

MINUTES OF SEVEN VALLEYS BOROUGH
COUNCIL MEETING
Wednesday, January 3, 2018

The 2018 Reorganization of the Seven Valleys Borough Council was held on Monday, January 3, 2018, beginning at 7:00 pm. Newly Elected Mayor Douglas J. Wagner, Council members Rebecca A. Kinard, William H. Stiles, and Zachary W. Stiles came forward and present their certificates of Election to Secretary Bahn, as well as Tax Collector Connie J. Patterson. Mrs. Theresa A. Craley, Notary, 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, John McDonald, Gary L. Landis, Secretary Cheryl D. Bahn, Solicitor D. Michael Craley. Greg W. Kinard and John J. Neal were 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 W. Stiles/Z. 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/R. Kinard to close nominations 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 Z. Stiles/Landis 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	Rebecca A. Kinard	Zachary W. Stiles
Gregory W. Kinard	John J. Neal	Gary L. Landis
John A. McDonald	John A. McDonald	John A. 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 R. Kinard/W. Stiles to reaffirm/approve/adopt the Resolution # 1-2018.

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 \$135.00/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 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 (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)	\$4.50 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.

Hearing no corrections, President McDonald declared the minutes of the December 4, 2017 meeting approved as circulated.

PUBLIC COMMENT

No Public Comment

ENGINEER'S REPORT

No written Report.

SOLICITOR'S PORTION OF THE MEETING

1. Mr. Craley expressed his thanks to the Council for appointing him Borough Solicitor for the 2018 Calendar year
2. Mr. Craley reported that he had a meeting with Representative Kristen Phillips-Hill about the SWIF coverage of the Fire Company as well as the fact that Seven Valleys has been charged an audit premium for Elected Officials as well as subcontractors who are sole proprietors. Secretary Bahn will contact her aide with further information.
3. The Sheriff Sale of 34 Church St is scheduled for April 8, 2018.
4. The matter at 21 Mason Ave has been resolved. John McLucas wrote a letter to the owner that the Borough understands that the property is currently being used for "hobby" purposes. He reminded that owner that the storage of inoperable vehicles is not permitted in the open on public or private property.

UNFINISHED BUSINESS

1. Further consideration of the Property Maintenance Ordinance and Quality of Life Ticketing (Alternate Disposition) Ordinance is on hold until such time that the Ordinance Committee reviews and makes a recommendation to Council on these Ordinances. Discussion that the Borough may not need the Quality of Life Ticketing (Alternate Disposition) Ordinance.
2. The Secretary was asked to send a notice to the Fire Company and Ambulance Company asking for a Financial Report before Borough Funds can be released.

NEW BUSINESS

1. Several items were mentioned for action in the Spring including, painting of the curb in front of the post office, and the upper part of Cherry St as well as installation of one-way sign on Cherry St.
2. John McDonald reported that he received an EMA Portable Radio & charger as of 11/27/2017.

FINANCIAL STATEMENT - Period Ending 12/31/2017

General Fund	
PLGIT	\$ 6,077.70
PLGIT PRIME	\$ 142,949.58
Peoples Bank	\$ 6,975.03
	\$ 156,002.31
State Liquid Fuels Fund	
PLGIT	\$ 2,063.37
PLGIT PRIME	\$ 11,095.66
	\$ 13,159.03

Motion made by W. Stiles/R. Kinard to approve, accept and file statement for audit. Also pay monthly payment to SWIF, York Water, Met Ed, Hersh Concepts as invoiced, as well as Larry Garland- \$180.00, Spring Grove Borough - \$140.00 for November, DCED - \$8.00 and payroll liabilities. MCU

CORRESPONDENCE/REPORTS/AROUND THE TABLE

1. Zoning, Codes and Building Permit Report was reviewed. John McLucas will attend the next meeting as requested.
2. Lien Collection Report 3 outstanding liens.
3. The Sewer Authority report was reviewed by Council. The broken pipe was rep[aired at 3 Church St.

With no further business to come before council, President McDonald adjourned the meeting at 7:48 pm. Next Borough Council Meeting will be Monday, February 6, 2018 at 7:00 pm at the Seven Valleys Fire Hall, 35 Main Street, and Seven Valleys.

Respectfully submitted,

Cheryl D. Bahn, Secretary