

**Youngsville Borough Council**  
**Regular Meeting – February 13, 2023**  
**Youngsville Borough Municipal Building**

**Mayor Scott Nelson** called the meeting to order at 4:30 p.m. Catrina Leamon gave the invocation. Mr. Nelson then led the Pledge of Allegiance.

**Present:** Mayor Scott Nelson, Council Members: Richard Brewster, Nicole Cowan, Catrina Leamon, Todd Lake, Troy Clawson and Junior Council Member Madison Carnahan. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, DPW Foreman Mark Theuret, Solicitor Tim Bevevino, and Chief Mineweaser. Absent were Council Members Eric Mineweaser, Dustin Schwab, and Junior Council Member Michael Carnahan.

**Minutes:** A motion to approve the Minutes of the regular council meeting on January 9, 2023 was made by Mr. Lake, seconded by Mr. Brewster and unanimously carried.

**Recognition of Visitors:** Dexter See, Jeff Strickland and others approached the council concerning the affiliation the Borough may have with the Station 61 restaurant. They were advised the Borough has no relationship with the restaurant and any concerns they have between the restaurant and the YVFD needs to be brought up at a YVFD meeting.

Dan Johnson of Beckenwood Drive would like to “end the use of sirens in Youngsville.” He presented council with medical studies, etc. explaining what health conditions are brought on by sleep deprivation which he feels is being caused by the YVFD emergency sirens. Council guided Mr. Johnson that getting rid of the sirens is not a decision the Borough can make and directed him to present his concern at a YVFD meeting which occur on the last Thursday of every month.

Annette Hutley, Old Pittsfield Road, attended the council meeting on behalf of the Youngsville Public Library. She had nothing to report but noted someone from the library will be attending meetings from here on out.

**Amendments to the Agenda:** No amendments.

**Correspondence:**

- The American Legion Post 658 sent a letter to the Borough expressing concern with the parking on Highland Avenue and not being able to safely exit their parking lot. Referred to The Streets Committee for review.
- Warren County Visitors Bureau has released a Warren County Visitor’s Guide. There are currently some available at the Borough.

**Monthly Reports:** Posted for public review at the borough office and distributed to Council prior to the meeting: January Financial Reports, Police Reports, and current/prior months’ expenditures.

**Treasurer’s Report:** At the end of January 2023, there was a cash balance of \$1,938,108.39 in all funds. Mr. Brewster also brought up the bill for the YVFD tires and advised Chief Edminsten to let the Borough know of any big purchases like that a head of time so we can account for them in the budget.

**Boards and Commissions:**

- **Mayor** – Thanked everyone for the kindness that was showed during the passing of his father.

- **Manager**
  - Wednesday, February 15<sup>th</sup> Heart & Soul will be having a training with their coaches and PA Humanities to learn how to present the data and stories that are being collected and how to come up with a plan for the community.
  - Heart & Soul will be partnering with the Rouse Children's Center to host a Community Day at the YVFD on April 21<sup>st</sup>. The focus will be Youngsville and all that is offered in our community. Local businesses, YVFD, YPD are some that have been invited to set up a table to showcase what they have to offer.
  - Ms. Wilcox will be attending a PEMA training March 17<sup>th</sup> – 19<sup>th</sup>. It is a NIMS training and she will be learning what her role would be during a major emergency in the community.
  - Youngsville Borough received an appreciation certificate from YVFD during their annual appreciation dinner.
  
- **Recreation Committee –**
  - There will be a meeting in February to start planning for the opening of the pool for 2023 season. Lee Brian has agreed to be the CPO and do the lifeguard training again this year.
  - Mayor Scott Nelson has started working on getting bands together for Music in the Park.
  
- **Planning Commission – No Report**
- **Zoning Board – No Report**
- **Jr. Council – No Report**
  
- **YPD**
  - Chief Mineweaser will also be attending the NIMS training as a refresher.
  - February 9<sup>th</sup>, YPD assisted the Bureau of Narcotics/Attorney General with an operation set up locally targeting known high drug traffic areas. There were about 41 officers involved from all over. The night ended with a successful apprehension after a pursuit in Sugar Grove.
  
- **YVFD**
  - Chief Edminsten was present to address the concern of the sirens.
  
- **PWD**
  - Well # 2 is back in operation after the bearing failed.
  - Garage doors at the UV building have been installed.
  - All supplies have been ordered for 8<sup>th</sup> Street & McGraw Street Storm Drain project. 8<sup>th</sup> Street did go over budget by approximately \$700. Quotes for the project were received in September 2022 so it was just an increase in price on some of the material.
  - Mr. Theuret attended a class in late December 2022 about EPA's revised Lead and Copper Rule. PWD will be required to inventory every service line in Youngsville. They are requiring to have 3 points of contact on the line to prove what the line is actually made of. Mr. Theuret is trying to come up with a feasible plan to have the inventory completed by October 2024.

**Motion to accept the January bills for payment** made by Mrs. Leamon seconded by Mr. Brewster and unanimously carried by voice vote.

## February 2023 Expenses:

Alexandra Benedict	210.00	Anderson Cleaners	55.60
Angie Highhouse	150.00	AT&T Mobility	113.19
Barbara Young	900.00	Barnhart – Davis Company	278.86
Buffalo & Pittsburgh Railroad, Inc.	750.00	Cintas	162.80
Clement Motors	70.04	Colburn's A/C & R	2,279.93
Companion Life Insurance	1,485.56	Continental Utility	679.23
Dearborn Life Insurance	376.50	Definiti	2,415.33
DEP	60.00	Downtown Redevelopment	875.00
EagleZip	100.94	Erika Grubbs	240.00
FOP Lodge #37	158.00	G & S Safety Products	337.70
Highmark	154.25	Hull Electric	38.51
Insight Technology	240.00	IT Telecom	150.93
ITU, Inc.	183.52	James B. Schwab	124.88
Kart Works	300.85	L/B Water	24,351.10
Lowe's	129.17	Lyon's Electric Motor	1,495.00
Melzer's Fuel	1,098.63	MetLife	1,200.00
National Fuel	1,463.51	Nationwide Trust Company	275.00
Northwest Bank – VISA	1,993.97	Northwest Savings Bank	9,108.85
PACE	1,079.00	Penelec	7,802.28
Penn State Extension	20.00	Pennsylvania One Call	1.00
PennVest	783.77	Pittsburgh Public Safety Supply	1,137.98
Sharon Wagner	247.50	Steve's Fire & Safety	146.25
Strate Welding Supply	54.07	Swanson, Bevevino & Sharp	750.00
Techsulere	250.00	U.S. Bank Equipment Finance	93.00
United Refining	920.64	UPMC Health Plan	11,627.86
Verizon	4.45	Verizon Business	27.64
Verizon Wireless	168.44	Warren Overhead Doors	4,164.50
Waste Treatment Corp.	5,790.95	Wendy Wilcox	60.00
WestPA.net	84.44	Youngsville Hardware	86.15
Zito Media	150.00		

**TOTAL FEBRUARY EXPENSES - \$89,456.77**

### **Old Business:**

- **Downtown Master Plan** – A secret shopper from Downtown Redevelopment came to Youngsville to walk around, visit businesses, etc. Her goal was to collect data and take pictures to take back to the company so they could help us determine the downtowns existing conditions. They will be sharing their finding with us on February 22<sup>nd</sup> at 5:30pm during the ROY meeting. Local businesses, investors, and the public are all encouraged to attend.
- **IT** – Mrs. Wilcox met with Mr. Gallagher, our current IT, to express that we have a couple of projects coming up where we will need IT to be present. Since the meeting Mr. Gallagher has resigned with the Borough. We have been in contact with Mark Lucas from Techsulere working on a contract from him to come on board as our new IT. Solicitor Bevenino has approved of the contract. A motion to sign the contract with Techsulere was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **Website** – Barb Young who was contracted to build a new website has found that our old website has been hacked and certain links take you to a malicious site. The Borough does have the option to do a clean up on the existing site which cost money or could delete the site. There are many issues as to why it has been hacked, outdated, unused plug ins, etc. Different host been researched, to include web building and email. Green Geeks provides an SSL certificate which would provide the Borough with a secure site, they provide unlimited email accounts and their web builder offers

much more than Network Solutions. A motion was made to delete the current website and contract with Green Geeks by Mr. Clawson, seconded by Mr. Lake, and unanimously carried.

- **Audit** – We have provided them with all open items and are waiting for their review and final meeting.

### **New Business:**

- **Streets Committee** – The street's committee has met about a few issues and has made some recommendations...
  - **Orchard Street** – During events there has been complaints about the flow of traffic into the post office parking lot. Recommendation is that both sides be no parking.
  - **College Street - From** IOOF to Church Street, recommends making that 2-hour parking only during school hours instead of no parking.
  - **Highland Avenue** – The odd/even parking has been a concern; it is recommended that we just eliminate the odd/even parking on Highland Avenue.
  - **High Street/McGraw** – The stop sign at High Street and McGraw needs to be moved to the opposite corner from where it is now.
  - **Elementary School** - The Borough currently has two stop signs in front of the elementary school, but we cannot enforce them because it is school district property. We would have to contact the school district to see if they would like us to adopt that road.
  - **Ski Lodge/Winery** - There have been customers parking on the road right in front of the building. Recommended to put two no parking signs up so it enforces no parking on the road.

A motion to accept these recommendations has been made by Mr. Brewster, seconded by Mrs. Leamon, and unanimously carried. Ordinances will need to be amended to follow the recommendations.

- **Revitalization Opportunities** –
  - Kim Slocum, grant writer for the County, reached out to Mrs. Wilcox about the RACP grant program which is backed by foundations. Ms. Wilcox will be doing some research to see if there are funds that we would be able to utilize.
  - Mrs. Wilcox will be attending a Give Back Event hosted by the Snell Foundation and hopes to pursue a partnership with them for future investments.
  - Mrs. Wilcox and John Papalia from WCCBI have been in contact with Rite Aid. Rite Aid is currently working with rural communities to establish pharmacies into them. Mrs. Wilcox and Mr. Papalia have sent a packet of information over to Rite Aid for consideration.
  - Mrs. Wilcox is working with Amy Stewart and Warren County School District to come up with a plan with the possible closing of a Youngsville school.
- **LED Streetlight Conversion** – Mrs. Wilcox has reached out to First Energy about switching our sodium vapor lights over to LED. It will cost \$305 per head to convert over to LED. Currently our heads fall under a 20-year contract, once they change a head the contract renews again for 20 years. There are 144 heads that are currently under contract and only 8 that are not. Pittsfield Township, Columbus Township and Spartanburg have participated in the program. Mrs. Wilcox is going to reach out to them to see if they received funding and if the Borough could possibly receive funding as well.
- **SwiftReach Emergency Management** – RaveAlert has purchased the SwiftReach services and is discontinuing the program. Our SwiftReach contract is up March 1<sup>st</sup> and currently is \$440.00 per year where as Rave Alert is \$1,590.00 per year. DEP requires us to have a system that sends emergency alerts to residents in case of a Tier I violations. The RaveAlert could also be used for

other notifications such as Borough closings, etc. Mrs. Wilcox is going to research other companies that may offer the same service.

**Executive Session:** No executive session.

**Adjournment:** Motion to adjourn made by Mr. Brewster seconded by Mrs. Cowan, all in favor. Meeting adjourned at 6:00 pm.

Allie Benedict

Allie Benedict, Secretary