

**Resolution #2019-03
Borough of Dublin
Bucks County, PA**

A Resolution of Dublin Borough establishing a Consolidated Fee Schedule for the Review of Subdivision and Land Development Applications, for the Review of Building and Zoning Permit Applications, Administrative Fees and Utility Services.

I. SUBDIVISION AND LAND DEVELOPMENT

The following costs are applicable for Subdivision and Land Development applications that have not been accepted as complete by Dublin Borough prior to the adoption of this Fee Schedule.

To cover costs associated with the receipt, processing, and handling of required reviews pursuant to the Pennsylvania Municipalities Planning Code as amended, Zoning and Subdivision and Land Development regulations, digitizing and archiving of plans and application materials, the following fees and professional services escrow are required:

A. Residential Subdivision and Land Development Plans

Sketch Plans	<u>Application Fee</u>	<u>Escrow</u>
	\$50.00	\$500.00
Preliminary Plans	<u>Application Fee</u>	<u>Escrow</u>
Minor (2 lots and/or units)	\$350.00	\$1,000.00
3-4 lots and/or units	\$500.00	\$1,500.00
5-9 lots and/or units	\$750.00	\$2,000.00
10 or more lots and/or units	\$750.00 plus \$100.00 per lot/unit	\$2,500.00
Final Plans	<u>Application Fee</u>	<u>Escrow</u>
Minor (2 lots and/or units)	\$350.00	\$1,000.00
3-4 lots and/or units	\$500.00	\$1,500.00
5-9 lots and/or units	\$750.00	\$2,000.00
10 or more lots and/or units	\$750.00 plus \$100.00 per lot/unit	\$2,500.00

If a Final Plan for Subdivision and Land Development is submitted more than one (1) year after Conditional Approval of a Preliminary Plan, an additional one-half (1/2) of the original fee for the Preliminary Plan shall be paid to the Borough.

B. Lot Line Changes and Reverse Lot Split

Preliminary/Final Plan	<u>Application Fee</u>	<u>Escrow</u>
Minor (2 lots)	\$150.00	\$750.00
3-4 lots	\$300.00	\$1,000.00

C. Residential Site Plans for New Dwelling Construction

<u>Application Fee</u>	<u>Escrow</u>
\$250.00	\$750.00

D. Non-Residential Subdivision

To cover costs associated with the receipt, processing, and handling of required reviews pursuant to the Pennsylvania Municipalities Planning Code as amended, Zoning and Subdivision and Land Development regulations, digitizing and archiving of plans and application materials, the following fees and professional services escrow are required:

	<u>Application Fee</u>	<u>Escrow</u>
Sketch Plan	\$200.00	\$2,000.00
Preliminary Plan	\$1,500.00 plus \$75.00 per lot	\$4,000.00 per lot
Final Plan	\$1,000.00 plus \$50.00 per lot	\$3,000.00 per lot

If a Final Plan of Subdivision and Land Development is submitted more than one (1) year after Conditional Approval of a Preliminary plan, an additional one-half (1/2) of the original Preliminary Plan Fee shall be paid to the Borough.

E. Non-Residential Land Development Fees

	<u>Application Fee</u>	<u>Escrow</u>
Sketch Plan	\$500.00	\$1,000.00
Preliminary Plan		
2,500 sq. ft. or less	\$500.00	\$1,000.00
2,501 – 5,000 sq. ft.	\$750.00	\$1,500.00
5,001 – 10,000 sq. ft.	\$1,000.00	\$2,500.00
10,001 sq. ft. or more	\$2,500.00	\$5,000.00
Final Plan		
2,500 sq. ft. or less	\$500.00	\$1,000.00
2,501 – 5,000 sq. ft.	\$750.00	\$1,500.00
5,001 – 10,000 sq. ft.	\$1,000.00	\$2,500.00
10,001 sq. ft. or more	\$2,500.00	\$5,000.00

If a Final Plan for Land Development is submitted more than one (1) year after Conditional Approval of a Preliminary Plan, a fee of one-half (1/2) of the original Preliminary Plan Fee shall be paid to the Borough.

F. Non-Residential Site Plan for New Construction

	<u>Application Fee</u>	<u>Escrow</u>
	\$500.00	\$1,000.00

G. Recreation Fee

In Lieu of Open Space: \$1,500.00 per dwelling unit

H. Professional Services Escrow

A Professional Services Escrow Account shall be required to be deposited with the Borough at the time of the initial plan application. The applicant and/or developer shall establish a Professional Services Escrow Account to reimburse Dublin Borough for the reasonable and necessary expenses incurred for review all application, reports, plans and the inspection of the improvements by Dublin Borough's professional consultants, solicitor and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Dublin Borough Solicitor, Engineer and any other consultant for work performed for similar services in Dublin Borough.

However, in no event shall the fees exceed the rate or cost charged by the Dublin Borough Solicitor, Engineer, or other consultant when such fees are now reimbursed or otherwise imposed on an applicant. Borough incurred professional fees shall be billed in accordance with the attached professional fee schedule and Borough administrative expenses shall be reimbursed at ten percent **(10%) per billing and a minimum of \$50.00 per bill**. A Professional Services Agreement (PSA) is required as part of the submission process.

In the event the applicant disputes the amount of any such expenses in connection with the review of the applications, reports, and/or inspections of the improvements, the applicant shall notify the municipality within 14 days of the applicant's receipt of the billed expense in accordance with the Municipalities Planning Code, as amended. Dispute procedures shall be in accordance with the Municipalities Planning Code, as amended.

II. ZONING

A. Zoning Hearing Board Applications

Variance Applications, Special Exception Applications, Interpretations and Challenges of Decisions of the Zoning Officer.

	<u>Fee</u>	<u>Continuance(s)</u>
Residential	\$1,000.00	\$250.00
Non-Residential	\$1,250.00	\$500.00

B. Borough Council Applications

Conditional Use Applications, Request for Zoning Ordinance Amendment, Curative Amendment of Request for Zoning Map Amendment, or Challenge to the Validity of the Zoning Ordinance.

	<u>Fee</u>	<u>Escrow</u>	<u>Continuance(s)</u>
Conditional Use	\$500.00	\$1,000.00	\$500.00
Amendment to Zoning Map	\$2,500.00	\$2,500.00	\$500.00
Amendment to Zoning Ordinance	\$2,500.00	\$2,500.00	\$500.00
Validity Challenge	\$10,000.00		
Curative Amendment	\$10,000.00		

Escrow deposits are necessary to cover the cost of publishing required notices and other expenses incurred by the Borough incidental to the hearing. In the event costs deplete the escrow fund in excess of seventy-five per cent (75%) of the original required deposit, the escrow funds shall be replenished, within fifteen (15) days of notification, to the original escrow amount. If expenses do not exceed the escrow deposit fee, the balance will be refunded to the applicant.

C. Written Zoning Opinions – Upon Written Request: \$150.00/hour (\$150 minimum)

D. Sign Permits

Permanent Sign	\$3.00 / sq. ft. (\$125.00 minimum)
Temporary Sign	\$50.00 (30-day maximum)

E. Zoning Permits – Residential Uses

(In addition to any other applicable requirements – building permits, stormwater review, etc.)

	<u>Permit Fee</u>
New Dwelling Unit	\$150.00 each
Addition to Existing Dwelling Unit	\$125.00
Alterations to Existing Dwelling Unit	\$125.00
Accessory Buildings/Structures (includes: storage sheds, detached garages, decks, patios, retaining walls, barns, silos, hot tubs, swimming pools, etc.)	\$125.00
Fences	\$125.00
Demolition of Primary Building/Structure	\$125.00
Demolition of Accessory Building/Structure	\$125.00

F. Zoning Permits – Non-Residential Uses

(In addition to any other applicable requirements – building permits, stormwater review, etc.)

	<u>Permit Fee</u>
New Construction	\$200.00 plus \$25.00 per 1,000 sq. ft. or portion thereof, of the gross floor area.
Additions	\$150.00 plus \$25.00 per 1,000 sq. ft. or portion thereof, of the gross floor area
Alterations	\$150.00
Accessory Buildings/Structures (includes: storage sheds, detached garages, decks, patios, retaining walls, barns, silos, hot tubs, swimming pools, etc.)	\$150.00
Fences - Non-Residential use Groups	\$150.00
Demolition of Building/Structure	\$150.00
Use & Applicability Review	\$150.00

G. Well Permit \$100.00

H. Restoration of Non-Conforming Use \$150.00

I. Act 537 Revision

	<u>Fee</u>	<u>Escrow</u>
Residential	\$150.00	\$1,000.00
Non-Residential	\$250.00	\$2,000.00

J. Temporary Construction Trailer \$200.00 per year per trailer

K. Stormwater Management Site Plan Review Fee

	<u>Fee</u>	<u>Escrow*</u>
Residential	\$150.00	\$1,000.00
Non-Residential	\$250.00	\$2,000.00

***Projects that meet the Exemption criteria of Chapter 25 of the Dublin Borough Code shall be subject to the application fee but will not be subject to escrow requirements.**

III. HIGHWAY OCCUPANCY PERMITS

Issuance Fee	\$50.00 (initial 6-month period)
Extension Fee	\$10.00 (per 6-month extension)

At the time of the Highway Occupancy Permit Application the applicant shall execute a Professional Services Agreement with the Borough.

The Agreement includes the establishment of a Professional Services Escrow Account. The Escrow Account covers the expenses of the Borough for advisory services in reviewing the application and all costs associated with necessary inspections or performing surface repair. Escrow amount shall be established on a case by case basis. All unused funds within the Escrow Account shall be returned to the applicant eighteen (18) months after completion of the project/development, or upon written cancellation of the project/development and refund approval by Borough Council.

The Professional Services Escrow Account funds shall be replenished within fifteen (15) days of notification when depleted to seventy-five percent of the original amount.

At the time of substantial completion, the applicant shall establish a maintenance bond for the entire cost of the roadway restoration. The bond shall be in effect for a period of not less than eighteen (18) months.

	<u>Inspection Fees</u>
Underground Facility Installations	\$100.00 for the first 50 linear feet plus \$25.00 for each additional 50 linear feet or fraction thereof
Street Openings for Utility Connections or Repairs	
Residential	\$150.00 for each opening
Non-Residential	\$500.00
Residential Driveway (Curb Cut)	\$100.00
Driveway Apron or New Curb	\$100.00

IV. BUILDING PERMITS

A non-refundable application/review fee of \$100.00 must accompany building permit applications for new construction and additions. The \$100.00 will be applied to the building permit fee upon approval. **A UCC fee of \$4.50 is added to each permit.** Building permit fees are doubled for work done without permits.

Gross floor area (GFA) – In association with the referenced fees, the Gross Floor Area shall be defined as the following; the total square feet of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways and covered walkways, halls, mechanical areas, restrooms, stairs, stair towers and covered decks. Attics and crawl spaces are not included within the GFA.

Inspections are conducted by a third-party inspection firm. Inspection fees are included in the cost of each permit except where excessive inspections and/or revisits are required. Following any failed inspection, the inspector will return once at no additional charge. Any further necessary returns will be billed to the applicant at cost. (The amount charged to the borough by the third-party inspection firm.) This charge applies to all use groups.

A. <u>New Construction and Additions</u>	<u>Fees</u>
Residential	\$450.00 plus \$0.30 per sq. ft. of gross floor area (new work)
Non-Residential	\$500.00 plus \$0.35 per sq. ft. of gross floor area (new work)
B. <u>Alterations</u>	
Residential	\$125.00 plus \$0.30 per sq. ft. of gross floor area (new work)
Non-Residential	\$250.00 plus \$0.35 per sq. ft. of gross floor area (new work)
C. <u>Demolition</u>	\$0.10 per sq. ft. of gross floor area Minimum Fee is \$100.00
D. <u>Accessory Structures</u>	
Decks or Patios	\$0.10 per sq. ft. Minimum Fee is \$100.00
(Individual applications for covered decks and covered patios shall be classified as an addition. Patios utilizing interlocking pavers that do not require the placement of a foundation and/or frost wall require a zoning permit only).	
Sheds, Pole Barns, Temporary Buildings	\$50.00
(Over 500 sq. ft. will be considered New Construction, less than 500 sq. ft. require zoning only).	
E. <u>Use and Occupancy Certificates (New Construction)</u>	
Residential Use Groups	\$100.00 per unit
Non-Residential	\$300.00 per unit
Temporary Use & Occupancy Certificate	\$200.00 per unit
Copy of Use and Occupancy Certificate or Letter	\$25.00 per unit
F. <u>Use and Occupancy Certificates (Resale or Re-Occupancy)</u>	
Residential	Not Required
Non-Residential	\$100.00; Re-Inspection \$50.00 per unit

G. Swimming Pools

Above-ground	\$75.00
In-Ground	\$100.00

Certifications of pool bonding and electrical equipment grounding shall be provided by a Certified Electrical Underwriting Agency licensed within the Commonwealth of Pennsylvania with notifications being provided to the Borough for pool steel inspection and final inspection.

H. Blasting Permit \$500.00

Blasting permit approval shall be issued by the Borough Zoning Officer after review and approval by the Building Inspector and Fire Marshall.

I. Storage Tanks (Non-Residential Above and In-Ground)

0 to 10,000 Gallons	Gallons x \$0.05; Minimum Fee \$50.00
Greater than 10,000 Gallons	Gallons x \$0.05; Minimum Fee \$750.00
Tank Removal (underground)	\$100 per tank*

***Copies of soil and water test results and disposal ticket shall be provided to the Borough.**

Note: Certification from a certified oil or propane tank and equipment installer registered as required with the Commonwealth of Pennsylvania will be accepted in lieu of the required building inspection fee. (Tank Removal Only).

J. Storage Tanks (Residential Above and In-Ground)

0 to 1,000 Gallons	Gallons x \$0.05; Minimum Fee \$25.00
Greater than 1,000 Gallons	Gallons x \$0.05; Minimum Fee \$75.00
Tank Removal (underground)	\$20.00 per tank*

***Copies of soil and water test results and disposal ticket shall be provided to the Borough.**

Note: Certification from a certified oil or propane tank and equipment installer registered as required with the Commonwealth of Pennsylvania will be accepted in lieu of the required building inspection fee. (Tank Removal Only).

K. Fireplaces

Masonry Fireplaces	\$100.00
Pre-Manufactured Fireplace, Inserts, Woodstoves	\$50.00

L. Elevators \$50.00 each

M. Mobile Home Unit Installation \$150.00 per unit

N. Contractor Registration

Contractors are required to provide proof of registration with the Commonwealth of Pennsylvania in accordance with the PA Home Improvement Consumer Protection Act 132

O. Roofing

Residential	\$85.00 up to \$1,000.00 of cost; \$10.00 per additional \$1,000.00 of cost
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Non-Residential	\$250.00 up to \$1,000 of cost; \$10.00 per additional \$1,000.00 of cost
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P. UCC Joint Board of Appeals Application \$500.00 Plus \$1,000 Escrow

V. **MECHANICAL PERMIT APPLICATIONS**

A. **HVAC Equipment Installation**

Fee

Heater (Gas, Electric, Oil) Residential \$100.00 per unit
Heater Non-Residential \$150.00 per unit

B. **Alterations to Existing HVAC Systems**

Residential \$40.00
Non-Residential \$100.00

C. **Commercial Kitchen Exhaust System** \$100.00

Certification by a plumbing or mechanical/HVAC contractor registered in the Commonwealth of Pennsylvania stating the said unit(s) was installed in accordance with manufactured specifications and certification of chimney condition (verification of no leaks or presence of carbon monoxide) will be accepted by the Borough in lieu of the required building inspection fee.

VI. **PLUMBING PERMIT APPLICATIONS**

A. **Plumbing Fixtures**

Fee

First seven (7) fixtures

Residential \$75.00
Non-Residential \$100.00

Each additional fixture

Residential \$10.00
Non-Residential \$15.00

Alterations (Existing Building, Each Fixture)

Residential \$10.00; minimum fee \$30.00
Non-Residential \$15.00; minimum fee \$60.00

B. **Lawn Sprinkler System Tie-In (including backflow prevention)**

Residential \$25.00
Non-Residential \$50.00

C. **Sanitary Sewer Service Lateral Inspection (Installation/Repair/Replacement)**

First Inspection \$150.00 per connection
Second Inspection Hourly charge of Borough's Engineer's Time

D. **Water Service Lateral Inspection (Installation/Repair/Replacement)**

First Inspection \$150.00 per connection
Second Inspection Hourly charge of Borough's Engineer's Time

VII. FIRE PROTECTION AND HAZARDOUS EQUIPMENT

- A. **Fire System Water Service** \$50.00
- B. **Fire System Standpipes per riser** \$50.00
- C. **Fire Suppression and Detection**
 - 1-20 Sprinkler Heads/Smoke/Heat Detectors \$50.00 plus plan review fee
 - 21-100 Sprinkler Heads/Smoke/Heat Detectors \$100.00 plus plan review fee
 - 101-200 Sprinkler Heads/Smoke/Heat Detectors \$150.00 plus plan review fee
 - 200-400 Sprinkler Heads/Smoke/Heat Detectors \$200.00 plus plan review fee
 - 401 or more Sprinkler Heads/Smoke/Heat Detectors \$500.00 plus plan review fee
- D. **Fire Alarm Panel** \$25.00
- E. **Fire Extinguishers per 10 units or fraction thereof** \$25.00
- F. **Non-Residential Kitchen Hood Suppression System** \$100.00
- G. **Fire Report from Fire Marshall** \$50.00 per copy
- H. **Annual Inspection in association with the Fire Safety and Emergency Equipment Inspection Program**

The Borough will accept a Certificate of Compliance in lieu of performing an annual inspection in the event the proprietor has inspection performed by an underwriter of insurance company or other qualified representative.

Commercial/Industrial

Up to 2,500 sq. ft.	\$25.00
2,501 sq. ft. to 5,000 sq. ft.	\$35.00
5,001 sq. ft to 7,500 sq. ft.	\$50.00
7,501 sq. ft. to 10,000 sq. ft.	\$75.00
10,001 sq. ft. and greater	\$100.00
Multi-Family Residential	\$25.00 per unit
Bed and Breakfast Inn	\$25.00 per unit
- I. **All Other Inspections (not referenced herein)** At Borough Cost
- J. **Fireworks Permit** \$25.00
Fireworks permits shall be issued by Zoning Officer after review by Fire Marshall.

VIII. ELECTRICAL PERMITS

The applicant shall obtain, at their own expense, approval of electrical plan(s) from a certified electrical underwriting agency licensed with the Commonwealth of Pennsylvania. This electrical plan approval must be provided to the Borough PRIOR to the issuance of a building permit. After a building and electrical permit is issued by the Borough, work must be certified by an electrical underwriting agency licensed with the Commonwealth of Pennsylvania, with notifications being provided to the Borough at both the rough and final phases of construction. The fees identified below are for verification of the placement of the underwriter's sticker in the field, processing of the record file cards and related administration activities.

A. New Construction

Residential	\$25.00
Non-Residential	\$50.00

B. Alterations to Existing Structures

Residential	\$25.00
Non-Residential	\$50.00

IX. AMUSEMENT DEVICE FEES

A. Video Games or Pinball Machines

Less than four (4) games or machines	\$100.00 annually per game/machine
More than four (4) games or machines	\$25.00 application fee plus \$100.00 annually per game/machine

X. PARK AND RECREATION FEES (Regulated under Ordinance 316)

A. Large Group Pavilion – Maximum 4-hour block of time.

Borough Residents	\$50.00 fee, \$100.00 security
Non-borough residents	\$75.00 fee, \$150.00 security

Security deposits will be returned after date of rental provided park is left in same condition as prior to rental.

B. Field or Basketball Court Individual Use Permit (Max. 4-hour block of time)

Single Use Only	\$50.00 per game plus \$100.00 Security Fee
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C. Filed Use (Athletic Use of Fields) – Per Season Fees and Security Fees

1. For Organizations and Semi-Organizations that use the Field 1 time per week
Fee: \$150.00 per field, per season
Security Fee: \$300.00 per field, per season
2. For Organizations and Semi-Organizations that use the Field 2 times per week
Fee: \$200.00 per field, per season
Security Fee: \$400.00 per field, per season
3. For Organizations and Semi-Organizations that use the field 3 times per week
Fee: \$250.00 per field, per season
Security Fee: \$500.00 per field, per season

Security deposits will be returned after season or date of rental if field is left in same condition as prior to rental.

XI. PEDDLING AND SOLICITATION

Peddler's and Solicitor Permit Base Fee	\$10.00 in addition to
Daily Fee	\$2.00
Weekly Fee	\$5.00
Monthly Fee	\$20.00

XII. PUBLIC MEETING ROOM USE

Regional EMS	No Charge
Condominium or Homeowner's Association (located within the borough)	\$35.00 plus \$20.00 security

XIII. MANPOWER USAGES

Foreman:	\$60.00
Laborer:	\$45.00

XIV. ADMINISTRATIVE

A.	Move-In Permits	\$35.00
B.	Photocopies	\$0.25 per page
C.	Returned Checks	\$35.00
D.	Police Reports:	
	i. Accident Report:	\$15.00
	ii. Incident Report:	\$15.00

XV. RIGHT TO KNOW REQUESTS (Per PA Official RTKL Fee Schedule:

A.	Black & White Copies:	\$0.25 per copy
B.	Color Copies:	\$0.50 per copy
C.	Specialized Documents:	Actual Costs
D.	Records sent via email:	No Cost
E.	CD/DVD:	Up to actual cost, not to exceed \$3.00 per disc
F.	Flash Drive:	Up to actual cost
G.	Postage:	Up to actual cost of USPS first-class postage
H.	Certification of Record:	Up to \$5.00 per record

XVI. PUBLICATIONS (all publications are also online and downloadable for free)

A.	Comprehensive Plan	\$50.00
B.	Zoning Ordinance	\$75.00
C.	Subdivision & Land Development Ordinance	\$50.00

XVII. MAPS

A.	Street Map	\$10.00
B.	Zoning Map	\$10.00

XVIII. EDUCATION & TRAINING (ACT 45)

\$4.50 per building permit

XIX. TAX SERVICES

A.	Tax Certification	\$30.00 for 1 st year; \$10 for each additional year
B.	Duplicate Tax Bill	\$15.00

XX. UTILITY SERVICES

- A. Sanitary Sewer Rental Fees Per Equivalent Dwelling Unit (EDU)** \$660.00 per year
(\$165.00 per quarter)

- B. Solid Waste and Recycling Collection** \$286.16 per year
(\$71.54 per quarter)
 - a. Items containing refrigerant gases \$75.00 per item
(Individual households must contact the hauler prior to placing the items out for pickup)

- C. Water Rental Rates**
 - a. Base Water Rate \$25.00 per quarter per water unit
(water unit equals allocated sewer EDU's for each property)

 - b. Standard & Bulk Rate \$3.70 per 1,000 gallons of usage

- D. Utility Certification Fees**
 - a. Sewer Certification \$20.00
 - b. Solid Waste Certification \$10.00
 - c. Water Certification \$20.00
 - d. Water Reading – Final \$10.00

XXI. OTHER WATER AND SANITARY SEWER SERVICES

- A. Sanitary Sewer Fees**
 - a. Sewer Tapping Fee \$2,428.00 per EDU
 - b. Sewer Lateral Installation Fee Actual Costs
The Connection Fee shall be defined as the actual cost of the service to the property from the sanitary sewer main to the property line and shall include the roadway restoration.

- B. Sanitary Sewer System Standard**
 - a. Construction Specifications \$50.00 per copy

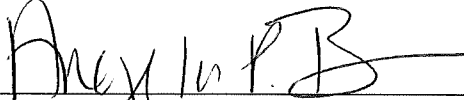
- C. Sewer Lateral Video Inspection Review at Resale/Transfer (Ord. 304)**
 - a. First Review \$75.00 per property
 - b. Second Review if repairs are required Hourly charge of Borough Engineer's Time

- D. Water Authority Fee**
 - a. Water Tapping Fee \$1,346.00 per EDU
 - b. Water Lateral Installation Fee Actual Costs
The Connection Fee shall be defined as the actual cost of installation of the service to the property from the water main to the property line/curb stop and shall include the roadway restoration.
 - c. Meter Deposit (includes inside meter and electronic reading transmitter)
3/4", 1", 1 1/2", 2" Actual Costs
 - d. Water System Standard Construction Specifications \$50.00 per copy
 - e. Water Reconnection Fee \$100.00 per reconnection

- E. Refuse Fees – Collector's Annual License Fee** \$100.00

Resolved, this 28th day of January 2019

ATTEST:



Angela P. Benner, Secretary

DUBLIN BOROUGH COUNCIL



Jeffrey Sharer, Council President