



BOROUGH OF KENHORST

339 South Kenhorst Blvd
Kenhorst, Pennsylvania 19607
(610) 777-7327 – Office
(610) 777-8980 – Fax

www.co.berks.pa.us/Muni/Kenhorst
info@kenhorstborough.com

WELCOME TO THE BOROUGH OF KENHORST!

Kenhorst Borough Council and Staff welcome you to our Borough. In the attached packet, we have included the trash, recycling and yard waste collection schedule as well as other important Borough and ordinance information. As new residents to our Borough, we bring your attention to two important items:

Quarterly Sewer and Refuse Billing

The Borough issues a sewer and refuse bill for every property unit per quarter for the previous quarter's service. The quarterly sewer and refuse bills are mailed directly to the property owner's address. The refuse portion of the bill is for trash, recycling and yard waste collection. The sewer portion is based upon your property's water usage as reported to us by the Reading Area Water Authority (RAWA). *Please note - RAWA issues a monthly water bill for all property units in Kenhorst.*

Permit Requirements

Kenhorst Borough requires permits for certain kinds of work being done at your property - examples include but are not limited to: *roofs, decks, patios, sheds, fences as well as driveways and sidewalks. Permits are also required for yard sales, dumpsters, fire pits/chimineas and security alarms systems.* When in doubt, please consult our website or contact the Borough Office regarding permit requirements.

If you have any questions, suggestions or concerns, we always encourage you to first visit our webpage at www.co.berks.pa.us/muni/kenhorst. If you need additional information, feel free to contact the Borough Office at (610) 777-7327 between the hours of 8 AM to 4:30 PM, Monday through Friday (the office is closed for lunch from 12 – 12:30 PM). If our Borough staff cannot address your inquiry, you will be referred to the appropriate Council Member responsible for that area.

Regular Borough Council Meetings are held on the first Thursday of each month at the Borough Hall beginning at 7 PM. Residents and property owners are able to address Council at these meetings if there are questions or comments. Kenhorst also has an active Neighborhood Watch Committee who meets on the last Thursday of each month at 7PM at Borough Hall. The public is encouraged to attend these meetings and are always welcome!

Thank you for choosing to reside in Kenhorst. We hope you enjoy living here and we welcome your help in maintaining Kenhorst as a nice, clean and law-abiding community in which to live.

Thank you,
Kenhorst Borough Council and Staff

September 2013



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August 2015

Dear Kenhorst Borough Property Owner/Resident:

Please complete the Real Estate Registry Form on the reverse side of this letter and return it to the Borough Office within two weeks. We also ask that you contact the Borough Office so that we can update the Sewer and Refuse (trash, recycling and yard waste) account information for your property. Our address, phone numbers and email information are noted above.

Thank you in advance for your cooperation in returning your completed forms. Please contact the Borough Hall Office at (610) 777-7327 if you have any questions or need additional information.

Sincerely,
BOROUGH OF KENHORST

Census form on Reverse Side

10 South Waverly Street
Shillington, PA 19607-2642
T: 610-775-1461 F: 610-775-6586
www.GovernorMifflinSD.org
An equal opportunity educational institution



Governor Mifflin School District

Daniel G. Bulinski, Ed.D.
Superintendent

Eric L. Wolf
Assistant Superintendent

Mark R. Naylor
Business Manager

Todd D. Stitzel
Director of Human Resources

Dear Governor Mifflin Resident,

The Governor Mifflin School District is required by state law, as are all districts, to maintain a census of all district residents. In order to comply with this law, we are updating our census by mailing questionnaires to households that we believe recently had a change of status (additions to your family, change of resident's information, property transfers, etc.) or are listed as unoccupied with us.

In order to better serve our residents, we must ask you to please take a few minutes to complete the census questionnaire on the other side of this letter and return it in the enclosed stamped envelope. Please be sure to list **all** members of your household and **their relationship** to the head of household. If you live in a multiple family home, a **Residency Affidavit** may also be enclosed. If you have children, it is essential to include birthdates and the name of the school they attend. It is also required by Pennsylvania law to report all children living in our District who attend a private, parochial or school district **other** than Governor Mifflin.

Thank you for your time and attention to this matter. If you have any questions, please call the Education Center at 610-775-1461 ext. 1116 to speak with Amy.

Respectfully,

A handwritten signature in cursive script that reads "Mark R. Naylor".

Mark R. Naylor
Business Manager

*Governor Mifflin School District
Census Form*

(Please refer to the back of this form for more information)



Address: _____

Mailing Address to be used
(if different from physical address)

Telephone: (_____) _____ - _____ Check if unlisted



Property Status <input type="checkbox"/> Own Home <input type="checkbox"/> Rent Home	(if renting) Landlord's Name: _____ Landlord's Address: _____ Landlord's Phone: _____	Address previously lived at: _____ _____
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List **ALL** persons currently living/using as home address at this residence:

First	Middle	Last	*R	Birthdate MM/DD/YYYY	Sex	Race	Adults: Employer/occupation Students: School Attending

* Relationship to Head of Household

Relationship Codes:

- H—Head of household S—Son
- P—Parent D—Daughter
- W—Spouse F—Foster Child
- O—Other-Please Explain

Race Codes:

- W—White A—Asian or Pacific Island
- B—Black I—American Indian or Alaskan
- S—Hispanic O—Other-Please Explain

SIGN AND RETURN IN ENCLOSED ENVELOPE

Signature of person filling out form

Date



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ATTENTION ALL KENHORST BOROUGH PROPERTY OWNERS:

A Property Transfer Inspection is required for all properties being sold in the Borough of Kenhorst.

Property Transfer Inspection Application forms can be obtained from our webpage (listed above), from the Borough Office as well as Kraft Code Services, our third part codes and permitting company. Kraft Code Services is located at 34 E. Lancaster Avenue, Shillington, PA, 19607. Their office hours are Monday through Friday, 8:30AM-5:30PM; Kraft's Phone Number is 610-775-7185, FAX 610-775-7188; www.kraftcodeservices.com.

Forms should be submitted by the property owner or the realtor and returned, along with the required fees, to Kraft Code Services, prior to the settlement date. Current fees for Property Inspections, follow-up inspection and issuance of the Certificate of Occupancy are as follows:

- **\$100 - Single Family Dwellings**
- **\$ 75 - For Each Multi-Family Unit**
- **TBD - for each additional follow-up inspection, if necessary**

After the completed application form and fee is received, you will be contacted by a Kraft Code Services representative to schedule the inspection. After the inspection is completed and all required repairs are made, a Use and Occupancy Permit will be issued. If you have any questions, please contact Kraft Code Services directly at 610-775-7185.

Sincerely,
Kenhorst Borough Council

September 2013

Kenhorst Borough Refuse/Recycling Collection Schedule 2015

Trash	Recycle
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January 2015							February 2015							March 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1		3	4	5	6	7	1		3	4	5	6	7
4		6 ⁺	7	8	9	10	8		10	11	12	13	14	8		10	11	12	13	14
11		13 ⁺	14	15	16	17	15		17	18	19	20	21	15		17	18	19	20	21
18		20 ⁺	21	22	23	24	22		24	25	26	27	28	22		24	25	26	27	28
25		27 ⁺	28	29	30	31								29		31				

***Christmas Tree Pickup**

April 2015							May 2015							June 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1	2							
			1	2	3	4	3		5	6	7	8	9			2	3	4	5	6
5		7	8	9	10	11	10		12	13	14	15	16	7		9	10	11	12	13
12		14	15	16	17	18	17		19	20	21	22	23	14		16	17	18	19	20
19		21	22	23	24	25	24	25		27	28	29	30	21		23	24	25	26	27
26		28	29	30			31							28		30				

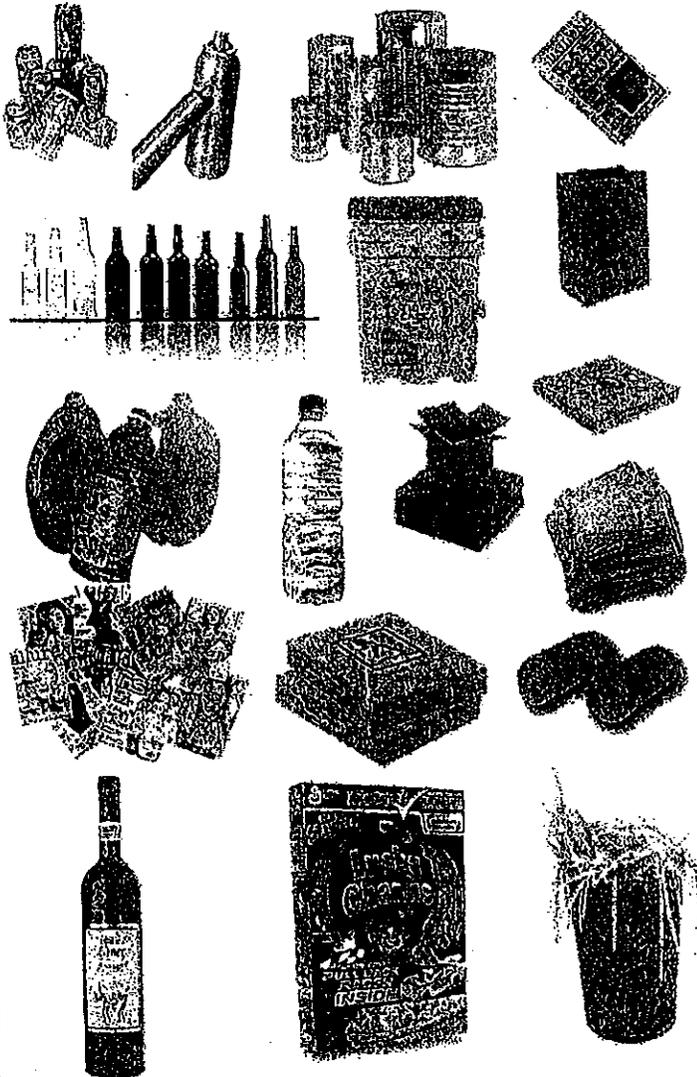
July 2015							August 2015							September 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
													1							
			1	2	3	4	2		4	5	6	7	8			1	2	3	4	5
5		7	8	9	10	11	9		11	12	13	14	15	6	7		9	10	11	12
12		14	15	16	17	18	16		18	19	20	21	22	13		15	16	17	18	19
19		21	22	23	24	25	23		25	26	27	28	29	20		22	23	24	25	26
26		28	29	30	31		30							27		29	30			

October 2015							November 2015							December 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1		3	4	5	6	7			1	2	3	4	5
4		6	7	8	9	10	8		10	11	12	13	14	6		8	9	10	11	12
11		13	14	15	16	17	15		17	18	19	20	21	13		15	16	17	18	19
18		20	21	22	23	24	22		24	25	26	27	28	20		22	23	24	25	26
25		27	28	29	30	31	29							27		29	30	31		

**Please note: The following Monday holidays WILL affect your pickup day.
 May 25th Trash Collection will be May 26th. September 7th Trash Collection
 will be September 8th. Recycle and Yard waste collection will be September
 9th.**



Acceptable Items to Recycle



METAL:

- Aluminum beverage cans
- Steel food and beverage cans & aerosol cans

GLASS:

- Clear, brown, & green glass food and beverage containers

PLASTICS:

- #1 - #7 containers & bottles with necks smaller than their bases

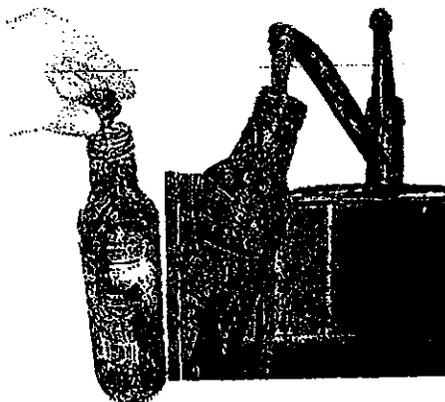
PAPER, PAPERBOARD, & CARDBOARD:

- All sizes of cardboard boxes
- Pizza boxes
- Food boxes (i.e. cereal & Jello boxes)
- *EMPTY* paper towel & toilet paper rolls
- Paperboard packaging (i.e. tissue boxes)
- Office paper (any color)
- Shredded paper (in clear plastic bags please)
- Newspapers & inserts
- Magazines, catalogs, & brochures
- Envelopes & junk mail
- Paper bags
- Phone books & other soft cover books

How to Prepare Recyclables

Metal Cans, Glass, & Plastics

- Remove caps/lids
- Rinse thoroughly
- It is okay to leave on labels and neck rings



Paper, Paperboard & Cardboard

- Remove all packaging (Styrofoam, peanuts, plastic, bubble wrap, plastic liners, etc.)
- Flatten ALL boxes/cardboard
- Bundle all cardboard that does not fit into the recycling bin
- Cover loose paper with heavier containers to prevent it from blowing away
- Check weather forecast: If the forecast calls for high winds or rain, keep your recyclables inside until the following week if possible. Wet paper products are difficult to process.