



Valencia Borough Pennsylvania

Council Meeting Minutes – May 26, 2025

The meeting was called to order at 6:31 PM with the Pledge of Allegiance at the Valencia Borough building at 61 Almira Street, Valencia PA 16059.

In Attendance			
President Shanon McKenna	x	Mayor Lori Trosky	x
Vice President Josh Zimmerman		Treasurer and Assistant Secretary Bonnie Forsythe	
Councilman Roger Grey	x		

Monthly Standing Business

- A. Changes to Agenda - none
- B. Motion to approve meeting minutes from May 12, 2025

Motion: Grey

Seconded: Mckenna

Visitors and Public Comment (Limited to 5 Minutes)

None

Department Reports

- 1. Mayor Update – Lori is working with other park managers to determine how they manage their parks and looking for suggestions on how to get grants. She asked if we could extend the 1-year lease we currently have for a longer period of time. The question remains open until we can meet with St. Barnabas.
- 2. Parks and Recreation Update - none
- 3. Planning Commission Update - none

New Business

- 1. New secretary discussion – Since Amy Brown resigned, we need to find a replacement. Roger was tasked to reach out to nearby communities, i.e. Callery, to see if there was any interest in sharing secretarial and booking services.
- 2. New bookkeeper discussion – McKenna will pursue this option with Mark Gordon, Chairman Butler County Planning Commission, and will post the position on the LGA website.
- 3. Motion to create a part-time bookkeeper job description and post the opening.

Motion: ___ Grey

Second: __ McKenna _____

4. Intern discussion

There are many opportunities where an intern could help with office administration i.e. taking minutes, scanning resolutions and linking them to ordinances, maintain a list of current filings and seeing that dates are adhered to, create a borough map and mark all taxable, non-taxable, and partially taxable locations on the map, etc.

Motion to create a part-time Intern job description and post the opening.

Motion: _____ Grey Second: ___ McKenna _____

5. LGA Police contract discussion -

Motion to sign the Local Government Services Letter of Intent to get assistance on what Valencia Borough's options are for police services and contracts.

Motion: _____ Grey _____ Second: ___ McKenna _____

6. Discuss appointing a Butler County Tax Collection Committee delegate and alternate.

Motion to appoint Roger Grey as BCTCC delegate and Shanon McKenna as alternate.

Motion: _____ Grey _____ Second: ___ McKenna _____

7. Discuss scheduling an executive session with Borough solicitor regarding June LGA meeting on financial health assessment

A meeting will be scheduled with our lawyers Mike and Sean Gallagher, June 2nd or 5th, to discuss the upcoming June 9th meeting with LGA.

8. Discuss moving to On-Line QuickBooks.

A big advantage is that all council members and bookkeepers can have access to the borough's financials without having to go to the one laptop computer where they now reside.

Motion to move to QuickBooks online for \$99/month for 5 users.

Motion: _____ Grey Second: _____ McKenna _____

9. Saint Barnabas trail walkthrough on 5/9/25 update and discussion

McKenna made a May 9th walk-through of the St. Barnabas construction site with Gary Bogart of St. B and MCC Landscaping personnel. McKenna pointed out that there were many missing "screening" trees. McKenna requested that St. Barnabas respond in writing as to what action they are taking to correct the situation.

Old Business

- 1. Review and Discuss Priorities and Tasks Spreadsheet - tabled
- 2. Park Lease update - tabled
- 3. PA One Call update - tabled
- 4. LGA update - tabled

Correspondence

none

Executive Session

n/a

Next Meeting

June 9th, 2025 at 6:30pm

Adjourn Meeting 7:25 PM

Motion: Grey

Seconded: Mckenna

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