

MINUTES OF SEVEN VALLEYS BOROUGH  
COUNCIL MEETING  
Monday, January 6, 2020

The 2020 Reorganization of the Seven Valleys Borough Council was held on Monday, January 6, 2020, beginning at 7:00 pm. Newly elected Council members Deborah J Ferree, John J. Neal and Gary L. Landis came forward Mayor Douglas J. 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 Rebecca Kinard, William H. Stiles, and Zachary W. Stiles, Secretary Cheryl D. Bahn, Solicitor D. Michael Craley. 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. Write-in Christina Davis sent notice that she is not planning to serve on Council as her current obligations do not allow her devote the time needed for the position. **Motion** by W. Stiles/Z. Stiles to adopt Resolution #1-2020 declaring the seat of Christina Davis vacant pursuant to Section 903 of the Borough Code. MCU

**Motion** by Z. Stiles/Landis to adopt Resolution #2-2020 appointing Gregory W. Kinard to Borough Council for a 2-year term to end on the first Monday in January of 2022. MCU Mayor Wagner signed his Affidavit of Residency and administered the Oath of Office.

Next Mayor Wagner asked for nominations for President of Council Several members declined to serve as President at which time W. Stiles nominated Zachary W. Stiles for Council President.

**Motion** was made by Landis/Kinard to close nominations and to appoint Zachary W. Stiles as President of Seven Valleys Borough Council. MCU.

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

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

**Motion** was made by Z. Kinard/Landis to close nominations and to appoint Gregory W. Kinard as Vice-President of Seven Valleys Borough Council. MCU.

President Zachary W. Stiles took control of the meeting and asked for a motion to appoint a Chair Pro Tem. **Motion** by Ferree/R. Kinard to appoint John Neal to serve as Chair Pro Tem. MCU

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

President Stiles 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
Zachary W. Stiles	Zachary W. Stiles	John J Neal

President McDonald next made the following appointments.

1. Local Government Advisory Committee of the York County Planning Commission.  
Douglas J. Wagner - Representative      Rebecca A. Kinard – Alternate
2. Representative to the Board of Directors of the YATB  
Deb Ferree - Representative      Zachary W. Stiles – Alternate

**Motion** by R. Kinard/G. Kinard to approve the December 2, 2019 meeting minutes with a spelling correction. MCU

### **PUBLIC COMMENT**

1. Larry Garland was present to inquire how he should proceed if he wants a 2<sup>nd</sup> EDU for his building. He was directed to the Sewer Authority to confirm the current number of EDU's available to the Borough. The Borough could then consider his request for a 2<sup>nd</sup> EDU.
2. Brian Berkheimer was present to inquire about the Commercial Property at 43 -47 Cherry St. He is interested in purchasing the property. He asked about the possibility of widening College Avenue to better accommodate tractor trailers. Council told him that they approved of the concept to widen the street, but a drawing would need to be submitted to the Zoning Officer and the Borough engineer before a permit was issued. Council would want the engineer to oversee any changes. He also asked about allowed uses and was referred to the Zoning Officer. He then asked about using wood fire heating for the buildings. Mr. Craley indicated that Labor and Industry would need to address that issue since it is a commercial building and that Middle Department Inspection Agency could help him out to get a final answer.

### **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.

**Motion** by G. Kinard/W. Stiles to authorize Mr. Craley to review the information received by Z. Sties and J. Neal during a meeting on December 10, 2019 with Stan Escher and Walt Reamer, YCSTSA. MCU

Both Mr. Escher and Mr. Reamer will attend the Borough Council Meeting in February to present information regarding a Sewer Rate Increase for Borough Customers. Basically, the Construction costs financed through the debt service will be paid off in 2026 but instead of lowering the rate, keeping the rate the same or greater beyond 2026 will replenish the Authority's Operating expenses which were carrying the loss.

### **UNFINISHED BUSINESS**

1. Replace older stop & speed limit signs in the Borough as needed for greater reflectivity.
2. LED Solar Power Radar Speed Signs for Church & Main Streets.

**Motion** by G. Kinard/Neal to authorize purchase of 2 Radar Feedback signs at a cost of \$5,283.00. MCU

3. Scrape South St in spring – Use H&H Excavating
4. Mulberry St – Check condition for next meeting
5. Matthew Collis Subdivision Plan – Not ready to come before Council. Council must take action at the March Meeting unless a request for extension is received.

### **NEW BUSINESS**

1. **Motion** was made by W. Stiles/ R. Kinard to reaffirm/approve/adopt Resolution # 3-2020 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 # 2020-2 appointing Kochenour, Earnest, Smyser – Burg, CPA, as become independent auditors for the borough for the 2017 Audit conducted in 2020.
13. Pay schedule of temporary help as needed at \$7.50/hour.
14. Pat fee of \$50.00 per hour for cleaning snow & ice from delinquent sidewalks and of mowing and bringing into compliance delinquent properties. (2020)
15. Continue compensation to council members at the rate of \$50.00 per month. (Ordinance 2004-1)
16. Continue compensation to the Mayor and Council President at the rate of \$70.00 per month. (Ordinance 2004-1)
17. Appoint and confirm Commission Members as follows: Ashlee Stiles for a term ending 12/31/2020, Larry Garland for a term ending 12/31/2022, John Neal for a term ending 12/31/2023 and retain John Patterson for a term ending 12/31/2021. One Vacant Position ending 2022 is available.
18. Adopt Resolution 2020-3 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 12/31/2022 and Jolene McDonald term expires 12/31/2021.
19. Continue compensation for Planning Commission Members and Zoning Hearing Board Members at \$20.00 per meeting for citizen members.
20. Retain the rate of commission for the Tax Collector at five per cent for all taxes collected.
21. 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 Both online
  - 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) \$50.00 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 (2020)

- 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 <sup>st</sup> 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 MCU.

- Motion** was made by G. Kinard/W. Stiles to adopt Resolution 4-2020 appointing Kochenour, Earnest, Smyser-Burg as independent Auditor of the Borough of Seven Valleys. MCU
2. **Motion** made by R. Kinard/Landis to adopt Resolution #5-2020 making, ratifying and confirming appointments to the Seven Valleys Borough Zoning Hearing Board. MCU
  3. **Motion** made by Ferree/Landis to appoint Rhonda Schrader to the Seven Valleys Planning Commission for a term to end on the first Monday in January of 2022. MCU
  4. **Motion** made by Neal/G. Kinard to approve the payment of \$135.00 to PSAB for Deb Ferree to attend the Newly Elected Municipal Officials Boot Camp, February 21 & 22, 2020, at Heritage Hills Conference Center, York. MCU

**FINANCIAL STATEMENT** - Period Ending 12/31/2019

General Fund	
PLGIT	\$ 8,822.97
PLGIT PRIME	\$ 154,110.01
Peoples Bank	<u>\$ 4,822.97</u>
	\$ 167,719.36
State Liquid Fuels Fund	
PLGIT	\$ 1,162.80
PLGIT PRIME	<u>\$ 4,528.07</u>
	\$ 5,690.87

**Motion** made by G. Kinard/Neal to approve, accept and file statement for audit. Also pay monthly payment to SWIF, York Water &, Met Ed as invoiced as well as authorize Secretary/Treasurer to pay regular bills. MCU

**CORRESPONDENCE/REPORTS/AROUND THE TABLE**

1. No Building permits. Zoning Codes Report was reviewed. Council asked for Mr. McLucas to revisit 52 Main St and to check the deteriorating condition of the barn at 9 Church St.
2. Lien Collection Report 7 outstanding liens.
3. The Sewer Authority report was reviewed by Council.
4. Penn Dot is continuing to evaluate the stop sign at the bridge.
5. W. Stiles will not be able to attend the February meeting.

With no further business to come before council, President Zachary W. Stiles adjourned the meeting at 8:15 pm. Next Borough Council Meeting will be Monday, February 2, 2020 at 7:00 pm at the Seven Valleys Fire Hall, 35 Main Street, and Seven Valleys.

Respectfully submitted,

Cheryl D. Bahn, Secretary