

CODE OF ORDINANCES

of the

CITY OF LOCK HAVEN

Clinton County, Pennsylvania

Published by Authority of the City

Adopted February 24, 2003

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Mechanicsburg, Pennsylvania

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OFFICIALS

of the

CITY OF LOCK HAVEN

County of Clinton

Pennsylvania

ELECTED OFFICIALS

CITY COUNCIL MEMBERS

Alan D. Black
Robert S. Bravard
James C. Leone
Joel Long
George Shade
Marci Williams

MAYOR

Richard P. Vilello, Jr.

CITY TREASURER

Patrick A. Johnson

CITY CONTROLLER

Ronald D. Suter

FOREWORD

History

This comprises the codification of the Ordinances of the City of Lock Haven. The City was laid out as a town in 1833, incorporated as a borough on April 25, 1840 and incorporated as a third class city on March 28, 1870.

The Code of Ordinances of the City of Lock Haven was prepared by Penns Valley Publishers, a division of Fry Communications, Inc., and adopted by City Council on February 24, 2003, by Ordinance Number 670.

Organization

The Code contains four parts which are (1) the valid current ordinances of the City of Lock Haven contained in Chapters 1 through 27, (2) the Appendix, which lists by abstracted title all ordinances of a temporary or "one time" nature, (3) the Key to the disposition of each ordinance ever enacted by the City, and (4) the Index, which is an alphabetical arrangement of subjects.

In the Code each Chapter is separated by a divider tab, and specific ordinances can be located by subject on the contents page at the beginning of each Chapter. The Index may also be used to search for a subject when one is looking for general information on a particular subject, or if it is not known in which Chapter the subject might be found. The Appendix consists of several general categories containing a chronological listing of short subject descriptions along with a reference to the original ordinance and its date of enactment, if known.

The Key to disposition indicates what action has been taken by City Council with regard to every ordinance ever enacted. An ordinance has either been (1) specifically repealed, (2) superseded by another ordinance, (3) is located in a Chapter of the Code book, or (4) is located in the Appendix. Annual tax rate and budget ordinances are located only in the Key. The Key is a cross reference to the original ordinance books of the City, and to the location within the Code of each ordinance by number.

ORDINANCE NO. 670

AN ORDINANCE ADOPTING THE CODE OF ORDINANCES OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA; CONSOLIDATING, REVISING, AMENDING AND REPEALING CERTAIN ORDINANCES; ENACTING CERTAIN NEW PROVISIONS; PROVIDING A PROCEDURE FOR AMENDING THE CODE AND FOR THE CITATION OF THE CODE AND THE EFFECTIVE DATE THEREOF; ESTABLISHING RESPONSIBILITY FOR MAINTENANCE OF THE CODE; SAVING CERTAIN PROVISIONS FROM REPEAL; AND PRESCRIBING PENALTIES FOR VIOLATION.

The City Council hereby ordains:

Section 1. Adoption. The "Code of Ordinances, City of Lock Haven," as prepared and published for the said City, is hereby adopted as a consolidation, codification and revision of the ordinances of the City. Chapters 1 through 27 thereof contain the text of the body of all general administrative and regulatory ordinances of the City organized as follows:

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Chapter 1	Administration and Government
Chapter 2	Animals
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Chapter 11	Housing
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Chapter 21	Streets and Sidewalks
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Chapter 24	Taxation; Special
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APPENDIX:

A Annexation of Territory
B Bond Issues and Loans
C Franchise and Services
D Governmental and Intergovernmental Affairs
E Plan Approval
F Public Property
G Sewers
H Streets and Sidewalks
I Water
J Zoning; Prior Ordinances

Key to the Disposition of All Ordinances

The Appendix of the volume lists, by subject matter, in chronological order, the titles (or an abstract of title) of enactments of special nature or of historical interest, for the complete text of which the official records of the City shall be authoritative.

Section 2. Citation and Effective Date. The codification referred to in section 1 of this ordinance shall be known and cited officially as the "City of Lock haven Code of Ordinances," and all future ordinances shall make reference thereto. This ordinance shall become effective immediately upon publication of notice of final enactment as required by law.

Section 3. Saving Clause. The provisions of the City of Lock Haven Code of Ordinances, so far as they are the same as those ordinances and regulations in force immediately prior to the adoption of said Code, are intended as a continuation of such ordinances and regulations and not as a new enactment. The provisions of the City of Lock Haven Code of Ordinances shall not affect any suit or prosecution pending or to be instituted to enforce any of the prior ordinances or regulations.

Section 4. Consolidation and Revision. As a necessary part of codification, the following provisions are hereby consolidated and revised as indicated:

A. Consolidations

Section	Subject	Ordinance No.
§15-101 - §15-1105	Motor Vehicles and Traffic	326B; 357B; 364B; 446B; 446BA; 454B; 465B; 475B; 487B; 504B; 596B; 597B;605B; 645; 647

B. Revisions
Chapter, Part

Chapter, Part	Subject	Ordinance No.
None		

Section 5. New Enactments, Amendments and Repeals. As a necessary part of codification, the following ordinances are hereby enacted, amended and repealed as summarized by short title:

A. New Enactments

Section	Subject
§§24-301 - 24-317	Realty Transfer Tax

B. Amendments

Section	Subject	Ordinance No.
1-124	Meetings	813A, §304
1-133	Powers and Duties	813A, §403
1-161	Functions	813A, §701
1-181	Functions	813A, §901; 956A, §1
1-199.41	Policy	813A, §1501
1-199.54	Purchasing	813A, §1604
1-199.56	Depositories of City Funds	813A, §1606
1-211	Tax Collector's Commission	46B, §1
1-301	Office of Health Officer Established; Qualifications and Responsibilities	936A, §1
1-302	Appointment of Health Officer	936A, §2
1-303	Position of Planner/Development Coordinator Established; Duties,; Compensation	955A, §1
1-304	Position of Chief of Police Established, Duties; Compensation	955A, §2
1-553	Watershed Management Committee; Composition of Committee	871A, §3
1-803	Police Pension Fund Created; Membership; Appointments	504A, §3; 826A, §I; 950A, §1; 106B, §I; 223B, §I; 561B, §III; 506A, §6; 762A, §213; 106B, §§II, III
1-806	Duties of the Board, Meetings; Report to Depository; Designation of Depository	506A, §6; 762A, §§2,3; 106B, §§II, III
1-816	Refund of Member Contribution; Status of Military Service	506A, §17; 539B, §SI, II

B. Amendments Section	Subject	Ordinance No.
1-856	Duties of the Board; Meetings; Report of Depository; Designation	40B, §7
1-905	Real Estate Registry; Duty of County Sheriff In Reference to Judicial Sales; Fees and Expenses	193A, §5
1-906	Real Estate Registry; Duty of County Recorder of Deeds; Fees	193A, §6
1-1006	Holidays	823A, §5; 926A, §3; 33B, §3; 94B, §II; 202B, §III; 217B, §III; 823A, §6; 926A, §4; 33B, §4; 217B, §IV; 246B, §II
1-1007	Vacations	823A, §6; 926A, §4; 33b, §4; 217B, §IV; 246B, §II
1-1010	Life Insurance	823A; 926A, §6; 33b, §6; 94B, §IV; 156B, §IV; 202B, §IV; 217B, §V; 246B, §III; 330B, §IV; 383B, §III
1-1011	Hospital and Medical Insurance	823A; 926A, §7; 330B, §III
2-102	Dogs Prohibited in City Parks and Other Planted Areas	958A, §2
2-105	Fouling of city Property Prohibited, Except in Gutters	958A, §5
5-302	Property Maintenance Code; Amendments Made In Property Maintenance Code	468B, §§II-XXII; 493B, §§II-VI; 510B, §§II-IV; 540BA, §II, III
5-602	Fire Prevention Code; Additions, Deletions and Changes	544B, §3
6-205	Exceptions	117B, §5
6-403	Firearms and Other Weapons; Exception	30B, §3
11-109	Inspection of Residential Units; Fee Schedule	442B, §9

B. Amendments Section	Subject	Ordinance No.
13-104	Mechanical Amusement Devices; Operator's License Fee	429A, §4; 5B, §1
13-105	Mechanical Amusement Devices; Proprietor's License Fee	429A, §5; 814A, §1; 180B, §I
13-202	Transient Retail Business; License Required; Fee; Conditions Thereof	20B, §2
13-403	Cable Television Regulations; Administrative Provisions	462B, §C
13-404	Cable Television Regulations; Rate Regulation Provisions	462B, §D
16-101	Definitions	470B, §1
18-142	Determination of Abnormal Wastes	23B, §702
18-183	Connection to System; Connection Fee; Certain Service Lateral Installation Costs Borne by City	23B, §903; 485B
18-199.2	Extensions by Developers; Sewer Design	23B, §1002
18-199.11	Extensions By Developers; Test for Leakage	23B, §1011
18-206	Basic Service Charges; Rates and Charges for Laboratory Analysis	22B, §5; 349B
18-302	Individual and Community Sewage Systems; Permit for Construction	668A, §2
18-303	Individual and Community Sewage Systems; Permit Fee	668A, §3
18-305	Inspections	668A, §5
18-307	Individual and Community Sewage Systems; Interpretation	668A, §8
18-422	Sewer Usage and Discharge Regulation; Prohibited Wastes and Pollutant Limitations	420B, §3.2
20-103	Garbage and Refuse; Hauling License	350A, §3; 949A, §2; 220B
20-251	Recyclable Materials; License Requirements	Res. 12/18/1989
20-329	Alternative Disposition of Recyclable Materials	33B, Art. III
21-101	Street Excavation; Permit for Excavation of Streets	711A, §1

B. Amendments

Section	Subject	Ordinance No.
21-102	Street Excavation; Excavation, Backfilling and Resurfacing	711A, §2
21-103	Street Excavation; Repairs to Resurfacing	711A, §3
24-505	Business Privilege Tax; Registration	415B, §V

C. Repeals

Ordinance No.	Subject
193A, §7	Expenditures for Record Book and Plans Authorized
41B	Death Benefits for Active Police
23B, §§403, 404	Sewers and Sewage Disposal
331B	Sewers and Sewage Disposal

Section 7. Land Use Amendments. The City of Lock Haven Code of Ordinances is hereby amended as is more fully shown in the complete text of Chapters 22 and 27 thereof which is attached hereto and made part hereof by reference hereto as if fully set out at length herein, with deletions shown by ~~strike-through~~ and additions shown by underline, all of which is briefly summarized hereinafter.

A. New Provisions. The following provisions are new provisions which are being added to the Code, are underlined throughout the text, and are summarized as follows:

Section	Subject
None	

B. Revised Provisions. The following provisions of the Code are revised, the text of which indicates deletions by strike-through and additions by underline, and are summarized as follows:

Section	Subject	Ordinance No.
22-302	Sketch Plan Submission Review	543B, §301
22-402	Preliminary Plat Submission, Review and Requirements; Submission Procedure	543B, §402
22-507	Final Plat Submission Review, Requirements and Recording; Recording of Final Plat	543B, §507
22-602	Minor Subdivision/Land Development Plan Submission Procedures and Requirements; Procedure	543B, §602
22-603	Required Information	543B, §602
22-1001	Penalty and Legal Action; Enforcement Remedies	543B, Art. X
27-302	Definitions	537B, §301; 550B, §II; 583B, §I, 601B, §I
27-702	Lot and Area Requirements	537B, §701
27-902	Permitted Uses	537B, §900; 601B, §VI
27-1001	Permitted Uses	537B, §1000
27-1901	Permitted Uses	537B, §1900
27-3001	Fees and Deposits	Art. XXX

C. Repealed Provisions. The following provisions of the Code are repealed, the text of which indicates deletions by strike-through, and are as follows:

Section	Subject	Ordinance No.
None		

Section 7. Procedural Changes. The following minor procedural changes have been made to existing City ordinances:

- A. Grammatical and spelling errors have been corrected where necessary;
- B. Minor changes have been made to correct obsolete terms and usages;
- C. The penalty provisions have been revised where necessary to comply with the Pennsylvania City Code, Vehicle Code, Municipalities Planning Code and the Local Tax Enabling Act.

Section 8. Amending the Code of Ordinances. The procedure for amending the Code of Ordinances shall include the citation of the Chapter, Part, Section and Subsection to be amended, revised, repealed or added as follows:

- A. **Amendment or Revision** - "Chapter ____, Part ____, Section _____, Subsection _____ is hereby amended [revised] to read as follows..."
- B. **Additions** - "Chapter _____, Part _____, Section _____, Subsection _____ is hereby amended by the addition of the following..."
- C. **Repeal** - "Chapter _____, Part _____, Section _____, Subsection _____ is hereby repealed in its entirety."

Section 9. Responsibility for Code of Ordinances. It shall be the responsibility of the City Clerk to maintain an up-to-date certified copy of the code of ordinances. This copy shall be the official copy of the City of Lock Haven Code of Ordinances and shall be available for public inspection.

Section 10. Penalties. It shall be unlawful for anyone to change, alter, or tamper with the code of ordinances in any manner which will intentionally misrepresent the laws of the City of Lock Haven. Whosoever shall violate this Section shall, upon conviction thereof, be sentenced to pay a fine of not more than six hundred dollars (\$600.00) and costs, or in default of payment thereof, shall be subject to imprisonment for a term not to exceed thirty (30) days.

Section 11. Severability of Parts of Codification. It is hereby declared to be the intention of the City Council that the chapters, parts, sections, paragraphs, sentences, clauses and phrases of this codification are severable. If any section, paragraph, sentence, clause or phrase of this code is declared unconstitutional, illegal or otherwise invalid by the judgment or decree of a court of competent jurisdiction, that invalidity shall not affect any of the remaining chapters, parts, sections, paragraphs, sentences, clauses or phrases of this codification.

ENACTED AND ORDAINED this 24th day of
February, 2003.

CITY OF LOCK HAVEN

By /s/ Richard P. Vilello, Jr.
Mayor

ATTEST:

/s/ Richard W. Marcinkevage
City Clerk

FEE RESOLUTION

A resolution establishing fees for the filing of applications, permits and licenses for the City of Lock Haven.

WHEREAS, the Council of the City of Lock Haven has adopted a codification, consolidation and revision of the ordinances of the City; and,

WHEREAS, it is the desire of the Council of the City of Lock Haven to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Council of the City of Lock Haven that all fees are hereby fixed as follows:

SUBJECT	FEES
Administration and Government	
Judicial Sales	
Deeds which the Sheriff is required to present for registry	\$5
County Recorder of Deeds	
Deeds which the recorder is required to have registered	\$5
Expenditure from the engineering fund for record books and plans	\$100
Code Enforcement	
Registration for Rental Units	
Registration certificate	\$5
Upon change from owner occupied or unoccupied to other owner	\$5
Housing	
Inspection of Residential Units	
From January 1 to June 30 of the year during which inspection is required	No charge
After June 30 of the year during which inspection is required	\$5
Licenses, Permits and General Business Regulations	
Mechanical Amusement Devices	

SUBJECT	FEES
Operator's License Fee	
Automatic coin or token operated music machines and pool/billiard tables	\$25 per year
All other devices including, but not limited to, arcade machines, bowling games, shuffle boards, target machines, shooting galleries, baseball games, Pac-Man machines and all other coin operated amusement or gaming devices	\$50 per year
<p>Provided, that any table, machine or device for which a license fee has been paid may be exchanged or replaced by a similar table, machine or device during the license year without the payment of an additional fee.</p> <p>All operator's license fees shall be payable annually on or before July 1 of each year, in advance, except that where application is made during any portion of any license year, the license may be issued for the remainder of said license year upon payment of a proportionate part of the annual fee. In no case shall any portion of said license fee previously paid be refunded.</p>	
Proprietor's License	\$20 per year.
Transient Retail Business	
License fee	\$25 per month
Parking Permits:	
Lots 1, 2 3	\$15 per month
Lots 4 and 5	\$10 per month
Sewers and Sewage Disposal	
Connection and inspection fee	\$450
Individual Systems	
Permit fee	\$35
Test	Analysis Only
BOD-5	\$22.64
Fecal Coliform	\$12.93
Alkalinity	\$19.40
Acid	\$19.40
pH	\$1.94
Chlorine Demand	\$5.01
Total Suspended Solids (TSS)	\$3.23
Total Solids (TS)	\$12.93
Collection and Analysis	\$42.04
	\$32.33
	\$38.80
	\$38.80
	\$21.34
	\$24.41
	\$22.63
	\$32.33

SUBJECT		FEES
Percent Volatile Solids	\$19.40	\$38.80

Provided, that when one sample is collected and more than one analysis is performed on that sample, the total charge shall be the total sum of all individual analysis charges plus one collection charge.

Provided further, that the actual costs of collecting samples and performing each analysis shall be reviewed on an annual basis and this rate shall be amended accordingly.

Solid Waste

Garbage and Refuse

Hauling license	\$10 per year, per vehicle
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Recyclable Materials

License for operations involving the recycling of municipal solid waste materials	\$5
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Streets and Sidewalks

Street Excavations

Permit fee:

First 150 cu. ft.	\$5
Each additional 250 cu. ft.	\$5
Private property	\$10 maximum

Repairs to resurfacing

A. First notice to repair any resurfacing	Cost of repairs plus surcharge of \$50
B. Subsequent notices to repair the same area of resurfacing	Cost of repairs plus surcharge of \$100 for each subsequent repair by the City

Taxation, Special

Business Privilege Tax

Registration	\$10
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Zoning

Sign Fees. Every applicant, before being granted a license, shall pay the following applicable fee(s) to the City Treasurer. This fee schedule may be subsequently revised by Resolution of City Council to more accurately reflect rising review and inspection costs:

SUBJECT	FEES
0-10 square feet	\$10
11-50 square feet	\$15
51-100 square feet	\$20
101-200 square feet	\$25
Over 200 square feet	\$50

Plus \$1.00 for each square foot over 200 if granted by variance.

Deposit for variance from zoning hearing board	\$250
Deposit for special exception from planning commission and zoning hearing board	\$250
Fee for copy of Zoning Ordinance	\$25
Fee for copy of zoning map	\$5

NOTE: Copies of individual pages may be obtained at the regular copy rate per page at City Hall.

Fee for copy of Land Development Subdivision Ordinance	\$15
Zoning Permit	\$25
Plan Review (Zoning)	\$25/hour
Land Development/Subdivision Review Fee	\$25

RESOLVED on this 3rd day of March, 2003.

City of Lock Haven

By: /s/ Richard P. Vilello, Jr.
Mayor

ATTEST:

/s/ Richard W. Marcinkevage
City Clerk