

## MINUTES FOR JANUARY 3, 2017 ORGANIZATION MEETING

The Organization Meeting of the Valley Township Board of Supervisors was held on Tuesday, January 3, 2017, at 7:00 p.m. at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order at 7:11 p.m. by Supervisor Joe Sciandra. Those in attendance were Kathy O'Doherty, Joe Sciandra and Patrice Proctor. Supervisor Christopher Lehenky was absent due to illness. A moment of silence was observed followed by the Pledge of Allegiance. 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. Sciandra. Ms. O'Doherty made a motion to close nominations. Mr. Sciandra seconded the motion.** The vote was taken to appoint Patrice Proctor as Chairwoman of the Board of Supervisors. Question: Ms. O'Doherty – 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 Ms. Proctor. Mr. Sciandra made a motion to close nominations. Ms. Proctor seconded the motion.** The vote was taken to appoint Kathy O'Doherty as Vice Chairwoman of the Board of Supervisors. Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

### **ANNUAL APPOINTMENTS:**

**Manager** – The position was left vacant at this time.

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

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

**Assistant Secretary/Treasurer** – Ms. O'Doherty made a motion to appoint Ashley Herzog as Assistant Secretary/Treasurer. Mr. Sciandra seconded the motion. Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

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

**Appointed Auditor** – Mr. Sciandra made a motion to appoint Mingus, Gutowski & Company as the Township’s Appointed Auditor. Ms. O’Doherty seconded the motion. Question: Ms. O’Doherty – 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: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

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

At this time, Mr. Sciandra made a motion to recess the meeting to allow Judge Koon, who had just arrived, the opportunity to administer the Oath of Office to two part-time police officers. Ms. O’Doherty seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

### **OATH OF OFFICE**

Judge Grover Koon administered the Oath of Office of part-time police officer to Katelynn Duca and Brandon Norcini.

### **REOPENING OF MEETING**

Following the administration of the Oath of Office to the two part-time police officers, the meeting was reopened.

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

**Planning Commission** – Mr. O’Doherty made a motion to reappoint Jonathan Egger to a four-year term on the Planning Commission. Mr. Sciandra seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Planning Commission** – Mr. Sciandra made a motion to reappoint Bruce Manning to a four-year term on the Planning Commission. Ms. O’Doherty seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

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

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

**Deputy Emergency Management Coordinator** – Mr. Sciandra made a motion to table the appointment of a Deputy Emergency Management Coordinator. Ms. O’Doherty seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

**Environmental Advisory Council** – Mr. Sciandra made a motion to reappoint David Porter to a four-year term on the Environmental Advisory Council. Ms. O’Doherty seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Environmental Advisory Council** – Ms. O’Doherty made a motion to reappoint Bruce Manning to a four-year term on the Environmental Advisory Council. Mr. Sciandra seconded the motion. Question: Ms. O’Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

**Department Head Appointments** – Mr. Sciandra made a motion to appoint the following:

*Parks & Recreation:* Patrice Proctor, Department Head; Kathy O’Doherty, Backup  
*Building & Administration:* Patrice Proctor, Department Head; Kathy O’Doherty, Backup  
*Work Place Safety:* Kathy O’Doherty, Department Head  
*Roads/Trash/Recycle/Water & Sewer:* Christopher Lehenky, Department Head; Joe Sciandra, Backup  
*Billing/Finance:* Joe Sciandra, Department Head; Patrice Proctor, Backup  
*Land Development & Codes:* Joe Sciandra, Department Head; Patrice Proctor, Backup  
*Special Projects:* Kathy O’Doherty, Department Head

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**Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Bank Depository – Mr. Sciandra made the motion to designate the Township bank depositories as Coatesville Savings Bank, BB&T, Key Bank and PLIGIT. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Tax Structure – Mr. Sciandra made a motion to adopt the tax structure as follows: real estate tax – 2.0 mills; 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: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**2017 MEETING SCHEDULES:**

**Board of Supervisors – Mr. Sciandra 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 first meeting in July which will be held on Wednesday, July 5 and the first meeting in November which will be held on Wednesday, November 8. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Planning Commission – Mr. Sciandra made a motion to set the Planning Commission meetings as the second Tuesday of each month at 7:00 p.m. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – 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 third Tuesday of each month at 6:30 p.m. Ms. Proctor seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**Townwatch – Mr. Sciandra 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: Ms. O'Doherty – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

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

Mr. Sciandra made a motion, seconded by Ms. O'Doherty, to close the Organization Meeting of 2017 at 7:40 p.m.

Janis A. Rambo  
Township Secretary