

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

**Vice President Cowan** called the meeting to order at 4:30 p.m. Mr. Mineweaser gave the invocation then led the Pledge of Allegiance.

**Present:** Council Members: Richard Brewster, Eric Mineweaser, Nicole Cowan, Dustin Schwab (arrived at 4:35pm), Catrina Leamon, Todd Lake, Troy Clawson and Junior Council Member Madison Carnahan and Michael Carnahan. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, Clerk Cindy Niemeyer, DPW Foreman Mark Theuret, Solicitor Tim Bevevino, and Chief Mineweaser. Absent were Mayor Nelson.

**Minutes:** A motion to approve the Minutes of the regular council meeting on February 13, 2023 was made by Mr. Brewster, seconded by Mr. Lake and unanimously carried.

**Recognition of Visitors:** Annette Hutley, Old Pittsfield Road, attended the council meeting on behalf of the Youngsville Public Library. Ms. Hutley has thanked the Borough for the continued support throughout the years.

Kyle Young, High Street, was happy to see Mr. Brewster speak on behalf of Youngsville during a recent meeting with the school board. He wanted to encourage all others to reach out and represent Youngsville with the possible closing of our high school. We need to do what is best for our community and especially our kids.

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

**Correspondence:**

- Gail Anderson's family thanked us for honoring Gail's life and helping stop traffic for the funeral.
- Paul & June Nuttall wanted to thank the PWD for their fast response time to a tree that fell down on their property after a recent snow storm.

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

**Treasurer's Report:** At the end of February 2023, there was a cash balance of \$1,981,374.74 in all funds. March 1<sup>st</sup>, the Borough did receive their state allotment for Liquid Fuels totaling \$56,414.00.

**Boards and Commissions:**

- **Manager**
  - 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> from 6:00pm – 7:30pm. The focus will be Youngsville and all that is offered in our community along with Brokenstraw and Pittsfield townships. There have been quite a few responses to those that would like to come. It is a free event.
- **Recreation Committee –**
  - The BVSP has received several applications already. A near future meeting will be set up to work out all of the details of the 2023 season.
- **Planning Commission – No Report**
- **Zoning Board – No Report**

- **Jr. Council – No Report**
- **YPD**
  - May 19<sup>th</sup> YPD will be hosting a DUI mock crash. There will be a meeting in April to work out details.
  - Chief Mineweaser is working with Solicitor Tim Bevevino, to come up with an agreement between YPD and Hillview Towing in Starbrick for impoundments. YPD does not have a secure area where they can house vehicles that have been impounded. It is policy that we are supposed to have one.
  - March 14<sup>th</sup>, YPD personnel will be training on the new firearms that were donated to them. They will be learning all the ins and outs of the guns along with seeing different accessories available such as holsters, lights, etc.
  - The dash cams in the cruisers will be installed on March 14<sup>th</sup> also.
- **YVFD**
  - Five new members have joined the YVFD in the last couple weeks and will be sent to training.
  - A motion to approve the payment of the bill from Johnson Tire for new tires on Engine 611, totaling \$4,110.96 was made by Mr. Mineweaser, seconded by Mrs. Leamon and unanimously carried.
- **PWD**
  - In 2022 we had 38 customers for Spring Clean Up. It was a total loss of \$2,550.00. The price should be comparable for 2023. It is considered a service to our residents. The Spring Clean Up will be held on May 13<sup>th</sup> potentially. Mr. Theuret will work on getting the containers ordered. The cost per car/truck will remain the same but notice will be handed out that due to price increases that cost will go up in 2024.
  - PWD has been working on getting summer equipment ready to go.
  - Well #1 and #2 upgrades are complete.
  - PWD has been working on getting the pool ready to go. They are hoping they do not have to paint it this year.
  - There is a dead ash tree at Island Park that needs to be cut down before it becomes a major problem. Mr. Theuret received two quotes and it will cost approximately \$1,500.00 to cut down the tree and trim the two trees that are next to it. PWD will do the clean-up.
  - Ms. Leamon thanked PWD for graveling the YMCA parking lot.
  - The service line inventory plan is sort of in place and PWD will start working on it when time permits.

**Motion to accept the February bills for payment** made by Mr. Mineweaser seconded by Mr. Brewster and unanimously carried by voice vote.

**March 2023 Expenses:**

Alexandra Benedict	120.00	Allegheny Tree Experts	1,450.00
Anderson Cleaners	68.10	AT&T Mobility	113.19
Barbara Young	1,083.88	Barber's Chemicals	578.40
Bob's Garage	670.57	Cintas	162.80
Dearborn Life Insurance	753.00	Definiti	3059.22
Downtown Redevelopment	3,400.00	EagleZip	100.94
Erika Grubbs	225.00	Highmark	154.24
In the Swim	718.11	IT Telecom	151.57
ITU, Inc.	183.52	James B. Schwab	178.15

Johnsons Tire	4,110.96	Kimball Midwest	254.62
Liberty Mutual	100.00	Melzer's Fuel	650.42
Todd Mineweaser	35.00	Motorola Solutions	39,820.00
National Fuel	2,578.73	Northwest Bank – VISA	7,277.48
Northwest Savings Bank	9,108.85	PA Dept Labor	168.15
PACE	202.00	Penelec	9,208.87
PennVest	783.77	Petty Cash	45.32
Pitney Bowes	853.11	Pittsburgh Public Safety Supply	211.21
Precision Laser	1,000.00	Rave Wireless	897.47
S&D Calibration	336.00	Sam's Club	55.86
Sharon Wagner	217.50	Steppin Out	194.00
Strate Welding Supply	53.99	Swanson, Bevevino & Sharp	750.00
SwiftReach	440.00	Techsulere	250.00
U.S. Bank Equipment Finance	93.00	United Refining	862.91
UPMC Health Plan	13,075.66	Verizon Wireless	241.13
Waste Treatment Corp.	4,454.31	Wendy Wilcox	73.64
WestPA.net	84.44	Youngsville Hardware	28.67
Zito Media	150.00		

**TOTAL MARCH EXPENSES - \$111,837.76**

### Old Business:

- **Downtown Master Plan** – There will be a meeting held at the Borough building March 15<sup>th</sup> at 5:30pm to go over the Public Input phase. The Public Input phase will include community and stakeholder meetings along with listening sessions. All data gathered will be captured in the master plan and utilized to create the goals of the plan.
- **IT Upgrades** – Mark from Techsulere has been in checking out our current IT equipment along with working on some of our problems. He has found that the equipment is outdated. We had to purchase a new battery backup. The old one has malfunctioned twice during recent power outages. We will also need to look at budgeting a new server for 2024. The current one will no longer be able to be updated come October 2023. Our current phone service is through Mr. Gallagher and we will remain there.
- **Website** – Barb Young who was contracted to develop our new website, presented the website to council. It is just a start and more things will be added as more information is collected. Mrs. Young received compliments on the work she has done.
- **LED Streetlight Conversion** – There are 14 sodium vapor lights that are currently not under the 20-year contract that can be switched over to LED for free. When speaking with a representative from First Energy Mrs. Wilcox was informed that First Energy is in discussion now to possibly convert all lights to LED in the next couple years. Mrs. Wilcox has suggested signing the agreement to have the 14 free ones changed now and wait to see if First Energy does make the decision to convert to LED. More information about the agreement has been requested by council.
- **SwiftReach/RAVE Emergency Management** – DEP mandates us to have a communication system set up in case we experience a Tier 1 emergency that effects all residents within the Borough. We have had SwiftReach for the last 10 years but they are being bought out by RAVE mobility servies. There are different communication options we can utilize to get notifications out to residents. Mrs. Wilcox and Mrs. Niemeyer got a quick overview of the system and found that it was user friendly. SwiftReach currently cost us \$440 per year but with the buy out RAVE will be \$1,690.00 per year.

A motion to accept the price increase for our emergency notification system was made by Mr. Brewster, seconded by Mr. Mineweaser and unanimously carried.

- **Warren Ambulance** – The City of Warren has sent out a letter including a recent ordinance that they have passed stating that if they have to respond to any non-mutual aid ambulance call for YVFD, we will be charged. If the Borough signs an agreement with them the charge would be less. Solicitor Bevevino stated that from a legal standpoint they can do this. The topic has been tabled till further information is gathered.
- **Audit** – The preliminary audit has been received. We have received the same guidance as we have in the past but other than that we did well.

**New Business:**

- **Resolution # 4 – County Liquid Fuels** – A motion to accept Resolution # 4 to receive our portion of the County Liquid Fuels was made by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.
- **Restricted Funds Account** – The office has requested that for funds that are designated as restricted funds such as ARPA, Heart and Soul, etc. be moved to their own separate bank account. We currently have two accounts for Streetscape monies. It was suggested we combine those monies in one account and rename the other account as Restricted Funds. Right now, restricted funds are included in our capital reserve account. A motion to create a Restricted Funds account was made by Mr. Clawson, seconded by Mr. Brewster, and unanimously carried.
- **New Resident Packets** – Mrs. Niemeyer has presented two different informational packets to hand out to new residents and landlords. Council thought it was a great idea and offered some suggestions.
- **CUSI Online Bill Pay** – CUSI has increased their price for online bill payment from \$140 every two months to \$240 every two months. It will offer residents the option to go online to our website to pay their bill. CUSI is directly connected to our current billing system. Other paying options were brought up and the discussion will continue after more research.

**Executive Session:** No executive session.

**Adjournment:** Motion to adjourn made by Mr. Lake seconded by Mr. Clawson, all in favor. Meeting adjourned at 6:25 pm.



Allie Benedict, Secretary