

**CITY OF WILLIAMSPORT, PA  
RESOLUTION**

RESOLUTION # 9336

DATE 7-21-22

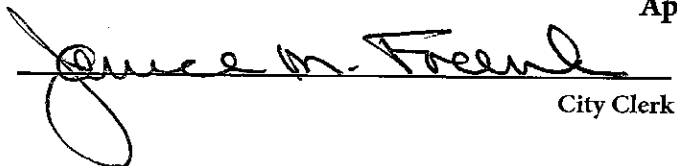
TITLE

**RESOLUTION AUTHORIZING A CONSULTANT AGREEMENT  
BETWEEN THE CITY OF WILLIAMSPORT AND BARRY ISETT  
& ASSOCIATES, INC.**

**BE IT HEREBY RESOLVED** by the City Council of the City of Williamsport that the Agreement attached hereto between the City of Williamsport and Barry Isett & Associates, Inc. is hereby approved and at the attached rates; and,

**BE IT FURTHER RESOLVED**, that the Mayor and City Controller are hereby authorized to execute the Agreement.

Approved

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
President



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702

570.285.8200 570.285.8201

barryisett.com

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter referred to as the "Agreement") is made this \_\_\_ day of July 2022, between Barry Isett & Associates, Inc. (hereinafter referred to as "Isett"), whose regional business address is Fox Ridge Professional Center, 1170 Highway 315, Suite 3, Wilkes-Barre PA 18702 and the City of Williamsport, Lycoming County (hereinafter referred to as the "Client") whose principal business address is 1550 West 3<sup>rd</sup> Street, Williamsport, PA 17701.

**WHEREAS**, the Client wishes to retain Isett to perform the services referenced herein.

NOW THEREFORE, the parties to this agreement agree as follows:

### 1. Services Provided

Isett agrees and will provide the following services in accordance with the terms and conditions of this agreement (collectively, "Services").

- a.  Pennsylvania Uniform Construction Code Interim BCO Services

### 2. Cost of Services

Isett will assess a fee of \$90.00 per hour for the above referenced Services. Isett will provide a monthly invoice to the Client identifying the Services performed during the previous thirty (30) days from the date of the invoice, and the Client shall remit to Isett at Isett's address identified herein a check made Payable to "Barry Isett & Associates, Inc." in a sum equal to the invoice amount; said payment from the Client to Isett shall be due by the Client to Isett no more than forty five (45) days from the date the Client receives the invoice from Isett. The Client shall not reimburse Isett for any travel-related time or expenses (mileage, meals, tolls) in connection with Isett's performance of Services.

### 3. Service Standards

Isett shall provide the Services outlined herein to the best of its ability and in accordance with the Pennsylvania Uniform Construction Code, City of Williamsport Ordinances, and with generally accepted practices in the industry.

### 4. Termination

Either party may terminate this Agreement by providing the other with sixty (60) days written notice of their intent to terminate this Agreement. This agreement shall terminate and be of no force and effect on the Sixtieth (60<sup>th</sup>) day from which the Notice of Termination was received by the other party.

It is understood this is an interim position and the client may, at their discretion, terminate this Agreement with less than sixty (60) days' notice upon the client's permanent staffing of this interim position.

**5. Notices**

Any notices required to be given under this Agreement shall be mailed by First Class Mail, Return Receipt Requested, or by overnight courier (FedEx or USPS to the following addresses):

As to Isett:

Barry Isett & Associates, Inc.  
Fox Ridge Professional Plaza  
1170 Highway 315, Suite 3  
Wilkes-Barre, PA 18702

As to Client:

City of Williamsport  
1550 West 3<sup>rd</sup> Street  
Williamsport, PA 17701

**6. Communications**

Other than notices covered by Section 5, all communications between Isett and Client shall be between the following designated points of contact:

As to Isett POC:

Matt Walter, MCP, BCO  
Vice President, Public Division  
mwalter@barryisett.com  
(484) 866-4879 (office)  
(570) 250-9420 (mobile)

As to Client POC:

TBD

All work assignments for Isett will be communicated to Isett by Client POC. All reports invoices, and other communications from Isett will be directed to the Client POC.

**7. Dispute Resolution**

In the event there is a perceived breach of this Agreement or there is a dispute or other controversy arising out of or relating to the provision of Service in accordance with this Agreement, the parties hereto agree to exercise their best efforts to resolve the dispute or controversy as soon as possible, if the dispute or controversy cannot be resolved to the satisfaction of both parties, either party has the right to exercise all remedies available in law and equity. Any legal action to enforce the terms of this Professional Services Agreement shall be brought in the Court of Common Pleas of Lycoming County.

**8. Indemnification**

The parties hereto agree and acknowledge that nothing contained herein shall be construed as or constitute a waiver of any immunity or indemnification afforded the Client or Isett under the Pennsylvania Tort Claims Act, 42 Pa.C.S. § 8501, et seq., its successor statute or any other Federal, State Law or recognized case law within the Commonwealth of Pennsylvania, as may be amended from time to time. Further, Isett does hereby agree to indemnify, defend, release and hold the Client and its officers, directors, employees, and representatives, harmless from and against any and all

claims, liabilities, losses, damages costs and expenses, including reasonable attorneys' fees and court costs, arising from claims by third parties, but only to the extent they are caused by negligent acts or omissions of Isett, its employees and its consultants in the performance of or professional services under this Agreement. Claims payment shall be in the form of reimbursement after a legal determination of fault and shall be subject to payment in full for all services.

**9. Insurance**

Isett shall maintain all insurance required by the Commonwealth of Pennsylvania to act as a Third-Party Agency as defined under the Pennsylvania Uniform Construction Code as may be amended from time to time. The insurance policy shall name the Client as an additional insured in order to indemnify and hold the Client harmless from, and against, any and all claims for injuries and damages to persons or property arising from Isett's services. Isett shall provide copies of its Insurance Certificates to the Client after the effective date of this Agreement.

**10. Certification**

All employees of Isett that provide services to the Client pursuant to the terms of this Agreement shall hold and maintain all applicable certifications issued by the Department of Labor and Industry for the Commonwealth of Pennsylvania to serve as a Construction Code Official/Building Code Official pursuant to the Pennsylvania Uniform Construction Code, as may be amended from time to time, or other recognized certifications for the services provided. The costs and expenses of Isett to hold and maintain all applicable Certifications shall be borne solely by Isett.

**11. Assignment**

No party may assign its right or obligations under this Agreement without the prior written consent of the other party.

**12. Successors and Assigns**

This Agreement shall be binding upon the parties permitted successors and assigns.

**13. Entire Contract**

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement, whether oral or written. This Agreement superseded any prior written or oral Agreements between the parties.

**14. Amendment**

This Agreement may be modified, amended, or extended if amendments are made in writing, in accordance with Section 5, and are signed by both parties.

**15. Severability**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the court finds that any provision of this agreement is invalid or unenforceable it is hereby declared that this Agreement shall be amended to eliminate such invalid or unenforceable provisions.

**16. Effective Date**

This Agreement shall be effective as of July \_\_, 2022.

**17. Waiver of Contractual Right**

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce or compel strict compliance with every provision of this Agreement.

**18. Applicable Law**

The laws of the Commonwealth of Pennsylvania shall govern this Agreement and their relationship between the parties.

**19. Counterparts and Execution**

This Agreement may be signed in any number of counterparts which, when taken together, shall constitute one and the same document. The parties further agree that any facsimile or electronic signature shall be as effective as an original signature, and all be equally binding as though delivered directly by hand to each other.

**20. Warranty of Signatory**

Each of the signatories to this Agreement represents and warrants that he has the authority to enter into this Agreement on behalf of the party on whose behalf he is executing this Agreement.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound, have executed this Agreement the day and year indicated below with an effective date July \_\_, 2022.

**BARRY ISETT & ASSOCIATES, INC.**

**CITY OF WILLIAMSPORT**

\_\_\_\_\_  
Barry Isett & Associates, Inc.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
City of Williamsport

Name: Deak Haughton

Title: Mayor

Date: 7-21-22

\_\_\_\_\_  
Controller

Laurel M. Frank  
City Clerk



**BARRY  
ISETT &  
associates** INC  
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS



📍 1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702

☎ 570.265.8200 📠 570.265.8201

🌐 [barryisett.com](http://barryisett.com)

July 13, 2022

Mayor Derek Slaughter  
City of Williamsport  
100 West 3<sup>rd</sup> Street  
Williamsport, PA 17701

Dear Mayor Slaughter:

**RE: PROPOSAL FOR INTERIM BUILDING CODE OFFICIAL SERVICES**  
Williamsport, Lycoming County, Pennsylvania

Barry Isett & Associates, Inc. (Isett) is a multi-discipline engineering firm that has been providing building code, zoning, and related services to municipal clients since the 1990s. We understand that City of Williamsport is seeking a firm to provide interim Building Code Official services. Isett's Code Inspection & Plan Review team has the certified staff members and experience to effectively serve the City of Williamsport's needs.

Isett is headquartered in the Lehigh Valley and has seven satellite offices, including our Wyoming Valley Office. Services to the City of Williamsport will be coordinated by Matthew Walter.

Isett has been providing code services to municipalities for decades, first through our Construction Services Department, then from a department dedicated solely to Code Inspection & Plan Review. Our team provides cost-effective solutions that can save time and frustration caused by unidentified code issues. We are the designated Pennsylvania Uniform Construction Code (PA UCC) code compliance reviewer and inspector for more than 110 municipalities, as well as a state-licensed third-party provider. We currently provide code services in varying capacities to the cities of Hazleton, Bethlehem, Easton and Allentown as well as the Town of Bloomsburg, Scott Township and Salem Township.

I joined Isett in 2011 and have served as our Wyoming Valley Operations Manager since 2018, where I oversaw a team of code specialists and inspectors in our Northeast Pennsylvania region and directly assisted municipalities with PA UCC inspections and plan reviews. In 2022, I was promoted to lead the Code Inspection & Plan Review department of more than 75 associates. I maintain my Master Code Professional certification, serve as Vice President on the Board of Directors for the Pennsylvania Association of Building Code Officials (PABCO), and am a member of the International Association of Electrical Inspectors (IAEI). I had the opportunity to serve on the Commonwealth's UCC Review and Advisory Council from 2008 through 2012.

Continuing education and ICC/PA UCC Certifications are strongly encouraged within our department to ensure that we remain current on all issues affecting our clients and the clients they serve.

With the full depth of our department under my supervision, I have the capacity to assign the appropriate certified staff members to perform required commercial, institutional, and residential inspections; plan review; zoning administration; and other related services. Staff selections are based on the associate's experience and other workload assignments. I will make every effort to maintain staff continuity throughout our relationship.

Our firm includes thirteen Master Code Professionals—the highest level of certification offered through the International Code Council. The council has certified thousands of individuals, but only a select number (fewer than 100 in the Commonwealth of Pennsylvania) have attained this high level of achievement. Obtaining this level of certification requires and demonstrates commitment to the profession, diverse knowledge of codes, and a high level of self-initiative. We are proud to have these individuals serving Isett clients throughout Eastern and Central Pennsylvania.

Isett prides itself in providing exemplary customer service. Plan reviews are completed in days, not weeks. Our associate's review comments are concise and thoroughly explained to the applicant to avoid confusion and to expedite the approval process. The team understands the importance of timely communication and ensures that complete contact information (including mobile telephone numbers and email addresses) is provided to the municipality, developers, and property owners to keep projects on track.

All staff members of the Code Inspection & Plan Review Department are certified and participate in continuing-education programs to maintain and update professional certifications. Because ours is a full-service engineering firm with a company-wide staff of more than 250 associates, the department can draw on the knowledge of municipal, civil, forensic, geotechnical, structural and mechanical/electrical/plumbing (MEP) engineers; professional geologists; environmental scientists; and licensed surveyors.

Isett is a privately held corporation whose ownership is shared between the company founder, Mr. Barry E. Isett, PE, PLS; more than 65 key employees, including myself; and an Employee Stock Ownership Plan. We believe that company ownership is a catalyst in providing an extra measure of client-centered service.

Isett proposes the rate of \$90 per hour for services.

Thank you for taking the time to consider our proposal. We look forward to having an opportunity to discuss how our services can further benefit the City of Williamsport.

Sincerely,



Kathryn Forry, MCP, BCO  
Department Head  
Code Inspection & Plan Review





## OUR HISTORY AND EVOLUTION

From humble roots grow strong branches



Established by  
Barry Isett

Survey  
Civil Land Development  
Structural Engineering



Lehigh Valley

K-12  
Higher Education  
Residential  
Government  
Design Professionals



**ESOP**  
Shared ownership  
• Barry  
• Associates who purchase shares  
• Stock held by employees

● DESIGN ● FIELD ● PUBLIC  
Civil Land Development  
Mechanical/Electrical/Plumbing & Fire Protection  
Structural Engineering  
Project Management & Construction Services



K-12  
Higher Education  
Industrial  
Commercial  
Public Sector  
Insurance  
Financial  
Healthcare  
Hospitality/Entertainment  
Community Resource  
Residential  
Senior Living

Employee # → **240+**

Survey • Forensic Building Investigation  
Environmental Consulting  
Geotechnical Engineering  
Construction Materials Testing

NE-BOUNDMEN - ● Lehigh Valley  
 ● Greater Berks  
 SOUTH EAST - ● Delaware Valley  
 ● Bucks County  
 CENTRAL - ● Capital Region  
 ● Hazleton Area  
 NORTH EAST - ● Wyoming Valley  
 ● Greater Pocono

Code Inspection & Plan Review  
Municipal Engineering Services  
Transportation • Landscape Architecture  
Water & Wastewater • Grantsmanship

COMPANY VALUES.....

TEAM • OWNERSHIP • SERVICE • BALANCE



# KATHRYN FORRY, MCP, BCO

## Department Head

### Code Inspection & Plan Review

✉ kforry@barryisett.com

☎ 570.497.8336

#### PROFESSIONAL REGISTRATION

**Master Code Professional**  
PA UCC Certification #001129

#### ICC/PA UCC Certifications

Accessibility Inspector/Plans Examiner  
Building Code Specialist  
Building Inspector  
Building Plans Examiner  
Certified Building Official  
Combination Inspector  
Commercial Building Inspector  
Commercial Combination Inspector  
Commercial Electrical Inspector  
Commercial Energy Inspector  
Commercial Energy Plans Examiner  
Commercial Mechanical Inspector  
Commercial Plumbing Inspector  
Electrical Inspector  
Housing and Zoning Code Specialist  
ICC /AACE Property Maintenance  
and Housing Inspector  
Mechanical Code Specialist  
Mechanical Inspector  
Mechanical Plans Examiner  
Plumbing Code Specialist  
Plumbing Inspector  
Plumbing Plans Examiner  
Residential Building Inspector  
Residential Combination Inspector  
Residential Electrical Inspector  
Residential Energy Inspector/Plans Examiner  
Residential Mechanical Inspector  
Residential Plumbing Inspector  
Zoning Inspector

#### INTRODUCTION

Kathryn Forry, MCP, BCO, has been a vital part of the Code Inspection & Plan Review team at Barry Isett & Associates, Inc. since October of 2011. She served as Wyoming Valley Operations Manager from 2018-2022, where she assisted with Pennsylvania Uniform Construction Code (PA UCC) inspections and plan reviews for the boroughs of Dallas, Stroudsburg, East Stroudsburg, as well as New Milford and Penn Forest Townships. She is responsible for property code inspection services for the City of Scranton's OECD Homebuyer Program and Housing Rehabilitation Program. She is also an Isett company shareholder.

From 2004 to 2011, Ms. Forry worked as a PA UCC inspector and plans examiner in various municipalities throughout the counties of Monroe, Pike, Wayne, and Lackawanna.

Earlier in her career, Ms. Forry worked for a third-party agency where she inspected factory-built housing to ensure that the work was done in compliance with state codes, as well as federal regulations and codes. She also worked as a multi-family project coordinator where she coordinated the ordering, construction, shipping, and delivery of modular homes.

#### EDUCATION

Associates Degree in Architectural Drafting, Lincoln Technical Institute

#### PROFESSIONAL AFFILIATIONS

Board of Directors, Vice President (2022 - ), Secretary (2020 – 2022), Pennsylvania Association of Building Code Officials (PABCO)

PA Building Officials Conference (PENNBOC)

International Association of Electrical Inspectors (IAEI)

#### HONORS

Appointed by Governor Rendell to serve on the PA UCC Review and Advisory Council from 2008 to 2012


Barry Isett & Associates, Inc.  
1000 Wyoming Valley Mall  
Scranton, PA 18503  
Tel: 570.497.8336  
Fax: 570.497.8337  
www.barryisett.com



# MATTHEW C. WALTER, MCP, CFM

## Vice President, Public Division

 mwalter@barryisett.com

 484.866.4879

### EDUCATION

Associate of Applied Science and Technology –  
Fire Protection, Thomas Edison State College, NJ

### PROFESSIONAL REGISTRATION

**Master Code Professional**  
PA UCC Certification #000324

**ASFPM Certified Floodplain Manager**  
Certification #US-17-09616

#### ICC/PA UCC Certifications

Residential Building Inspector  
Residential Mechanical Inspector  
Residential Electrical Inspector  
Residential Plumbing Inspector  
Residential Energy Inspector  
Building Inspector  
Mechanical Inspector  
Electrical Inspector  
Plumbing Inspector  
Energy Inspector  
Fire Inspector I and Fire Inspector II  
Accessibility Inspector/Plans Examiner  
Property Maintenance and Housing Inspector  
Building Plans Examiner  
Mechanical Plans Examiner  
Electrical Plans Examiner  
Plumbing Plans Examiner  
Commercial Energy Plans Examiner  
Fire Protection Plans Examiner  
Pennsylvania Building Code Official  
Certified Building Official  
Master Code Professional

### INTRODUCTION

Matthew Walter was named Vice President of the Public Division of Barry Isett & Associates in 2021, responsible for the growth and performance of the company's Code Inspection & Plan Review, Municipal Engineering, and Grants Services Departments.

A 24-year veteran of Isett at the time of his promotion, Mr. Walter's career focus has always been in the public sector, with an emphasis on code enforcement. The Construction Codes Superintendent for the City of Allentown from 2002 to 2004, he previously had a five-year career at Isett in the Construction Services Department. Upon his return to Isett, he established our Code Services Department and grew it to a staff of more than 40. He established offices in seven regions throughout the Commonwealth and set departmental standards of professionalism and efficiency, always encouraging the professional development of his staff.

As the Vice President of the Public Division, he concentrates on the development of public sector clients and infrastructure projects, coordinating staff and services from the three departments to provide integrated, comprehensive services.

Earlier in his career, he served as the Zoning and Code Enforcement Officer of the Borough of Pennsburg in Montgomery County, Pennsylvania. He also held the position of Fire Marshal concurrently in two Montgomery County municipalities — Green Lane Borough and Marlborough Township — where he was responsible for the plan review and fire inspections of commercial properties and conducted investigations into the cause of all fires within his jurisdiction.

### PROFESSIONAL AFFILIATIONS

Fire Chief, Green Lane Volunteer Fire Company, Retired

Fire Marshal, Green Lane Borough and Marlborough Township, Retired

Construction Management Advisory Committee, Northampton  
Community College

Association of State Floodplain Managers, Inc.

PA Building Officials Conference (PENBOC)

Adjunct Professor, Northampton Community College (former)



# WILLIAM HARVEY, MCP, BCO

## Operations Manager, Plan Review Services

### Code Inspection & Plan Review

✉ bharvey@barryisett.com

☎ 610.723.7714

#### EDUCATION

Paralegal Program, Penn State University

Coursework in Electrical Construction and Building Construction, Luzerne County Community College

BOCA Code Enforcement Program, Lackawanna Junior College

#### PROFESSIONAL REGISTRATION

**Master Code Professional**  
PA UCC Certification #0011133

#### ICC/PA UCC Certifications

Residential Building Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector  
Residential Plumbing Inspector  
Residential Energy Inspector  
Building Inspector  
Electrical Inspector  
Mechanical Inspector  
Plumbing Inspector  
Energy Inspector  
Accessibility Inspector/Plans Examiner  
Building Plans Examiner  
Mechanical Plans Examiner  
Plumbing Plans Examiner  
Energy Plans Examiner  
Building Code Official  
Commercial Combination Inspector  
Plumbing Plans Examiner  
ICC /ACE Property Maintenance and Housing Inspector  
Housing Code Official  
Combination Inspector  
Mechanical Code Official  
Commercial Building Inspector  
Plumbing Code Official  
Certified Building Official

#### INTRODUCTION

William "Bill" Harvey, MCP, BCO, joined the Code Inspection & Plan Review group of Barry Isett & Associates in 2021 to serve as an Operations Manager with the team's Lehigh Valley group. Within a few months, Mr. Harvey was named Operations Manager, Plan Review Services. In this role, Mr. Harvey is responsible for managing the plan review process across all regions and ensuring consistent and thoroughly reviewed products to Isett clients.

Mr. Harvey has several decades of experience in the industry, having worked for several government entities as well as serving as a Building Code Official with a firm in the private sector.

#### PROFESSIONAL SOCIETIES

Member, International Code Council

Member, Pennsylvania State Building Officials Conference (PENNBOC), past Vice-President, Region II





#### **PENNSYLVANIA UCC AND ICC CERTIFICATIONS**

Residential Building Inspector  
Residential Mechanical Inspector  
Residential Electrical Inspector  
Residential Plumbing Inspector  
Residential Energy Inspector  
Building Inspector  
Mechanical Inspector  
Electrical Inspector  
Plumbing Inspector  
Energy Inspector  
Fire Inspector I  
Fire Inspector II  
Accessibility Inspector/Plans Examiner  
Property Maintenance and Housing Inspector  
Building Plans Examiner  
Mechanical Plans Examiner  
Electrical Plans Examiner  
Plumbing Plans Examiner  
Commercial Energy Plans Examiner  
Fire Protection Plans Examiner  
Pennsylvania Building Code Official  
Certified Building Official  
Master Code Professional  
ACI Certified Concrete Technician

***Isett has over 30 years of experience in designing projects and providing construction service inspections for public and private sector clients.***

Let us help you meet the requirements based on Pennsylvania's Uniform Construction Code (PA UCC). Barry Isett & Associates, Inc. is a multi-discipline engineering firm that began offering code services in 1998 through our Construction Services Department. In 2005, under the direction of Matthew Walter, MCP, CFM, who previously served as the construction codes superintendent for the City of Allentown, we developed a department devoted exclusively to code services.

Isett staff members hold **International Code Council (ICC) certifications**. We provide all required commercial and residential plan review and inspection services and can administer and enforce the PA UCC as stipulated by the Pennsylvania Department of Labor and Industry.

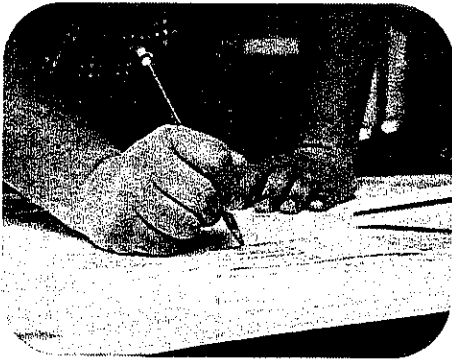
Our staff can support your municipality to meet your needs in the way that suits you best. In addition to conducting inspections ourselves, we can provide services to augment and even mentor staff, offering "how to" tips for standardizing and streamlining the inspection process.

If you wish, we can handle the entire inspection/permit process on your behalf, as an extension of your team at your location, or simply provide third party plan review and inspection services. We will tailor our services to your specific desires, providing an hourly rate structure or offering services based on the square footage of new construction or on a percentage of construction value for renovations based on project type. Typically, municipalities pass our fees along to developers/project owners, safeguarding the integrity of the community's construction, but incurring no additional costs for local taxpayers.

#### **OTHER SERVICES INCLUDE:**

Professional Testimony • Structural Analysis  
Zoning Administration • Ordinance Preparation  
Municipal Engineering • SEO Services  
Subdivision Improvement Inspections  
Environmental Services • Surveying  
Community Beautification/Quality of Life Inspections  
Geographical Information Systems  
Feasibility Studies • Labor and Industry Reviews  
Rental Inspections • Health Inspections  
Floodplain Management Services

## **PA UCC/ICC**



Our examiners will review your plans for UCC requirements regarding:

- HVAC Systems
- Electrical Systems
- Plumbing Systems
- Structural Systems
- Fire Protection
- Energy Conservation
- Accessibility

The Pennsylvania Uniform Construction Code (UCC) requires all drawings of commercial buildings to be reviewed and stamped by a Certified Plans Examiner. Typically, those reviews take place at the end of the design process—just before the project goes out to bid. Code issues that crop up in the review process at that late-stage cost time and money as plans are re-drawn and bid packages are pulled apart and reassembled.

Barry Isett & Associates, Inc. offers a cost-effective service that can save your project team the headaches and frustration of delay caused by unidentified code issues. Isett's UCC Certified Plans Examiners provide code consultation, offering a complete mid-term review of your plans. We recommend the review take place at the 60% completion level, when design direction has been determined but drawings can still be easily corrected.

Our examiners will return your plans within 3-7 days with written comments on our findings—also noting the special inspections that will be required during construction. *Isett has the qualified to staff to provide both UCC and special inspections.*

Isett is the designated UCC code compliance reviewer and inspector for more than 110 municipalities, as well as a state-licensed third-party provider.

Isett professionals are experienced in providing reviews for high rise office buildings, educational facilities, warehouses, residential buildings and commercial structures.

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*For more details, contact Isett's Department Head of Code Inspection & Plan Review—Kathryn Forry, MCP, BCO. She is available by phone or email: 570.497.8336 or [kforry@barryisett.com](mailto:kforry@barryisett.com).*

**Code Consultation**









BOROUGHs			
<b>Borough of Hellertown</b> Ms. Cathy Hartranft, Borough Manager 885 Main Street, Hellertown, PA 18055 610.838.7041	<b>Borough of Macungie</b> Mr. John Brown, Interim Borough Manager 21 Locust Street, Macungie, PA 18062 610.966.2503	<b>Borough of Nesquehoning</b> Ms. RoniSue Ahner, Secretary/Treasurer 114 West Catawissa Street, Nesquehoning, PA 18240 570.699.9588	<b>Borough of Alburis</b> Ms. Sharon Traxler, Administrator 200 Franklin Street, P.O. Box 435, Alburis, PA 18011 610.699.4777
<b>Borough of Kutztown</b> Ms. Shelly Ginn, Community Development Coordinator 324 West Main Street, Kutztown, PA 19530 610.853.3290	<b>Borough of Phoenixville</b> Mr. David Boelker, Director of Planning, Zoning & Code Enforcement 351 Bridge Street, Phoenixville, PA 19460 610.933.8901	<b>Borough of Lehighton</b> Ms. Nicole Beckett, Borough Manager One Constitution Avenue, P.O. Box 29, Lehighton, PA 18235 610.377.4002	<b>Dallas Borough</b> Ms. Tracey Carr, Borough Manager & Zoning Officer 25 Main Street, Dallas, PA 18612 570.675.1389
<b>Borough of Emmaus</b> Mr. Shane Pepe, Borough Manager 28 South 4th Street, Emmaus, PA 18049 610.865.9292	<b>Borough of Bath</b> Mr. Bradford Flynn, Borough Manager 121 South Walnut Street, Bath, PA 18014 610.837.6525	<b>Borough of Wilson</b> Ms. Jill Garcia, Borough Manager 2040 Hay Terrace, Easton, PA 18042	<b>Borough of Red Hill</b> Ms. Doris Decker, Council President 56 West Fourth Street, Red Hill, PA 18076 215.679.2040
<b>Borough of Tamaqua</b> Mr. Kevin Stalgenovitz, Borough Manager 320 East Broad Street, Tamaqua, PA 18252 570.868.3444	<b>Borough of Catawissa</b> Mr. Steve Travers, Borough Manager 90 Bridge Street, Catawissa, PA 18032 610.264.0571	<b>Borough of Pan Argyl</b> Ms. Robin Zmoda, Borough Manager, Treasurer 11-13 North Robinson Avenue, Pen Argyl, PA 18072 610.883.1822	<b>Borough of Freeland</b> Ms. Anne Marie Durange 711 Birkbeck Street, Freeland, PA 18224 570.636.1733
<b>Borough of Coopersburg</b> Mr. Timothy Passchauer, Borough Manager 5 North Main Street, Coopersburg, PA 18038 610.262.3307	<b>Borough of Fleetwood</b> Ms. Suzanne Touch, Council President 110 West Arch Street, Suite 104, Fleetwood, PA 19522 610.644.8920	<b>New Britain Borough</b> Ms. Amanda Zimmerman, Borough Manager 45 Keeley Avenue, New Britain, PA 18601 215.348.4386	<b>Borough of Bangor</b> Mr. Stephen Reider, Borough Manager/Treasurer 107 Pennsylvania Avenue, Bangor, PA 18013 610.588.2216
<b>Borough of Quakertown</b> Mr. Douglas Wilhelm, Zoning Officer/Building Code Official 38 North Third Street, P.O. Box 727, Quakertown, PA 18951 215.536.5001	<b>Stroudsburg Borough</b> Ms. Jennifer Walker, Building Code Official, Zoning & Codes Enforcement Officer, Preservation Officer 700 Sarah Street, Stroudsburg, PA 18360 570.421.5444 ext. 110	<b>Borough of Coplay</b> Ms. Kim Bachman 98 South Fourth Street, Coplay, PA 18037 610.282.8088	<b>Borough of Glendon</b> Mr. Don Young, Council President 24 Franklin Street, Glendon, PA 18042 610.253.1577
<b>Town of Bloomsburg</b> Mr. Mike Reffler, Director of Codes 301 East Second Street, Bloomsburg, PA 17815 570.784.7123	<b>Borough of Topton</b> Ms. Stacy Mito, Borough Secretary 205 South Callowhill Street, Topton, PA 19562 610.682.2541	<b>Borough of Conyngham</b> Ms. Lynn Falasfo 215 Main Street, P.O. Box 442, Conyngham, PA 18219-0442 570.788.4385	<b>Borough of Shiremanstown</b> Ms. Jodi Alloway, Building & Zoning Code Official 1 Park Lane, Shiremanstown, PA 17011 717-761-4169
<b>Borough of Halifax</b> Mr. Shane Liddick, Deputy Codes Enforcement Officer P.O. Box 410, Halifax, PA 17032 717-656-8896	<b>Borough of Millersburg</b> Ms. Kayla Buker, Borough Manager 101 West Street, Millersburg, PA 17051 717-692-2399	<b>Borough of Carlisle</b> Mr. Owen Snyder, Assistant Borough Manager 53 W. South Street, Carlisle, PA 17013 717-249-4422	<b>East Stroudsburg Borough</b> Brian S. Bord, Borough Manager 24 Anselmink Street, East Stroudsburg, PA 18301 570-421-8300 Ext. 102
<b>West Pittston Borough</b> Mr. Savino Bonita, Borough Manager 555 Exeter Avenue, West Pittston, PA 18643 570-655-7782	<b>Borough of Wormleysburg</b> Ms. Deborah Ealer, Borough Manager 20 Market Street, Wormleysburg, PA 17043 717-783-4483	<b>Borough of Lewisberry</b> Ms. Yvonne Allard, Borough Manager 308 Market Street, PO Box 186, Lewisberry, PA 17339 717.938.3598	<b>Borough of McSherrystown</b> Mr. Dan Colgan, Borough Council President 358 Main Street, McSherrystown, PA 17344 717.353.9895
<b>Weatherly Borough</b> Mr. Harold Pudliner, Borough Manager 81 West Main Street, Weatherly, PA 18255 570-427-8840			



**THIRD CLASS CITIES**

<p><b>City of Bethlehem</b> Mr. Mike Simonson, Chief Building Inspector 10 East Church Street, Bethlehem, PA 18108 610.865.7091</p>	<p><b>City of Allentown</b> Mr. Kirk Saylor, Plans Examiner 435 Hamilton Street, Allentown, PA 18101 610.437.7591</p>	<p><b>City of Hazleton</b> Mr. Charles Padri, Code Enforcement Supervisor 40 North Church Street, Hazleton, PA 18201 570.456.4980</p>	<p><b>City of Easton</b> Mr. Stephen Nowroski, Chief Code Administrator One South Third Street, Easton, PA 18042 610.250.8683</p>
<p><b>City of Lancaster</b> Mr. John Lefever, Bureau Chief of Building Codes 120 North Duke St, Lancaster, PA 17602 717.291.4724</p>			

**TOWNSHIPS**

<p><b>East Coventry Township</b> Mr. David Kraynik, Township Manager 855 Ellis Woods Road, Pottstown, PA 19405 610.465.5443</p>	<p><b>Bethlehem Township</b> Mr. Douglas Bruce, Township Manager 4225 Easton Avenue, Bethlehem, PA 18020 610.814.6400</p>	<p><b>Salem Township</b> Ms. Amy Evans, Township Manager 38 Bomboys Lane, Berwick, PA 18803 570.792.4369</p>	<p><b>Township of Wolsenberg</b> Mr. Brian Carl, Township Administrator 2175 Seipstown Road, Fogelsville, PA 18051 610.285.8560</p>
<p><b>Lower Nazareth Township</b> Ms. Lori Stauffer, Township Manager 623 Municipal Drive, Nazareth, PA 18094 610.759.7434</p>	<p><b>Township of Lowhill</b> Mr. Brian Carl, Township Administrator 7000 Harbor Road, New Tripoli, PA 18096 610.296.2841</p>	<p><b>Plymouth Township</b> Mr. Steven Grzymek, Township Manager 925 West Main Street, Plymouth, PA 18651 570.779.8388</p>	<p><b>Township of North Whitehall</b> Mr. Christopher Garga, Township Manager 3256 Levens Road, Coplay, PA 18037 610.799.3411</p>
<p><b>Lynn Township</b> Ms. Kathy Hermans, BCO, Township Administrator 7911 Kings Highway, New Tripoli, PA 18095 610.295.2845</p>	<p><b>Penn Forest Township</b> Dana Vitale, Secretary 2010 State Route 905, Jim Thorpe, PA 18229 570.325.2768</p>	<p><b>Washington Township</b> Mr. Todd Weidman, Manager and Zoning Officer 7951 Center Street, Emerald, PA 18080 610.767.8108</p>	<p><b>Kingston Township</b> Mr. Robert Duncan, Assistant Township Manager 180 East Center Street, Shavertown, PA 18708 570.666.3809</p>
<p><b>Radnor Township</b> Mr. Kevin Kochanski, RLA, CZO, Community Development Director 301 Iven Avenue, Wayne, PA 19087 610.868.5600 ext. 168</p>	<p><b>West Pikeland Township</b> Ms. Barbara Kelley, Township Manager 1845 Art School Road, Chester Springs, PA 19425 610.560.4101</p>	<p><b>Franklin Township</b> Mr. Rick Melvin, Secretary 477 Municipal Road, Dallas, PA 18612 570.393.5131</p>	<p><b>Township of Lower Merion</b> Mr. Robert Duncan, Assistant Township Manager 75 East Lancaster Avenue, Ardmore, PA 19003 610.540.4000</p>
<p><b>East Allen Township</b> Mr. Brent Green, Township Manager 5344 Non-Bath Boulevard, Northampton, PA 18067 610.282.7981 x304</p>	<p><b>East Penn Township</b> Mr. William Shwab, Chairman, Board of Supervisors 187 Municipal Road, Lehighton, PA 18235 670.366.5735</p>	<p><b>Upper Nazareth Township</b> Ms. Kim Mularoli, Zoning Secretary 100 Newport Avenue, Nazareth, PA 18064 610.759.5341</p>	<p><b>Upper Macungie Township</b> Mr. Duane Dellecker, Building Code Administrator 8330 Schantz Road, Breinigsville, PA 18031 610.395.4692 ext. 113</p>
<p><b>South Whitehall Township</b> Mr. David Manhardt, Director, Community Development Department 4444 Walbert Avenue, Allentown, PA 18104 610.398.0401</p>	<p><b>Lower Mount Bethel Township</b> Ms. Jennifer Smothers, Township Manager 2004 Hutchinson Avenue, P.O. Box 257, Martins Creek, PA 18053 610.252.6074</p>	<p><b>Rice Township</b> Mr. Jeffrey D. Beck, Secretary/Treasurer 3000 Church Road, Mountain Top, PA 18707 570.898.6400</p>	<p><b>Maxatawny Township</b> Mr. Christopher Paff, Zoning &amp; Code Enforcement Officer 127 Quarry Road, Suite 1, Kutztown, PA 19530 610.853.6516</p>
<p><b>Upper Allen Township</b> Mr. Frank Grotola, Building Code Official 100 Gettysburg Pike, Mechanicsburg, PA 17055 717-796-0756</p>	<p><b>Wright Township</b> Ms. Farnesia Heard, Secretary 321 South Mountain Boulevard, Mountain Top, PA 18707 570.888.3765</p>	<p><b>South Centre Township</b> Dale Sheidman, Secretary 6240 Fourth Street, Bloomsburg PA 17815 570.794.7718</p>	<p><b>Middle Paxton Township</b> Ms. Julie Ann Seeds, Municipal Manager 10 Elizabeth Avenue, Dauphin, PA 17018 717.621.8128 ext. 106</p>

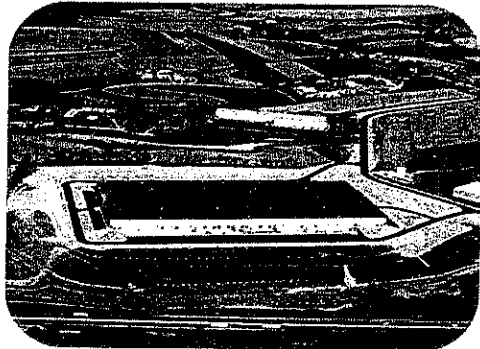
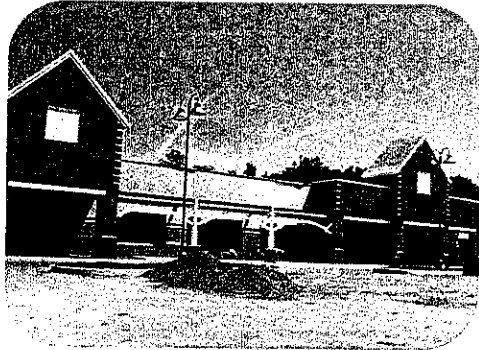
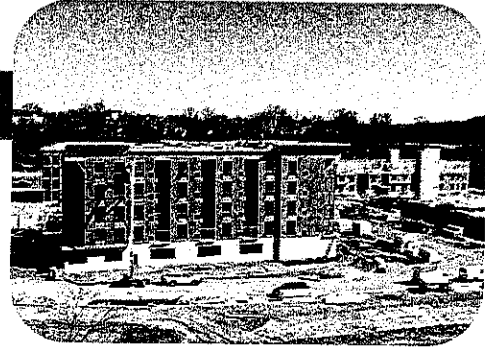
## CODE SERVICES

Due to our attention to detail, Barry Isett & Associates, Inc. enjoys long-term relationships with the municipalities that rely on us for code services. We have been privileged to serve the **Borough of Phoenixville since 1999**, and have provided continuous service to **Weisenberg and Lowhill Townships since 2004**.

**In 2008, the Boroughs of Alburtis, Macungie and Coopersburg as well as North Whitehall and Washington Townships** were among those that joined our roster of code clients. With all the certifications required under the Pennsylvania Uniform Construction Code to provide code inspections and plans examination, we provide highly personalized service tailored to meet the requirements of the dozens of municipalities we now serve. In providing timely response to requests for inspections and plan review, we are mindful of construction project schedules and we respect the financial investment that each project schedule represents. We understand that residents and project owners regard our service as an extension of each municipality's services.

Our success in meeting our objective has forged solid relationships with municipalities throughout northeastern and southeastern Pennsylvania. It would be our pleasure to explore how we may be of service to your community.

***Our objective is to uphold the trust placed in our Code Services Department with consistent professionalism and integrity.***



***Long-term Code Relationships***

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF LABOR AND INDUSTRY



**THIRD PARTY AGENCY CERTIFICATION**

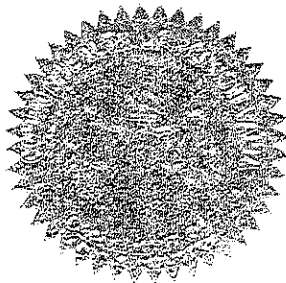
The following agency is hereby certified to act as a construction code official pursuant to the Pennsylvania Construction Code Act, #245 of 1999.

*Barry Isett & Associates, Inc.*

A00032  
AGENCY NO.

December 18, 2024  
EXPIRATION DATE

October 19, 2021  
ISSUE DATE



*Christina L. Slaybaugh*  
CHRISTINA L. SLAYBAUGH, ADMINISTRATOR

Department of Labor and Industry  
BOIS - UCC Certification Unit  
Room 1623, 651 Boas Street  
Harrisburg, PA 17121  
(717) 787-6085

- THIS CERTIFICATION IS NOT TRANSFERABLE -



