

Youngsville Borough Council
Regular Meeting – September 11, 2023
Youngsville Borough Municipal Building

Mayor Scott Nelson called the meeting to order at 4:30 pm followed by the invocation and Pledge of Allegiance.

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

Minutes: A motion to approve the Minutes of the regular council meeting on August 14, 2023 was made by Mr. Brewster, seconded by Mrs. Cowan and unanimously carried.

Recognition of Visitors:

Janet, Jon & David Peters, 124 West Main Street, had complaints about the neighboring properties surrounding their family home. David Peters stated directly across from the house you have commercial vehicles parked. Not only that they are jumping the curb to park them. He went on to explain the reason for vehicle classification based on weight, requesting that council look at the different PA classifications and consider restricting higher weight vehicles being parked on properties. Jon Peters brought up the talk about revitalization and making the town better but where they live it is getting worse.

Jared and Ashley Durlin, 137 Bates Street, have concerns about the parking commercial vehicles and how it would impact them. Speaking in regards to David Peters suggestion about the vehicle classification, Mr. Durlin's pickup truck would be affected because the combination of his pickup truck and trailer is 37,000 pounds. Many who have commercial vehicles parked at their residence have limited funds and are just trying to make a living for themselves and their families.

Shelly Teska and Annette Hutley, Youngsville Library Board, offered their gratitude about the Borough being a great supporter of the library. They also went over many of the classes, story times and events that the library is currently hosting along with the different services they offer. Kristy Wallace, the current librarian was also mentioned and how wonderful she is.

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

Amendments to the Agenda: A motion to approve codification being added to unfinished business along with meeting policy and procedure manual and animal control/code enforcement being added to new business was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.

Correspondence:

- The county released a survey to help them develop a Broadband Strategic Plan. Information will be posted on our social media and website.
- A letter was received regarding the ongoing cat matter.
- McWaPEC will be hosting the September meeting Thursday, the 28th in Bradford starting at 5:30pm. Reservations have to be in by the 22nd.

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

Treasurer's Report: At the end of August 2023, there was a cash balance of \$1,914,751.51 in all funds.

Boards and Commissions:

- **Mayor** – No report.
- **Manager** –
 - Reminder of the Borough picnic on the 22nd.
 - A Borough resident reached out asking if we would consider changing Trick or Treating to Saturday. It has always been hosted on the 31st. The discussion was tabled until October to see when the local organizations are planning to host their events.
 - Save the date for the employee/council Christmas party at Jackson Valley in December, all should have a copy.
 - The Department of Health has requested a meeting this Thursday via Teams from 10am – 11am to discuss the issue with current EMS issues, specifically with Warren City in providing/denying services to our Borough. All are encouraged to attend.
- **Zoning Board** – No Report
- **Recreation Committee** -
 - BVSP had a good season, not many days were lost due to weather, etc.
 - The Tidioute art teacher has requested a meeting with the Rec. committee to discuss having a group from their leadership program paint murals on the front of the building at BVSP. That meeting will be held on September 27th for input and ideas. Still trying to meet with John Papalia from ROY for discussion about the splash pad.
 - Music in the Park went well. Some musicians have already requested about being put on the schedule for next year.
- **Jr. Council** – Michael Carnahan stated while working on his eagle scout project at Island Park he received many complaints about a trash can by the tennis court being full. He just wanted to bring it to our attention so it could be taken care of.
- **YPD** – No report.
- **YVFD** – No report.
- **PWD**
 - Mr. Theuret had a meeting with our engineer about two weeks ago regarding the leak at the water reservoir. He is still working on prices and plans to repair the leak for the 2024 budget.
 - 8th Street is completed including the blacktop and yard repairs.
 - In-house paving is complete. Davis Street from East Main to College, 2nd Street from Water Street to YEMS and 8th street patches were done.
 - The jack hammer on the backhoe broke down and was sent for repairs estimated at \$3,000.00.
 - All of the valve risers are in. When IA comes to do the paving, our responsibility was to install the risers.
 - Upcoming projects:
 - The vacuum truck will be here on the 13th to vac out tank 2 at the WWT plant for internal repairs and maintenance.
 - A new water line will need to be installed at Brokenstraw Winery as they are expanding their business.
 - Plan to start the storm drain project on McGraw early next week. Will be about a month-long project.
 - The leaf picking equipment is being prepped for the season.

Motion to accept the August bills for payment made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried by voice vote.

September 2023 Expenses:

A.R. Beatty Diesel	525.48	Admar Supply	4,036.21
Alexandra Benedict	35.00	AmTrust	13,281.00
Anderson Cleaners	75.40	AT&T Mobility	113.19
Barbara Young	855.00	Barnhart Davis	713.25
Birch's Graphix	265.00	Bryan, Lee	1,000.00
Cintas	201.50	Commonwealth of PA	1,000.00
Companion Life	821.64	CR Turner	175.00
Dearborn Life	384.57	Definiti	2,520.72
Downtown Redevelopment	2,971.00	EagleZip	95.09
Erie Insurance	193.00	Erika Grubbs	150.00
Fox & Sons	2,550.00	Frantz & Russell	400.00
Greiger Electric	240.00	Highmark Blue Cross	154.24
Howe's True Value	72.97	IT Telecom	158.74
ITU, Inc.	192.03	James B. Schwab	137.38
Jamestown Macadam	10,543.29	Kinzua Environmental	190.75
L/B Water	25,226.84	Lowe's	508.90
Manufacturer & Business	319.00	Melzer's	3,402.00
Mineweaser, Todd	35.78	National Fuel	948.71
Nationwide	275.00	Northwest VISA	2,497.38
Northwest Bank	9,108.85	PACE	465.50
PDBlowers	11,388.07	Penelec	9,118.19
PA One Call	1.00	Petty Cash	37.43
Pitney Bowes	758.47	S & D Calibration	96.00
Sam's Club	401.35	Selective Insurance	48,930.00
Sharon Wagner	150.00	Strate Welding Supply	62.38
Swanson, Bevevino & Sharp	750.00	Techsulere	250.00
Times Observer	273.00	Tops Markets	189.09
TAWC	1,000.00	U.S. Bank	93.00
United Refining	1,384.64	UPMC	12,449.80
USA Blue Book	2,115.18	Verizon Wireless	211.16
Warren Assessment Office	335.31	Waste Treatment	6,123.33
Wendy Wilcox	1,183.47	WestPA	84.44
Youngsville Hardware	264.65	Youngsville Library	6,000.00
Zito	150.00		

TOTAL AUGUST EXPENSES - \$190,639.37

Old Business:

- **Downtown Master Plan** – The Downtown Redevelopment Services presented a draft master plan that will serve as a guiding framework for revitalization of the entire downtown corridor. A motion to approve the master plan as presented was made by Mr. Clawson, seconded by Mrs. Cowan and unanimously carried.
- **Heart & Soul** – The photo contest has ended. The grand prize winner was Penny Sampson with her winter scene of the flag pole over at the YVFD. Her photo will be put on a canvas and hung at the Borough in the conference room. Barb, the H&S coordinator, is working on more story gathering events including one at the high school and the senior expo which should wrap up phase two.

- **Square Card Reader** – We had success in taking our first payment. There is a 3% processing fee which is added on automatically. If we have questions, we were assigned a representative with Square who we can call directly.
- **Budget Calendar** – The original calendar had a meeting time of 4:30pm where as in the past meetings were held at 6:30pm. Mrs. Wilcox changed the time to 6:30pm and will advertise this week.
- **Codification** – Mr. Clawson suggested that with all the changes recently we need to revisit the codification. Mrs. Wilcox stated we were provided with a legal analysis in 2019 but it has not been reviewed. General Code suggested we review the legal analysis with our solicitor, make any changes, adopt the code for those changes and pass them by resolution then go back through to make any other amendments. Mr. Brewster stated he has read through the legal analysis and determined we will need a significant amount of legal input. Now that it is budget season, we need to increase our legal line item because the amount of work our solicitor will need to do will put us over his monthly retainer. Solicitor Tim Bevevino asked for the legal analysis to be sent to him so he can review.

New Business:

- **Ordinance 606, Amendment to Nuisance Ordinance** – Ordinance 606 amends the definition of a “Nuisance” as defined by the Borough by adding category I, stating “No person shall keep, harbor, or feed any stray dog, stray or feral cat, or other animal in the Borough so as to create offensive odors, excessive noise, or unsanitary conditions which are a menace to the health or safety of the public, or otherwise permit the commission or existence of a nuisance as defined herein.” A motion to adopt Ordinance 606, was made by Mrs. Cowan, seconded by Mr. Brewster and carried by voice vote. Ms. Wilcox stressed this is to take care of the Borough issue with the stray cats. As a Borough we do not have the time, resources or funding to have a trap, neuter and release program. A Borough resident has said that she will do TNR only if other residence will help her. If anyone is interested, let Mrs. Wilcox know and she will provide contact information.
- **Resolution 6-2023, TAWC Commitment** – This is for our annual donation of \$1,000.00 to the Transit Authority of Warren County. A motion to accept the resolution was made by Mr. Lake, seconded by Mr. Clawson and unanimously carried.
- **Resolution 7-2023, Waiver of Police Contribution** – The police pension committee met to review the plan and has determined it is in good standing and collectively voted to keep waiving the 5% contribution. A motion to accept Resolution 7-2023 was made by Mr. Brewster, seconded by Mr. Lake and unanimously carried.
- **MMO Obligations** – Mrs. Wilcox proposes we put in the market value needed in order to keep the plan viable. The minimum municipal obligation based on market value is, \$66,886.00. A motion to approve the 2023 MMO amount for the police pension plan made by Mr. Brewster, seconded by Mr. Schwab. All in favor. A motion to approve the Money Purchase Plan for non-uniform in the amount of \$42,264.83 was made by Mr. Lake, seconded by Mr. Brewster. All in favor.
- **PennDOT Multimodal** – We did not receive the Multimodal grant that was applied for through PennDOT. Mrs. Wilcox would like to know if we want to try for a fourth time or if the monies that have been set aside for matching funds could be used for some other kind of improvement project for the downtown. There is currently \$200,977.71 in our Streetscape account with an additional \$70,000 allotted in our budget. Council suggested to Mrs. Wilcox to try to find out why we are being denied. Future discussion will take place on how the money will be used.
- **Community Service Award** – The community service award has not been presented for a couple years. Mrs. Wilcox would like to put the award in place again. Advertisement to the public will go out and nominations will be accepted until October 31st.
- **Archive Social** – Civic Plus has reached out to Mrs. Wilcox to discuss options for archiving any social media that we may have, particularly for the purpose RTKL. The service has a \$500 start

up fee and then would be an additional \$349 a month. From the guidance of Solicitor Tim Bevevino, he does not believe this is something we need to utilize.

- **Animal Control/Code Enforcement** - Mr. Clawson suggested looking at adding a possible part-time code enforcement officer for 2024 budget season stating that we have ordinances, rules, etc. and we need to enforce them.
- **Meeting Policy/Procedure Manual** – Council needs to establish a meeting policy and procedure manual. Visitors need to know what is expected of them, when they are allowed to talk, for how long, etc. Having such policy will also help council run efficient meetings.

Executive Session: Council went into executive session at 5:51pm and returned at 6:12pm. After discussion Mr. Clawson made a motion to use up to \$10,000 from the capital reserve general fund, if available, to place a bid for the tax sale at 118 East Main Street with partnership from ROY, seconded by Mr. Lake and unanimously carried.

Adjournment: Meeting adjourned at 6:15pm.

Allie Benedict, Secretary