# Valencia Borough
Pennsylvania

Council Meeting Agenda – December 22, 2025

The meeting was called to order at 6:30 PM with the Pledge of Allegiance at the Valencia Borough Municipal building at 61 Almira Street, Valencia PA 16059.

| In Attendance | | | |
|---|---|---|---|
| President<br>Shanon McKenna | X | Mayor<br>Lori Trosky | X |
| Vice President<br>Josh Zimmerman | X<br>6:54pm arrival | Secretary and Treasurer<br>Shannon McCall | X |
| Councilman<br>Roger Grey | X | Maintenance Contractor<br>Rich Trosky | X |

## Monthly Standing Business

A. Motion to approve meeting minutes from 11/24/25 called to a vote unanimous in favor
Motion: Grey Seconded: Mckenna

B. Motion to approved expenses in the amount of $5,269.75 called to a vote unanimous in favor
Motion: Grey Seconded: McKenna

C. Motion to approve payroll in the amount of $987.50 called to a vote unanimous in favor
Motion: Grey Seconded: McKenna

## Visitors and Public Comment (Limited to 5 Minutes)

1. William Pitts, Butler Eagle – observation
2. Rich Trosky – discussed recent snow plowing by new provider

## Department Reports

1. Mayor Update – Lori is going to the Magistrate on Tuesday for Affidavit of Residency and Oath of Office. Provided and reviewed Adams Twp police report for November 2025. Complimented Doug Mellinger for emergency management during a recent power outage for setting up warming centers for the community.
2. Planning Commission Update – Tabled
3. Borough Maintenance Update – Rich discussed upcoming borough maintenance needs and will coordinate with Treasurer regarding timesheet submissions.

## New Business

1. EMS Tax payment
Motion to approve payment of EMS tax of $533.76 to Quality EMS called to a vote unanimous in favor
Motion: Grey Seconded: McKenna

2. Motion to pre-approve electronic payment of upcoming and routine expenses (PennPower for electric, Peoples for gas, Richland Twp for water, Breakneck Creek for sewer, Fidium for communications) called to a vote unanimous in favor.
   Motion: Grey Seconded: McKenna

3. Resolution 2025-21 Budget adoption and tax rates for 2026 – based on rates set in Ordinance 240 and approved in the 2026 Budget.
   Motion to adopt Resolution 2025-21 called to a vote unanimous in favor.
   Motion: Grey Seconded: McKenna

4. Valencia Borough professional service provider selection for 2026 discussion was had wherein Council reviewed a list of service providers and decided to make no changes for 2026 except for labeling of engineering roles.

5. Valencia Borough Planning Commission, Zoning Hearing Board, and Council appointments for 2026 discussion was had wherein Council reviewed a list of appointments and decided to make no changes for 2026. Josh will contact Zoning Hearing Board appointees to verify their interest.

6. Secretary / Treasurer Update – Bulter County millage filing, Form 317, PA Quarterly Q4, Form 944, Elected officials report, MS-965, 2025 Q4 UC all due by end of January 2026. Discussion on upcoming training opportunities was had wherein Shannon will register and attend multiple trainings in 2026.
   Motion to approve in-person Newly Elected Municipal Official (NEMO) Boot Camp at the Butler location on January 23 and January 24 for PSAB Member cost of $125.00 called to a vote unanimous in favor.
   Motion: Grey Seconded: Zimmerman

## Old Business

1. 2026 Organizational meeting update –
   Motion to approve moving regularly scheduled Council meeting January 12, 2026 to January 5, 2026 called to a vote unanimous in favor.
   Motion: Grey Seconded: Zimmerman

   Motion to advertise the Mandatory Organizational Meeting is scheduled for January 5, 2026 called to a vote unanimous in favor.
   Motion: Grey Seconded: Zimmerman

   Motion to approve payment not to exceed $30 to each individual Council member for mandatory PA Notary Public service costs called to a vote with 2 YAY as McKenna and Zimmerman and 1 NAY as Grey. Motion passes.
   Motion: McKenna Seconded: Zimmerman

2. UC/WC audit letter update – audit submitted to WC provider for review.

3. Intern program update – Council has decided not to pursue an intern at this time.

4. Discussion with St. Barnabas on sharing costs for emergency service update – Shanon McKenna has a meeting scheduled on December 31st with St. Barnabas.

5. Road maintenance update – Coordination with engineer on road grading on hold until after winter. The new winter maintenance provider has been servicing the Borough and Josh and Rich are following up.

6. Bookkeeper and 2024 Auditor update – Bookkeeper has reconciled November transactions to complete 2025 and prepare for the upcoming 2025 financial audit.
   Motion to ratify the 2024 Audit report called to a vote unanimous in favor.
   Motion: Grey Seconded: Zimmerman

7. DCED help with administrative and secretarial training update – No update.

## Correspondence

Shoup Engineering provided a request to continue engineering services.

## Executive Session

An executive session was called to order at 7:21PM by Council President to discuss legal contracts that was adjourned at 7:44PM.

## Next Meeting

Council meeting: Organizational and Public Meeting on January 5th at 6:30PM at the Valencia Borough Municipal Building at 61 Almira Street, Valencia, PA 16059

Adjourn Meeting: 7:13PM Motion: Grey Seconded: Zimmerman

*http://ValenciaBoro.org Prepared by Shannon McCall, Secretary and Treasurer, Valencia Borough*