

Youngsville Borough Council
Regular Meeting – July 10, 2023
Youngsville Borough Municipal Building

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

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

Minutes: A motion to approve the Minutes of the regular council meeting on June 12, 2023 was made by Mr. Lake, seconded by Mr. Brewster and unanimously carried.

Recognition of Visitors: Chris Droney, 114 Second Street, complaints about the stray/feral cats in the Borough.

Cherri Watson and Susan Tuley, members of the Youngsville Library Board, discussed the 2023 activities that the Library will be hosting throughout the summer. All activities are free and open to the public.

Lynda Church, Mika's Fund, hopes to give Youngsville some support with the stray and feral cat issue with resources she has to offer including TNR.

George and Jennifer Mead, 109 2nd Street, ongoing cat issue.

Lynn Meyers, 15 High Street, ongoing cat issue.

Brandi Strickland, 205 College Street, ongoing cat issue.

Amendments to the Agenda: No amendments.

Correspondence:

- A letter from WCCBI the Trails at Jakes Rocks Festival on September 22nd – 24th and asking for sponsorship.
- Warren General Hospital's Summer Sizzler Golf Tournament on August 21st for anyone who may be interested.

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

Treasurer's Report: At the end of June 2023, there was a cash balance of \$1,846,960.39 in all funds.

Boards and Commissions:

- **Mayor** – No Report
- **Vice President** – Mrs. Cowan thanks all law enforcement who are involved in the manhunt and hopes no one will come out harmed in anyway.
- **Manager** – Ms. Wilcox attended the PA Downtown Conference which provided many resources and connections that will help while developing our own downtown.
- **Recreation Committee**

- The Recreation Committee had plans to meet with Mr. John Papalia from ROY to discuss more about putting in a possible splash pad, due to an emergency the meeting had to be cancelled.
- The BVSP Managers brought forward a couple concerns at the Rec meeting...
 - There were some toilets that were not flushing properly. Mr. Theuret was notified and installed replacement parts.
 - The managers asked about getting access to the BVSP Facebook page so they could provide information and updates also. Mrs. Benedict added them as administrators and they should have received an invite to the page.
 - There were questions about where smoking was allowed at BVSP. The BVSP is a non-smoking facility including the parking lot.
 - Mr. Brewster asked about the potential of them getting a bear proof dumpster so they do not have to roll the dumpster inside at night. Mr. Theuret was going to look into the cost.
 - BVSP Manager Michelle was questioning if there were guidelines to when they could close the pool if there were no patrons. They were told to use their best judgement to not upset season pass holders and employees who are expecting hours.
- The BVSP season is half over, season passes are now being sold at half price.
- **Planning Commission** – The Brokenstraw Winery is planning to put in a Market Village consisting of sheds for vendors to rent out. Mr. Clawson stated they spoke about what they need to look out for and what is needed to be compliant.
- **Zoning Board** – No Report
- **Jr. Council** – No Report
- **YPD** –
 - Touched base on the manhunt. Made everyone aware that law enforcement would be setting up a command center at YVFD. Water, on the go snacks, etc. would be appreciated as donations. The Borough building will be the point of drop off for any donations. Law enforcement knows more on the suspect than the public knows.
 - Chief Mineweaser stated the overtime for this year will most likely be over budget considering the unknown events at the time of budget season.
 - Kam's Car Show went smoothly with YPD only receiving a few complaints about the burn outs but Chief stated they were contained in the area of the event so there was not much they could do. The only other issue was the barricades needed to be better maintained as people were driving up to them. Saturday night was busier than Friday.
- **YVFD** –
 - Chief Edminsten stated they have a full training schedule in September.
 - The City of Warren sent a bill to Youngsville Borough for a call they had covered for YVFD. We never signed the original agreement with them. Chief Edminsten wanted to know more information about the call so he could do research as to why YVFD were not able to respond. A council member spoke up stating it was a call for his son and that bill would be paid by his insurance and the Borough should not be receiving a bill.
 - Multi-Municipal Emergency Services Commission – Ms. Wilcox received an email from Paul Pascuzzi asking Youngsville Borough to join the Multi-Municipal Emergency Services Commission. Their goal is to help each municipality having trouble finding coverage for their emergency services. Ms. Wilcox asked Chief Edminsten his input and he said he would look into it more; at some point it sounds like it will cost money. It was stated in the information provided that there would be cost sharing between municipalities. Mr. Clawson currently attends the meetings and he suggested other Council members attend as well. He stated we do not have to join the commission but it may be something we need to consider in the future. Mr. Brewster suggested asking Mr. Pascuzzi to come down and give us more information on this. Mr. Lake mentioned other surrounding areas may be interested in participating also, like Tionesta.

- **PWD**

- XL Excavating finished the installation of compression fittings on North Main Street. PWD dug a little under 1/3 of the holes which helped make the project come in under budget. PWD has one more cut to make in the road to feed 8th Street.
- IA is to begin milling on Wednesday, August 12th starting with West Main to North Main. Once they are done with milling, they will put scratch coat and JC Lee will be in to start ADA accesses.
- 8th Street 2” inch project is started. When starting the project, they found that a 24-inch storm drain pipe has to be replaced between storm drains because it is rusted out. This was not budgeted.
- Parts are ordered to install a new water line at the Winery for the Market Village being planned.
- BVSP is operating well.
- PWD installed pipe for drainage of the Verizon manhole on Oak Street. If Verizon decides to fix the drainage issue in the future, the pipe is no longer under the road. Verizon has yet to discuss fixing the issue.
- Mr. Clawson wanted to make sure the street signs have been ordered for the revised ordinance that was just passed. Mr. Theuret has ordered them.

Motion to accept the June bills for payment made by Mr. Lake seconded by Mr. Brewster and unanimously carried by voice vote.

July 2023 Expenses:

A.R. Beatty Diesel	207.32	Alyssa Wismar	300.00
Anderson Cleaners	73.50	Angie Highhouse	150.00
AT&T Mobility	113.19	Barbara Young	840.25
Barber’s Chemicals	1,430.08	Barnhart Davis	483.93
Bart Green	300.00	Bob Lewis	400.00
C & G Moore	865.47	Carter Lumber	17.79
Cintas	353.17	Clement Motors	685.89
Colburn’s	370.40	Commonwealth of PA	260.00
Companion Life	751.00	DDTA Services	63.00
Dearborn Life	344.68	Definiti	3,033.89
DEP	60.00	Downtown Redevelopment	6,500.00
EagleZip	100.04	Erika Grubbs	225.00
Frantz & Russell	340.20	Glenn Hawbaker	1,215.06
Greenman-Pedersen	310.00	Highmark Blue Cross	135.88
IT Telecom	155.69	ITU, Inc.	367.04
James B. Schwab	131.43	Jamestown Macadam	308.28
Kart Works	211.71	L/B Water	3,736.40
Lowe’s	529.67	Melzer’s Fuel	1,776.02
Michelle Johnson	210.18	National Fuel	3,263.67
Nationwide	250.00	Northwest VISA	14,077.04
Northwest Bank	9,108.85	PACE	1,185.00
Penelec	9,669.07	Pitney Bowes	503.50
Pittsburgh Public Safety	1,684.97	PSTCA	30.00
S&D Calibration	105.00	Sam’s Club	1,294.88
Sarah Marino	300.00	Sharon Wagner	225.00
Strate Welding Supply	136.54	Swanson, Bevevino & Sharp	750.00
Techsulere	250.00	Times Observer	180.68
Tops Markets	1,996.55	Troy Clawson	1,063.87

U.S. Bank	93.00	United Refining	1,240.89
UPMC	12,027.14	USA Blue Book	839.00
Verizon Wireless	210.45	Waste Treatment	5,063.08
Wendy Wilcox	420.26	WestPA	84.44
Youngsville Hardware	126.71	Zito	150.00

TOTAL JULY EXPENSES - \$93,685.75

Old Business:

- **Downtown Master Plan** –The Downtown Redevelopment Services has provided a new version of the plan, the Citizen’s Guide. The plan is broken down into 1-2-year increments that they suggest we follow. There is a meeting on July 12th at 5:30 for final input and the completed plan will be presented to Council on August 14th.
- **Heart & Soul** – Heart & Soul is hosting a photo contest with different categories that are all about Youngsville. They have extended the contest until July 31st in hopes to obtain more responses. Heart & Soul are looking for Council stories. A new coach has been assigned and has provided much more direction.
- **ABM - Mike Hess** – Mrs. Wilcox asked Mr. Hess to send information from the presentation given at the last meeting. He stated he will send a couple case studies that they have completed with other municipalities as well.
- **Square Card Reader** – Mrs. Wilcox is in the process of setting up the Square for use with credit and debit cards but our current firewall is blocking the connection to our WiFi. Techsulere is working to fix the issue. Card payments will be accepted for utility payments and for payments into the general accounts. A resolution will need to be done for the convenience fee that will be added to the total once the Square is up and running.
- **Stray Cat Ordinance** – The stray cat issue is a much bigger issue then just in Youngsville. As a Council we are trying to do what is best for Youngsville Borough. Mrs. Wilcox provided a sample stray cat ordinance outlining some responsibilities, TNR, penalties, etc. We currently do not have a contract with any shelters that would provide services to us which include taking the stray cats or providing spaying and neutering. We do not want our YPD to became animal control officers. Mika’s Fund explained ear tipping in a TNR program would determine if a cat has a home or if it is a stray. Council does not have a proposed ordinance at this time. Right now, it falls under the nuisance ordinance. Council suggested a special meeting of the Safety Committee to come up with a solution.
- **Mika’s Fund** - Mika’s Fund is a nonprofit agency. 99% of cats are stray not feral. Mika’s fund cannot provide homes but they will trap, neuter and release back into the community. They currently work with a vet out of Randolph, NY. They will work with anyone that approaches them not just communities. She suggests an ordinance to eliminate free roaming cats and a pet abandonment fine of \$150.00. Linda from Mika’s Fund believes free feeding should be against the law. Cats are known to prowl and hunt, they do not need to be provided food. Mika’s Fund has brochures and information available to whomever would like it.

New Business:

- **Approval Over Budget, Part-Time PWD** – A part-time employee was budgeted under a line item in Sanitation. The part-time employee wage should have been distributed in both sanitation and general funds. A motion was made to approve being over budget in our part-time wage line items to exclude sanitation by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Tax Collector Contract & Audit** – The tax office is implementing a tax collecting software which will provide the capability of paying online. Cindy will be completing training on how to use the

system. The Tax Collector, Cindy Niemeyer, and Mayor Scott Nelson signed the contract for use of the new system. The tax audit was also completed and came back with no issues.

- **Blight Properties** - Ms. Wilcox wanted to ask about starting the process to blight the Fairmount, and Clark's Ford. Mr. Lake said they seem to be working on Clark's Ford. Mr. Clawson said the first step would be to send the property owner a letter outlining what needs to be done to take it out of blight. Ms. Wilcox is the zoning officer, so it would be up to her if we should start the blight process on a property.

Adjournment: Motion to adjourn made by Mr. Mineweaser seconded by Mrs. Leamon, all in favor. Meeting adjourned at 6:13pm.

Allie Benedict, Secretary