

**MINUTES OF SEVEN VALLEYS BOROUGH  
COUNCIL MEETING MINUTES  
MARCH 4, 2024**

The meeting was held at the Tri-Community Ambulance Building, 11 Main Street, and was called to order at 7:00 p.m. by President Z. Stiles, followed by the pledge to the flag.

**COUNCIL MEMBERS PRESENT**

Zachary W. Stiles - President  
William Stiles, II – Vice President  
Gregory Bonas  
Gary Landis – President Pro Tem  
Deborah J. Ferree  
Greg Kinard  
Mark McWilliams

**ALSO IN ATTENDANCE**

Douglas J. Wagner – Mayor  
Cheryl D. Bahn – Secretary  
Todd A. Zeigler – Treasurer & Asst. Secretary  
Makennah Stiles – Jr. Councilperson  
D. Michael Craley – Solicitor  
Samantha Craley, Assistant Solicitor

Number of Visitors in Attendance – 11

**APPROVAL OF MINUTES**

- REGULAR MEETING HELD FEBRUARY 5, 2024.
  - Motion by Kinard, seconded by Landis, and unanimously carried to approve the February 5, 2024 meeting minutes.

**PUBLIC COMMENT**

- Jessica Valis, 22 Cherry Street
  - Valis informed Council that in addition to the annual community yard sale held the second Saturday of July, this year there will be two (2) additional yard sales; May 4, 2024 and September 7, 2024. Leadership from the Seven Valleys Fire Company was present, and there was a consensus that Valis should meet with the Fire Company to discuss options (other possible dates) for the 2025 Community yards sale(s).
  - Valis presented a suggestion to Council for residents along Church and Main Streets who want a mailbox instead of using the post office. She asked that Borough Council consider purchasing cluster mailboxes for the residents. There was a brief discussion on where the cluster mailboxes would need to be placed and whether it is the Borough’s responsibility. No action.
- Andrew Zeller, 2295 Locust Lane, York
  - Zeller shared with Council his frustration with the process he has been going through in his efforts to receive an occupancy permit through the PA Uniform Construction Code (UCC) for a business he wants to open at 41 Cherry Street (for radio control racetrack) . He noted that he has met with Kevin Hertzog, Building Code Official (BCO), and that his understanding is since there is no PA Department of Labor (L&I) occupancy permit for 41 Cherry Street (or the 41-49 Cherry Street building) that at minimum for the space he wants to rent he will need an assessment by an architectural engineer, and that Hertzog would then need to review and approve the assessment for improvements required under the UCC. Solicitor Craley explained the difference between a zoning permit (for the type of use), a zoning variance, and an occupancy permit under the PA UCC. If

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Zeller is not in agreement with Hertzog's ruling, he has the option of filing an appeal before the York County UCC Appeals Board.

- Brandon Breneman, 87 Main Street
  - Breneman asked what the next step would be for Zeller. It was reiterated that he (or the building owner) would need to have either the assessment completed by an architectural engineer, secure a copy of the current L&I Occupancy Certificate (if one exists), or file an appeal before the York County UCC Board of Appeals. He further commented that Council should keep in mind that there is a cost to the property owner and/or tenant.
- Sharon Dillon, 52 Church Street
  - Dillon questioned the resident parking at 62 Church Street, noting that they must drive over the asphalt curb along park Street because there are more vehicles than the driveway can hold. Zeigler commented that their parking area will need to be relocated as part of the Church Street curb and sidewalk project, which should address their issue.
  - Dillon also noted that the property located at 21 Mason Avenue (owned by Michael Snow) appears to have an accumulation of junk. It was noted that the property is permitted to operate as an auto repair shop. Zeigler will inspect the property to determine if a violation exists.

**ENGINEER'S REPORT**

▪ **CHURCH STREET CURB & SIDEWALK IMPROVEMENT PROJECT**

- Zeigler informed Council that the York County Planning Commission was able to ascertain an additional \$70,000 through the Community Development Block Grant Program (CDBG) for the project. This will increase the total grant to \$175,000.

**SOLICITOR'S REPORT**

▪ **STYCSA/LOGANVILLE BOROUGH RATE ISSUE – MEDIATION**

- Solicitor Craley reminded Council that he will attend the mediation between the STYCSA and Loganville Borough over sewer rates, which is scheduled for March 26, 2024.

▪ **STATE POLICE REPORT**

- There was no report.

**ZONING/UCC/CODES REPORT**

▪ **MONTHLY REPORT**

- Zeigler reviewed the February 2024 zoning & codes report with Council.
- Zeigler noted that a copy of the zoning officer's report was placed with the agendas for any member of the public to pick up if they wanted one.

**FIRE COMPANY / EMC REPORT**

▪ **ANNUAL COMMUNITY YARD SALE**

- Albert Buckingham, Fire Chief, and Scott Lackey, 2<sup>nd</sup> Assistant Chief, were present and reported that the annual community yard sale is scheduled for Saturday, July 13<sup>th</sup>, and that this event is a major fund raiser for the volunteer fire company.

**UNFINISHED BUSINESS**

▪ **CHERRY STREET RIGHT-OF-WAY**

- Zeigler provided Council with information on what he could find through deed research of what the right-of-way is on Cherry Street. His findings were mostly a reference to the "center" of Cherry Street, or the "gutter line" of Cherry Street, but he did find a couple references to width of 16 feet, 18 feet, and 33 feet. He noted that the paved cartway varies between 18 feet and 20 feet. Photographs of the tree at 25 Cherry Street, which the fire company raised as a concern when trying

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to pass by the tree and parked cars is tight. Zeigler commented that he spoke to the owners of 25 Cherry Street (Meissner) and that they do not want to see the tree removed. They also noted that when a tractor-trailer mistakenly takes Cherry Street that they can pass the tree, and because the trucks cannot make the turn at Cross Street they need to (and are able) to back up past the tree. It was the consensus that the matter be monitored and that no action be taken at this time.

▪ **CODORUS CREEK ACCESS FEASIBILITY STUDY UPDATE**

- Zeigler reported that the Codorus Creek Access Feasibility Study being conducted through the York County Economic Alliance (and a grant from the York County Open Space Program) is expected to be completed by October 2024.

▪ **FIBER OPTIC LINE INSTALLATION ALONG RAIL TRAIL**

- It was reported by Zeigler that he attempted to reach the previous contractor for the project, as well as the County, for an update but that he has not yet had a response.

▪ **BUS STOP at 109 MAIN STREET**

- Jessica Valis, 22 Cherry Street, asked Council if any signage or warning signal could be placed in the vicinity of 109 Main Street. She stated that there is a curve in the road and that sight distance will be limited when a school bus picks up a new student at that address. Kayla Royce, resident of 109 Main Street was present and addressed Council, as well. Royce commented that traffic is not slow passing her home and she is concerned with her child crossing the road to board a school bus when classes begin in August 2024. It was noted by Council that Main Street is a state highway and that the state would need to approve/install the signs.

**NEW BUSINESS**

▪ **AUTHORIZE BID REQUESTS FOR PAVING OAK STREET**

- Motion was made by W. Stiles, seconded by Ferree, to authorize Zeigler to seek proposals for the paving of Oak Street. Motion carried unanimously.

**FINANCIAL REPORT**

▪ **FEBRUARY 2024**

- Motion by Landis, second by Bonas, and unanimously carried to approve, accept, and file the financial reports for audit, and to authorize the Treasurer to pay regular bills.

**REPORTS**

▪ **SECRETARY'S REPORT**

- Zeigler reported that WellSpan EMS responded to seven (7) emergency calls in the Borough during the month of January 2024.
- Zeigler informed Council that the State Workers Insurance Fund (SWIF) reviewed the Borough's request to end workers' compensation insurance coverage for the volunteer Tri-Community Ambulance Association because they ended volunteer service at the end of 2022. SWIF made the determination that workers' compensation insurance coverage terminated with an effect date of December 1, 2022. Zeigler will determine if a refund is due to the other contributing municipalities after he receives notification of a refund or credit amount.

▪ **MAYOR'S REPORT**

- Wagner mentioned that he continues to work with Mike Fobs, York County Parks Director, on a solution to allow the Cherry Street crossing at the Rail Trail to be opened if emergency vehicles cannot pass under the Rail Trail Overpass.

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- Wagner requested that the Borough place the Fire Company's upcoming BBQ competition event on the Borough's FaceBook page and website.
- **LIEN COLLECTION REPORT**
  - There remain three (3) outstanding liens.
- **YCSTSA REPORT**
  - There remain six (6) EDUs available.
- **COUNCIL COMMENTS**
  - Bahn encouraged Council members to attend the upcoming quarterly meeting of the York County Borough's Association. She noted that the speaker will talk about fraud in government.
  - Landis noted that trout season opens April 6<sup>th</sup>, but in the meantime, there is a statewide Youth Mentor Day for trout season scheduled for March 30, 2024, beginning at 8:00 p.m.
  - Kinard expressed concern that there are mailboxes placed on the sidewalk next to a fire hydrant at 128 Church Street and that it could impede the fire company connecting to the hydrant in the event of an emergency. Personnel from the Fire Company were present and stated that they would be able to break away the mailboxes if there was interference.
  - President Stiles asked Zeigler to check with Springfield Township to see if they have plans to pave Union Church Road this year. If so, would it be possible for Springfield Township to pave the Borough's portion at the same time? There is base repair work being done on the Township side of Union Church Road, which raised the question.

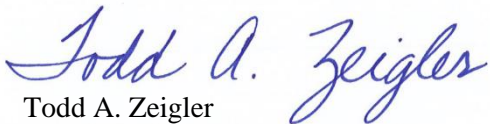
**CLOSING PUBLIC COMMENT**

- Jessica Valis, 22 Cherry Street
  - Valis asked if the jailhouse could be open for the public to view during the yard sales. Wagner said he would work with Valis to try to make that happen for the May yard sale date.

**ADJOURNMENT**

- The meeting was adjourned at 7:59 p.m. by President Stiles. The next Council meeting will be held on Monday, April 1, 2024, at 7:00 p.m., at 11 Main Street, Seven Valleys.

Respectfully submitted,



Todd A. Zeigler  
Assistant Secretary

# Seven Valleys Borough

## TREASURER'S REPORT

MARCH 2024



Income (TOTAL) - \$ 25,233.76

Expenses (TOTAL) - \$ 5,560.87

**Fund Balance - \$ 488,141.85**  
(TOTAL)

# **CASH BALANCE**

**MARCH 31, 2024**

## **GENERAL FUND**

ARPA (PB)	\$ 55,651.07
Peoples Bank	\$ 3,481.64
PLGIT	\$ 29,558.94
PRIME (PLGIT)	\$ 375,064.48
<b>TOTAL -</b>	<b>\$ 463,756.13</b>

## **LIQUID FUELS FUND**

PLGIT	\$ 3,628.80
PRIME (PLGIT)	\$ 20,756.92
<b>TOTAL -</b>	<b>\$ 24,385.72</b>

SEVEN VALLEYS BOROUGH

**INCOME DETAIL**

**MARCH 2024**

**GENERAL FUND**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
03/01/2024	Peoples Bank	Interest Earned	341.00	3.24
03/05/2024	Peoples Bank	Interest Earned	341.00	139.43
03/05/2024	Peoples Bank	Interest Earned	341.00	1.63
03/05/2024	Recorder of Deeds	RE Transfer Tax Collected - Feb. 2024	310.10	1,043.70
03/06/2024	County of York	Fines Collected	331.12	79.39
03/11/2024	Connie Patterson	RE Tax Collected	301.10	1,014.57
03/16/2024	Connie Patterson	RE Tax Collected	301.10	798.84
03/18/2024	DCCS	52 Main St - Building Permit Fee	380.30	30.00
03/18/2024	District Magistrate	Fines Collected	331.11	103.38
03/20/2024	YATB	EIT Collected - Feb. 2024	310.21	5,553.59
03/29/2024	Connie Patterson	RE Taxes Collected	301.10	860.52
			<b>Total</b>	<b><u>9,628.29</u></b>

**LIQUID FUELS FUND**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
03/01/2024	Commonwealth of PA	2024 State Aid	355.05	15605.47
			<b>Total</b>	<b><u>15,605.47</u></b>

**TOTAL INCOME 25,233.76**

SEVEN VALLEYS BOROUGH

**EXPENSE DETAIL**

MARCH 2024

**GENERAL FUND**

Date	Number	Name	Memo	Acct	Paid Amount
03/18/2024	4377	District Court 19-3-06	2 Cert. Filings for 57-59 Main St (Snyder)	489.00	-67.80
03/18/2024	4380	James R. Holley & Assoc	Church St Curb & Sidewalk - Inv. #176578	408.00	-2,775.05
03/18/2024	4381	YCBA	1st Qtr. 2024 Meeting - Wagner	400.30	-17.00
03/29/2024	4382	D. Michael Craley	March 2024 Services	404.10	-850.50
03/31/2024	4383	TODD A ZEIGLER		405.10	-731.28
03/01/2024	EFT	York Water Company	Hydrant Rental	411.30	-618.12
03/05/2024	EFT	WebHosting Pad	Monthly Svc. Charge - Email	400.30	-16.99
03/11/2024	EFT	Cloudways LTD	Website Server/Email Charge - Mar. 2024	400.30	-31.38
				<b>Total</b>	<b>-5,108.12</b>

**LIQUID FUELS FUND**

Date	Num	Name	Memo	Acct	Paid Amount
03/18/2024	04/23/1901	Met-Ed	Street Lights	434.36	-452.75
				<b>Total</b>	<b>-452.75</b>

**TOTAL EXPENSES** -5,560.87