

## MEMO

to: Board of Supervisors

cc:

from: Tommy Ryan, Township Manager

date: December 23, 2016

re: annual appointments and proposed schedules

---

Below find my recommendations for the annual appointments, schedules and other matters. The Members will discuss these items at the January 3 Reorganization Meeting.

### OFFICIAL & VOLUNTEER APPOINTMENTS

- a. Township Manager, Tommy Ryan
- b. Secretary, Tommy Ryan
- c. Zoning Officer, Tommy Ryan
- d. Right To Know Officer, Tommy Ryan
- e. Pension Plan Administrative Officer, Tommy Ryan
- f. Finance Director, Erica Lucey
- g. Treasurer, Erica Lucey
- h. Assistant Treasurer, Nicole Panzullo
- i. Assistant Zoning Officer, Kristen Marin
- j. Assistant Zoning Officer, CKS, Inc.
- k. Assistant Secretary, Laura Simpson
- l. Public Works Director, Robert D'Hulster
- m. Fire Marshal, David Cornish
- n. Building Code Official, Keystone Municipal Services, Inc.
- o. Township Engineer, CKS, Inc.
- p. Township Solicitor, Robert L. Brant & Associates
- q. Township Auditor, Bee Bergvall & Co., P.C.
- r. PSATS Convention Delegate, Arthur Bustard
- s. PSATS Convention Delegate, Susan Caughlan
- t. PSATS Convention Delegate, Stephen Quigley
- u. PSATS Convention Voting Delegate, Arthur Bustard
- v. Deputy Tax Collector, Laurie Augustine
- w. Gordon Todd, to the position of Vacancy Board Chairman, for a one-year term to expire on December 31, 2017
- x. Caesar Gambone, to the position of Zoning Hearing Board Member, for a three-year term to expire on December 31, 2019
- y. Paul Ziegler, to the position of Township Representative to the North Penn Water Authority, for a five-year term to expire on December 31, 2021

## SCHEDULES

- a. holiday schedule (office observance dates):
  - i. President's Day (February 20)
  - ii. Memorial Day (May 29)
  - iii. Independence Day (July 4)
  - iv. Labor Day (September 4)
  - v. Thanksgiving Day (November 23)
  - vi. the day after Thanksgiving (November 24)
  - vii. Christmas Eve Day (not applicable)
  - viii. Christmas Day (December 25)
  - ix. New Year's Eve Day (not applicable)
  - x. New Year's Day, (January 1, 2018)
- b. meeting schedule:
  - i. Board of Auditors 2017 Reorganization meeting, to be held January 4, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
  - ii. Board of Supervisors Work Sessions and Business Meetings, to be held on January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15 and December 20. The Work Sessions will start at 6:00PM and the Business Meeting will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iii. Planning Commission, to be held on January 26, February 23, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 9, and December 14, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iv. Zoning Hearing Board meetings are normally held on the fourth Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.
  - v. Board of Supervisors 2018 Reorganization meeting, to be held on January 2, 2018 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

## OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust, Ambler Savings Bank, Key Bank, and Uninvest-Union National Bank
- b. Treasurer's Bond – to require the Treasurer to be bonded in the amount of \$10 million
- c. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
- d. newspaper of record – *Times Herald*, Norristown





# EXHIBIT A

## Section I - RESIDENTIAL BUILDING PERMITS

<b>new dwellings, per sf</b>	\$	0.35
<b>building additions &amp; renovations, minimum \$50; per sf</b>	\$	0.35
<b>decks 30" or more above grade</b>	\$	95.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	110.00
<b>accessory structures 500 sf and greater</b>	\$	65.00
<b>generators, plus electrical permit fee</b>	\$	65.00
<b>windows &amp; doors requiring structural change</b>	\$	65.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	65.00
<b>Use &amp; Occupancy permit, temporary or permanent, new homes only</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

<b>new buildings, per sf</b>	\$	0.40
<b>building additions &amp; renovations</b>		
for the first 500 sf of floor area	\$	275.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
<b>windows &amp; doors requiring structural change; driveway gates</b>	\$	65.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	65.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	200.00
<b>generators, plus electrical permit fee</b>	\$	110.00
<b>construction trailers, plus electrical and mechanical permit fee, if applicable</b>	\$	105.00
<b>Use &amp; Occupancy permit, temporary or permanent, new construction only</b>	\$	95.00
<b>Use &amp; Occupancy inspection, tenant change, resale, use change</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

mechanical	\$	80.00
gas piping installtion	\$	65.00
electrical	\$	25.00
<b>plumbing</b>		
up to three fixtures	\$	60.00
each additional fixture	\$	20.00
water service	\$	50.00
sewer lateral	\$	50.00
grinder pump	\$	45.00
sewer tapping fee, <i>per EDU</i>	\$	1,900.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

retaining walls 4' or greater in height	\$	75.00
fences 6' or greater in height	\$	45.00
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	75.00
in-ground	\$	135.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	75.00
requires zoning officer review only	\$	45.00
flag poles	\$	45.00
cell & radio antennas 50 feet and greater in height	\$	400.00
<b>demolition permit</b>		
per building demolished or load bearing walls	\$	140.00
interior alteration that does not include load-bearing walls	\$	80.00
accessory structure up to 1,001 sf or greater	\$	100.00
accessory structure up to 1,000 sf		no fee
below-ground tank, <i>installation or removal, non-propane</i>	\$	70.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES (continued)

plan review fees		
building plan	\$	125.00
accessibility plans	\$	65.00
mechanical plans	\$	65.00
fire plans	\$	50.00
plumbing plans	\$	65.00
stucco repair	\$	40.00

## Section V - ZONING PERMITS

retaining walls up to 4' in height	\$	45.00
fences up to 6' in height	\$	45.00
driveway permit	\$	45.00
decks up to 30" above grade and patios	\$	45.00
moving or relocating existing accessory structures	\$	45.00
general zoning permit	\$	45.00
solicitation permit, <i>per individual soliciting</i>	\$	35.00
yard sale, <i>per two event days</i>	\$	10.00
grading & excavation permit		
up to three inspections	\$	275.00
each additional inspection	\$	85.00

## Section VI - PERMIT & INSPECTION PENALTIES

failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, <i>per occurrence</i>	\$	60.00
failure to correct deficiencies found after two inspections, <i>per occurrence</i>	\$	60.00
penalty fee for failure to obtain a permit, <i>in addition to permit fee</i>		2x permit fee

## Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

<b>application fee, includes appeals of Zoning Officer determination</b>	\$	800.00
<b>fee to continue Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	300.00
<b>fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	350.00
<b>transcript copy</b>		actual
<b>Zoning Officer determination letter</b>	\$	90.00

## Section VIII - BOARD OF SUPERVISOR FEES

<b>application for Conditional Use hearing</b>		
applicaton fee	\$	1,000.00
fee to continue Conditional Use hearing	\$	175.00
fee to postpone Conditional Use hearing	\$	225.00
<b>application to amend the Zoning Map</b>		
applicaton fee	\$	1,200.00
fee to continue Zoning Map amendment hearing	\$	350.00
fee to postpone Zoning Map amendment hearing	\$	400.00
Zoning Map amendment escrow	\$	1,500.00
<b>application to amend the Zoning Ordinance</b>		
applicaton fee	\$	1,000.00
fee to continue Zoning Ordinance amendment hearing	\$	175.00
fee to postpone Zoning Ordinance amendment hearing	\$	225.00
Zoning Ordinance amendment escrow	\$	1,500.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>		
applicaton fee	\$	1,250.00
fee to continue challenge hearing	\$	175.00
fee to postpone challenge hearing	\$	225.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

<b>Subdivision &amp; Land Development, Sketch Plan</b>		
application fee	\$	200.00
escrow	\$	500.00
<b>Subdivision, Residential, 1 to 3 lots</b>		
application fee	\$	750.00
escrow	\$	1,500.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES (continued)

<b>Subdivision, Residential, 4 or more lots</b>	
base application fee	\$ 750.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$ 140.00
escrow for plans with 4 to 20 lots/units	\$ 2,500.00
escrow for plans with 21 to 50 lots/units	\$ 5,000.00
escrow for plans with 51 or more lots/units	\$ 10,000.00
<b>Land Development, Non-residential</b>	
application fee	\$ 1,000.00
escrow	\$ 5,000.00
<b>Transferable Development Rights</b>	
application fee	\$ 500.00
escrow	\$ 2,500.00
<b>Escrow Releases</b>	\$ 100.00
<b>Act 209 Traffic Impact Fee</b>	
North Transportation Service Area, per peak PM trip	\$ 3,977.00
South Transportation Service Area, per peak PM trip	\$ 3,125.00

## Section X - HIGHWAY & ROAD FEES

highway/road occupancy permit	\$ 50.00
highway/road inspection fees	by escrow

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>	
quarterly fee, residential	\$ 129.45
quarterly fee, commercial, per 1,000 gallons	\$ 8.45
<b>sewer certification</b>	
certified letter fee	\$ 20.00
property posting	\$ 15.00
water shut off & turn on	\$ 35.00
return check fee	\$ 25.00
	actual
<b>tax certification</b> * contact Tax Collector *	

## Section XII - FIRE ALARM FEES

<b>fire alarm system registration fee</b>		no fee
<b>false alarm penalty</b>		
failure to register	\$	50.00
first and second offenses per year		no fine
third offense per year	\$	100.00
fourth offense per year	\$	200.00
fifth and subsequent offenses per year	\$	300.00

## Section XIII - PARK RENTAL FEES

<b>Community Hall rental fee</b>		
per event, <i>Township resident, Township business/organization use only</i>	\$	50.00
security deposits, <i>by separate check, must be submitted with application</i>	\$	100.00
<b>pavilion rental fee, <i>Township resident, Township business/organization</i></b>		
up to 25 individuals	\$	25.00
26-50 individuals	\$	50.00
51-75 individuals	\$	75.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	100.00
security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
<b>pavilion rental fee, <i>non-Township resident, Non-Township business/organization</i></b>		
up to 25 individuals	\$	50.00
26-50 individuals	\$	100.00
51-75 individuals	\$	150.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	200.00
security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
<b>field rental fee, single use, <i>Township resident, Township business/organization</i></b>		
up to four hours	\$	25.00
each additional hour	\$	5.00
<b>field rental fee, single use, <i>non-Township resident, Non-Township business/organization</i></b>		
up to four hours	\$	50.00
each additional hour	\$	5.00
<b>field rental fee, Spring season use (March 1 to July 31)</b>		
one to two days per week, per field	\$	275.00
three to four days per week, per field	\$	385.00
five to seven days per week, per field	\$	550.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

## Section XIII - PARK RENTAL FEES (continued)

<b>field rental fee, Fall season use (August 1 to November 30)</b>	
one to two days per week, per field	\$ 225.00
three to four days per week, per field	\$ 315.00
five to seven days per week, per field	\$ 450.00
discount for minimum 65% Worcester resident participants	50%
discount for minimum 90% youth participants	25%
<i>discounts may be combined</i>	

## Section XV - OTHER FEES AND CHARGES

<b>credit card convenience charge, varies by credit card company</b>	actual
<b>Township-authorized services by Township consultants, hourly fee</b>	actual
<b>Township-authorized services by Township consultants, reimbursables</b>	actual
<b>mileage reimbursement</b>	IRS rate
<b>miscellaneous charges, postage, toll calls, delivery fees, out-of-office copy fees, etc.</b>	actual

### NOTES:

1 - *Floor area. Floor Area is measured from outside wall to outside wall.*

2 - *New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include basements, attached garages & attics over six feet in height, and shall exclude crawl spaces.*

3 - *Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted cost of construction as provided on the permit application and may at its discretion require evidence to support said proposed cost of construction.*

4 - *Township Organization Status. For an organization to qualify as a Township-based organization, at least 65% of participants must reside in Worcester Township. Documentation that verifies participant residency must be furnished to the Township, and the Township has sole discretion in determining if the residency has been met.*

5 - *Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not subject to charges for interest.*

6 - *Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.*

7 - *"by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.*

8 - *False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or her sole discretion, the tenant or property owner is making a good faith effort to address and correct the problem.*



**PLANNING ASSISTANCE CONTRACT  
BETWEEN COMMISSIONERS OF MONTGOMERY COUNTY  
AND WORCESTER TOWNSHIP**

**THIS CONTRACT** made the first day of January 2017, between Commissioners of Montgomery County (herein called County) and Worcester Township of Montgomery County, Pennsylvania (herein called Municipality).

**WITNESSETH THAT:**

**WHEREAS**, County has created the Montgomery County Planning Commission (herein called MCPC), and

**WHEREAS**, Resolution 70-3, dated March 11, 1970, established policies for local planning assistance, a cost sharing formula and a schedule of fees and charges by which the services of MCPC's staff was offered to assist the 62 municipalities in the county, and

**WHEREAS**, the Municipality has requested the MCPC to provide planning assistance under the terms specified herein, and

**WHEREAS**, the County of Montgomery, acting through the MCPC proposes to render assistance to the Municipality in the form of technical services, pursuant to Pennsylvania Municipalities Planning Code, Act 247, as amended.

**NOW THEREFORE**, in consideration of the mutual promises hereafter made, the parties hereto, intending to be legally bound under the Uniform Written Obligations Act of the Commonwealth of Pennsylvania, do hereby agree that:

A. MCPC Assistance

1. The MCPC will assign one or more professional planners, and supporting staff, to meet the categories outlined in Exhibit B.

B. Services of Municipality

1. Officials, employees, staff and members of the planning commission of the Municipality will cooperate with MCPC in the discharge of its responsibilities hereunder.
2. All pertinent Municipality records and data shall be made available for the use of the MCPC.

C. Schedule of Time and Compensation

1. The established and agreed total cost is ~~\$61,110~~ \$59,073.00  
\_\_\_\_\_ Worcester Twp.  
\_\_\_\_\_ Montgomery Co.

2. The compensation is subject to Resolution 16-2.3, Exhibit A.
3. This contract shall become effective on January 1, 2017 and shall terminate on December 31, 2019.
4. Municipality's payment to MCPC shall not exceed fifty percent (50%) of the total cost as set forth in C.1 above. This includes any federal or state optional funding arrangements equal to the municipal share set forth in Exhibit C.
5. The total cost of the printing and publication of Major Products (Reports and Maps) shall be negotiated on a case-by-case basis.
6. Municipality shall pay MCPC on the following basis:

<u>Date</u>	<u>Amount</u>
April 2017	\$4,872.00
October 2017	\$4,872.00
April 2018	\$4,922.75
October 2018	\$4,922.75
April 2019	\$4,973.50
October 2019	\$4,973.50

D. Miscellaneous

1. Either party may terminate this contract by giving the other at least sixty (60) days written notice thereof, and a pro rata adjustment shall be made based on the compilation of costs incurred and services performed by the MCPC. In the event of cessation of services by the MCPC prior to the termination date in the contract, the MCPC shall be paid for costs and services to the date of such cessation and the MCPC and the County of Montgomery shall, in no event, be liable to Municipality for breach of this contract due to cessation of its services.
2. The scope of work to be done under this contract shall be subject to modifications or supplements upon the written agreement of the duly authorized representatives of the contracting parties. It is the understanding of all parties to this contract that no modification of the program shall be made that would change the total cost unless such changes, including any increase or decrease in the amount of the MCPC's compensation, are mutually agreed upon by and between the parties hereto. Such changes will be accomplished as follows: a) any decrease in the amount of MCPC's compensation shall be incorporated in written amendments to this contract; b) any increase in the amount of MCPC's compensation in excess of \$1500 (i.e. \$3000 total change) shall be incorporated in written amendments to this contract; c) any increase in the amount of MCPC's compensation less than \$1500 (i.e. \$3000 total change) shall be by a letter of intent of a purchase of service (said letter of intent shall be signed by the authorized representative of the municipality and by the Director of the MCPC); and d) any substitution or modification of the work items in B. of Exhibit B, not involving a change in compensation, shall be by a letter of intent as set forth in c), herein.

3. The costs of any increases in the scope of work agreed to by the contracting parties in accordance with D.2 shall be calculated on the basis of the per diem rates prevailing at the time said increase is negotiated. Any increase involving the commitment of additional monthly planner-days shall be subject to the availability of said staff time.

MUNICIPAL GOVERNING BODY

COMMISSIONERS OF  
MONTGOMERY COUNTY

By: \_\_\_\_\_  
Chairman, Township Board of Supervisors

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Township Manager

Attest: \_\_\_\_\_  
County

Authorized by resolution or ordinance of Municipality. Adopted \_\_\_\_\_, 20\_\_\_\_.

Authorized by Resolution # \_\_\_\_\_ of County. Adopted \_\_\_\_\_, 20\_\_\_\_.

**EXHIBIT A**  
**MONTGOMERY COUNTY PLANNING COMMISSION**  
**FEE SCHEDULE**  
**for**  
**COMMUNITY PLANNING ASSISTANCE CONTRACTS**  
**MCPC RESOLUTION #16-2.3**

The fee schedule breakdown below is based on the “planner-day” which includes planner time, staff coordination and management, all support services, and incidental expenses.

A. Planning Assistance Contract Program 2016-2018 Graduated Fee Schedule

For the first year of a three-year contract:	<b>Per Planner-Day = \$672.00</b>
For the second year of a three-year contract:	<b>Per Planner-Day = \$679.00</b>
For the third year of a three-year contract:	<b>Per Planner-Day = \$686.00</b>

B. Planning Assistance Contract Program 2016-2018 Flat Fee Schedule

Per year for a three-year contract:	<b>Per Planner-Day = \$679.00</b>
-------------------------------------	-----------------------------------

C. Letter of Intent Contract Program/  
Short-Term Contracts and Subpoenaed  
Appearances:

**Per Planner-Day = \$700.00**

The share of municipal governmental financial commitment shall be 50 percent of the contract's total cost as shown in Exhibit C.

A minimum number of night meetings will be specified in each contract dependent upon the work program, and they shall be calculated at the rate of two night meetings being the equivalent of one planner-day.

**EXHIBIT B**  
**CATEGORIES OF ASSISTANCE**

A. General Services

1. Meeting Attendance. A professional planner(s) will be assigned to the Municipality. The planner(s) will attend meetings of the Township Planning Commission or Township Board of Supervisors as requested to review work being conducted under the planning assistance contract and to keep abreast of current planning issues and concerns to the Municipality. The planner(s) will attend other meetings, such as public hearings, Township Board of Supervisors meetings, Zoning Hearing Board meetings, meetings of other appointed agencies and boards of the Municipality, joint meetings of some or all such agencies and boards, and citizens' group meetings at which his or her attendance is appropriate (with the concurrence of the Township Board of Supervisors). Attendance of ten (10) night meetings per year has been included in the contract. However, any adjustments to the number of meetings actually attended, either up or down, will be traded off with planner-days of service provided, at the rate of one-half (½) planner-day for each meeting adjusted.
2. Enhanced Act 247 Reviews. During the course of the contract, the assigned planner will be responsible for all reviews (subdivision, land developments, and ordinance amendments) required by Act 247, "The Pennsylvania Municipalities Planning Code." Zoning Hearing Board reviews shall be prepared as necessary. This assistance will include enhanced and detailed in-depth land development reviews as needed, which may include detailed redesign concepts and alternative zoning strategies when appropriate. These reviews will go beyond the traditional reviews performed by MCPC to provide a level of assistance not typically provided for under Act 247. The land development reviews will focus on sound planning and design principles as a means to guide the impacts of land development within the Township.
3. If any assistance required by the Municipality exceeds the scope of this contract, it is understood by both the Municipality and MCPC that the costs associated with the work program will be finalized by Letter of Intent.

B. Flexible Assistance

The planner will provide contingency services and technical assistance to the Township to an extent not exceeding an average of two (2) planner-days per month throughout the duration of the contract. The planner will also prepare any zoning or subdivision ordinance, or any planning study that is of a limited scope, that the Township Planning Commission, Township Board of Supervisors, or Township staff identifies as a priority. If any assistance item(s) required by the Township exceed the scope of this contract, it is understood by both the Township and MCPC that the item(s) and the associated costs will be finalized by a Letter of Intent.

**EXHIBIT C  
CONTRACT COSTS AND MUNICIPAL SHARE  
January 1, 2017 – December 31, 2019**

	<u>Total Cost</u>	<u>Municipal Share (50%)</u>	
<u>Year One</u>			
2	Planner Days/Month @ \$672/day	\$16,128.00	\$ 8,064.00
10	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 3,360.00</u>	<u>\$ 1,680.00</u>
	<i>Year One Total</i>	\$19,488.00	\$ 9,744.00
 <u>Year Two</u>			
2	Planner Days/Month @ \$679/day	\$16,296.00	\$ 8,148.00
10	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 3,395.00</u>	<u>\$ 1,697.50</u>
	<i>Year Two Total</i>	\$19,691.00	\$ 9,845.50
 <u>Year Three</u>			
2	Planner Days/Month @ \$686/day	\$16,464.00	\$ 8,232.00
10	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 3,430.00</u>	<u>\$ 1,715.00</u>
	<i>Year Three Total</i>	\$19,894.00	\$ 9,947.00
	 <i>Total Contract Costs (Years 1-3)</i>	 <u><b>\$59,073.00</b></u>	 <u><b>\$29,536.50</b></u>

**SUMMARY OF INVOICES**

<u>Year One</u>	
April 2017 (Invoice 1)	\$4,872.00
October 2017 (Invoice 2)	\$4,872.00
 <u>Year Two</u>	
April 2018 (Invoice 3)	\$4,922.75
October 2018 (Invoice 4)	\$4,922.75
 <u>Year Three</u>	
April 2019 (Invoice 5)	\$4,973.50
October 2019 (Invoice 6)	\$4,973.50