



Valencia Borough Pennsylvania

Council Meeting Minutes – July 14, 2025

The meeting was called to order at 6:30pm 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		Shannon McCall	X
Councilman Roger Grey	X		

Executive Session

Executive session at the end of the meeting to interview a potential candidate for the Secretary or Treasurer position and discuss pay for administrative contractor.

Monthly Standing Business

- A. Changes to Agenda - none
- B. Motion to approve meeting minutes from 6-9-25
 Motion: Grey Seconded: McKenna
- C. June expenses are to be approved in July 28 council meeting.
- D. No payroll for June

Visitors and Public Comment (Limited to 5 Minutes)

Judy Geortz – observation

Rich Trosky – would like to comment on Parks and Recreation update

Marjorie Little – reports she has not heard from Zoning Officer Chris Rearick and cannot get in contact with contractors. Marjorie asked questions that were addressed.

Michael Rudolph – observation

Department Reports

- 1. Mayor Update - Working on getting ahold of Zoning Officer.
- 2. Parks and Recreation Update
 - a. Discussion regarding St. Barnabas and the park lease. St. Barnabas notified council that they are not renewing the park lease and will resume the maintenance of the park.

Discussion on Borough owned equipment and storage. Council to reach out to St. Barnabas to get permission on removing Borough owned equipment.

3. Planning Commission Update - Tabled

New Business

1. Administrative Contractor discussion was held on the need to have someone available to complete administrative tasks such as taking minutes and filing required secretarial reports. Motion to hire Shannon McCall as a part-time Valencia Borough Administrative Contractor.
Motion: McKenna Seconded: Grey
2. Treasurer discussion was held noting the resignation of Bonnie Forsythe and the need to appoint someone to complete required financial filings. Request for Roger Grey to serve as Treasurer.
Motion to appoint Roger Grey as Treasurer.
Motion: McKenna Seconded: Grey
3. Hardware and software equipment discussion was held on the need to purchase additional software tools for council, employees, contractors, and volunteers such as Office 365 licenses and other email services.
Motion to purchase GoDaddy office product services for \$500 or less per year.
Motion: McKenna Seconded: Grey
4. DCED Letter of Intent discussion was held on the need to get free help from DCED for secretarial and treasury training and subject matter expertise.
Motion to sign the DCED Letter of Intent to get assistance with training new staff members and receive subject matter help with treasurer, secretarial, and other administrative tasks.
Motion: McKenna Seconded: Grey
5. Summary of Borough insurance packages. Reviewed the workman's compensation, liability, property and bonding. Request to bond Treasurer, Roger Grey.
Motion for Treasurer to be bonded for \$100,000.
Motion: McKenna Seconded: Grey
6. Request was made to add two new topics to the July 28th council meeting agenda – Three-Degree police monitoring and Butler Street storm water

Old Business

1. Intern update. No discussion was held on the topic.
2. Bookkeeper update. Discussion was held regarding bookkeeping with QuickBooks and the need to complete financial filings.
 - a. Motion to grant Bookkeeper access to Borough Bank Accounts to reconcile QuickBooks accounts.
Motion: McKenna Seconded: Grey
 - b. Motion to permit Bookkeeper to edit existing transactions or add missing transactions to the 2024 and 2025 QuickBooks accounts as identified in bank statements.
Motion: McKenna Seconded: Grey

3. Payroll reporting discussion was held noting that there was no payroll for June. A discussion was held on the pro's and con's for contractor versus employee status for various roles.
4. Secretary update. Shannon McCall is working on a probationary level with a review in December 2025 to decide on status. Review of secretary responsibilities.
5. Borough maintenance update. Discussed needs for Borough maintenance such as hanging street signs, addressing issues with the Borough building, and other maintenance tasks that come up. Independent contractor agreement provided to Rich Trosky to review. July 28th meeting an executive session will be held to discuss the contractor role.
6. Three Degree Road trail walkthrough with St. Barnabas update. St. Barnabas provided a list of changes they were going to make. The upcoming expansion of the Planned Residential Development by St. Barnabas was discussed.
7. LGA 7/7/25 meeting update. Discussion on Council obtaining emergency services data for 2023 and 2024 and January-June 2025. Next meeting on August 6, 2025.
8. DCED help with police contract update. DCED will be getting back to the Borough and review of emergency service data.

Correspondence

Receipt of bills. Assistance needed to figure out a "No Lien Letter" for someone purchasing a property in the borough (115 Lowry Drive is in the wrong municipality and Mayor Lori will address this). A process for handling 'no lean letters' needs developed by the borough secretary. Bill for \$500 from Dept. Environmental Protection, MS4 e-mails, etc.

Executive Session

An interview was held for the open Treasurer and Secretary roles.

Next Meeting

The Agenda setting meeting on July 28th at 6:30PM.

Adjourn Meeting 7:43pm

Motion: McKenna

Seconded: Grey

<http://ValenciaBoro.org>