

MINUTES FOR JANUARY 2, 2018 ORGANIZATION MEETING

The Organization Meeting of the Valley Township Board of Supervisors was held on Tuesday, January 2, 2018, at 7:00 p.m. at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order at 7:00 p.m. by Supervisor Joe Sciandra. Those in attendance were Christopher Lehenky, Kathy O'Doherty, Eric Lama, Joe Sciandra and Patrice Proctor. A moment of silence was observed followed by the Pledge of Allegiance.

The Honorable Judge Koon administered the Oath of Office to Anthony Coloe as elected auditor. Judge Koon then administered the Oath of Office to Eric Lama, Christopher Lehenky, and Katharine O'Doherty as Supervisor.

Mr. Sciandra called for nominations to be opened for Chairman of the Board of Supervisors.

NOMINATIONS FOR CHAIRMAN:

Ms. O'Doherty nominated Patrice Proctor for chairwoman. The motion was seconded by Mr. Lama. Mr. Lehenky nominated Kathy O'Doherty for chairwoman. Mr. Lama seconded the motion. The vote was taken to appoint Patrice Proctor as Chairwoman of the Board of Supervisors. Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

NOMINATIONS FOR VICE CHAIRMAN:

Mr. Sciandra nominated Kathy O'Doherty for vice chairwoman. The motion was seconded by Mr. Lehenky. The vote was taken to appoint Kathy O'Doherty as Vice Chairwoman of the Board of Supervisors. Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

ANNUAL APPOINTMENTS:

Manager – The position was left vacant at this time.

Police Chief – **Mr. Sciandra made a motion to appoint B. Joseph Friel as Chief of Police. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Secretary/Treasurer – **Mr. Lehenky made a motion to appoint Janis A. Rambo as Secretary/Treasurer. Ms. O'Doherty seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Assistant Secretary/Treasurer – **Mr. Sciandra made a motion to appoint Cynthia R. King as Assistant Secretary/Treasurer. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

2 Minutes of January 2, 2018 Organization Meeting

Solicitor – Ms. O’Doherty made a motion to appoint Alan J. Jarvis, Esquire, as Township Solicitor. Mr. Lehenky seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Engineer – Mr. Lehenky made a motion to appoint Pennoni Associates, Inc., as Township Engineer. Mr. Sciandra seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Appointed Auditor – Ms. O’Doherty made a motion to appoint Kimmel Lorah & Associates as the Township’s Appointed Auditor. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Roadmaster – Ms. O’Doherty made a motion to appoint Christopher Lehenky as Roadmaster. Mr. Sciandra seconded the motion. Question: Mr. Lehenky – abstain; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Vacancy Board Chair – Mr. Lehenky made a motion to appoint Abby Garzia as Vacancy Board Chair. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Chief of Westwood Fire Company – Mr. Sciandra made a motion to appoint Michael McWilliams as Chief of Westwood Fire Company. Mr. Lehenky seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Zoning Hearing Board – Mr. Sciandra made a motion to reappoint Marjorie Runk to a three-year term on the zoning hearing board. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Planning Commission – Mr. Lama made a motion to reappoint Denny Bement to a four-year term on the Planning Commission. Mr. Sciandra seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Building/Zoning/Code Enforcement Officer – Mr. Sciandra made a motion to reappoint LTL Consultants, Ltd. as the Township’s Building/Zoning/Code Enforcement Officer. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

Animal Control Officer – Mr. Lehenky made a motion to reappoint the Chester County SPCA as the Township’s Animal Control Officer. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

3 Minutes of January 2, 2018 Organization Meeting

Emergency Management Coordinator – Ms. O’Doherty made a motion to reappoint Joe Sciandra as the Township’s Emergency Management Coordinator. Mr. Lehenky seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Assistant Emergency Management Coordinator – Mr. Sciandra made a motion to appoint Nichole Sciandra as Assistant Emergency Management Coordinator. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Fire Marshall – Mr. Lehenky made a motion to reappoint Michael McWilliams as Fire Marshall. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Environmental Advisory Council – Mr. Lama made a motion to reappoint Lois Jawers to a four-year term on the Environmental Advisory Council. Mr. Sciandra seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

Western Chester County Council of Governments Delegates – Mr. Lehenky made a motion to appoint Kathy O’Doherty as Valley Township’s delegate to the Western Chester County COG. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. Ms. O’Doherty made a motion to appoint Patrice Proctor as Valley Township’s alternate to the COG. Mr. Lehenky seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Department Head Appointments

Parks & Recreation: Mr. Lehenky made a motion to appoint Patrice Proctor as Parks & Recreation’s Department Head. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. Ms. Sciandra made a motion to appoint Kathy O’Doherty as the alternate Department Head for Parks & Recreation. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Building & Administration: Mr. Lehenky made a motion to appoint Patrice Proctor as Building and Administration’s Department Head. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. Mr. Lehenky made a motion to appoint Ms. O’Doherty as the alternate Department Head for Building and Administration. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Work Place Safety: Ms. Sciandra made a motion to appoint Kathy O’Doherty as the Work Place Safety Department Head. Mr. Lama seconded the motion. Question: Mr. Lehenky –

4 Minutes of January 2, 2018 Organization Meeting

yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. **Ms. O'Doherty made a motion to appoint Chris Lehenky as the Workplace Safety alternate. Ms. Sciandra seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Roads/Trash/Recycle/Water & Sewer: **Ms. O'Doherty made a motion to appoint Chris Lehenky as the Roads/Trash/Recycle/Water & Sewer Department Head. Mr. Lama seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. **Mr. Lehenky made a motion to appoint Eric Lama as the alternate Department Head for Roads/Trash/Recycle/Water & Sewer. Mr. Sciandra seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Billing/Finance: **Mr. Lehenky made a motion to appoint Joe Sciandra as the Billing/Finance Department Head. Ms. O'Doherty seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. **Ms. O'Doherty made a motion to appoint Eric Lama as the Billing/Finance Department alternate.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Land Development & Codes: **Mr. Lehenky made a motion to appoint Joe Sciandra as the Land Development and Codes Department head. Ms. O'Doherty seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes. **Ms. O'Doherty made a motion to appoint Eric Lama as the alternate Land Development & Codes Department head. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Bank Depository – Mr. Sciandra made the motion to designate the Township bank depositories as Coatesville Savings Bank, PSDLAF, Key Bank and PLIGIT. Ms. O'Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Tax Structure – Mr. Sciandra made a motion to adopt the tax structure as follows: real estate tax – 2.5 mills; 0.45 mills for ambulance rescue and emergency services; 0.35 mills for fire company operations tax; earned income tax – 1%; real estate transfer tax – 1%; local services tax - \$52.00 per year; and amusement tax - 5%. Ms. O'Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O'Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

2017 MEETING SCHEDULES:

Board of Supervisors – Mr. Lehenky made a motion to set the Board of Supervisor meetings as the first and third Monday of each month at 7:30 p.m. with the exception of the second meeting in May, which will be held on Wednesday, May 16, 2018, and the first meeting in November, which will be held on Wednesday, November 7, 2018. Mr. Lama

5 Minutes of January 2, 2018 Organization Meeting

seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Planning Commission – Mr. Lehenky made a motion to set the Planning Commission meetings as the second Tuesday of each month at 7:00 p.m. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Parks & Recreation Authority – Ms. O’Doherty made a motion to set the Parks and Recreation Authority meetings as the fourth Tuesday of each month at 6:30 p.m. Mr. Sciandra seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Townwatch – Mr. Lama made a motion to set the Townwatch meetings as the last Wednesday of each month at 6:00 p.m. Ms. O’Doherty seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

At this time, Mr. Sciandra stepped out of the meeting.

Environmental Advisory Council – Mr. Lehenky made a motion to set the Environmental Advisory Council meetings as the third Thursday of each month at 6:30 p.m. Mr. Lama seconded the motion. Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Lama – yes; Ms. Proctor – yes.

There being no further business, the 2018 Organization Meeting was closed.

Janis A. Rambo
Township Secretary