

Youngsville Borough Council
Regular Meeting – May 12, 2025
Youngsville Borough Municipal Building

Mayor Scott Nelson (left at 5:30pm) called the meeting to order at 4:30 p.m. Invocation was led by Mr. Mineweaser followed by the Pledge of Allegiance.

Present: Council Members: Rick Brewster, Eric Mineweaser, Nicole Cowan, Catrina Leamon, Sharey Sveda, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, PWD Foreman Mark Theuret, YPD Chief Mineweaser, Annie Sharp representing Solicitor Tim Bevevino. Absent were Council member Dustin Schwab, Borough Secretary Allie Benedict, Solicitor Tim Bevevino and Junior Council Member Michael Carnahan.

Minutes: A motion to approve the minutes of the regular council meeting on April 14, 2025, was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.

Recognition of Visitors:

Lenore Glotz, 142 Bates Street, shared concerns with neighboring properties on Bates Street. Some of the concerns were dogs not on leashes, semi idling in driveway, etc.

Barb Young, Heart & Soul Coordinator, gave a report under unfinished business.

Amendment to the Agenda: No amendments.

Correspondence –

- The Salvation Army is looking for monetary donations for their Back-To-School campaign.
- Chief Mineweaser received a letter of appreciation for YPD officers who keep our community safe. The sender recently experienced a traffic stop with Officer Labesky and was very appreciative of his demeanor.

Monthly Reports: Posted for public review at the borough office and distributed to Council prior to the meeting: Police Department Report, Tax Collection Report. April Financial Report and current/prior months' expenditures will be posted with the return of the Borough Secretary.

Reports -

Secretary/Treasurer –

- Due to the Borough Secretary being absent, financials were not presented.

Mayor – Mr. Nelson gave his condolences to the Benedict family.

Manager –

- The final report for the ARPA funds was due April 30 and has been submitted. All monies were allocated.
- Youngsville Borough hosted the McWaPEC meeting on April 26th. There were thirty people in attendance. John Papalia from Warren Worx and Casey Ferry from the Visitors Bureau were guest speakers. The meeting went very well.
- United States Representative Glenn Thompson is going to be visiting the Borough on May 28th. He will be visiting the communities that are working on revitalization. Ms. Wilcox volunteered to offer lunch while he is here.
- The Borough is hosting the Secretaries meeting on May 22nd.

- Ken McCarrison, Warren County Director of Public Safety, has inquired about obtaining a key-fob for the Borough building. Mr. McCarrison uses the building quite often for training and other emergency management meetings that take place during evening hours. The council agreed to provide Mr. McCarrison with a key-fob to have access to the front door only.
- Kam's Ribfest is taking place May 29th – June 1st. An invoice for police coverage will be sent and needs to be paid in advance. Also, a copy of the license to serve alcohol needs to be obtained within 48 hours of the event.
- Mark from Techsulere notified Ms. Wilcox that the Borough's firewall has not been working properly. If Techsulere is unable to fix the issue it will need to be replaced, which is an unforeseen expense. Mark has quoted \$3,000.00.
- The new software onboarding for the office is on hold. At the initial overview, Borough Clerk Cindy Niemeyer mentioned we are currently billing quarterly and was told this would not be an issue. When this was mentioned again while setting up the onboarding and training after the software package was purchased, gWorks notified us that the software would have to be re-engineered for quarterly billing as the software is set for monthly billing.

Boards and Commissions –

- Ms. Wilcox has been working with IT on coming up with a permit solution for a phone at BVSP. The new phone number will be (814) 563-4605. Brochures and such can be finalized and printed.

YPD –

- Bates Street parking has been an issue for YPD for a while now. They are following ordinances and until something changes there is nothing they can do but issue parking tickets.
- Residents have asked if golf carts can be run on streets within the Borough. It is a state law which prohibits their use on state roads. All three main streets running through the Borough are state roads. The Borough could make an ordinance to allow them on local streets, but they still would not be allowed on state roads unless they were crossing only. The issue will be passed on to the street committee. If an ordinance is established, it cannot supersede the state law.
- Eight candidates showed up for the written police examination for the open YPD position. There were six candidates that passed and two that failed. Interviews will be scheduled May 19th – May 23rd.
- There were 123 traffic stops in April with only 24 drivers cited and 99 warnings.

PWD -

- There have been three main water leaks in April. One was a DUI accident on Second Street that took out the fire hydrant and two on East Main Street. The invoices and manpower hours will be submitted to the insurance company for the fire hydrant repair.
- All supplies and materials have been delivered for the Eighth Street storm drain project which will be started as soon as possible.
- Street sweeping was completed on Friday, May 9th.
- Pierson Street sewer extension is finished besides some lawn and road restoration.
- As weather permits PWD will be blacktopping any existing road cuts.
- PWD will be doing a walk through BVSP soon to determine what needs to be accomplished for opening day, June 7th.
- During the June 9th meeting bids will be opened for the Eighth street paving project.
- PWD employee, Ms. Highhouse will be taking her water license exam July 2nd.
- Spring cleanup is this Saturday, May 17th from 8am – 12pm.

Motion to accept the April bills for payment made by Mr. Mineweaser, seconded by Mrs. Cowan and unanimously carried by voice vote.

May 2025 Expenses:

Alexandra Benedict	242.00	Anderson Cleaners	28.30
Barnhart-Davis Company	341.97	Bob's Garage	56.60
Buffalo & Pittsburgh Railroad	500.00	Burrell Enterprises	131.80
Cintas	236.79	City of Warren	300.00
Clement Motors	79.24	CUSI	179.38
CR Turner Enterprises	350.00	Dearborn Life Insurance	369.52
Definiti	3,212.96	EagleZip	97.21
Emergycare	925.00	Erika Grubbs	262.50
Frantz & Russell Services	330.00	Glenn O. Hawbaker	40.12
Golden Equipment	3,550.00	IT Telecom	155.35
ITU	200.94	Jamestown Soap & Solvent	826.90
Karlene Smith	150.00	L/B Water	30,568.96
Melzer's Fuel Service	860.02	Mineweaser, Todd	134.26
Mitch Labesky	150.00	National Fuel	1,522.16
Nationwide	250.00	Niemeyer, Cindy	62.10
Northwest – VISA	3,447.24	Northwest Loans	6,167.00
Oneida Lumber Ace Hardware	45.75	PA Rural Water	125.00
PACE	1,372.00	Penelec	9,933.47
PA Chiefs of Police	250.00	Petty Cash	100.00
Pitney Bowes	757.22	S&D Calibration	96.00
Selective Insurance	421.00	Sharon Wagner	262.50
Stacey Cratty	411.00	State Chemical Solutions	1,046.10
Strate Welding Supply	67.50	Swanson, Bevevino, Sharp	750.00
Techsulere	500.00	Tops Market	31.65
Treatment Specialties	4,869.11	U.S. Municipal Supply	111.45
Ubeo Business Services	268.16	Ubeo LLC	75.62
United Refining Company	1,119.63	UPMC Health Plan	13,009.31
Verizon Wireless	332.88	Vision Benefits of America	81.20
Waste Treatment Corp	6,832.46	WestPA.net	84.44
Youngsville Public Library	5,000.00	Zito Media	150.00

TOTAL MAY EXPENSES: \$103,831.77

Old Business:

- **Pennvest** – There are a few minor changes that need to be made to the Pennvest application for the capital improvement water project through ABM. The final application needs to be submitted by May 23rd.
- **SUGASA Sewer Rates** – Ms. Wilcox, Mr. Theuret and Mr. Cratty met with SUGASA about raising the current sewer rate. SUGASA agreed and the current rate of \$23.00 will increase by \$3.07 effective January 1, 2026.
- **114 East Main Street** – The owner of 114 East Main offered the Borough a long-term lease of 1/3 of the property which was declined at the last meeting. Council expressed interest in possibly purchasing the property. The owner then gave the Borough an asking price of \$30,000.00 to purchase. Ms. Wilcox had a CMA completed on the property and the price came in lower than \$30,000.00. A motion to decline the purchase of the property located at 114 East Main Street was made by Mr. Brewster, seconded by Mr. Clawson. A roll call vote was requested, Rick Brewster – Yes, Eric Mineweaser – No, Nicole Cowan – No, Catrina Leamon – No, Sharey Sveda – No, Troy Clawson – Yes. More information is requested by council members and if the owner calls the Borough Manager for a decision, it is recommended he comes to a council meeting to discuss options with Council.
- **Heart & Soul Community Report** – The Heart & Soul Youngsville Community report has been completed and provided to all council members. The outdoors was found to be the most popular among community members and what they want to see. The Heart & Soul DCED grant closing reports need to be compiled and submitted by June 30th. A community picnic will be held on June

21st at Island Park from 1pm – 3pm to celebrate the community and thank those who gave input. Barb Young, Director, felt the program went well overall and is thankful for the small group of volunteers that helped. Input was gathered from a broad group of community members, but found the core values were the same in all the groups. The Heart & Souls goals align with the revitalization of Youngsville. Any organization looking to obtain a grant could utilize the report to help them get more accessibility to grant funds.

- **Streetscape** – The Borough’s last Streetscape plan was completed in 2008 and there has been many changes to the downtown since then. The original engineer for the plan is going to visit Youngsville on May 14th at 1pm to give input on what should be updated. He will provide a proposal to update the plan along with an updated cost analysis.
- **YABA** – Mrs. Wilcox hosted a “Business over Breakfast” meeting at the Borough on May 6th. There were ten attendees with seven local businesses represented. Our local businesses want to collaborate with each other and continue with YABA. YABA is going to continue as a sub-committee of ROY. We need the businesses input to help with the revitalization of Youngsville since the downtown is built around them.
- **School Closing** – May 27th Warren County School District is voting on the closure of Youngsville Middle High School and moving sixth through eighth grade to Youngsville Elementary School. The civil trial brought by the Save WCSD group is scheduled for June 16th at 9am.

New Business:

- **Motorized Vehicles on Roadways** – Chief Mineweaser spoke on this subject under his report.
- **Hodak Funeral** – Mayor Scott Nelson gave details of the funeral that will be happening Friday, May 16th and Monday, May 19th to bring the remains of US Army Air Force Corporal Glenn Hodak’s remains back home. Youngsville is expected to be busier than normal during these times.
- **Biennial Review County EOP** - The Borough needs to review the EOP and agree that the Borough will be part of the Emergency Plan for Warren County. A motion to sign the County EOP Plan was made by Mr. Brewster, seconded by Ms. Sveda and unanimously carried.

Executive Session: Council went into executive session at 6:06pm to discuss personnel and returned at 6:30 pm.

Adjournment: A motion to adjourn was made at 6:30pm by Mr. Brewster seconded by Mrs. Cowan and unanimously carried.

Allie Benedict, Secretary