

SEVEN VALLEYS BOROUGH COUNCIL

Reorganization Meeting

January 3, 2018

1. Newly Elected Officials present, Mayor Doug Wagner, Council members Rebecca Kinard, William Stiles, Zachary Stiles and Connie Patterson, Tax Collector come forward and present their certificates of Election to Secretary Bahn. Notary Treasa Craley signs the Affidavits of Residency and administers the Oath of Office to all of the aforementioned present.
2. Mayor Wagner assumes control of the meeting and asks for nominations for the position of **Council President**.

Nominations do not require a second. The nominees are voted on in order that the nomination is made until one nominee attains a majority vote.

*A motion that nominations be closed by ____, 2nd by _____. Motion carried?
If only one person is nominated for Council President, only the following motion is necessary; Motion to approve the nomination of _____ as Council President.*

If two or more persons are nominated for Council President, a roll call vote must be taken, Mayor Wagner calls for a roll call vote on the nominations in order of nomination until a majority vote is attained.

By a vote of ___ to ___ Mayor Wagner declares _____ the Seven Valleys Borough Council President.

1. Mayor Wagner next asks for nominations for the position of **Vice President of Council**.
Nominations do not require a second. The nominees are voted on in order that the nomination is made until one nominee attains a majority vote.

*A motion that nominations be closed by ____, 2nd by _____. Motion carried?
If only one person is nominated for Council Vice President, only the following motion is necessary; Motion to approve the nomination of _____ as Council Vice President was made by _____ 2nd by _____. Motion carried?*

If two or more persons are nominated for Council Vice President, a roll call vote must be taken, Mayor Wagner calls for a roll call vote on the nominations in order of nomination until a majority vote is attained.

By a vote of ___ to ___ Mayor Wagner declares _____ the Seven Valleys Borough Council Vice President.

2. THE NEWLY ELECTED PRESIDENT AND VICE PRESIDENT NOW TAKE THEIR SEATS AT THE HEAD OF THE TABLE.

3. Newly elected Council President _____ next calls for a motion to appoint a Councilperson " **Chair Pro Tem**", who will preside at all council meetings in the event that both the president and vice president are absent from a meeting at which there is still a quorum.

Motion made by ____ 2nd ____ to appoint _____ as Chairman Pro Tem. Motion carried? _

4. Newly Elected Council President makes **appointment to the following committees** and any needed other committees. These are the current committees:

Finance Committee

- 1 _____ Bill
2 _____ Greg
3 _____ John M

Ordinance Committee

1. _____ John M
2. _____ Becky
3. _____ John N

Street Committee

- 1 _____ Gary
2 _____ John M
3 _____ Zac

5. Appoint _____ delegate and _____ alternate to the **Local Government Advisory Committee** of the York County Planning Commission. Currently Bill & Greg
6. Appoint _____ delegate and _____ -alternate representative of the **Board of Directors of the York Area Tax Bureau**. Currently Greg & Bill

Resolution # 1-2018
Borough of Seven Valleys
York County, Pennsylvania

A Resolution reaffirming, approving and adopting the following items:

1. The monthly office rent paid to Larry Garland reset at \$60.00.
2. Set the Bond for the Borough Treasurer at \$15,000.00 and the bond for Elected Public Officials at \$25,000.00.
3. Set the mileage fee paid by Seven Valleys Borough for a personally owned automobile used on Borough business as updated by the IRS.
4. Authorize the Borough Secretary to pay stated obligations, payrolls and outstanding bills, prior to the next regular meeting of the Borough Council, when such payments will be advantageous to the Borough.
5. Pay Cheryl Bahn \$625.00/month for services as Borough Secretary/ Treasurer
6. Reappoint Cheryl D. Bahn as Voting Delegate for the Annual PASB Conference.
7. Designate People's Bank of Glen Rock, New Salem Branch and Pennsylvania Local Government Investment Trust as the depositories for all Borough Funds.
8. Reappoint Keith Hunnings, (03720) South Penn Codes Consultants as SEO.
9. Reappoint Eric Swiger (03899) and Jeremy Kerstetter (03977), South Penn Codes Consultants, as Alternate SEOs
10. Reappoint D. Michael Craley as Borough Solicitor at \$140.00/hour.
11. Reappoint James R Holley Associates as Borough Engineer.
12. Adopt Resolution # 2018-2 appointing Kochenour, Earnest, Smyser – Burg, CPA, as become independent auditors for the borough for the 2017 Audit conducted in 2018.
13. Pay schedule of temporary help as needed at \$7.50/hour.
14. Continue compensation to council members at the rate of \$50.00 per month. (Ordinance 2004-1)
15. Continue compensation to the Mayor and Council President at the rate of \$70.00 per month. (Ordinance 2004-1)
16. Appoint and confirm Commission Members as follows: John McDonald for a term ending 12/31/2018, Larry Garland for a term ending 12/31/2018, John Neal for a term ending 12/31/2019 and retain John Patterson for a term ending 2021. One Vacant Position ending 2020 is available.
17. Adopt Resolution 2018-3 ratifying and confirming the appointments to the Seven Valleys Zoning Hearing Board including Beverly Kunkle for new 3 -year term until 12/31/2020, Beth Kinard term expires 12/31/2019 and Jolene McDonald term expires 12/31/2018.
18. Continue compensation for Planning Commission Members and Zoning Hearing Board Members at \$20.00 per meeting for citizen members.
19. Retain the rate of commission for the Tax Collector at five per cent for all taxes collected.
20. Retain the following fee schedule for all permits, services & applications.
 - A. Refuse - Penn Waste – Borough Contract \$240.00 Annually until 12/31/2021
 - B. Zoning Books - \$10.00 each & Subdivision Books - \$5.00 each
 - C. Return Check Fee \$ 20.00
 - D. Copies - per page \$.25
 - E. Lien Filing Fee \$350.00
 - F. Enforcement Mowing and Yard Work (currently on file) \$35.00 per man hour
 - G. Subdivision Applications (Resolution #91-R2)
 - Residential Plans - \$50.00 per plan, plus \$5.00 per lot or dwelling unit shown
 - Commercial/Industrial \$50.00 per plan, plus \$5.00 per acre for all land subject to the planPLUS
 1. Filing & review fees payable to York County Planning Commission according to its Schedule of fees in effect at the time.
 2. All reasonable expenses actually incurred for engineering & legal review prior to final approval.
- H. SEO Schedule – On File - at time of printing (2018)
 - Deep Soil Probe - \$100.00
 - Percolation Test (per test w/6 holes per test) - \$200.00 per test
 - Design Review & Permit issuance - \$60.00
 - Interim Scarification - \$60.00
 - Installation Inspection - \$60.00
 - Final Inspection - \$105.00
 - Site Inspection - \$80.00
 - Subdivision Plan Review - \$80.00
 - Complaint Inspection - \$80.00
 - Correction Inspection - \$80.00

Borough Meeting Attendance/Correspondence - \$80.00
 Court Hearing & Preparation -\$80.00
 General - \$80.00
 Minor Repair Permit (Includes issuance and one inspection) -\$180.00
 Supply water to site (per test site) - \$100.00
 Dig Percolation Holes (up to 6) - \$100.00

I. Uniform Construction Code (UCC) and Related Permit Fees

<u>DESCRIPTION</u>	<u>FEE</u>
Zoning Permit	
This permit includes one (1) zoning inspection for setbacks, etc	\$25 00
Zoning Re-inspection	
This fee is required for each additional zoning re-inspection, which is the result of a failed initial inspection	\$30.00
Zoning Use or Occupancy Certificate	\$10.00
Zoning Hearing Application (7/3/2017)	\$625.00
Building Permit	
Residential-	
0- 500 sq ft	\$100.00
500 -1000 sq ft	\$200 00
1000- 2000 sq ft	\$300.00
2000- 3500 sq ft	\$500.00
3501sq ft or more	\$.20 per sq ft.
Commercial-	
\$100.00 plus	\$.20 per sq ft of floor area

(sq ft are calculated on total foot print of the structure) (includes plumbing, electrical & mechanical permit)

UCC Section 703 Fee (Commonwealth Training Fund)	\$4.00 per building permit
Annual Permit (Qualified Industry only)	\$200.00 per calendar year
Electrical Permit (If separate from Building Permit)	\$30.00 per calendar year
Plumbing Permit (If separate from Building Permit)	\$30.00 per calendar ear
Mechanical Permit (If separate from Building Permit)	\$30.00
Swimming Pools (24" or deeper)	\$50.00
Demolish of Structure	\$30.00
Certificate of Occupancy (C of O) (1 Inspection)	\$30.00
Re-inspection of C of O due to failure of 1 st inspection	\$30.00
Permit Extension (If grantable) 6 Month Maximum	0% of original permit fees
Sign Permits	
Illuminated -Permanent	\$50.00 per sign
Non-Illuminated -Permanent	\$20.00 per sign
Non-Illuminated –Temporary	\$10.00 per sign

Third Party Inspections – Middle Department Inspection Agency Fee Schedule on File

ADOPTED, by the Council of the Borough of Seven Valleys, County of York, Pennsylvania, at a regular public meeting this 3rd day of January, 2018, at which a quorum was present.

BY: _____
 President, Seven Valleys
 Borough Council

ATTEST:

 SECRETARY