

**Youngsville Borough Council
Organizational Meeting – January 8, 2024
Youngsville Borough Municipal Building**

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

Oaths of Office: Mayor Scott Nelson administered the Oaths of Office to re-elected Council Members Richard Brewster, Dustin Schwab and Troy Clawson.

Present: Mayor Scott Nelson, Council Members: Rick Brewster, Nicole Cowan, Dustin Schwab, Catrina Leamon, Todd Lake, Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Clerk Cindy Niemeyer, Solicitor Tim Bevevino, PWD Stacey Cratty, and YPD Chief Todd Mineweaser. Absent were Council Member Eric Mineweaser and Junior Council Members, Madison and Michael Carnahan.

Nomination/Election of Council Vice President: A nomination for Council Vice President was presented for Troy Clawson by Mr. Lake, seconded by Mrs. Cowan. All in Favor. Troy Clawson was elected as the new 2024 - 2026 Council Vice President (two-year term).

Council Committees: A motion to approve Council Committees as listed made by Mr. Clawson, seconded by Mrs. Cowan. All in Favor.

**COUNCIL COMMITTEES
2024/2025**

Library Board

Catrina Leamon

Finance

Rick Brewster
Eric Mineweaser
Troy Clawson

Safety

Nicole Cowan
Dustin Schwab
Todd Lake

Streets / Streetscape

Dustin Schwab
Catrina Leamon
Troy Clawson

Utilities

Nicole Cowan
Dustin Schwab
Troy Clawson

Parks & Recreation

Rick Brewster
Nicole Cowan
Eric Mineweaser

Personnel/Advisory

Rick Brewster
Catrina Leamon
Eric Mineweaser

Commission Appointments: A motion to approve the Commissions/Committees as listed made by Mr. Clawson, seconded by Mrs. Cowan. All in Favor.

**YOUNGSVILLE BOROUGH
COMMISSIONS/COMMITTEES**

Term Expires

Planning Commission

4 Year Term

Les Sanford	149 Bates Street	563-4389	Chair	12/31/2026
Steve Dunn	424 College Street	779-8630	Secretary	12/31/2024
Troy McFate	113 Mill Street	563-9277		12/31/2024
Troy Clawson	210 College Street	563-7047		12/31/2026
Kay McKinney	324 East Main Street	563-9904	Alternate	12/31/2027

Police Pension Committee

2 Year Term

Scott Nelson	406 North Main Street	563-4044	Chair	Tenure
Todd Mineweaser	YPD Representative		Vice Chair	Tenure
Rick Brewster	169 Second Street	563-7331		12/31/2025
Nicole Cowan	129 7 th Street	563-7960		12/31/2025
James Uhron	317 High Street	563-7614		12/31/2025

Recreation Commission

5 Year Term

Rick Brewster	169 Second Street	563-7331	Chair	12/31/2024
Les Sanford	149 Bates Street	563-4389		12/31/2025
Richard DeSimone	72 Mill Street	563-9902		12/31/2024
Barb Lutton	145 Bates Street	563-9441		12/31/2027
Scott Nelson	406 North Main Street	563-4044		12/31/2027
Carl Lewis	109 McGraw Drive			12/31/2028
Kyle Young	517 High Street			12/31/2028
Vacant	Brokenstraw			12/31/2024
Susan Kibbey	Box 254, Pittsfield	563-9379	Pittsfield	12/31/2024

Nicole Cowan 129 Seventh Street 563-7960 Council Liaison

Zoning Board

3 Year Term

Dexter See	363 East Main Street	563-4071	Chair	12/31/2026
James Uhron	317 High Street	563-7614		12/31/2025
Samuel Walters	210 West Main Street	563-4791		12/31/2025
Terry Chiaravalloti	427 College Street	563-7422	Alternate	12/31/2026
Randy McKinney	324 East Main Street	563-9904	Alternate	12/31/2025

Designation of Borough Solicitor: A motion to approve Tim Bevevino of Swanson, Bevevino and Sharp, P.C. Law Office as the Youngsville Borough Solicitor made by Mr. Lake, seconded by Mr. Clawson. All in Favor.

Designation of Borough Engineers: A motion to approve Deiss & Halmi Engineering, Inc. as the Youngsville Borough Engineering firm made by Mr. Brewster, seconded by Mr. Clawson. All in Favor.

Designation of Sewage Enforcement Officer: A motion to approve Mr. Todd Fantaskey as the Sewage Enforcement Officer made by Mr. Lake, seconded by Mr. Brewster. All in Favor.

Designation of Auditors: A motion to approve Buffamante, Whipple and Buttafaro, P.C. (BWB) as the Youngsville Borough Auditors made by Mr. Clawson, seconded by Mr. Brewster. All in Favor.

Designation of Emergency Management Coordinator: A motion to approve Mr. Todd Lake as the Emergency Management Coordinator made by Mr. Brewster, seconded by Mr. Clawson. Mr. Lake abstained from voting. All in Favor.

Designation of Open Records Officer: A motion to approve Mrs. Allie Benedict, Borough Secretary, as the Youngsville Borough Open Records Officer made by Mr. Clawson, seconded by Mr. Lake. All in Favor.

Designation of Chief Administrative Officer of the Municipal Pension Plans: A motion to approve Mrs. Wendy Wilcox, Borough Manager, as the Chief Administrative Officer of the Municipal Pension Plans made by Mr. Brewster, seconded by Mr. Clawson. All in Favor.

Amendment to the Agenda: None

Minutes: A motion to approve the Minutes of the regular council meeting on December 11, 2023, made by Mr. Brewster, seconded by Mrs. Cowan and unanimously carried.

Recognition of Visitors:

Jim Decker, President/CEO of WCCBI, discussion on Warren Worx under new business.

John Papalia, WCCBI, present for support on the Warren Worx discussion.

Terry Jane Chiaravalloti, 427 College Street, was inquiring on where the Borough stands with the Fairmont and working with the property owner. She was made aware that progress is being made and there is another meeting on January 10th. Ms. Chiaravalloti also brought up the cement blocks that currently sit on the sidewalk out front of the Fairmont and how they pose as a safety hazard. She also wanted an update on the Bates Street parking situation for which a meeting will be set up after the new committees are formed.

Jim Cowan, 129 Seventh Street, in observance.

Correspondence:

- Ms. Wilcox received an email giving detail on how to go on to PennDOT's website and vote in the Paint the Plow Program for the Northwest Region. Local high schools partook in painting a plow aimed towards winter driving safety.
- An Emergency Planning and Response Seminar is being held January 17th from 9am to 2pm at the YVFD. Ms. Wilcox has the link to register for anyone who may be interested. Officer Leach and Ms. Wilcox will be attending.
- A request was received from the Youngsville Marching Eagles to support their trip to Ireland in March 2024 to participate in the St. Patrick's Day Parade.

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

Treasurer's Report -

- At the end of December, there was a balance of \$1,878,191.87 in all accounts.
- We have received our list for the audit and have started uploading documents to the share file.

- By moving our Streetscape funds from Northwest to PLGIT our interest went from \$8.26 a month to \$611.15 during the first month.
- Year-end balance transfer amount into Capital Reserve...

General Fund - \$100,295.22

Sanitation Fund - \$14,828.75

Water Fund - \$10,562.53

Sewer Fund - \$101,085.38

- **Mayor** - Wished all a Happy New Year!
- **Manger** –
 - Pointed out Mr. Clawson’s picture from the PSAB conference in the Borough News and again thanked him for attending and bringing back useful information.
 - Heart & Soul will be hosting their first listening event on January 25th at 4:30pm. They will be having pizza as they start listening to stories to formulate themes. Once themes are formulated, they will make statements which then will determine their action plans.
 - Techsulere will be transitioning our youngsvilleboro.org emails over from Network Solutions to GreenGeeks, so the emails and domain are all hosted by the same company. Mrs. Wilcox made council aware that if they currently use the youngsvilleboro.org email they need to go in and clean out their inbox, trash, etc. to make the process faster. Techsulere should be moving forward with the transition in the next couple weeks.
 - Ms. Wilcox gave thanks to the law enforcement that was attendance for Law Enforcement Appreciation Day that takes place January 9th. Council joined in.
 - April 8th is the day they are predicating the solar eclipse to come through and Youngsville is in its path of travel. Mrs. Wilcox asked Council if we should host an event and do something for the community to enjoy. She is going to see if Heart & Soul will host an event.
- **REC Commission** – Mr. Brewster asked Mrs. Wilcox for the contract information of the new members so he can reach out to them. Mr. Lake mentioned that Brokenstraw Township is actively looking for a member to join the REC commission.
- **PWD** –
 - The waste water permit is still pending. Mr. Cratty has not heard anything back yet from the changes that were made from the draft.
 - The corrective action plan for the public water supply inspection was approved by DEP. Actions need to be completed by March.
 - The reservoir leak is estimated at 30,000-60,000 gallons a day but there are many factors that contribute to that number. Mr. Theuret has been in contact with the new engineer and plans to visit with him in the coming weeks.
 - The two green lights that were burnt out have been replaced.
 - Christmas decorations will be coming down soon.
 - Winter has not quite hit us yet so the salt supply is good.
 - Mr. Lake asked for an update on the puddling around town that is being caused by the recent paving project. As of now, PWD Foreman has given PennDOT a punch list of issues throughout town. PennDOT has not replied.
- **YPD** –
 - Chief Mineweaser touched based on the recent report from District Attorney Rob Greene.
 - There is a new scam involving the Social Security Administration. They send you credentials and a badge that looks legit and ask you to go to the bank and to provide your banking information. Social security will not call you asking for this information. Chief Mineweaser is going to try to get something out to the press to make citizens aware.
 - Over 640 traffic stops were made in 2023, most of them were only warnings.

- Officer Woodin resigned in December. He took a full-time position with Conewango.
- Clement Motors told Chief Mineweaser that the unmarked SUV would need to be taken to O'Brien's for transmission repairs. O'Brien's quoted \$4,000 - \$5,000 for repairs. Chief recommended taking blind bids for it.
- A congratulations was presented to Officer Leach on being promoted from Officer to Sergeant. He recently completed over 30 hours of supervisor training to prepare him for his new role.
- **YVFD** – Mr. Lake expressed gratitude to members of YVFD for the quick response to a recent residential fire in town.

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

January 2024 Expenses:

A.R. Beatty Diesel	174.37	AmTrust	3,214.00
Anderson Cleaners	40.30	AT&T Mobility	113.19
Barbara Young	377.50	Barber's Chemical	466.90
Barnhart-Davis	256.84	Cintas	172.93
Companion Life	675.09	Dearborn Life Insurance	401.87
Definiti	2,614.57	Emergycare	1,035.00
Erika Grubbs	187.50	Glenn Hawbaker	625.90
Greenman-Pedersen, Inc.	170.00	IT Telecom	152.89
ITU, Inc	235.73	James B Schwab	148.51
Johnson Tire	1,637.44	L/B Water	2,406.74
Lowe's	208.62	Melzer's Fuel	690.55
Mineweaser, Todd	161.12	National Fuel	1,463.27
Nationwide	275.00	Northwest VISA	532.48
Northwest Loan	6,167.00	PACE	907.10
Penelec	9,756.14	PA Chiefs	180.00
Petty Cash	44.74	PSTCA	30.00
Rave Wireless	1,325.00	RCI Electrical	23,537.00
S&D Calibration	96.00	Sam's Club	33.14
Sharon Wagner	187.50	Strate Welding Supply	130.62
Techsulere	250.00	U.S. Bank	93.00
United Refining	1,001.66	UPMC Health	16,052.30
USA Blue Book	172.93	Verizon Wireless	211.10
Waste Treatment	5,072.56	Western PA Chief's	90.00
WestPA	84.44	Youngsville Hardware	44.60
Zito Media	150.00		

TOTAL JANUARY EXPENSES: \$ 84,055.14

Old Business:

- **ABM Building & Energy Solutions** – ABM gave a presentation to a few of the council members. They are willing to come to in look over our bills, etc. to see where we can save on costs. The audit/evaluation are the initial steps and do not cost the Borough anything. Based on the findings, any savings they find are guaranteed. Once a proposal is made by ABM, we can either approve or decline. The Borough is not committed to a contract with the initial steps. A motion to go through with the initial steps that ABM offers was made by Mrs. Leamon, seconded by Mr. Brewster and unanimously carried.
- **Codification** – Ms. Wilcox has started going through the editorial and legal analysis portion of the codification received from General Code. Ms. Wilcox has proposed that they develop a “book club style” approach to the codification where they read sections at a time and then meet to go

over input, questions, etc. Having all of council involved would be beneficial to everyone. Mrs. Wilcox will schedule the meetings. The editorial and legal analysis from General Code will be re-distributed to council.

New Business:

- **Resolution 1-2024 Updated Multimodal Request** – The original amount submitted for the Multimodal grant was incorrect. They kicked back the application and gave the Borough until January 31st to submit the correct request amount. All letters were resubmitted and now a corrective resolution needs to be done. The new request amount is \$1,100,446.58. We would be short an estimated \$20,000 in match monies but we can come up with a solution. It was recommended to amend the resolution to include the match monies amount of \$473,1409.04. A motion to amend and pass Resolution 1- 2024, Corrective Multimodal Request, was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Intergovernmental Cooperation Agreement EMS Commission** – It was already approved in a previous meeting that we join the Intergovernmental Cooperation EMS Commission. An agreement now has been sent for us to sign. A motion to approve and sign the Intergovernmental Cooperation Agreement was made by Mr. Lake, seconded by Mr. Brewster. All in favor.
- **Warren Worx** - Jim Decker, WCCBI President/CEO, stated that Warren County is a great place but over the past 30 years we have seen a steady decline in population. After completing the Warren County comprehensive plan which outlines strengths and weaknesses, there was a need to tackle the community and economic objectives. Warren Worx, hopes to work collaboratively with Warren County entities on projects and missions of the overall community, “one team, one Warren County.” Warren Worx is not asking for any kind of funding at this time, they are just looking for representation from the municipality.
- **Baker Subdivision** – Josh Baker wanted to annex a portion of the property behind his house to his main property, 329 East Main Street. The subdivision was approved by the Borough and Warren County Planning Commission. No variance will be needed due to a garage being to close to the property line. A motion to approve the Baker Subdivision was made by Mr. Lake, seconded by Mr. Brewster and unanimously carried.
- **Police Car & Dump Truck** – The spare unmarked YPD SUV and the blue dump truck are currently both sitting and could be sold. Mr. Clawson recommended that Mr. Schwab try to put together another local government auction to sell the vehicles like done in the past. A motion to sell the police car and blue dump truck was made by Mr. Brewster and Mrs. Leamon. All in favor. Mr. Schwab stated he would not try to put a sale together until spring so if the Borough was in a hurry to sell, he suggests looking at other options.
- **Modified Duty** – Mrs. Wilcox reached out to Nicole with Rossbacher to see if we implemented a modified duty option, if there would be a cost decrease to our worker’s compensation. Compensation is based on claims so she said it would not help. After speaking with PWD foreman, Mr Theurest and PWD Mr. Cratty they did not see modified duty being a benefit to them. Modified duty will be taken off the agenda.

Executive Session: Executive session was entered in at 5:53pm, council returned at 5:59pm.

Adjournment: Motion to adjourn made by Mrs. Cowan, seconded by Mr. Lake. All in Favor. Meeting adjourned at 6:00 p.m.

Allie Benedict, Secretary