

**Youngsville Borough Council**  
**Regular Meeting – December 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, Eric Mineweaser (via phone), Nicole Cowan, Dustin Schwab (arrived at 4:45pm, left at 5:15pm), Catrina Leamon, Todd Lake and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, DPW Foreman Mark Theuret, YPD Chief Todd Mineweaser, and Solicitor Tim Bevevino, Junior Council Members Michael Carnahan and Madison Carnahan were absent.

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

**Recognition of Visitors:**

Terry Jane Chiaravalloti, 427 College Street, was inquiring about the progress of the Fairmount and what kind of timeline the property owner was given to make improvements. Ms. Chiaravalloti was made aware there is a process and steps are being followed to make sure all permits, inspections, etc. are being done correctly.

Donald Bauer, 172 Bates Street, had complaints about the new paving on East Main Street. Mr. Theuret is working with the liaison of PennDOT on problems that have been found. Mr. Bauer was also curious on why some streets were paved this summer such as Second and Davis and not others. An explanation of the in-house paving process and budget was given to him.

Jared and Ashley Durlin, 137 Bates Street, expressed their concerns with the 2-hour parking on Bates Street and how if the residences want to use the street for parking, they are limited to the 2 hours only. Mr. Durlin stated the school events are out of hand and that the 2- hour rule does not stop anybody from parking on the street. Ms. Wilcox made him aware the concern will be forwarded on to the Streets Committee and a meeting will set up in early January to discuss the best solution for the residents and school. Chief Mineweaser added that the 2-hour parking was put into place to stop students from parking around the block when the school initiated a fee for parking in their lot.

Kristy Wallace, Youngsville Library Director, representing the library.

- Ms. Wallace stated they have started paperwork for the controlled burn to the house at 45 Second Street which will be used for training purposes by the local fire departments. They are looking at the beginning of March.
- The Marcy O'Brien signing event was a huge success with a great turnout.
- The Library provided 170-180 goodie bags for the Story with Santa during Hometown Christmas.
- Every 3<sup>rd</sup> Wednesday the Library hosts Wi-Fi Wednesday that provides one on one help with any device, just walk in.
- Every 4<sup>th</sup> Tuesday there is a Sensory Story Time for ages 4 and up.
- Ms. Wallace again thanks the Borough for all the support throughout the years.

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

**Correspondence:**

- Christmas cards from Mark J. Corey & Associates, WCCBI, and Suit – Kote Corporation.

- A letter from Experience Inc, asking for support in donation to help provide meals to those in need.
- Warren County Conservation District letter explaining the Community Conservation Partnership grant they just recently received. They would like communities to turn lawns, fields, etc. into pollinating meadows.

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

**Treasurer's Report:** At the end of November 2023, there was a cash balance of \$1,868,662.05 in all funds. Our current PLGIT account was changed over from a class to a prime account along with a new prime account set up for our Streetscape Funds. The ACH transfer and closing of the Streetscape account at Northwest should be completed on 12/12/23.

### **Boards and Commissions:**

- **Mayor** – Congratulated the Youngsville Marching Band once again on their great season!
- **Manager** –
  - Youngsville Hometown Christmas was a success, many wonderful words have been said and heard. Ms. Wilcox wanted to thank all the volunteers and participants who worked hard putting the event together. The committee is looking into some fundraising options to help raise money for next year to make it better yet.
  - The 2024 yearly calendar was included in the packet. If there are no changes the office will get them published for the community.
  - Congratulations to Troy Clawson for ten continuous years of being on council! Mr. Clawson is a great asset to council and the Borough.
- **Boards and Commissions** – We recently added descriptions to the website about each committee that has open seats. A few letters of interests have come in and seats will be appointed at the January reorganizational meeting. Letter of interests are being accepted until December 22<sup>nd</sup>.
- **Recreation Committee** - Mr. Brewster will be setting up a meeting in January to go over the detailed content received from the Tidioute Leadership Class and art teacher for the mural at BVSP.
- **YPD** –
  - Chief Mineweaser received a resignation letter from Officer Woodin who has currently accepted a full-time position at Conewango Township Police Department. His last day with Youngsville Borough will be December 22<sup>nd</sup>.
  - Chief Mineweaser has received a resume from a potential part-time candidate.
  - YPD recently passed an audit that makes sure they are in compliance with anything they run on their computers such as registrations, driver's licenses, etc.
  - All officers just completed first aid, CPR, AED and Narcan training.
  - The first Citizen Police Academy was successful. \$1,750.00 was received in donations to cover the cost. Chief Mineweaser gave an overview of all the topics covered during the ten weeks. There was a total of 12 participants. All enjoyed the classes and gave positive feedback.
  - Mr. Lake along with Council congratulated Chief Mineweaser on becoming 3<sup>rd</sup> Vice President for the Northwestern Pennsylvania Chiefs of Police Association.
- **PWD**
  - Storm drain repairs have been completed on Mill Street.
  - BVSP has been winterized.
  - All equipment is ready to go for winter weather.
  - Veteran banners are down and the Christmas lights are up.

- The traffic camera was installed at Railroad and Route 6. There were a few technical difficulties which should be resolved now. The camera stores memory for up to three days if there were ever an accident or issue. The installer will be showing PWD and YPD how to retrieve the video within the next couple weeks.
- DEP held a water inspection on November 29<sup>th</sup>. A final report has not been received from DEP but it was brought to attention that we will be receiving a tier II violation from an incident on July 2, 2023. The chlorine level at the entry point on Division Street was below .4 parts per million which is the lowest the permit allows. When PWD first became aware of the issue was when they were doing their samples the morning of July 2<sup>nd</sup>. They immediately closed in the well, cleaned the injector and flushed the line until it had an acceptable chlorine level and returned the well back into service. They were unaware that they violated the permit and were not aware of any changes. Before if the levels dropped below the .4, they had 4 hours to resolve the issue and get the levels back up. Chlorine crystalizes which caused the injector to become plugged. A notice will go out to the public in the next week or so.
- PWD will start working on the Lead & Copper plan.
- There is a broken sewer line on 4<sup>th</sup> street that will be resolved this week.
- The waste water permit is progressing. They have sent us a draft notice. E. coli and total copper sampling will be added to the permit. It will be a 5-year permit.
- Mr. Brewster brought up the cost savings for the McGraw storm drain project that was done in house. Was appreciative of the PWD crew for completing.
- Mr. Theuret is working with PennDOT on all issues with the recent paving. He has sent them pictures and a list of concerns that need to be resolved.
- **COG/McWAPEC**
  - No report for McWAPEC.
  - Mr. Clawson has a copy of the County Comprehensive Plan that he will provide to Council. Included are some action items that can be done locally to help with the plan.
  - DCED recently completed a study on EMS services. One thing noted was that appreciation goes a long way. Municipalities should show more support towards first responders and the volunteers for our local services. A second recommendation was to start an authority county wide.

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

**December 2023 Expenses:**

A.R. Beatty Diesel	35.37	Alexandra Benedict	40.00
Anderson Cleaners	79.60	Angie Highhouse	75.00
Arick Heliker	250.00	AT&T	113.19
Barbara Young	326.76	Barber's Chemicals	666.90
Barnhart Davis	178.21	Benjamin Leach	51.75
Cintas	208.95	Clement Motors	400.82
Companion Life	786.32	Dearborn Life	419.17
Definiti	2,661.82	EagleZip	96.47
Erika Grubbs	255.00	General Code	1,195.00
Greenman-Pedersen	200.00	IT Telecom	155.18
ITU, Inc.	192.03	Jamestown Macadam	242.32
L/B Water	23,694.85	Melzer's	1,162.29
Mike Melquist	250.00	Mineweaser, Todd	85.50
Nationwide	275.00	Northwest VISA	936.44
Northwest Bank	9,108.85	PACE	698.00

Penelec	9,004.98	Pitney Bowes	758.47
Sam's Club	163.94	Sharon Wagner	255.00
Stacey Cratty	250.00	Strate Welding Supply	40.50
Swanson, Bevevino & Sharp	750.00	Techsulere	250.00
Tops Markets	28.36	U.S. Bank	93.00
United Refining	984.35	UPMC	13,098.36
Verizon Wireless	211.10	VBA	95.43
Waste Treatment	5,492.84	Wayne Glasgow	64.98
Wendy Wilcox	225.00	WestPA	84.44
Witmer Public	372.50	Youngsville Hardware	279.27
Zito	150.00		

**TOTAL DECEMBER EXPENSES - \$ 78,203.55**

**Old Business:**

- **Community Award** – Mayor Scott Nelson presented Randy McKinney, President of the Youngsville Cemetery Association, as the 2023 Community Service Award winner. The Borough is very appreciative of all the hard work Mr. McKinney and his volunteers have put in to clean up and maintain the cemetery. Joining Mr. McKinney were his wife, Kay McKinney and father, John McKinney.
- **Engineering Firm** – Steve Halmi from Deiss & Halmi Engineering, introduced himself as a potential engineer for the Borough. Mr. Halmi previously met with Mr. Theuret, Ms. Wilcox and Mr. Brewster and had the opportunity to tour the Borough and WWT plant. Mr. Halmi has since provided the Borough with statements of certification and the services they provide. Council will review the information and make a decision during the January reorganizational meeting. Deiss & Halmi is highly recommended with other local municipalities.
- **EmergyCare Contract** – Council reviewed the proposal provided EmergyCare at the November meeting. A standard agreement, was provided to Council which is bases 2022's call volume. After clarification on a few items, Mr. Lake made a motion to accept the EmergyCare agreement and appoint Mrs. Wilcox the liaison, seconded by Mr. Clawson and unanimously carried.
- **Ordinance 607 – EMS Commission** – Paul Pascuzzi provided Ms. Wilcox with an Ordinance for the Borough to join the Warren County EMS Commission. It was approved during November's meeting that we join the Commission. A motion to pass Ordinance 607 to join the Warren County EMS Commission was made by Mr. Clawson, seconded by Mr. Lake and unanimously carried.
- **Reservoir** – The Borough received a letter from the Warren County Commissioners denying our request for monies to help with the reservoir repairs and upgrades. Ms. Wilcox did apply for the LSA grant which had twenty applicants from Warren County. Council recommended approaching the new commissioners at the beginning of the year. A referral to Kim Slocomb was given by the Commissioners.
- **Ranger Way** – Hessley Law Office is handling the Bob William Estate including Ranger Way which was recently blighted by the Borough. We have received a letter from them asking for an extension to raze the burnt building and then sell the property. Ms. Wilcox will contact them to grant the extension but at a minimum, they need to secure the building so no one can enter them.

**New Business:**

- **Resolution 10-2023, Budget** – A motion to accept Resolution 10-2023 which passes the Borough of Youngsville's 2024 Budget was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Resolution 11-2023, Fee Schedule** – A motion to accept Resolution 11-2023 which lays out the 2024 Rates and Fees for the Borough of Youngsville was made by Mr. Brewster, seconded by Mr.

Clawson and unanimously carried. This is to include a \$4.00 increase in water usage along with \$5.00 per quarter for capital water improvements.

- **Resolution 12-2023, Tax Rate** – A motion to accept Resolution 12-2023 which fixes the tax rate for 2024 was made by Mr. Lake, seconded by Mr. Clawson and unanimously carried. There will be no increase in taxes for the Borough of Youngsville during 2024.

**Executive Session:** No executive session.

**Adjournment:** A motion to adjourn was made by Mr. Brewster, seconded by Mr. Lake and unanimously carried at 5:55pm.

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Allie Benedict, Secretary