

**MINUTES OF SEVEN VALLEYS BOROUGH  
COUNCIL MEETING  
January 6, 2022**

The meeting was held at the Seven Valleys Fire Hall, 35 Main Street, and was called to order at 7:00 p.m. by Mayor Douglas Wagner, followed by the pledge to the flag.

Having been elected to a new four (4) year term, Mayor Wagner was administered the oath of office prior to the start of the meeting by Assistant Solicitor Samantha Craley. Mayor Wagner conducted the meeting through the election of officers.

**ADMINISTRATION OF OATH OF OFFICE**

The oath of office was administered to newly elected council members, as follows:

- Gregory Kinard (2-year term)
- Gregory W. Bonas (4-year term)
- William H. Stiles II (4-year term)
- Zachary W. Stiles (4-year term)

**ELECTION OF OFFICERS**

- PRESIDENT – Motion by Councilman Kinard, seconded by Councilman Neal, to elect Councilman Zachary Stiles as President. Motion by Councilman William Stiles to close nominations. Motion carried unanimously.
- VICE PRESIDENT - Motion by Councilwoman Ferree to elect Councilman William Stiles as Vice President, which failed due to the lack of a second. Motion by Councilman William Stiles, seconded by Councilman Landis, to elect Councilman Kinard as Vice President. Motion by Councilman Bonas to close nominations. Motion carried unanimously.
- PRESIDENT PRO TEM – Motion by Vice President Kinard, seconded by Councilman Neal, to elect Councilman William Stiles as President Pro Tem. Motion by President Stiles to close nominations. Motion carried unanimously.

At this point President Stiles assumed leadership of the meeting.

**COUNCIL MEMBERS PRESENT**

Zachary W. Stiles - President  
Gregory W. Kinard – Vice President  
Gregory Bonas  
Deborah J. Ferree  
Gary Landis  
John J. Neal  
William H. Stiles, II

**ALSO IN ATTENDANCE**

Douglas J. Wagner – Mayor  
Cheryl D. Bahn – Secretary  
Todd A. Zeigler – Asst. Secretary & Treasurer  
D. Michael Craley – Solicitor  
Samantha Craley, Assistant Solicitor  
Jeffrey Koons – Zoning Officer

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Number of Visitors in Attendance – 2

**COMMITTEE APPOINTMENTS**

President Stiles appointed the following to serve on the finance, ordinance, and street committees:

- Finance Committee: Gregory Kinard, William Stiles, and Zachary Stiles
- Ordinance Committee: John Neal, Zachary Stiles, and Gregory Bonas
- Street Committee: Gary Landis, Deborah Ferree, John Neal, and Zachary Stiles

**RESOLUTIONS**

A motion was made by Councilman Kinard to approve the following Resolutions:

- Resolution No. 01-2022: Appointment of Cheryl Bahn as Secretary.
- Resolution No. 02-2022: Appointment of Todd A. Zeigler as Assistant Secretary & Treasurer.
- Resolution No. 03-2022: Appointment of Independent Auditor.
- Resolution No. 04-2022: Appointment and reaffirmation of Planning Commission members.
- Resolution No. 05-2022: Appointment and reaffirmation of Zoning Hearing Board members.
- Resolution No. 06-2022: Appointment of various Borough representatives.
- Resolution No. 07-2022: Appointing Financial Institutions for conducting Borough business.
- Resolution No. 08-2022: Setting of wages & compensation.
- Resolution No. 09-2022: Setting of the 2022 fee schedule.

Motion was second by Councilwoman Ferree, which carried unanimously.

A motion was made by Councilman Stiles, seconded by Councilman Landis, to approve the following resolution:

- Resolution No. 10-2022: Appointing Samantha Craley as Assistant Solicitor.

Motion carried unanimously.

**APPROVAL OF MINUTES**

**REGULAR MEETING HELD DECEMBER 6, 2021**

- Motion by Councilman Neal, seconded by Councilwoman Ferree, and unanimously carried to approve the December 6, 2021, meeting minutes.

**PUBLIC COMMENT**

- **Brenda Oliver** was present to request one (1) sewer EDU for Parcel No. 83-000-FH-0112.C0-00000 to construct a single-family dwelling. The property is owner by her former husband, Donald Oliver, who issued a notarized statement authorizing Ms. Oliver to place a single-family dwelling on the property. The property would be assigned the address of 111 Main Street. A motion was made by Councilman Stiles, seconded by Vice President Kinard, to recommend to the Springfield Township York County Sewer Authority that they approve the assignment of one (1) sewer EDU, as requested by Ms. Oliver. Motion carried unanimously. If approved by the STYCSA, the Borough will have five (5) EDUs remaining available.

**ENGINEER'S REPORT**

- There was no engineer's report this month.

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**SOLICITOR'S REPORT**

- Solicitor Craley explained the purpose of position President Pro Tem.
- It was reported that the County reissued and resent a \$314 check to Loretto, which the Borough received for the tax sale of 34 Church Street but was owned by the bank at the time of the sale: not the Borough.
- Secretary Zeigler will check with the York County Assessment Office to confirm that 34 Church Street has been returned to the tax roll.

**ZONING/UCC/CODE ENFORCEMENT REPORT**

- Jeffrey Koons reviewed his monthly report with the Council.
- It was reported by ZO Koons that he continues to work with Middle Department Inspection Agency (MDIA) on securing the building permit for Hostetter Supply, located at 97 Church Street.
- Councilman Kinard inquired if 41 Cherry Street and 34 Church Street have secured permits for home improvements. ZO Koons stated that he has been in contact with both property owners and is working with them. However, it was learned at the meeting that 34 Church has been sold again so the person ZO Koons was working with is no longer applicable. He will continue to monitor both properties to assure they have the proper permits.
- President Stiles asked about the status of 34 Main Street, particularly the operation of a U-Haul business. ZO Koons reported that he has not had any recent communication with the owners, and that the last interest was the indoor recreation facility.

**UNFINISHED BUSINESS**

**JAIL HOUSE REPAIRS**

- Councilman Landis updated Council on the jail house improvements and suggested that Don Zartman be paid for the work that he has completed to date. A motion was made by Councilman Kinard, seconded by Councilman Bonas, to pay Mr. Zartman the amount of \$770 for the repair work. Motion carried unanimously.

**NEW BUSINESS**

**APPOINTMENT OF CONSTABLE**

- A letter from the York County Elections Office was reviewed, which indicates that during the November 2, 2021, general election nobody was elected as Borough Constable. The question was raised as to whether the Constable had to be a Borough resident. Assistant Secretary Zeigler will investigate and report back to Council at the February 6, 2022, meeting.

**FINANCIAL REPORT**

**DECEMBER 2021**

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

**REPORTS**

**SECRETARY'S REPORT**

- No report.

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**MAYOR'S REPORT**

- Mayor Wagner reported that he did not conduct any weddings in December 2021.

**LIEN COLLECTION REPORT**

- No report.

**YCSTSA REPORT**

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

**COUNCIL COMMENTS**

**TREE TRIMMING**

- Councilman Landis reported that a tree trimming subcontractor for Met-Ed is working in the area trimming trees away from power lines. He shared the name and contact number for the local supervisor should there be any reason a Council member needs to reach him.
- Councilman Neal questioned his name being listed in the financial report as having submitted permit fees. Secretary Zeigler will correct QuickBooks to reflect the fees were collected from Zoning Officer Jeff Koons.
- Vice President Kinard asked about the radar speed limit sign at 109 Main Street; specifically, that it appeared to not be working properly on a recent occasion. Mayor Wagner was aware and will check the programming. However, it appears to be working properly, again.
- Vice President Kinard reported that the feral cat shelters remain at 34 Church Street, which is a violation of Borough Code. ZO Jeff Koons will discuss this with the new owners when he meets with them to discuss permits.
- There was discussion on the topic of snow removal from sidewalks within 24 hours after the precipitation ends. Assistant Secretary Zeigler will contact Forbes Property Maintenance to remind them that sidewalks that have not been cleared after 36 hours should be cleaned and invoices sent to the Borough. In turn, the Borough will invoice the property owner, and if not paid by the property owner, a lien will be placed against the property.

**ADJOURNMENT**

- The meeting was adjourned at 7:50 p.m. by President Stiles. The next regular Council meeting will be held on Monday, February 7, 2022, at 7:00 p.m.

Respectfully submitted,

Todd A. Zeigler  
Assistant Secretary