

MINUTES OF SEVEN VALLEYS BOROUGH
COUNCIL MEETING
Monday, January 4, 2016

The 2016 Reorganization of the Seven Valleys Borough Council was held on Monday, January 4, 2016, beginning at 7:00 pm. Newly Elected Council members Gregory W. Kinard, Gary L. Landis, John J. Neal and John A. McDonald come forward and present their certificates of Election to Secretary Bahn. Mayor Wagner signed their Affidavits of Residency and administered the Oath of Office to all of the aforementioned present. Those in attendance in addition to those listed above were Council members, William H. Stiles and Zachary Stiles, Secretary Cheryl D. Bahn, Solicitor D. Michael Craley and Zoning Officer Wayne Smith. Dave Dietrich was absent from the meeting. The meeting was held at the Seven Valleys Fire Company, 35 Main St, in Seven Valleys Borough.

Following the Salute to the Flag, Mayor Wagner assumed control of the meeting and asked for nominations for the position of Council President.

John A. McDonald was nominated for President of Borough Council

Motion was made by Z. Stiles/W. Stiles to close nominations and to appoint John A. McDonald as President of Seven Valleys Borough Council. Motion carried unanimously.

The Mayor then asked for nominations for Council Vice-President.

Gregory W. Kinard was nominated for Council Vice-president.

Motion was made by McDonald/W. Stiles to close and to appoint Gregory W. Kinard as Vice-President of Seven Valleys Borough Council. Motion carried unanimously.

President McDonald took control of the meeting.

Motion was made by G. Kinard/Z. Stiles to appoint William H. Stiles, II as Chairman Pro Tem. Motion carried unanimously.

President McDonald next appointed Committee Members.

<u>Finance Committee</u>	<u>Ordinance Committee</u>	<u>Street Committee</u>
William H. Stiles, II	David M. Dietrich	Zachary W. Stiles
Gregory W. Kinard	John J. Neal	Gary L. Landis
John McDonald	John McDonald	John McDonald

President McDonald next made the following appointments.

1. Local Government Advisory Committee of the York County Planning Commission.
William H. Stiles, II - Representative Gregory W. Kinard – Alternate
2. Representative to the Board of Directors of the YATB
Gregory W. Kinard - Representative William H. Stiles, II – Alternate

Motion was made by W. Stiles/G. Kinard to reaffirm/approve/adopt the Resolution # 1-2016.

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 Robert Whitmore as SEO.
9. Reappoint Charles Kahew of James R. Holley & Associates as alternate On-Lot Sewage Enforcement Officer.
10. Reappoint D. Michael Craley as Borough Solicitor at \$125.00/hour.
11. Reappoint James R Holley Associates as Borough Engineer.
12. Resolution # 2016-2 appointing Kochenour, Earnest, Smyser – Burg, CPA, as become independent auditors for the borough for the 2015 Audit conducted in 2016.
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. Continue compensation for Planning Commission Members and Zoning Hearing Board Members at \$20.00 per meeting for citizen members.
17. Retain the rate of commission for the Tax Collector at five per cent for all taxes collected.
18. Retain the following fee schedule for all permits, services & applications.
 - A. A. Refuse - Penn Waste – Borough Contract \$209.40 Annually until 12/31/2016
 - B. Zoning Books - \$10.00 each & Subdivision Books - \$5.00 each
 - C. C. Return Check Fee \$ 20.00
 - D. D. Copies - per page \$.25
 - E. E. Lien Filing Fee \$350.00 (Resolution #2016-1)
 - F. Enforcement Mowing and Yard Work \$35.00 per man hour at time of printing
 - 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 plan

PLUS

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
 Deep Soil Probe - \$100.00
 Percolation Test - \$200.00 per test
 System Design Review & Permit issuance - \$60.00
 Final Inspection - \$105.00
 Site Inspection - \$75.00
 Sewage Complaint Investigation - \$75.00 per hour
- I. Uniform Construction Code (UCC) and Related Permit Fees

<u>DESCRIPTION</u>	<u>FEE</u>
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Zoning Permit	
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This permit includes one (1) zoning inspection for setbacks, etc	\$25 00
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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 \$450.00

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	\$2.00 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)	\$2.00 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

Motion carried unanimously.

Motion was made by G. Kinard/W. Stiles to adopt Resolution # 2016-3 appointing members to the Seven Valleys Borough Zoning Hearing Board. Beth A. Kinard – 12/31/2016, Beverly J. Kunkle – 12/31/2017, Jolene L. McDonald – 12/31/2018. The Alternate position remains vacant. Motion carried unanimously.

PUBLIC COMMENT

1. Keith Smith was present from the Tri-Community Ambulance Association to give a report to Council regarding the use of the funds that the Borough Donates to the Association. They use the funds towards, paid staff, fuel cost, maintenance of vehicles and various supplies. He thanked the Borough Council for their support.
2. Larry Crouse and Scott Lackey were present fro the Seven Valleys Fire Company. They present a call report of 139 calls for 2015. They also reported that they use the funds that are donation from the Borough to make an engine truck payment as well as putting some toward equipment and fuel costs. They would like to strengthen relations with the community and are looking for additional volunteers. He asked that a notice be placed in the Borough’s Newsletter asking for new volunteers for the Fire Department.
3. Todd Howdysshell was present to report on the 125th Anniversary Planning. Working on getting prices for souvenirs and a few outside food venders to supplement the activities and food offerings of the Fire Company. The Mayor suggested that Borough businesses be included in the planning.

Hearing no corrections, President McDonald declared the minutes of the December 7, 2015 meeting approved as circulated.

ENGINEER'S REPORT

No written Report.

SOLICITOR'S PORTION OF THE MEETING

Mr. Craley expressed his thanks to the Council for appointing him Borough Solicitor for the 2016 Calendar year.

UNFINISHED BUSINESS

1. Curb painting – on hold until spring
2. Mulberry St - John Reported that North Codorus Township had graded the stones that are there to hold us for the winter. To fix the street in a more permanent matter, stone, tar and chip, and replace the drain pipe in early spring will cost us \$16,000.00. A written quote is needed. A decision should be made at the March meeting if this work is to be authorized as materials will need to be ordered.

NEW BUSINESS

1. **Motion** made by W. Stiles/G. Kinard to authorize General Code to proceed with a supplement to update the Borough Code with new the Borough's Ordinances from 2012 – 2015 at an estimated cost of between \$3,330.00 and \$4,120.00 plus shipping. Motion carried unanimously.
2. "Building Fund Money" - Investment of Borough's moneys in CD's was tabled until the April 2016 Council meeting. We are currently paying 3.91% on the Maple Street loan and have \$62,982.90 left on the loan. (Refinanced in 2011 from 4.2%)
3. Several Council members have not checked the sample street lights at Met Ed office complex just off Pennsylvania Avenue. A savings of at least \$230/month (\$2,760/year) could be realized by changing the current Street lights to LED. A decision would need to be made to determine what wattage is desired. This issue was tabled to give persons time to view the sample lights at Met Ed.
4. There is a vacant position of alternate on the Zoning Hearing Board. The planned resignation of Wayne Kessler (whose term ends in 12/31/2016) will open up a position on the Planning Commission. Larry Crouse offered to fill the Planning Commission position, when available, if approved by Borough Council.

FINANCIAL STATEMENT - Period Ending 12/31/2015

PLGIT	\$ 1,674.49
Peoples Bank	<u>\$ 181,240.59</u>
	\$ 182,915.08
PLGIT Balance State Liquid Fuels Fund	\$ 6,454.10

Motion made by Z. Stiles/Landis to pay the bills listed on the Financial Report and January payment for State Insurance Fund, John McDonald - \$18.50 reimburse pole part, Media One \$138.60, PSAB \$90.00 – Borough News, Payroll liabilities \$1649.29, Met Ed as invoiced and York Water as invoiced. Motion carried unanimously

CORRESPONDENCE/REPORTS/AROUND THE TABLE

1. Lien Collection Report - 5 outstanding.
2. The Sewer Authority report was reviewed by Council.
3. Wayne Smith was present with his report. Mr. Smith will continue work on 34 Church St property as he has noticed progress in the past few weeks. **Motion** by W. Stiles/G. Kinard to authorize Mr. Smith to file a criminal complaint with the magistrate if clean up work does

not progress on a regular basis and have Attorney Craley attend the hearing. Motion carried unanimously.

4. A subdivision plan was received 12/21/2015 for the Eyster Property. Mr. Smith will schedule a planning commission meeting.

With no further business to come before council, President McDonald adjourned the meeting at 8:21 pm. Next Borough Council Meeting will be Monday, February 1, 2016 at 7:00 pm at the Seven Valleys Fire Hall, 35 Main Street, Seven Valleys Borough.

Respectfully submitted,

Cheryl D. Bahn, Secretary