

300 West King Street, P.O. Box 366
Shippensburg, PA 17257
klrotz@keystatepub.com

Phone: 717-530-3660
800-483-1041

April 10, 2007

Denise Miller
Township Secretary
Township of East Fallowfield
2264 Strasburg Road
East Fallowfield, PA 19320-4426

RE: Township of East Fallowfield Code of Ordinances;
Codification Proposal

Dear Ms. Miller:

Thank you for the opportunity to review East Fallowfield Township's ordinances and the invitation to present a proposal to codify them. The following summarizes Keystate Publishers' proposal for codification of East Fallowfield Township's ordinances:

Complete Preparation of Code of Ordinances. Such codification would include:

- Review of each and every enactment included in the code against current State and Federal statutory and case law. Each enactment would also be reviewed for potential conflicts with the Uniform Construction Code. Further, each and every enactment of the Township will be reviewed for correct disposition in the codification, correct editing and legal sufficiency. Also, each ordinance will be reviewed for internal conflicts and for conflicts with other ordinances of the Township. There is no separate charge for this service. It is an integral part of any codification project.
- Increase in penalties to the maximum presently permitted by State law.
- Amendments to provide that fees be established by resolution and gathering all fees collected by East Fallowfield Township into a master fee resolution to be adopted at the same time as the codification.
- Durable buckram, McBee swing hinge binders, with East Fallowfield Township and seal or logo silk-screened on the cover.
- A new, improved, more readable "typeset" format which would include running headers, i.e., at the top of each page would be the section number beginning the page and the section number ending the page. We believe we are the only codifier in Pennsylvania able to make this advantage available at this time.
- Code on CD-rom in electronically searchable .pdf format which is usable on a stand-alone PC, postable to a local area network or to the world wide web. The CD is usable on any operating system, Windows, Mac or Linux. Also, the code is posted to the web

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at no additional charge or license fee. This form is fully searchable, can be printed from such that the page printed matches the hard copy code exactly, will be fully bookmarked and linked and allows shadow file notations. It does not have all the problems inherent, including version control, in reauthoring text to a different format for purposes of publication electronically.

- Access to the largest collection of sample ordinances in Pennsylvania by phone, fax or email.

The total price of the codification (including the entire code on disk and posted to the web) is \$7,160. A sample code of ordinances and CD from Thornbury Township, Delaware County, is being provided herewith. We have not included a sample of either a preliminary editorial report or the editorial notes which accompany both the preliminary and final draft because they constitute, with regard to each municipality, privileged material concerning the municipality's ordinances which is intended for internal use only.

We caution, however, that these samples are just that. We strive to make each of our codifications meet the specific needs of the Municipality. In this case, we will work closely with the Township to develop a chapter scheme to best meet the needs of the Township. We also will preserve the "history" of legislation by including all ordinances, not just ordinances deemed to be "code material." We believe that East Fallowfield Township is assured of a quality product and one that meets its needs by the safeguards built into our process and Keystate's desire to use any resulting code as a sample.

Please note that we have only included 10 hardcover published codes in the base price. This is in an effort to keep the contract price as reasonable as possible. Rather than automatically building in a high number of codes (which would elevate the contract price) we are providing an "a la carte" option to East Fallowfield Township to purchase either hardcover codes or codes on CD as desired and as needed. If you are aware that a greater number of hard cover codes will be needed initially, please let me know so that we may adjust our proposal.

In addition, this price includes posting the adopted codification to the internet at no additional charge or license fee to the Township for so long as Keystate Publishers performs the update services to the code.

We offer the following municipalities for which we have completed similar projects as references:

1. Jerry A. Andree, Manager, Cranberry Township, 2525 Rochester Road, Suite 400, Cranberry Township, PA 16066, 724-776-4806.
2. Edward J. Warchol, Manager, Aspinwall Borough, 217 Commercial Avenue, Aspinwall, PA 15215, 412-781-0213.
3. Mary E. Flagg, Township Manager, East Vincent Township, 262 Ridge Road, Spring City,

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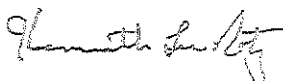
PA 19475, 610-933-4424.

4. Mark A. Kunkle, Township Manager, Ferguson Township, 3147 Research Drive, State College, PA 16801, 814-238-4651.
5. Deborah Perry, Assistant Manager, Thornbury Township, 6 Township Drive, Cheyney, Pennsylvania 19319, 610-399-8383.

I would appreciate the opportunity to meet with you, and other representatives of East Fallowfield Township, to further explain our proposal, display some samples and answer any questions.

We look forward to being of service, and I look forward to hearing from you in the near future.

Sincerely,



Kenneth Lee Rotz

KLR:jrt
Enclosures

300 West King Street, P.O. Box 366
Shippensburg, PA 17257
krotz@keystatepub.com

Phone: 717-530-3660
800-483-1041

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Re: East Fallowfield Township Codification Proposal;
Summary

Codify existing ordinances, including necessary research to identify all enactments, and legal review	\$7,160
Price per page of adding amendments discovered during the codification process, by the service provider, to correct discrepancies	\$0.00
Price per page of adding amendments generated by the Township, once agreement is signed, and prior to publication	\$12.50/page ¹
Price per page of adding amendments to code once it is published	\$12.50/page ²
Length of time the above price is valid	7/31/2007
Price to initially publish on codifier's website (no license or other software fee)	\$0.00
Any recurring charges for website and frequency of charge?	\$0.00/year ³
Number of consulting conferences as part of the process	Unlimited
Price per additional conference if needed	\$0.00
Number of bound code copies provided in initial proposal	10 ⁴
Cost per additional bound copy	\$62.50
Number of complimentary booklet copies of Zoning Ordinance	25
Price of additional booklet copies of Zoning Ordinance	\$14.50
Number of complimentary booklet copies of SALDO	25
Price of additional booklet copies of SALDO	\$8.00

1. This per page price is for ordinances enacted by the Township outside the codification process. Amendments to ordinances generated as part of the codification process, prior to presentation of the final draft, ready for adoption, are added without charge.
2. A quick note on price per page. While the price for this project has been estimated on a per page basis it is important to keep in mind that in comparing per page prices the real unit of measurement is the word. Our research shows (and we would appreciate your not sharing

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these particular numbers with the competition) that our format, by design, gets an average of 400 words to the page. Our research also shows that our competitors get approximately 275 to 325 words to the page. When I reviewed your ordinances I did not only count the pages but also attempted, using techniques I've developed in over 20 years in the business, to estimate the number of words per page in any given enactment. Keystate's price per word is approximately \$0.03125 ($\$12.50/p. \div 400 \text{ words/p.} = \0.03125). If our competitors were to charge the same per page charge as we do their actual cost per word would be \$0.045. If our competitors were to charge the same per word charge as we do their page should only cost \$9.38.

3. Of course, because we are using Adobe Acrobat, there is no software licensing fee, now or ever.
4. We are quoting a low number of initial hard cover codes. We find that 10 is usually more than adequate. We have, however, been the victims of the following false logic in the past. In another situation in a mid-size Borough in Pennsylvania we quoted 10 codes for a total price of \$7,200 or \$720 per code. A competitor quoted 25 codes for \$10,000 or \$400 per code. Therefore, the argument was, our codes are nearly twice as costly as their codes are. Even in this example you can see the false argument. Our total cost for 25 codes in this example would only have been \$8,175. That is, in that situation we quoted additional code books at \$65 each. Fifteen additional codes at \$65 each equals \$975. Thus, again in that situation our total quote for 25 code books was only \$8,175, still less than the price quoted by the competitor for 25 code books. The argument is even false than this. The Township is purchasing the professional service of codification of its ordinances. We strive to provide additional code books, CDs, etc., at our cost.

PROPOSAL AND CONTRACT

PROPOSAL

WHY CODIFY?

Time and Efficiency. None of us seem to have enough time to accomplish all that is required of us in any given day. When any Township employee has to waste precious time searching for information in ordinances that have not been codified or supplemented into a current code, this waste becomes exponential. Delays of this kind will always add to East Fallowfield Township's cost of doing business. If it is the Township Solicitor doing the searching, it becomes more expensive. If it is a citizen waiting for the information, dissatisfaction is added to the frustration and expense. A well organized, up-to-date code book, available to Township employees in both hard copy and electronic form, can completely alleviate this situation. When East Fallowfield Township has a current code in place, Township officials are able to more efficiently perform their daily tasks.

Law Suits. While East Fallowfield Township cannot insulate itself from the possibility of a lawsuit, antiquated ordinances increase the likelihood of a successful action against East Fallowfield Township. A review of East Fallowfield Township's ordinances by a person experienced in that field greatly reduces East Fallowfield Township's vulnerability. Likewise, a person working in the field of codification brings to such a review the experience and perspective gained in repetition of the process with multiple communities. Annual legislative reports provided by this company will also help East Fallowfield Township stay up to date. Of course, Keystate Publishers, Inc., will be making recommendations only. Final approval always rests with the Township Board of Supervisors, acting on the advice and consent of the Township Solicitor.

Accessibility. Today's law demands that the citizens of East Fallowfield Township and others have access to certain of its documents. In some cases tight time constraints are put on the public official to produce such documents. When ordinances are in a codified form, public officials are able to comply with records laws in a timely fashion. To that end, this proposal anticipates providing East Fallowfield Township with hard cover code books for use both within East Fallowfield Township and for sale to the public, booklets comprised of individual chapters and the entire code in an electronic format on CD-rom for use within East Fallowfield Township and for sale to the public. The electronic form is also postable to the world wide web, either by the Township or by Keystate Publishers, and either way at no additional cost to the Township. There are no licensing fees to the Township for any electronic format employed. Keystate Publishers has chosen Adobe Acrobat .pdf format for codes in electronic format. Adobe Acrobat .pdf files are widely recognized and accepted and, further, satisfy the Pennsylvania Museum and Historical Commission standards requiring that municipal documents in electronic format "[p]rovide a standard interchange format when necessary to permit the exchange of documents on electronic media using different software/operating systems and also for the conversion or migration of documents on electronic media from one system to another." (§9(e)(ii)(C), "Standards and Procedures for Electronic Records," PHMC).

The .pdf files are usable on computers employing Microsoft operating systems, Apple operating systems and Linux based systems. To facilitate this end, all versions of the code, hard copy, CD and internet are 'printed' from the same Adobe Acrobat .pdf file. In addition, the electronic format provided allows for complete search capabilities, printing to exactly match the pages in the hard copy, bookmarking, linking and shadow notation, all without the dangers and version control problems inherent in migrating and reauthoring the code materials into a different electronic format.

Who We Are. Biographical sketches of our principals, only, follow:

Kenneth Lee Rotz, President, in the codification business since 1984, formerly editor-in-chief of Penns Valley Publishers and then editorial consultant to Penns Valley Publishers with editorial control over the contents of all codes of ordinances published by Penns Valley Publishers. BA and MA in English from Shippensburg State College, now Shippensburg University, and JD from Dickinson School of Law. Editor of *Model Ordinances for Pennsylvania Municipalities* (© Henry Fry), second and third editions. In addition to other achievements, Mr. Rotz has edited the new code of ordinances for two of the largest successful municipal consolidations in the last 40 years, as well as personally editing well over 600 codes of ordinances, statewide. Mr. Rotz's experience extends to representing municipalities and school districts and consulting with municipalities on various drafting and compilation projects and municipal law, generally.

Jamie R. Thrush, Managing Editor, has previously served as administrative assistant to Mr. Rotz. She was promoted to editor 10 years ago and has gained a wide range of experience with municipal codification in that capacity. She presently serves as managing editor and works very closely with Mr. Rotz to insure production of the highest quality codes of ordinances possible.

Keystate Publishers' team consists of seven editors and two support staff, none of whom have less than three years experience. Mr. Rotz and Ms. Thrush, however, will perform the codification for East Fallowfield Township because of their extensive experience with codification of codes of ordinances for Pennsylvania second class townships. Others may boast of larger total staffs. But, Keystate Publishers believes that it has more staff per client than any other codifier working in Pennsylvania. In addition, all of our staff are specifically and exclusively trained to codify ordinances for Pennsylvania municipalities..

Keystate Publishers, Inc., began business on January 2, 2002. Purchase of Century IV Codes, Inc., from Elizabeth Smedley was finalized on March 29, 2002. Ms. Smedley, along with Milton Ferguson, can literally be said to have created ordinance codification for municipalities in Pennsylvania with the formation of Penns Valley Publishers in State College in 1948. Following her career with Penns Valley Publishers and a brief stint with the Pennsylvania State Association of Boroughs, Ms. Smedley began Century IV Codes, Inc., in 1982 in association with Dr. Charles Leedecker, former Executive Director of the Pennsylvania State Association of Boroughs. Keystate Publishers, Inc., may appear to be the newest company performing codification services for Pennsylvania municipalities but its direct roots go back to the very origins of codification of municipal ordinances in Pennsylvania. In addition, Mr. Rotz personally reviews each draft of each proposed code, including the final adopted code, before delivery to the municipality. A code of ordinances prepared by Keystate Publishers is prepared by the

most experienced staff working in Pennsylvania today.

HOW IT WORKS.

In order that the Township Board of Supervisors will have an idea of the order in which work proceeds, the following is an itemization of the steps as they occur in our process and a few highlights of the benefits of doing business with Keystate Publishers, Inc.:

Personal Service. The municipality usually makes available one copy of each ordinance. Keystate then helps with the process of copying the ordinances in order to speed commencement of the project. In addition, the municipality usually provides a list of resolutions and Keystate requests copies of pertinent resolutions and/or those which the municipality and Keystate have agreed are appropriate to include in the codification. Keystate Publishers will obtain these copies at the time the on-site research is performed and will not charge separately for these copies. Keystate will examine each and every enactment of the Township, including review all minute books and/or other records, to ensure that all ordinances of the Township have been accounted for.

These ordinances and resolutions are then reviewed by Mr. Rotz and a preliminary editorial report and proposed chapter scheme is prepared and presented to East Fallowfield Township. The preliminary editorial report will contain a proposed chapter scheme and detail ordinances to be included in each chapter as well as identify amendments, supersessions and repeals. Each ordinance will be reviewed for consistency with State and Federal statutory and case law as well as for both internal consistency and consistency with other ordinances of the Township. Please note that the review for legal sufficiency or "ordinance critique" is not priced separately. Keystate Publishers views such review as an integral part of any codification, codification or supplement.

Further, the proposed chapter scheme will be based upon conversations with the Township to more fully address the Township's needs and concerns. Mr. Rotz then meets with representatives of East Fallowfield Township and explains the findings and chapter scheme. Following the conference or conferences, Mr. Rotz prepares a detailed memorandum outlining the proposed chapter scheme, as agreed upon at or following the conference, and detailing any amendments, revisions, repeals and/or new enactments to be incorporated in the preliminary draft, as well as the contemplated solution to any other issues which may be raised. Also at this time, representatives of East Fallowfield Township may request amendment to existing Township ordinances, new enactments or repeals to be effected with the adoption of the code.

Under Keystate's process this results in no additional billing to East Fallowfield Township. Under some other codifiers' process East Fallowfield Township is not able to request amendments to existing ordinances until after presentation of the preliminary draft (if at all), thus resulting, many times, in substantial additional billing to East Fallowfield Township. Other codifiers who include a similar but less comprehensive review often refer to the step as an "ordinance critique." This is the first step in the process and preparation of the preliminary editorial report takes approximately 30 days to complete from the date authorization to proceed is received from East Fallowfield Township.

Well trained personnel and state of the art equipment provide the Township with the most cost-effective product. Once we have reviewed the ordinances and resolutions, prepared the preliminary editorial report and proposed chapter scheme and reviewed it with East Fallowfield Township, and arrived at a consensus as to how to proceed, we will do the actual process of codification; eliminating outmoded, superseded and repealed provisions and incorporating the present provisions into the various chapters in order to have a document that is the current law in East Fallowfield Township. This data will then be input to computer and printed out as the rough draft. The bulk of Keystate's work will be inputting the data and suggesting amendments and updates, as appropriate, to:

1. Conform style and usage.
2. Conform titles of Township officials, State and Federal agencies, etc., to current usage.
3. Provide for the establishment of fees by resolution and assemble a master fee resolution for consideration by the Township Board of Supervisors. (This will place all the fees of East Fallowfield Township on one schedule.)
4. Provide for the maximum penalties permitted by law for violation of various ordinances.
5. Incorporate all motor vehicle and traffic regulations into PennDOT's model motor vehicle and traffic ordinance.
6. Review all enactments for conformity to State and Federal law and controlling court decisions, including East Fallowfield Township's elections under the Pennsylvania Construction Code Act, implementing the Uniform Construction Code.
7. Add proposed enactments for adoption as part of the codification process as may be requested by the Township.

The rough draft will include a detailed editorial report and a table showing the proposed disposition in the codification of each and every ordinance and pertinent resolution adopted by East Fallowfield Township. All ordinances will be included in the code. Keystate Publishers does not separate ordinances into "code material" and "noncode material."

Fast turnaround of the original manuscript. Keystate will then deliver the rough draft and review to East Fallowfield Township for the Township to study. It will take approximately 30 days to produce the preliminary draft from the time the Township authorizes Keystate to proceed following delivery of the memorandum detailing the resolution of issues raised in the preliminary editorial report, or subsequently.

Representatives of Keystate are available to meet with Township officials on an as-needed basis. When East Fallowfield Township feels ready to discuss the preliminary draft Mr. Rotz will set an appointment for an editorial conference. The timing of this conference is completely at the option of East Fallowfield Township. There is no time limit for East Fallowfield Township to review the rough draft and recommendations and make changes as the Township may see fit.

Final Draft. After East Fallowfield Township has reviewed the preliminary draft and requested any changes deemed necessary, Keystate will then prepare a final draft, ready for adoption.

East Fallowfield Township then adopts the code in accordance with instructions to be provided.

Following adoption, Keystate will print and bind the final published code. From the time Keystate receives the adopting ordinance until delivery of the final published code takes 3 to 4 weeks.

Computer copies of the code are provided. Update costs are guaranteed. Keystate will furnish the code on CD-rom in .pdf format ("portable document format") the most portable format in use today, fully bookmarked and indexed.. It can be used as a stand alone CD, posted to a LAN or posted on the World Wide Web, at East Fallowfield Township's choosing. In any form, the .pdf format provided is fully electronically searchable. This proposal includes posting of the Township's adopted code of ordinances to Keystate's website at no additional charge so long as Keystate supplements the code. Our contract provides that we will perform updates at the request of East Fallowfield Township for a 3-year period at a guaranteed cost. Our turnaround time is less than 30 days on updates. Details concerning Keystate's supplementation service follow.

SUPPLEMENTATION/REVISION OF CODE FOLLOWING ADOPTION.

Following adoption of the Code of Ordinances, Keystate Publishers, Inc., recommends that a municipality the size of East Fallowfield Township update or supplement its code of ordinances at least once per year. Keystate Publishers is happy to accommodate any schedule for updating that the Township may decide upon. For instance, if the Township were to update its code regularly on an annual schedule but adopt a significant new ordinance or major amendment to an existing ordinance, say a new zoning ordinance or major amendment thereto, Keystate Publishers would be happy to update or supplement the code at any time.

The Township may also choose to have Keystate Publishers add scanned, .pdf copies of its ordinances to the web, posting them immediately following adoption. This is an electronic equivalent of "stuffing" copies of newly adopted enactments in the code book.

At the time the code is supplemented the electronic version is also updated, with new CDs to the Township and updated provisions posted to the web. Hard copies, including complete instructions for filing, are provided for all hard cover codes and booklets. Keystate Publishers will ship replacement pages and CDs directly to subscribers and, should the Township choose, Keystate will bill the subscribers with instructions for payment to be remitted directly to the Township. Keystate, of course, provides the Township with duplicate billing and, upon report from the Township of delinquencies, follows up with reminder notices.

At the time of supplementation, all ordinances are subjected to the same legal and editorial scrutiny as in the production of the original codification.

CONTRACT

Between

Keystate Publishers, Inc., a corporation existing under and by virtue of the laws of the Commonwealth of Pennsylvania, and having its principal place of business at 300 West King Street, Shippensburg, Pennsylvania 17257, hereinafter called "Keystate";

and

the Township of East Fallowfield, Chester County, Pennsylvania, of 2264 Strasburg Road, East Fallowfield, PA 19320-4426, hereinafter called "East Fallowfield Township."

WITNESSETH:

WHEREAS, Keystate is in the business of codifying municipal enactments and performing consulting and publishing services in connection therewith; and,

WHEREAS, East Fallowfield Township has requested Keystate to provide publishing services for it; and,

WHEREAS, East Fallowfield Township has enacted certain ordinances and resolutions, hereinafter called enactments;

NOW, THEREFORE, in consideration of the premises and of the covenants hereinafter set forth, it is mutually agreed as follows:

I. SCOPE OF SERVICES BY KEYSTATE PUBLISHERS, INC.

Keystate agrees to cooperate, generally, with any representative of East Fallowfield Township in the performance of all professional services, editorial and publication work involving the preparation of the code of ordinances, as follows:

- A. **RESEARCH.** Conduct independent on-site research into ordinance, resolution and minute books in order to identify any and all enactments which will be included in the codification.
- B. **EVALUATION OF ENACTMENTS.** Analyze, organize, assemble and edit each enactment adopted by East Fallowfield Township up to the date of the execution of this agreement, determining the disposition of each and every one of them in the code of ordinances including amendment, revision, supersession and repeal, as well as the addition of new provisions. All enactments will be analyzed for their conformity to controlling State and Federal law, applicable court decisions and administrative regulations, as well as their overall consistency. At the conclusion of this evaluation, Keystate will prepare and submit to East Fallowfield Township a preliminary editorial report and proposed chapter scheme for the code. This preliminary editorial report will also contain suggested language to resolve any deficiencies or conflicts discovered in Township enactments as well as suggested language on any new subject of regulation as may be requested by the Township.
- C. **PRELIMINARY EDITORIAL REPORT AND CONFERENCE.** Meet with such representatives as may be designated by East Fallowfield Township to review the preliminary editorial report and chapter scheme for the codification. Also at this time East Fallowfield Township may request any new enactments, amendments to existing enactments or repeals which it may desire to have adopted as part of the codification without incurring any additional per page billing. Keystate Publishers will prepare a detailed memorandum at the conclusion of this conference or conferences to memorialize the results of the conference or conferences.
- D. **PREPARATION OF PRELIMINARY DRAFT.** Prepare a preliminary draft of the code of ordinances and submit a copy for each member of the governing body as well as the solicitor and the chief executive and/or administrative officer and code enforcement officer as well as any other persons requested by the Township. Such draft will be submitted within 30 days of receipt of approval of the preliminary editorial report and chapter scheme by East Fallowfield Township, or as modified. The preliminary draft will:
 - (1) Incorporate all current valid enactments (including those of a 'one time or historical nature'). Keystate Publishers does not distinguish between what others may refer to as "code material" and "non-code material."
 - (2) Integrate all amending enactments with the original enactments and delete all repealed provisions.
 - (3) Eliminate all obsolete and superseded enactments.
 - (4) Eliminate all enactments that have been specifically repealed.
 - (5) Include all consolidated, revised or amended provisions which are recommended

for enactment; i.e., uniform updated penalties, amendments to land use ordinances to conform procedures to various amendments to the Municipalities Planning Code and new motor vehicle/traffic provisions under the PennDOT model motor vehicle and traffic ordinance.

- (6) Include an editorial report explaining all recommended changes and a table indicating the disposition of each and every ordinance ever adopted by the Township in the draft.
 - (7) Include any new enactments, amendments or repeals requested by East Fallowfield Township.
 - (8) Include a proposed table of disposition for each and every enactment ever adopted by the Township.
 - (9) Include ordinances and resolutions of a one-time or historical nature only in an Appendix to the code, classified by subject and identified by number, date of adoption and a brief synopsis.
- E. **SAMPLE ORDINANCES.** Sample ordinances, recommended by Keystate, in the preliminary draft to consolidate, revise or amend existing ordinances will be included in the code of ordinances at no additional cost.
- F. **CONDUCT OF EDITORIAL CONFERENCE.** Conduct a comprehensive editorial conference(s) with such representatives of East Fallowfield Township as may be designated by the governing body and present the preliminary draft, pointing out all recommendations for amendments, revisions, repeals and new provisions as well as generally review all current enactments.
- G. **PRESENTATION OF FINAL DRAFT AND ADOPTING ORDINANCE.** Prepare and submit eight copies of the final draft incorporating all changes which have been requested by representatives of East Fallowfield Township within 30 days of the notice from East Fallowfield Township that all changes desired have been requested. Prepare and submit a finalized ordinance to adopt the code of ordinances and listing all ordinances, specifically, which are amended, revised, consolidated and repealed as well as all new provisions. In addition, proposed advertisements and procedures for adoption will be submitted therewith.
- H. **CONSULTING CONFERENCES.** At the request of East Fallowfield Township, conduct additional consulting conferences with such representatives of East Fallowfield Township as may be designated by the governing body for the purpose of revising the final draft for adoption.
- I. **PREPARATION OF PUBLISHED CODE OF ORDINANCES.** Print and deliver 10 copies of the code of ordinances and 10 CDs within 30 days of final adoption including:
- (1) Binders with the name of East Fallowfield Township on the cover and spine.
 - (2) Laser printing on 20 lb. offset paper front and back, size 8½" by 11".
 - (3) Tab dividers for the separation of each code chapter, printed and incorporated into the hard cover code of ordinances when delivered.

- (4) Table of contents for each chapter.
- (5) Alphabetic index for all enactments by chapter, part, section and/or subsection.
- (6) Disposition table, which is a key to the disposition of all enactments.
- (7) Appendix, which is an abstract listing of all temporary or historical enactments which have been entirely carried out or complied with by number, date and key words according to suitable classifications.
- (8) Cross reference of all original enactments, section by section.
- (9) Presentation of the entire code on CD-rom in .pdf, electronically searchable format, fully bookmarked and indexed, including posting to Keystate Publishers' website at no additional charge.
- (10) Cross reference State and Federal law as applicable or requested, together with complete cross references to related provisions of the code

Such form will substantially conform to the sample pages appended hereto.

J. **COMPLIMENTARY BOOKLETS.** Keystate, will print, at no additional charge to East Fallowfield Township, the following complimentary booklets:

Zoning Ordinance Booklets - 25

Subdivision and Land Development Ordinance Booklets - 25

Police Manuals - one for each member of the force, including the Chief of Police

II. RESPONSIBILITIES OF EAST FALLOWFIELD TOWNSHIP

East Fallowfield Township agrees to cooperate, generally, with any representative of Keystate, as follows:

- A. **COPIES OF ENACTMENTS.** Furnish one copy of the full text of such enactments, as may be requested by Keystate, adopted since the incorporation or creation of East Fallowfield Township in reproducible form within 30 days of execution of this agreement. If requested by East Fallowfield Township, Keystate will reproduce these enactments at the cost indicated as additional compensation below. With permission of the Township, Keystate Publishers will obtain these copies on site at no additional charge to the Township. These copies will be obtained by Keystate Publishers when the work of examining the Township's ordinance and minute books is performed.
- B. **REVIEW OF PRELIMINARY EDITORIAL REPORT AND PRELIMINARY DRAFT.** Upon presentation of the preliminary editorial report and chapter scheme and preliminary draft, representatives designated by the governing body shall cause such report or draft to be reviewed prior to the editorial conference(s).
- C. **ATTENDANCE AT EDITORIAL CONFERENCE(S).** Attend editorial conference(s) following receipt of the preliminary editorial report and chapter scheme and after receipt of the preliminary draft at date(s) and time(s) mutually agreeable to designated representatives of East Fallowfield Township and Keystate.
- D. **REQUESTS AND OBJECTIONS.** Present any requests or objections to the preliminary draft, or parts thereof, following the final editorial conference.
- E. **REVIEW BY SOLICITOR.** East Fallowfield Township agrees that its Solicitor will review and approve the adopting ordinance and final draft as required by law prior to final adoption of the code of ordinances.
- F. **COMPENSATION.** Pay to Keystate, for services hereinabove set forth, compensation in accordance with the following schedules, within 30 days of invoice:
 - (1) **CONTRACT PRICE.** Subject to the subparagraphs below regarding additional services, codify all ordinances and significant resolutions of the Township through the date of this proposal, the sum of \$7,160, payable as follows:
 - (a) Upon execution of the contract the sum of \$1,790.
 - (b) Upon presentation of the preliminary editorial report and proposed chapter scheme the sum of \$7,190.
 - (c) Upon presentation of the preliminary draft the sum of \$7,190.
 - (d) Upon presentation of the final draft, ready for adoption, the sum of \$1,074.
 - (e) Upon presentation of the adopted, published code of ordinances the sum of \$716.
 - (2) **ADDITIONAL SERVICES.** As additional compensation to Keystate, for additional services which may be requested under this agreement, East Fallowfield Township

agrees to pay to Keystate the following:

- (a) **DUPLICATION OF ENACTMENTS.** The additional sum of \$.05 per page for the duplication of enactments for use by Keystate in the codification process, if not supplied by East Fallowfield Township. There will be no charge if a representative of Keystate is authorized by East Fallowfield Township to duplicate enactments, on site, utilizing equipment of East Fallowfield Township or if copies are supplied by East Fallowfield Township.
- (b) **ADDITIONAL CODE BOOKS.** The additional sum of \$62.50 for each copy of the printed and bound code books over and above the 10 copies referred to above which will have been ordered by East Fallowfield Township prior to the commencement of the actual printing process involved in the production by Keystate Publishers, Inc., of such printed and bound code books. East Fallowfield Township may purchase additional CDs over and above the 10 copies to be provided in the base price at any time at the price of \$5 each.
- (c) **ADDITIONAL PAGES.** The additional sum of \$12.50 for each page which must be added or changed in a succeeding draft or final code, due to enactments adopted by East Fallowfield Township after the date of the execution of this agreement. Sample ordinances, selected by East Fallowfield Township for inclusion in the final draft, will not be subject to additional per page charges under this subparagraph; nor will any changes requested resulting from the recent enactment of Federal or State legislation or court decisions. This charge applies only to ordinances and resolutions which may be enacted by the Township outside the codification process.¹
- (d) **SUPPLEMENTATION AND REVISION.** Under a separate agreement, at the option of East Fallowfield Township, the additional sum of \$12.50 for each added or changed side of a page for supplementation and revision services for the code of ordinances during a period of 3 years following the date of adoption thereof. Update of the electronic format is included in this price, as well as posting the electronic format to the world wide web.

III. **PROPOSAL VALIDITY.** This proposal will be valid until July 31, 2007.

IV. **CONTRACT TERMINATION.** This contract will automatically terminate 1 year from the date of execution unless renewed in writing by both parties.

¹Some other codifiers do not allow enactments to be added while the code is in process and compel the municipality to do an update or supplement immediately following adoption of the codification. Keystate Publishers permits the municipality to incorporate the supplementation of the codification while the codification is in process. When the codification prepared by Keystate Publishers is published it will be current.

V. EXECUTION. East Fallowfield Township has caused this contract to be executed by its duly authorized officers in accordance with proper action taken by the Township Board of Supervisors on the 27 day of June, 2007.

ATTEST:

KEYSTATE PUBLISHERS, INC.

Jamie R. Thrusch
Secretary

Grant S. Key
President

ATTEST:

EAST FALLOWFIELD TOWNSHIP

Renise Meiser
Secretary

Garth Mough
Chairman, Township Board of Supervisors

Denny Howell
Denny Howell, Vice Chairman

George Broadbent
George Broadbent, Member