

**MINUTES OF SEVEN VALLEYS BOROUGH**  
**COUNCIL MEETING**  
**December 6, 2021**

The meeting was held at the Seven Valleys Fire Hall, 35 Main Street, and was called to order at 7:00 p.m. by Council President Zachary W. Stiles, followed by the pledge to the flag.

**COUNCIL MEMBERS PRESENT**

Zachary W. Stiles - President  
Gregory W. Kinard – Vice President  
Deborah J. Ferree  
Gary Landis  
John J. Neal

**COUNCIL MEMBERS NOT PRESENT**

Rebecca A. Kinard  
William H. Stiles, II

**ALSO IN ATTENDANCE**

Douglas J. Wagner – Mayor  
Cheryl D. Bahn – Secretary/Treasurer  
Todd A. Zeigler – Asst. Secretary/Treasurer  
Jeffrey Koons – Zoning Officer  
D. Michael Craley - Solicitor

Number of Visitors in Attendance - 1

**APPROVAL OF MINUTES**

**REGULAR MEETING HELD NOVEMBER 1, 2021**

- Motion by Councilman Kinard, seconded by Councilwoman Ferree, and unanimously carried to approve the November 1, 2021 meeting minutes.

**PUBLIC COMMENT**

- None

**ENGINEER'S REPORT**

- There was no engineer's report this month.

**SOLICITOR'S REPORT**

- The oaths/affidavits for the new councilmembers and mayor will be prepared for the January 6, 2022 reorganizational meeting. Secretary Zeigler will provide to Solicitor Craley the names and addresses of those for whom an oath & affidavit should be prepared.
- Resolutions will be prepared for action at the January 6, 2022 meeting to appoint the following: 1) Cheryl Bahn, Secretary, 2) Todd Zeigler, Assistant Secretary/Treasurer, and 3) Samantha Craley, Assistant Solicitor.

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**ZONING/UCC/CODE ENFORCEMENT REPORT**

- Jeffrey Koons reviewed his monthly report with the Council.
- It was reported that ZO Koons and Secretary Zeigler will be meeting with South Penn Consultants on December 9, 2021 to review the building and zoning permit process between ZO Koons and South Penn.
- There was discussion regarding a discrepancy in “building” permit and “zoning” permit terminology between Chapter 48 of The Code of Ordinances and Part 701 in the Zoning Ordinance. Building permits are required for work under the PA Uniform Construction Code (UCC) and zoning permits apply to zoning ordinance requirements. ZO Koons will review both sets of regulations and report any other discrepancies.
- ZO Koons and Secretary Zeigler will work together to prepare a draft zoning application (simplified) and report back to the Council on January 6, 2022.

**UNFINISHED BUSINESS**

**EXTENDED TIME PARKING ON COLLEGE AVENUE**

- Secretary Zeigler reported that he spoke to the postmaster about an employee using the limited time, on-street, parking on College Avenue as their employer parking space. The issue appears to have been resolved and the employee is now parking on post office property. It was reported that the employee is parking in a handicap parking space; however, that is on private property and is not a Borough matter.

**JAILHOUSE ROOF REPAIRS & CHIMNEY REPOINTING**

- Councilman Landis updated the Council on the repairs at the jailhouse on Cherry Street. The chimney was dismantled and rebuild with new brick due to the poor condition of the mortar and old bricks. The roof has been resealed and new flashing has been installed where the metal sided building attaches to the brick jailhouse, in addition to a sleeve being placed over the electric junction point. He said that the estimated invoice will be in the neighborhood of \$770. He also stated that in the Spring of 2022 painting of the woodwork will be completed and repointing the brick foundation.

**NEW BUSINESS**

**ADOPTION OF THE 2022 BUDGET**

- On a motion by Councilman Kinard, second by Councilman Neal, the 2022 budget was approved unanimously.

**RESOLUTION NO. 5-2021: SETTING THE 2022 REAL ESTATE TAX RATE**

- On a motion by Councilman Neal, second by Councilwoman Ferree, Resolution 5-2021 was approved with no change in the tax millage rate for 2022. Motion carried unanimously.

**POTHOLE AT 35 MAPLE STREET**

- Secretary Zeigler reported that he received calls regarding a pothole on Maple Street, which actually is a sinking utility cut. It was the consensus of Council to ask Shrewsbury Township to fill it with cold patch and have it permanently repaired in the Spring (2022).

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**FINANCIAL REPORT**

**NOVEMBER 2021**

- Motion by Councilwoman Ferree, seconded by Councilman Landis, and unanimously carried to approve, accept, and file the financial report for audit, and authorized the Treasurer to pay regular bills.

**34 CHURCH STREET**

- There was discussion on the tax sale payment the Borough received from the York County Sherriff's Office, which also has the name of the former property owner, Loretto. Solicitor Craley stated that the Borough can either send it to Loretto (but they cannot cash it because it has the Borough's name on it, as well), or do nothing with it. The consensus was to do nothing with the check at this time. Secretary Zeigler will contact the County Assessment Office to confirm that the property has returned to a taxable status.

**NEW BUSINESS**

**SECRETARY'S REPORT**

- A motion was made by Councilman Landis, seconded by Councilman Neal, authorizing PeoplesBank to update all Borough accounts with the current Borough contact telephone number, which is 717-309-8033. The motion carried unanimously.

**MAYOR'S REPORT**

- Mayor Wagner introduced and welcomed newly elected councilman, Greg Bonas, who recently won a 4-year council seat. Councilman Stiles and President Stiles were re-elected to 4-year terms, Councilman Kinard was re-elected to serve a 2-year unexpired term, and Mayor Wagner was re-elected to a 4-year term as Mayor.

**LIEN COLLECTION REPORT**

- It was reported that the lien list has been reduced from five to three. Two of the liened properties sold at tax sale, which means all liens were cleared; however, Solicitor Craley suggested that they remain in place. The third lien is for a small amount and is for delinquent trash collection dating back to 2010.

**YCSTSA REPORT**

- The Council was provided with the monthly Sewer Authority report.

**COUNCIL COMMENTS**

**21 MASON AVENUE**

- Councilman Kinard inquired as to what the permit was issued for at 21 Mason Avenue. He stated that there is increased activity on the property and that close attention should be made to the property to make sure junk cars/boats do not return.

**ADJOURNMENT**

- The meeting was adjourned at 7:37 p.m. by President Stiles. The next regular Council meeting will be held on Thursday, January 6, 2022 at 7:00 p.m.

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Respectfully submitted,

Todd A. Zeigler  
Assistant Secretary

I, Zachary Stiles, President of the Seven Valleys Borough Council, attest that this a true and accurate copy of the minutes of the December 6, 2021 meeting.

\_\_\_\_\_  
Zachary Stiles, Council President

\_\_\_\_\_  
Date