	7,040	2,900
I3D = MOBILE EATING AND DRINKING ESTABLISHMENTS	41	\$3,895.00	4,715	0
I3E = COMMISSARY	6	\$475.00	550	200
I3F = COMMUNITY SERVICE ESTABLISHMENTS - WITH COMMERCIAL ACTIVITIES	97	\$4,850.00	5,820	2,000
I3G1 = COMMUNITY SERVICE ESTABLISHMENTS - WITHOUT COMMERCIAL ACTIVITIES	11	\$0.00	0	0
I3G2 = COMMUNITY SERVICE ESTABLISHMENTS - ALL SERVICES TO THE PUBLIC FREE OF CHARG	12	\$0.00	0	0
I3H = HOSPITAL CAFETERIAS AND LONG-TERM CARE FOOD ESTABLISHMENTS	25	\$3,600.00	4,125	1,700
I4A = MULTIPLE RETAIL FOOD FACILITIES LOCATED ON THE SAME PREMISES	14	\$360.00	420	175
I4B = MULTIPLE EATING AND DRINKING FACILITIES ON THE SAME PREMISES	130	\$5,200.00	6,500	2,700
II1 = ORGANIZED CAMPS	8	\$1,120.00	1,320	0
II2A = CAMPGROUNDS - LESS THAN 50 SPACES	10	\$950.00	1,100	0
II2B = CAMPGROUNDS - 50 OR MORE SPACES	14	\$1,750.00	2,100	0
III = PUBLIC POOLS - INSPECTION FEE	160	\$6,400.00	8,000	0
IV = MANUFACTURED HOME PARK	88	\$28,160.00	30,800	12,800
VA = SCHOOL FOOD SERVICE	76	\$7,125.00	8,250	0

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rptCountsAndFeesByLicenseClassCode

<i>License Class Code and Description</i>	<i>Number of Facilities</i>	<i>Current 2016 Total Fees</i>	<i>Annual Revenue 2017</i>	<i>Estimated 2016 Revenue August - December</i>
VB1 = SCHOOL BUILDING - LESS THAN 500 STUDENTS	32	\$3,040.00	3,520	0
VB2 = SCHOOL BUILDING - 500 OR MORE STUDENTS	41	\$7,175.00	8,200	0
VC = SCHOOL - NATIONAL SCHOOL LUNCH PROGRAM	11	\$485.00	660	0
VD = SCHOOL - MULTIPLE EATING AND DRINKING FACILITIES	30	\$750.00	900	0
VIA = BODY ART - ANNUAL	24	\$2,640.00	3,000	1,250
<b>Grand Totals =</b>	<b>2,034</b>	<b>\$285,500.00</b>	<b>327,477</b>	<b>115,725</b>

Temporary Food Licenses - 500	15,000	17,500	3,000
Temporary Camping - 10	0	600	0
New pool review/inspection - 3	0	150	0
Applications - 100		<u>13,000</u>	<u>3,000</u>
	<u>7,000</u>		
	<b>\$ 307,500</b>	<b>\$ 358,727</b>	<b>\$ 121,725</b>

**Estimated Annual Revenue Increase: \$ 51,227**

**Estimated Aug. - Dec. 2016 Revenue: \$ 121,725**

**Budgeted Aug. - Dec. 2016 Revenue - \$ 102,981**

**Increased 2016 Revenue \$ 18,744**

Friday, June 17, 2016

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rptCountsAndFeesByLicenseClassCode

## **ERIE COUNTY DEPARTMENT OF HEALTH ENVIRONMENTAL FEE SCHEDULE**

- I. Food Service Establishments
  - 1. Food Vending Machines
  - 2. Retail Food Establishments
    - A. Annual License
    - B. Mobile Retail Food Establishments
  - 3. Eating and Drinking Establishments
    - A. Annual License
    - B. Temporary License
    - C. Catering License
    - D. Mobile Eating and Drinking Establishments
    - E. Commissaries
    - F. Community Service Establishments With Commercial Activities
    - G. Community Service Establishments Without Commercial Activities
    - H. Hospital Cafeterias and Long-Term Care Facilities
  - 4. Multiple Eating and Drinking Facilities or Retail Facilities on Same Premises
    - A. Retail Facility
    - B. Eating and Drinking Facility
- II. Organized Camps and Campgrounds
  - 1. Organized Camps
  - 2. Campgrounds
  - 3. Temporary Permit
- III. Public Pools
  - 1. Annual Inspection
  - 2. New Pool Application and Inspection

- IV. Manufactured Home Parks
- V. Schools
  - 1. Food Service
  - 2. School Building
  - 3. National School Lunch Program
  - 4. Multiple Eating and Drinking Facility
- VI. Body Art Establishments
  - 1. Annual License
  - 2. Temporary License
- VII. Application Fees
  - 1. Eating and Drinking
  - 2. Retail Outlet
  - 3. Organized Camp/Campground
  - 4. Manufactured Home Park
  - 5. Body Art
- VIII. On-Lot Sewage
- IX. Small Flow Treatment Facilities
- X. Late Submittal of Applications
- XI. Follow-Up Inspection Fees
- XII. Duplicate License Fee
- XIII. Copy Fee
- XIV. Late Fee

I. Food Service Establishments

Fees provide for the inspection and licensing of food service establishments.

Primary license fee shall be determined by the predominant use of the establishment.

No license will be required for establishments selling only factory-packaged non-potentially hazardous food or beverages.

1. Food Vending Machines

Fee is applicable to those machines vending items for human consumption, i.e., sandwiches, soups, beverages into cups, milk in any container, and similar potentially hazardous foods and beverage items.

Vendor	\$75 plus \$1.75/machine
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2. Retail Food Establishments

A. Annual License

**Total Floor Area**

1. Less than 1,000 sq. ft.	\$ 90.00
2. 1,000 sq. ft. to 5,000 sq. ft.	\$ 160.00
3. 5,001 sq. ft. to 10,000 sq. ft.	\$ 220.00
4. 10,001 sq. ft. to 20,000 sq. ft.	\$ 275.00
5. Greater than 20,000 sq. ft.	\$ 575.00

All food related and storage areas of establishment are to be included when computing size.

B. Mobile Retail Food Establishments \$ 90.00/vehicle or cart

### 3. Eating and Drinking Establishments

#### A. Annual License

Fees are based upon the total seating capacity of the facility.

**PLCB** – possesses license from Pennsylvania Liquor Control Board

Seating Capacity	Without PLCB	With PLCB
1. Takeout - 0 seating	\$ 110.00	\$ 160.00
2. 1 to 50	\$ 160.00	\$ 175.00
3. 51 to 100	\$ 210.00	\$ 235.00
4. 101 to 150	\$ 265.00	\$ 295.00
5. Greater than 150	\$ 320.00	\$ 345.00

#### B. Temporary License

Facilities open to the public less than 15 days per calendar year or on a per event basis \$ 35.00 per event/per unit

#### C. Catering License \$ 160.00

A food service license, in addition to a catering license, is required at the facility where food preparation is conducted.

#### D. Mobile Eating and Drinking Establishments \$ 115.00/vehicle or cart

#### E. Commissaries \$ 110.00

#### F. Community Service Establishments with Commercial Activities - including, but not limited to, fire halls, church halls and similar "for rent" facilities \$ 60.00

#### G. Community Service Establishments without Commercial Activities

1. Senior citizen centers, neighborhood centers and similar non-profit organizations without commercial activities No Fee

2. Facilities providing all services to the public free of charge No Fee

#### H. Hospital Cafeterias and Long-Term Care Food Establishments \$ 165.00

4. Multiple Eating and Drinking Facilities or Retail Facilities on the Same Premises:		
	Fee for largest eating and drinking or retail facility, plus	
	A. Retail Facility	\$ 30.00 per additional facility
	B. Eating and Drinking Facility	\$ 50.00 per additional facility
II. Organized Camps and Campgrounds		
	Fees provide for the inspection and permitting of organized camps and campgrounds.	
	1. Organized Camps	\$ 165.00
	2. Campgrounds	
	A. Less than 50 spaces	\$ 110.00
	B. 50 or more spaces	\$150.00
	3. Temporary Permit	\$ 60.00 per event
III. Public Pools		
	Fees provide for the inspection of swimming pools, spas, and hot tubs.	
	1. Annual inspection fee per permit	\$ 50.00
	2. New pool application review and operational inspection	\$ 50.00
IV. Manufactured Home Parks		
	Fees provide for the inspection and licensing of manufactured home parks.	
	Base Fee	\$ 65.00
	Plus Each Space Available for Occupancy	\$ 4.75
V. Schools		
	1. Food Service	\$ 110.00
	2. School Building Inspection	
	A. Enrollment – less than 500 students	\$ 110.00
	B. Enrollment – 500 or more students	\$ 200.00

	3. National School Lunch Program facilities unlicensed in other categories	\$ 60.00 inspection fee
	4. Multiple Eating and Drinking Facilities	\$30.00 for each additional facility
VI.	Body Art Establishments	
	1. Annual License	\$ 125.00
	2. Temporary License	\$ 60.00 per event
VII.	Application Fees	
	1. Eating and Drinking	\$ 130.00
	2. Retail	\$ 130.00
	3. Organized Camp/Campground	\$ 130.00
	4. Manufactured Home Park	\$ 130.00
	5. Body Art	\$ 130.00
VIII.	On-Lot Sewage	
	Fees are listed on page 8	
IX.	Small Flow Treatment Facilities - \$ 100.00 per inspection	
X.	Late Submittal of Applications	
	Applications submitted within seven days prior to operation	
	1. All categories except I.3.B and VI.2	\$ 25.00
	2. Categories I.3.B and VI.2	\$ 10.00 per vendor
XI.	Follow-up Inspection Fees	
	1. First follow-up inspection	No fee
	2. Second follow-up inspection	\$ 100.00
	3. Third and subsequent follow-up inspections	\$ 200.00 per inspection

- XII. Duplicate license fee \$ 25.00
- XIII. Copy fee – Photocopies will be \$0.25 per page
- XIV. Late fee

All fees shall be paid by the invoice due date.

Failure to pay by the due date shall result in the issuance of a second invoice that includes a \$35.00 late fee and allows 10 days to submit payment.

Failure to pay after second invoice shall result in the following:

Facilities will not be issued licenses/certificates when required fees are not paid.

Facilities that can be closed for operating without a license/certificate shall be ordered CLOSED by the Department and shall remain closed until payment is received in full. This includes most facilities in Categories I, III and VI.

Facilities that can't be closed for operating without a license/certificate shall face legal action through the judiciary system and shall be subject to a fine of not less than \$100 but not more than \$300. This includes most facilities in Categories II, IV, V and IX.

The sections of this fee schedule are severable and should any section or any part of any section be declared by a court of law to be invalid and unenforceable, the remaining sections shall remain in full force and effect.

<b>ON-LOT SEWAGE FEES</b>						
	<b>Standard or Conventional System</b>	<b>Elevated Sand Mound System</b>	<b>Alternate System</b>	<b>System Repair Or Alteration</b>	<b>Experimental System</b>	<b>Spray Irrigation System</b>
Application and Processing Fee (includes soil evaluation)	\$300/lot	\$300/lot	\$300/lot	\$300/lot	\$300/lot	\$300/lot
Permit Fee (includes percolation test and final inspection)	\$500/lot	\$700/lot	\$600/lot	\$250/lot	\$600/lot	\$800/lot
<b>Lot Line Revisions: \$100</b>						
<b>Request for Planning Waiver &amp; Non-Building Declaration: \$100</b>						
<b>Permit Transfer or Permit Renewal: \$80/permit</b>						
<b>Ten-Acre Exemption Verification Fee: \$25/lot</b>						
<b>Retaining Tank: \$250/lot</b>						
<b>Septic Tank Replacement Only: \$250</b>						
<b>Small Flow Treatment Facilities: \$100.00/inspection</b>						
<b>Component 1 Processing: \$100</b>						
<b>Component 2 Processing: \$200</b>						
<b>Component 3 Processing: \$50</b>						

When a soil scientist is required, the applicant is responsible for all their fees

ORDINANCE NUMBER , 2016

2016 Public Health Fund Budget Supplemental Appropriation  
Of \$18,744 For Increase In Environmental Fees

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that a supplemental appropriation of \$18,744 in the 2016 Public Health Fund Budget for increase in Environmental Fees, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

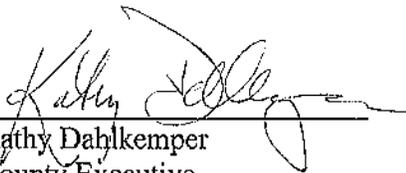
Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Certificate of the County Executive**

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$18,744 for an increase in environmental fees.

  
\_\_\_\_\_  
Kathy Dahlkemper  
County Executive

7/18/16  
\_\_\_\_\_  
Date

**Exhibit A**  
**2016 Public Health Fund Budget**  
**Supplemental Appropriation of \$18,744**  
**For Increase in Environmental Fees**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Service Fees	056-018030-042750	(18,744)
Total Revenue		<u>(18,744)</u>
<u>Total Expenditures</u>		
All Other Supplies	056-018030-003330	18,744
Total Expenditures		<u>18,744</u>

**ORDINANCE NUMBER , 2016**

**\_\_\_\_\_ 2016 Public Health Fund Budget Supplemental Appropriation Of  
\$74,500 Highmark Donation And New Line Items For Creation Of Dental Bureau**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that the supplemental appropriation of \$74,500 from a Highmark donation, the addition of new lines for the creation of a Dental Bureau in the 2016 Public Health Fund Budget, are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Certificate of the County Executive**

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$74,500 for creation of a new dental bureau for Highmark donation.

  
\_\_\_\_\_  
Kathy Dahlkemper  
County Executive

\_\_\_\_\_  
Date 7/18/16

**Exhibit A  
 2016 Public Health Fund Budget  
 Supplemental Appropriation of \$74,500  
 and Creation of a New Dental  
 Bureau for Highmark Donation**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Donations	056-018063-098580*	(74,500)
Total Revenue		<u><u>(74,500)</u></u>
<u>Total Expenditures</u>		
Capital Outlay	056-018063-004060*	23,700
Postage	056-018063-002290*	50
Duplicating and Printing	056-018063-002310*	50
Professional Fees	056-018063-002520*	31,450
Other Office Supplies	056-018063-003060*	50
All Other Supplies	056-018063-003330*	19,200
Total Expenditures		<u><u>74,500</u></u>

\*Denotes creation of a new line item

# ERIE COUNTY DEPARTMENT OF HEALTH

ecdh.org



Melissa C. Lyon, MPH  
Director

Kathy Dahlkemper  
County Executive

Date: July 11, 2016

TO: James Sparber, Director  
Erie County Finance Department

CC: Kathy Dahlkemper, County Executive  
Gary Lee, Director of Administration  
Sue Ellen Pasquale, Manager of Finance  
Jennifer Ertl, Accounting Specialist  
Chelsey Ricketts, ECDH Fiscal Officer

FROM: Melissa C. Lyon, MPH, Director  
Erie County Department of Health 

RE: Request for Ordinance creating a new bureau within the Department of Health

We are requesting creation of a new Bureau for a recently awarded donation from Highmark for a Dental Program. The dental program will primarily provide preventative dental service to the underserved population of children ages 0-3 and pregnant mothers. The program is available to any persons needing preventative dental care and education. This program is also designed to include billable services in the future for increased sustainability.

Please see the attached exhibit.

We are requesting a first and second reading of this ordinance to allow for timely deposit of funds.

Thank you for your support and assistance. If you have any questions, please contact me at ext. 8701.

**Ertl, Jennifer**

---

**From:** Ricketts, Chelsey  
**Sent:** Monday, July 11, 2016 12:59 PM  
**To:** Ertl, Jennifer  
**Cc:** Pasquale, Sue Ellen; Lyon, Melissa  
**Subject:** Ordinance Request  
**Attachments:** Ordinance memo and exhibit.pdf; Dental Supplemental Appropriation.xlsx

**Importance:** High

Hello,

Attached is an ordinance request for a new bureau within the Department of Health.

Thank you,

*Chelsey Ricketts*

Please note: my email address has changed to [cricketts@eriecountypa.gov](mailto:cricketts@eriecountypa.gov) Please update your contacts

Chelsey Ricketts | Budget & Grant Fiscal Officer  
814-451-6548 | [cricketts@eriecountypa.gov](mailto:cricketts@eriecountypa.gov)

**Erie County Department of Health** | Fax: 814-451-6766  
606 W 2<sup>nd</sup> Street Erie, PA 16507



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ORDINANCE NUMBER , 2016

2016 Public Health Fund Budget Supplemental Appropriation Of \$2,400 And Creation Of Transfer Line Item For Greenway Grant Funds

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)(f) and Article VIII, Section 7 of the Erie County Home Rule Charter, and certified by the County Executive, that the supplemental appropriation and transfer of \$2,400, and new line item in the *Greenway Grant* Bureau of the 2016 Public Health Fund Budget, are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Certificate of the County Executive**

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$2,400 for the creation of a new line item for Greenway Grant to the Health Department.

  
\_\_\_\_\_  
Kathy Dahlkemper  
County Executive

7/18/16  
Date

**Exhibit A  
 2016 Public Health Fund Budget  
 Supplemental Appropriation of \$2,400  
 and Creation of a New Line Item for  
 Greenway Grant Funds**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Transfer From Planning	056-018030-099530*	(2,400)
Total Revenue		<u>(2,400)</u>
<u>Total Expenditures</u>		
Duplicating and Printing	056-018030-002310	630
All Other Supplies	056-018030-003330	1,770
Total Expenditures		<u>2,400</u>

\*Denotes creation of a new line item

# ERIE COUNTY DEPARTMENT OF HEALTH

ecdh.org



Melissa C. Lyon, MPH  
Director

Kathy Dahlkemper  
County Executive

Date: July 7, 2016

TO: James Sparber, Director  
Erie County Finance Department

CC: Kathy Dahlkemper, County Executive  
Gary Lee, Director of Administration  
Sue Ellen Pasquale, Manager of Finance  
Jennifer Ertl, Accounting Specialist  
Karen Tobin, Director, Environmental Health  
Chelsey Ricketts, ECDH Fiscal Officer

FROM: Melissa C. Lyon, MPH, Director  
Erie County Department of Health 

RE: Request for Ordinance to Transfer Erie County Greenway Funds from the  
Planning Department to the Health Department's Environmental Bureau.

The Health Department was awarded \$2,400 in Erie County Greenway Grant Funds. We are requesting an ordinance for the creation of a new revenue line to transfer the funds from the Planning Department to the Health Department's Environmental Bureau. The new revenue line is 056-018030-099530.

We are requesting a first and second reading of this ordinance so the Tick and Lyme Disease Awareness Program can begin quickly.

Thank you for your support and assistance. If you have any questions, please contact me at ext. 6701.

ORDINANCE NUMBER , 2016

**2016 Planning Fund Budget Revised Revenue & Expenditures Of \$2,400 And Creation Of Line Item For Greenways Grant To Department Of Public Health**

**BE IT ENACTED** by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), and 3B(2)(f) of the Erie County Home Rule Charter that revised revenue and expenditures of \$2,400 and creation of a ***Transfer To Health*** line item in the 2016 Planning Fund Budget, for a ***Greenways Grant*** to the Erie County Department of Health, are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio, Jr.

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**Exhibit A  
 2016 Planning Fund Budget  
 Revised Expenditure of \$2,400 and creation  
 of New Line Item for Greenways Grant to the  
 Health Department**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Expenditures</u>		
Transfer to Health	053-069250-008560*	2,400.00
Pass Thru	053-069250-006050	(2,400.00)
Total Expenditures		<u><u>-</u></u>

\* Denotes creation of a new line item



**COUNTY OF ERIE**

**Department of Planning**

Erie County Courthouse  
150 East Front Street – Suite 300  
Erie, Pennsylvania 16507  
Phone: (814) 451-6336  
Fax: (814) 451-7333  
[www.eriecountyplanning.org](http://www.eriecountyplanning.org)

Kathy Dahlkemper  
*County Executive*

Katherine S Wyrosdick, AICP  
*Director*

**MEMORANDUM**

**Date:** July 8, 2016  
**To:** Jennifer Ertl  
**From:** Melissa Plyler  
**Re:** Rationale for 2016 Planning Fund Budget Revised Expenditure for Greenways Grantm

---

Budget changes are necessary for the following reasons:

A \$2,400 Grant was awarded to the Health Dept. from the Greenways Grant Funds. We are requesting an ordinance for the creation of a new expenditure line to transfer the funds from Planning to the Health Dept.

ORDINANCE NUMBER . 2016

**Amending Article III, Section 1(D)(14), of the Administrative Code Of Erie County,  
Previously Amended By Ordinance Number 63, 2015**

**WHEREAS**, the Administrative Code of Erie County was previously amended by Ordinance Number 63, 2015.

**THEREFORE, BE IT ENACTED** by the County Council of the County of Erie, pursuant to Article II, Sections 3B(1), 3B(2)(f) and Article XI, Section 12 of the Erie County Home Rule Charter that the amendment regarding the following addition to Article III, Section 1(D)(14) in the Administrative Code of Erie County is hereby approved as outlined:

*"c. Any proposed contracts using state and federal funds, regardless of the amount, involving the following functions of the Department of Human Services: coordination of programs and services for the aging, prevention and treatment of drug and alcohol abuse, Mental Health/Intellectual Disabilities/HealthChoices Programs and services, Children & Youth Services, and Adult and Residential Services."*

**BE IT FURTHER ENACTED** that the Council Clerk circulates the amended language to all departments for insertion into their copy of the Administrative Code, including references to this ordinance and the date of its passage, and arranges for posting of the updated Code on the Erie County website.

This ordinance shall be effective immediately upon adoption.

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

Date: \_\_\_\_\_

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

\_\_\_\_\_  
André R. Horton, Chairman

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio

\_\_\_\_\_  
Kathy Fatca

\_\_\_\_\_  
Dr. Kyle Foust

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll



**Erie County Department of Human Services**  
154 West Ninth Street  
Erie, Pennsylvania 16501-1303  
Telephone: 814-451-8860 • TTY: 814-451-6858 • Fax: 814-451-6868

*Kathy Dahlkemper*  
County Executive

*John A. DiMattio*  
DHS Director  
MH/ID Administrator

July 13, 2016

**To:** Kathy Dahlkemper and County Council Members

**From:** John DiMattio, Lana Rees and Dave Sanner

**Re:** Proposed Amendment to the Administrative Code – Department of Human Services Contracts

Attached you will find the proposed amendment that adds language specific to the exemption of the Department of Human Services contracts from the formalized bid process.

Currently, the Department of Human Services (DHS) contracts with 180+ providers annually. These providers are involved in 285+ contracts per year with almost all being above the \$25,000 threshold.

A review of the current language indicates we are operating within the parameters of our state and federal funding regulations, but outside of the current language of the Administrative Code. We believe that the addition would provide an accurate depiction of our current Erie County practice to the Administrative code.

Our request for this language modification is consistent with that of other Pennsylvania County Human Services Departments.

## Proposed Amendment to Erie County Administrative Code

### Article III - PURCHASING AND SALE PROCEDURES

#### Section 1 - Purchasing Code

##### D. Formal Competitive Bid Procedure, Number 14

###### Current Administrative Code:

14. Contracts for the purchase or rental of materials, supplies, furnishings, equipment, or other personal property, insurance coverage, and services by independent contractors involving an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000) for which the foregoing formal competitive bid procedure is not required are as follows:

(a) Professional services are defined to pertain only to the medical or legal profession and certified public accountants. All others must comply with the bidding procedures as set forth in the Administrative Code of the County of Erie.

(b) Those involving emergency purchases which are subject to the emergency competitive bid procedure set forth in Section 5 below, upon a showing that such purchases are required for the health, safety, and welfare of the people or for the protection of property, and that there is a present, immediate, and existing emergency which reasonably could not be foreseen.

###### Proposed Additional Language to include:

(c) Any proposed contracts using state and federal funds, regardless of the amount, involving the following functions of the Department of Human Services: coordination of programs and services for the aging, prevention and treatment of drug and alcohol abuse, Mental Health/Intellectual Disabilities/Health Choices programs and services, Children and Youth Services and Adult and Residential Services.

ORDINANCE NUMBER \_\_\_\_ 2016

**Amending Article II, Section 5(A), of the Administrative Code Of Erie County,  
Previously Amended By Ordinance Number \_\_\_\_, 2016**

**WHEREAS**, the Administrative Code of Erie County was previously amended by Ordinance Number \_\_\_\_, 2016.

**THEREFORE, BE IT ENACTED** by the County Council of the County of Erie, pursuant to Article II, Sections 3B(1), 3B(2)(f) and Article XI, Section 12 of the Erie County Home Rule Charter that the amendment regarding the following addition to Article II, Section 5(A) in the Administrative Code of Erie County is hereby approved as outlined:

***"17. Employees of Erie County may not serve as official appointees to authorities, boards, commissions and other organizations of Erie County unless exception to serve is approved by County Council."***

**BE IT FURTHER ENACTED** that the Council Clerk circulates the amended language to all departments for insertion into their copy of the Administrative Code, including references to this ordinance and the date of its passage, and arranges for posting of the updated Code on the Erie County website.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

Attest:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

\_\_\_\_\_  
André R. Horton, Chairman

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay Breneman, Vice Chairman

\_\_\_\_\_  
Edward T. DiMattio

Approved by:

\_\_\_\_\_  
Kathy Fatica

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

\_\_\_\_\_  
Dr. Kyle Foust

Date: \_\_\_\_\_

\_\_\_\_\_  
Fiore Leone

\_\_\_\_\_  
Carol J. Loll

**RESOLUTION NUMBER , 2016**

**In Support of Erie County's Signing on to the Stepping Up Initiative**

**WHEREAS**, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

**WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

**WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

**WHEREAS**, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

**WHEREAS**, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

**WHEREAS**, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

**WHEREAS**, Erie County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

**WHEREAS**, Erie County has developed programs across the criminal justice system with the courts and county correctional facility, which are helping hundreds of people with mental and substance use disorders stay out of jail, including:

- Evidence-based "specialty courts" including Drug Court and Veterans Court, which provide opportunities for diversion from jail to treatment, accountability to judges, and service coordination; and
- Treatment for individuals with serious mental illness and substance use disorders while they are in jail and service coordination as they leave the jail, so they can better connect with behavioral health services, housing, and support.

**WHEREAS**, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails;

**RESOLUTION NUMBER , 2016**

**In Support of Erie County's Signing on to the Stepping Up Initiative**

**NOW THEREFORE BE IT RESOLVED, THE COUNTY COUNCIL OF ERIE COUNTY,** do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping Up*. We resolve to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of July 2016 by a vote of \_\_\_\_ to \_\_\_\_.

APPROVED BY:

\_\_\_\_\_  
André R. Horton, Chairman  
Erie County Council

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Douglas R. Smith  
County Clerk

Date: \_\_\_\_\_

**RESOLUTION NUMBER \_\_\_\_\_, 2016**

**Exonerating Taxes On One Abandoned Trailer/Property #40-012-046.0-001.19  
In Summit Township And The Fort LeBoeuf School District**

**WHEREAS**, Summit Township approved the exoneration of taxes on a certain abandoned trailer/property at their regular meeting held on June 6, 2016; and

**WHEREAS**, the Fort LeBoeuf School District approved the exoneration of taxes on a certain abandoned trailer/property at their regular meeting held on June 16, 2016.

**NOW THEREFORE, BE IT RESOLVED** by the County Council for the County of Erie that the taxes on the abandoned trailer/property; parcel #40-012-046.0-001.19 as outlined on the attached Exhibit A are hereby exonerated.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by a vote of \_\_\_\_ - \_\_\_\_.

APPROVED BY:

-----  
André R. Horton, Chairman  
Erie County Council

-----  
Kathy Dahlkemper  
County Executive

ATTEST:

Date:\_\_\_\_\_

-----  
Douglas R. Smith  
County Clerk

Date:\_\_\_\_\_

**RESOLUTION 2016-10  
June 6, 2016**

**SUMMIT TOWNSHIP  
ERIE COUNTY, PENNSYLVANIA**

**EXONERATION OF DELINQUENT TAXES  
ON ABANDONED OR DESTROYED  
MOBILE HOMES**

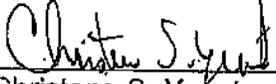
WHEREAS, the following parcel number has been deleted by the Assessment office and corresponding mobile home removed, and

- 40-012-046.0-001.19

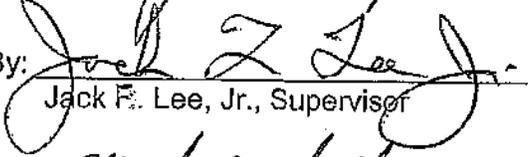
WHEREAS, this removal is based on the determination of value or existence of the trailer per a field review performed by the Erie County Tax Claim Bureau and verified by the Summit Township Code Enforcement Officer.

NOW, THEREFORE, BE IT RESOLVED that a resolution exonerating the delinquent taxes as provided by the Erie County Tax Claim Bureau, for the above referenced mobile home is hereby adopted.

ATTEST:

  
\_\_\_\_\_  
Christene S. Yeast  
Secretary

By:   
\_\_\_\_\_  
Nancy A. Agostine., Chairperson

By:   
\_\_\_\_\_  
Jack F. Lee, Jr., Supervisor

By:   
\_\_\_\_\_  
Mark A. Welka, Supervisor

I, Christene S. Yeast, Secretary, Summit Township Board of Supervisors, hereby certify that the foregoing is a true copy of the Township Resolution No. 2016-10  
ADOPTED this 6th Day of June, 2016.



**Fort LeBoeuf**

**SCHOOL DISTRICT**

34 East Ninth Street  
P.O. Box 810  
Waterford, Pennsylvania 16441

Richard B. Emerick, Superintendent  
Kimberly J. Heller, Business Manager

Phone 814-796-2838  
Fax 814-796-6459

Fort LeBoeuf School District  
Thursday, June 16, 2016  
Regular Meeting – Board of Directors

BE IT RESOLVED, that the Board of School Directors of the Fort LeBoeuf School District hereby approves the Erie County Tax Claim Bureau's May 26, 2016 request for exoneration of delinquent property taxes for trailers either removed or destroyed for the years indicated and all future years.

Vote: 6 Ayes 0 No 3 Absent

  
\_\_\_\_\_  
Kimberly J. Heller  
Board Secretary

June 16, 2016

RUN DATE: 05-26-16  
 RUN TIME: 09:37:07  
 RUN USER: mkalisze

ERIE COUNTY TAX CLAIM BUREAU  
 140 W. 6TH STREET, RM 110  
 ERIE, PA 16501-1011

PAGE NUM: 1  
 RPT ID: TCB\_STMT

(814) 451-6206

OWNER: DIETZ JAIME  
 7350 HOLLY VISTA DR  
 ERIE PA 16509

PARCEL: 40-012-046.0-001.19  
 LOCATION: 7350 HOLLY VISTA DR TRL  
 DESCRIPTION:

A.V.  
 0

DISTRICT: SUMMIT TWP

----- STATEMENT OF ACCOUNT -----

TAX YEAR 2015	FACE	PENALTY	INTEREST	COST	TOTAL	PAID/EXON	BALANCE
=====							
COUNTY	28.10	2.81	0.93	68.00	99.84	0.00	99.84
TWP/BORO/CIT	3.36	0.34	0.11	0.00	3.81	0.00	3.81
LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL	66.41	6.64	2.19	0.00	75.24	0.00	75.24
SCHOOL LIBRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							=====
					BALANCE DUE 2015		178.89
					=====		
IF PAID BY 05-31-2016 (INTEREST CHANGES MONTHLY)					TOTAL BALANCE DUE		178.89

**EXHIBIT A**

**RESOLUTION NUMBER \_\_\_\_\_, 2016**

**Exonerating Taxes On One Abandoned Trailer/Property #49-020-044.1-020.71  
In The Corry Area School District And Wayne Township**

**WHEREAS**, the Corry Area School District approved the exoneration of taxes on a certain abandoned trailer/property at their regular meeting held on June 6, 2016; and

**WHEREAS**, Wayne Township approved the exoneration of taxes on a certain abandoned trailer/property at their regular meeting held on June 13, 2016.

**NOW THEREFORE, BE IT RESOLVED** by the County Council for the County of Erie that the taxes on the abandoned trailer/property: parcel #49-020-044.1-020.71 as outlined on the attached Exhibit A are hereby exonerated.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, this resolution was passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by a vote of \_\_\_\_ - \_\_\_\_.

APPROVED BY:

-----  
André R. Horton, Chairman  
Erie County Council

-----  
Kathy Dahlkemper  
County Executive

ATTEST:

Date: \_\_\_\_\_

-----  
Douglas R. Smith  
County Clerk

Date: \_\_\_\_\_

BOARD OF DIRECTORS  
CORY AREA SCHOOL DISTRICT

SUMMARY OF BOARD ACTION  
REGULAR MEETING  
June 6, 2016

APPROVED the agenda and addendum for June 6, 2016.

APPROVED the Minutes of the Regular Meeting on May 2, 2016; and the Regular Meeting on May 16, 2016.

APPROVED the sale of property commonly known as and identified in the assessment records of Erie County as 03-003-005.0-018.30 – 13695 W WASHINGTON ST EXT LOT 30 TRL. Offer is made by Robert Brown in the amount of \$250.00.

APPROVED the 2015-2016 Supplemental Equipment Grant in the amount of \$11,748.69 for the purchase of a Mini-Mite Basic Foundry Package for Machine Tool Technology and a MEGART Steering Unit for Automotive Technology.

APPROVED the sale of surplus weight room equipment by the Grid Iron Club via Craig's List.

~~APPROVED~~ the exoneration of delinquent property taxes on parcel number 49-020-044.1-020.71. (This parcel at 12250 Route 6 was recently removed from the Assessment records based on the determination of no value or existence of each trailer per a field review.)

APPROVED the 2-year extension and modification of William A. Nichols' employment contract, effective July 1, 2016.

APPROVED the Resolution supporting the plaintiffs in the William Penn School District lawsuit seeking fair and equitable funding of Basic Education and Special Education.

APPROVED the following Field Trip Request:

- |  |                        |
|--|------------------------|
| 1. Varsity Baseball (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grade) | March 2017 (dates TBD) |
| Walt Disney World – Sports Complex   | Orlando, FL            |
| Under the supervision of:  | Eric Brumagin + 4      |



## ***CORRY AREA SCHOOL DISTRICT***

---

CENTRAL ADMINISTRATION  
540 East Pleasant Street, Corry, PA 16407-2246  
(814) 664-4677 • Fax (814) 664-9645  
<http://www.corrysd.net>

**William A. Nichols**  
Superintendent

**Sheri L. Yetzer**  
Assistant Superintendent

**Brenda L. Clabbatz**  
Acting Business Manager

June 8, 2016

County of Erie  
Department of Finance  
Bureau of Revenue and Tax Claim  
Erie County Court House  
140 West Sixth Street – Room 110  
Erie, PA 16501

**RE: Exoneration of Delinquent Property Taxes**

Attached is a copy of the resolution for exoneration of delinquent property taxes on parcel number 49-020-044.1-020270 which was approved by the Corry Area School District Board of Directors at the Regular Meeting – June 6, 2016. The motion was approved with a vote of 9-0.

Sincerely,

A handwritten signature in cursive script that reads "Victoria L. Anderson".

Victoria L. Anderson  
School Board Secretary

Enclosure

**RESOLUTION #1607**

WHEREAS, The Erie County Assessment Office has identified a parcel deleted from the tax rolls based on the determination of value or existence of a mobile home; and

WHEREAS, the Erie County Tax Claim Bureau wishes to credit off the delinquent taxes on this identified parcel;

NOW THEREFORE, be it resolved that the Supervisors of Wayne Township hereby exonerate the delinquent township taxes for the years specified and all future years on the following:

49-20-44.1-20.71      2015

RESOLVED, this 13th day June, 2016.

WAYNE TOWNSHIP SUPERVISORS

Richard A. Warner

ATTEST:

[Signature]

June 13, 2016  
Date

John E. Engore

Mike [Signature]

RUN DATE: 05-26-16  
 RUN TIME: 09:50:25  
 RUN USER: mkalisze

ERIE COUNTY TAX CLAIM BUREAU  
 140 W. 6TH STREET, RM 110  
 ERIE, PA 16501-1011

PAGE NUM: 1  
 RPT ID: TCB\_STMT

(814) 451-6206

OWNER: SAVKO CHARLES P  
 303 PINE VALLEY RD  
 COLUMBUS PA 16405

PARCEL: 49-020-044.1-020.71  
 LOCATION: 12250 ROUTE 6 LOT 27 TRL  
 DESCRIPTION:

A.V.  
 0

DISTRICT: WAYNE TWP

----- STATEMENT OF ACCOUNT -----

TAX YEAR 2015	FACE	PENALTY	INTEREST	COST	TOTAL	PAID/EXON	BALANCE
=====							
COUNTY	0.00	0.00	0.00	103.00	103.00	0.00	103.00
TWP/BORO/CIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL	31.51	3.15	1.04	0.00	35.70	0.00	35.70
SCHOOL LIBRA	0.95	0.10	0.03	0.00	1.08	0.00	1.08
							=====
					BALANCE DUE 2015		139.78
					=====		
IF PAID BY 05-31-2016 (INTEREST CHANGES MONTHLY)					TOTAL BALANCE DUE		139.78

**EXHIBIT A**



**COUNTY OF ERIE, PA**

**André R. Horton, Chairman**  
**Jay Breneman, Vice Chairman**

**Members of Erie County Council**

Erie County Courthouse  
140 West Sixth Street, Room 114  
Erie, Pennsylvania 16501-1081

**Edward T. DiMattio, Jr.**  
**Kathy Fatica**  
**Dr. Kyle Foust**  
**Fiore Leone**  
**Carol Loll**

**TO:** Kathy Dahlkemper, County Executive  
**FROM:** *KF* Kyle Foust, County Council  
**DATE:** July 8, 2016  
**RE:** Reappointment to Erie County Library Board

I am requesting the reappointment of Trevor D. Pearson to the Erie County Library Board.

This will be his first full three-year term, expiring on August 31, 2019.

Thank you for your attention to this matter.



COUNTY OF ERIE  
OFFICE OF COUNTY EXECUTIVE

---

Kathy Dahlkemper  
COUNTY EXECUTIVE

MEMORANDUM

TO: Members of County Council  
FROM: Kathy Dahlkemper,   
County Executive  
DATE: July 12, 2016  
RE: Erie County Library Board

As County Executive, I hereby convey notice of my re-appointment of Trevor D. Pearson to the Erie County Library Board upon the recommendation of Councilman Kyle Foust. This constitutes as a first full three-year term for Mr. Pearson and will expire on August 31, 2019.

Thank you.

cmc

cc: Douglas Smith, Clerk  
Joseph Mineo, President of the Erie County Library Board  
Erin Wincek, Acting Director of the Erie County Public Library  
File



# COUNTY OF ERIE

## OFFICE OF COUNTY EXECUTIVE

---

Kathy Dahlkemper  
COUNTY EXECUTIVE

### MEMORANDUM

TO: Members of County Council

FROM: Kathy Dahlkemper,   
County Executive

DATE: May 25, 2016

RE: Erie County Redevelopment Authority

As County Executive, I hereby convey notice of my appointment of Ms. Kathy Wyrosdick, Director of the Erie County Department of Planning, to the Erie County Redevelopment Authority.

This appointment will fill the unexpired term of Ms. Candace Littel Maxwell who will resign effective May 31, 2016. This term will expire on December 31, 2020.

Thank you.

ar  
cc: Douglas Smith, Clerk  
Rick Novotny, Executive Director – Erie County Redevelopment Authority  
File

\*Tabled 5-31-16



COUNTY OF ERIE  
DEPARTMENT OF FINANCE  
BUREAU OF REVENUE AND TAX CLAIM  
ERIE COUNTY COURT HOUSE  
140 WEST SIXTH STREET RM. 110  
ERIE, PENNSYLVANIA 16501

KATHY DAHLKEMPER  
COUNTY EXECUTIVE

(814) 451-6206  
(814) 451-7484

STEVEN A. LETZELTER  
DIRECTOR

RE: Sale of Parcel from Repository for Unsold Properties

Mr. Sparber:

Act No. 1998-69 requires that the Erie County Tax Claim Bureau notify each taxing district of any offer to purchase property from the County Repository for unsold properties, and secure the consent of the appropriate districts prior to any such sale. The districts may not unreasonably withhold their consent.

The Tax Claim Bureau has received an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index **14-010-039.0-327.00 – 1128 ATKINS ST 32XIRR**. This offer was made by **Kent Maroglio**, who is willing to purchase that parcel for the sum of \$250.00. **Proceeds of this sale will be applied to costs advanced by the Bureau for collection first, in accordance with Section 205 of the Real Estate Tax Sale Law Act 542 of 1947, as amended.**

Please place this offer to purchase on County Council's agenda for the next regularly scheduled meeting and take official action on this proposed sale. After the meeting, complete the enclosed form and return it immediately to the Erie County Tax Claim Bureau at the above address.

If there are questions or concerns regarding the procedure, the property, or the offer, please contact the Erie County Tax Claim Bureau at 451-6202.

Thank you,

Steven A. Letzelter, Director  
Erie County Tax Claim Bureau

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: 1128 ATKINS ST 32XIRR  
Index No: 14-010-039.0-327.00  
Offer of: \$250.00 by Kent Maroglio

At our regular/special meeting on, \_\_\_\_\_  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_



TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: 1128 ATKINS ST 32XIRR  
Index No. 14-010-039.0-327.00  
Offer of \$250.00 by: Kent Maroglio

At our regular/special meeting on, Wednesday, May 25, 2016  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: *Robin J. Smith*

For: The School District of the City of Erie, PA

Date: May 26, 2016

# COUNCIL CHAMBERS

By: Curtis Jones

Seconded By:

Casimir J. Kwitowski

Erie, Pa. July 6, 2016

Resolved, by the Council of the City of Erie that the proposed Repository sale of property commonly known as 1128 Atkins Street, Erie, PA and identified by Erie County Assessment Index Number 14-010-039.0-327.00, by the Erie County Tax Claim Bureau to Kent Maroglio, 663 West Zwilling Road, Erie, PA in the amount of \$250.00 is hereby approved.

JOURNAL 31

CITY COUNCIL - CITY OF ERIE, PA.

NO. 8

2016	Ayes	Nays
Arrington	1	
Brennan	1	
Jones	1	
Kwitowski	1	
Winarski	1	
Witherspoon	1	
Merski	1	

Distribution: 1. Clerk-White 2. Finance-Blue 3. Public Works-Green  
 4. Public Safety-Yellow 5. Economic & C.D.-Pink 6. Mayor/Misc.-Gold



**COUNTY OF ERIE**  
**DEPARTMENT OF FINANCE**  
**BUREAU OF REVENUE AND TAX CLAIM**  
ERIE COUNTY COURT HOUSE  
140 WEST SIXTH STREET RM. 110  
ERIE, PENNSYLVANIA 16501  
(814) 451-6206  
(814) 451-7484

KATHY DAHLKEMPER  
COUNTY EXECUTIVE

STEVEN A. LETZELTER  
DIRECTOR

RE: Sale of Parcel from Repository for Unsold Properties

Mr. Sparber:

Act No. 1998-69 requires that the Erie County Tax Claim Bureau notify each taxing district of any offer to purchase property from the County Repository for unsold properties, and secure the consent of the appropriate districts prior to any such sale. The districts may not unreasonably withhold their consent.

The Tax Claim Bureau has received an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index **15-020-025.0-225.00 – 432 E 17 ST 40X120**. This offer was made by **Brenton Davis**, who is willing to purchase that parcel for the sum of \$250.00. **Proceeds of this sale will be applied to costs advanced by the Bureau for collection first, in accordance with Section 205 of the Real Estate Tax Sale Law Act 542 of 1947, as amended.**

Please place this offer to purchase on County Council's agenda for the next regularly scheduled meeting and take official action on this proposed sale. After the meeting, complete the enclosed form and return it immediately to the Erie County Tax Claim Bureau at the above address.

If there are questions or concerns regarding the procedure, the property, or the offer, please contact the Erie County Tax Claim Bureau at 451-6202.

Thank you,

Steven A Letzelter, Director  
Erie County Tax Claim Bureau

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: 432 E 17 ST 40X120  
Index No: 15-020-025.0-225.00  
Offer of: \$250.00 by Brenton Davis

At our regular/special meeting on, \_\_\_\_\_  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: 432 E 17 ST 40X120  
Index No. 15-020-025.0-225.00  
Offer of \$250.00 by: Brenton Davis

At our regular/special meeting on, Wednesday, April 20, 2016  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Robin J. Smith

For: The School District of the City of Erie, PA

Date: April 21, 2016

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

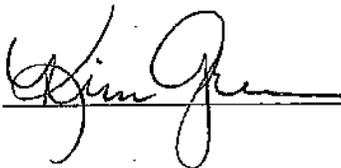
RE: Property: **432 E 17 ST 40X120**  
Index No. **15-020-025.0-225.00**  
Offer of \$250.00 by: **Brenton Davis**

At our regular/special meeting on, June 1, 2016  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:   
For: \_\_\_\_\_  
Date: 6-2-16



**COUNTY OF ERIE**  
**DEPARTMENT OF FINANCE**  
**BUREAU OF REVENUE AND TAX CLAIM**  
ERIE COUNTY COURT HOUSE  
140 WEST SIXTH STREET RM. 110  
ERIE, PENNSYLVANIA 16501  
(814) 451-6206  
(814) 451-7484

KATHY DAHLKEMPER  
COUNTY EXECUTIVE

STEVEN A. LETZELTER  
DIRECTOR

RE: Sale of Parcel from Repository for Unsold Properties

Mr. Sparber:

Act No. 1998-69 requires that the Erie County Tax Claim Bureau notify each taxing district of any offer to purchase property from the County Repository for unsold properties, and secure the consent of the appropriate districts prior to any such sale. The districts may not unreasonably withhold their consent.

The Tax Claim Bureau has received an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index 47-011-027.1-007.59- **1003 NORTH DR TRAILER**. This offer was made by **Jackie Pfadt**, who is willing to purchase that parcel for the sum of \$250.00. **Proceeds of this sale will be applied to costs advanced by the Bureau for collection first, in accordance with Section 205 of the Real Estate Tax Sale Law Act 542 of 1947, as amended.**

Please place this offer to purchase on County Council's agenda for the next regularly scheduled meeting and take official action on this proposed sale. After the meeting, complete the enclosed form and return it immediately to the Erie County Tax Claim Bureau at the above address.

If there are questions or concerns regarding the procedure, the property, or the offer, please contact the Erie County Tax Claim Bureau at 451-6202.

Thank you,

Steven A Letzelter, Director  
Erie County Tax Claim Bureau

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: 1003 NORTH DR TRAILER  
Index No: 47-011-027.1-007.59  
Offer of: \$250.00 by Jackie Pfadt

At our regular/special meeting on, \_\_\_\_\_  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_



TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: **1003 NORTH DR TRAILER**  
Index No. **47-011-027.1-007.59**  
Offer of \$250.00 by: **Jackie Pfadt**

At our regular special meeting on, Thursday, May 19, 2014  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: *Kimberly Stille*

For: FORT REBELL SCHOOL DISTRICT

Date: 05/20/14

TO: Erie County Tax Claim Bureau  
Erie County Courthouse  
140 West Sixth Street, Room 110  
Erie, PA 16501

RE: Property: **1003 NORTH DR TRAILER**  
Index No. **47-011-027.1-007.59**  
Offer of \$250.00 by: **Jackie Pfadt**

At our regular/special meeting on, June 1, 2014  
We took action regarding the sale of the property referenced above from The Erie County Repository,  
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED\*

\*Please state reason for denial. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Wendy Bullock -  
For: Secretary - Waterford Township  
Date: 6/15/16

<p>County of Erie          Analysis of General Fund Unassigned Fund Balance          FYE 12/31/16          As of July 14, 2016</p>
--

Projected Ending 2016 Unassigned Fund Balance 27,777,143

**Less: Appropriations from Unassigned Fund Balance**

Ordinance #5 For Information Technology Due to Budget Impasse	(99,888)
Ordinance # 3 2015 Budgeted Funds no Transferred TO Debt Service Due to State Budget Impasse	(315,738)
Ordinance # 10 For Planning Fund Change in Funding	(9,681)
Ordinance #13 For Veterans Affairs Due To Budget Impasse	(2,300)
Ordinance #14 For Domestic Relations Change in Funding	(738)
Ordinance #18 For Creation of PT Communications and Public Relations Administrator	(16,453)
Ordinance #24 For P-Corp Grant for Safety Improvements at the Erie County Prison and Library	(1,200)
Ordinance #28 Automation Fees from Prothontary Office	(46,296)
Ordinance #30 Adult Probation PCCD Grant Trauma Related Services Diverting Veterans	(15,533)
Ordinance #26 Intergovernmental Transfer to Benefit Pleasant Ridge Manor	(4,390,879)
Ordinance # Adult Probation PCCD Grant Trauma Related Services Diverting Veterans	(11,480)

Total Appropriations from Unassigned Fund Balance (4,910,186)

**Plus: Appropriations to Unassigned Fund Balance**

Ordinance # 7 Change in Grade for MDJ Secretaries	13,322
Ordinance #26 Hiring of Court Reporter at Higher Rate	33,988

Total Appropriations to Unassigned Fund Balance 47,310

Estimated General Fund Unassigned Fund Balance to date 22,914,267

**Summary**

Total Budgeted General Fund Expenditures and Transfers	96,540,807
Less: Pass Thru Grants Originally Budgeted in the General Fund	(106,000)
Net Budgeted General Fund Expenditures and Transfers	<u>96,434,807</u>

Two Month's Expenditures and Transfers 16,072,468

Difference between Estimated GF Unassigned Fund Balance and Two Months of Expend & Transfers 6,841,799

County of Erie General Fund  
 Monthly Reconciliation of  
 Changes to Fund Balance Appropriated  
 001-000990-099500  
 As of July 14, 2016

Appropriations from Fund Balance per Excel	(4,910,186)
Appropriations to Fund Balance per Excel	47,310
Net Appropriations per Excel	<u>(4,862,876)</u>
<u>Less: Pending Ordinances for Council Approval</u>	
Total Net Pending Ordinances	<u>0</u>
Net change to Fund Balance Appropriated	<u>(4,862,876)</u>
FMS Budget T Balance	<u>(4,862,876)</u>

County of Erie General Fund  
 Current Budget  
 As of July 14, 2016

DEPT NO	DEPT NAME	ORIGINAL 2016 BUDGET	2016 BUDGET CHANGES	CURRENT 2016 BUDGET
001000	CONCIL & ELECTIONS	1,372,149	4,426	1,376,575
001100	COUNTY CONTROLLER	333,602		333,602
001990	COUNTY EXECUTIVE	251,397	16,453	267,850
002010	COMM REL ECON DEV	494,138	140,751	634,889
002100	COUNTY SOLICITOR	167,725		167,725
002190	HUMAN RESOURCES	315,142	12,125	327,267
002300	FINANCE	4,140,283		4,140,283
002400	ADMIN/ OPERATIONS	5,276,628	16,200	5,292,828
002601	HUMAN SRVC SHARED	77,694		77,694
002700	OTH GEN GOVT	9,205,520		9,205,520
002810	IT	2,156,345	99,888	2,256,233
003000	COURTS	5,217,342	(33,988)	5,183,354
003100	MDJ'S	2,736,637	(1,031)	2,735,606
003200	CLK RECORD	2,723,864	46,296	2,770,160
003290	SHERIFF	3,159,019		3,159,019
003390	DISTRICT ATTY	3,003,037	129,954	3,132,991
003500	CORONER	684,021		684,021
003600	PUBLIC DEFENDER	1,454,958		1,454,958
004000	ADULT PROBATION	5,403,206	56,763	5,459,969
004100	CORRECTIONS	17,442,465		17,442,465
004190	JUVENILE PROBATION	3,246,963		3,246,963
005200	VETERANS AFFAIR	298,114	2,300	300,414
009000	GRANTS TO ORGANZ	106,000		106,000
020000	TRANSFERS	27,274,557	4,576,285	31,850,842
	Total	96,540,806	5,066,422	101,607,228

<p><b>County of Erie</b>  <b>Comparison of Change in Monthly General Fund</b>  <b>Fund Balance Appropriated for the Years</b>  <b>2016 and 2015</b></p>
---

Change in appropriated General Fund fund balance as follows:

Month	2016	2015
January	(402,304)	(4,797)
February	(9,681)	18,406
March	(17,191)	16,376
April	(15,808)	(38,277)
May	(4,406,412)	(16,188)
June	(11,480)	(69,290)
July		(11,654)
August		0
September		0
October		(245,137)
November		(150,627)
December		(461,631)
Total Change in Appropriated Fund Balance Year to Date	(4,862,876)	(962,819)

**RESOLUTION NUMBER 31, 2016**

**Resolution of Erie County to  
Withdraw from the EMTA as a Member Municipality**

**WHEREAS**, on September 14, 1966, the County of Erie and the City of Erie, as member municipalities, jointly incorporated and established the Erie Metropolitan Transit Authority under the Municipal Authorities Act, as amended, Act of 2000, June 19, P.L. 287, No. 22, Section 1 (53 Pa.C.S.A. § 5604), hereinafter, the "Act"; and

**WHEREAS**, the term of existence of the Erie Metropolitan Transit Authority, hereinafter "EMTA" is set to expire on September 14, 2016; and

**WHEREAS**, over the past fifty (50) years, the demographics of the County of Erie have significantly changed, the population of the City of Erie has steadily declined, the populations of Millcreek and Harborcreek Townships has steadily increased, business and economic development has spread beyond the city limits while the City of Erie has controlled the EMTA by confining its transportation services, endeavors and potential to the City of Erie; and

**WHEREAS**, over the past twenty five (25) years, the County of Erie has made significantly more contributions to the EMTA than the City of Erie without a corresponding benefit to the municipalities located outside the City of Erie; and

**WHEREAS**, the County of Erie has signified its desire to acquire the assets and assume the obligations of the EMTA and, in so doing, requested the EMTA to cooperate with the transfer of its assets to the County of Erie; and

**WHEREAS**, the County has disputed the City's control of the EMTA, the City of Erie has refused to meet with the County, the County has signified its intention to withdraw unless an agreement is reached with the City of Erie by June 30, 2016 and no agreement has been reached between the County of Erie and the City of Erie;

**NOW THEREFORE**, pursuant to the Municipal Authorities Act, Act of 2001, June 19, P.L. 287, No. 22, Section 1, as amended (53 Pa.C.S.A. § 5604), County Council of the County of Erie does hereby direct the publication of Notice of Erie County's intent to withdraw from the EMTA as a member municipality one time in the Erie County Legal Journal and Erie County Times News and, not less than three (3) days after publication of the Notice, does hereby authorize and direct the completion and filing of the Application to Withdraw from the EMTA with the Secretary of the Commonwealth.

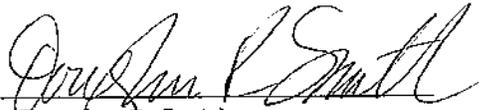
**RESOLUTION NUMBER 31, 2016**

**Resolution of Erie County to  
Withdraw from the EMTA as a Member Municipality**

On the motion of Dr. Foust, seconded by Mrs. Fatica, this resolution was passed on this 28<sup>th</sup> day of June, 2016 by a vote of 7 to 0.

COUNTY COUNCIL OF THE  
COUNTY OF ERIE, PENNSYLVANIA

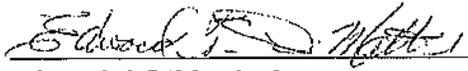
Attest:

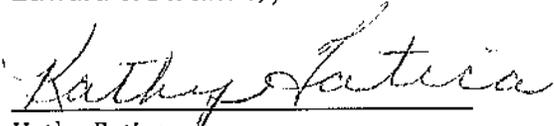
  
Douglas R. Smith  
County Clerk

Date: June 28, 2016

  
André R. Horton, Chairman

  
Jay Breneman, Vice Chairman

  
Edward T. DiMattio, Jr.

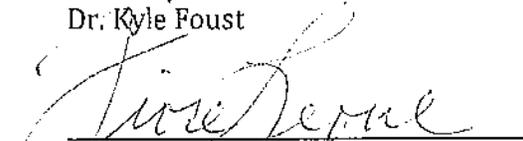
  
Kathy Fatica

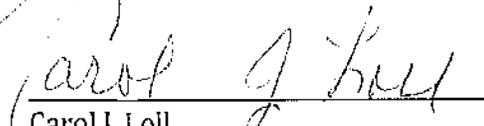
Approved by:

\_\_\_\_\_  
Kathy Dahlkemper,  
County Executive

Date: \_\_\_\_\_

  
Dr. Kyle Foust

  
Fiore Leone

  
Carol J. Loll



# COUNTY OF ERIE

## OFFICE OF COUNTY EXECUTIVE

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**Kathy Dahlkemper**  
COUNTY EXECUTIVE

July 12, 2016

Erie County Council  
County Council Chambers  
Erie County Courthouse, Room 114  
140 West 6<sup>th</sup> Street  
Erie, PA 16501

Dear Members of Erie County Council,

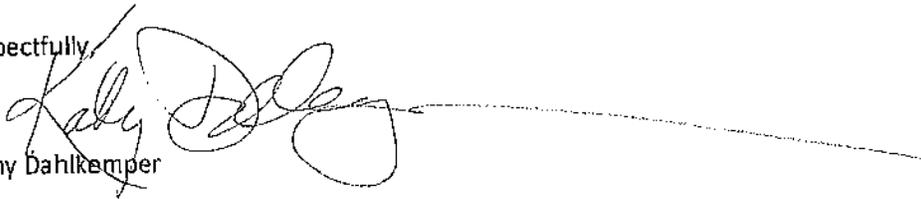
I am herewith returning Resolution Number 31, 2016 and am vetoing the resolution as set forth as follows:

Now, this 12<sup>th</sup> day of July, 2016, pursuant to Article II, Section 3D, of Erie County Government Home Rule Charter, I veto Resolution Number 31, 2016 passed by County Council on June 28, 2016. I unequivocally believe that EMTA is and should continue to be a regional transit system whose purpose is to benefit all citizens of Erie County's 38 municipalities. If the County of Erie withdraws its financial and leadership obligations from EMTA and allows the City of Erie to provide the sole financial support and leadership, the transit system and the entire Erie County region will be affected adversely.

Destination Erie, our region's 25-year plan for sustainability, addressed our transportation needs for the future. The number one recommendation from our citizens' input was to "expand transportation alternatives and lower Erie County residents' transportation costs by improving the public transit system countywide." There has been positive movement toward the implementation of this goal. It is my fear that this recommendation will not be realized when one municipality, the City of Erie, is the only authorizing entity for EMTA. By withdrawing, we are forfeiting our ability to impact progress in public transportation in the Erie County region.

The service to the citizens in our community as it exists today must continue and expand. As county government, we need to ensure that our citizens, including senior citizens and people with disabilities, have access to public transportation to get to their jobs, schools and health care providers.

Respectfully,

  
Kathy Dahlkemper

cc: Thomas Talarico, Esq.  
Douglas Smith, County Clerk