

Youngsville Borough Council
Regular Meeting – February 12, 2024
Youngsville Borough Municipal Building

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

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

Minutes: A motion to approve the minutes of the reorganizational and regular council meeting on January 8, 2024, made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried.

Recognition of Visitors:

Julie Saltsman, Spring Creek, PA, proposed to donate her time and money into landscaping the “Welcome to Youngsville” sign located on the east end of town. As a former graduate of Youngsville, she wants to help keep and make Youngsville beautiful. The sign is located in Brokenstraw township and it has always been up in the air on who would maintain it. Ms. Wilcox is going to reach out to Brokenstraw and then will contact Ms. Saltsman once a decision is made to work out a plan.

Jennifer Mead, 109 Second Street, brought concerns to council on a zoning permit that was issued for a fence on the neighboring property, 15 High Street. The ordinance is being interpreted differently amongst those that are involved. Solicitor Bevevino suggested that if what was approved is permissible by Youngsville Borough that Mrs. Mead could hire legal counsel for a zoning violation against her neighbor.

Terry Chiaravalloti, 427 College Street, was inquiring on past matters, Bates Street parking, Fairmont, and Ranger Way. The Streets committee did meet in regards to Bates Street and it has been decided to keep parking the same way but to make sure the signs are placed correctly. Future contact will be made with the school district on the issue. It was noted that the Fairmont and Ranger Way are still a work in progress and there has been communication with both property owners. Ms. Chiaravalloti brought to attention the pile of construction materials piled up at 500 East Main Street. Ms. Wilcox will follow up.

Amendment to the Agenda: Scoreboard on Davis Street Ballfield – Clay Hayes, Youngsville High School Sports, reached out about a scoreboard down at Davis Street Ballfields. He is looking for help with the installation of electric. The installation of electric would be their responsibility but the Borough would be willing to pay for the electric once installed. Ms. Wilcox was going to contact Mr. Hayes. When researched before it was estimated at \$5,000 - \$6,000 for the installation of electric. Mr. Clawson recommended inviting Mr. Hayes to a Rec. committee meeting.

Correspondence:

- A thank you from WCCBI for our continued support.
- A donation request from Free Books for Kids Town.
- A donation request from Eisenhower Band Boosters.
- An appreciation letter from TAWC for our continued financial support.
- Training announcement for FEMA course, L0146 HSEEP and G0402 NIMS.
- A sponsor form from WCCBI for their 2024 Winterfest event.
- The next McWaPEC meeting will be held on Thursday, February 22nd in Mount Jewett. Reservations are due by the 14th.

- Received more information from resident Daniel Johnson on the Everbridge software that could replace our siren system. YVFD will follow up.

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

Treasurer's Report -

- At the end of January there was a balance of \$2,149,660.13 in all accounts.
- The audit is still in progress, Ms. Benedict believes they are wrapping up after receiving the January 2024 bank statements.

Reports -

- **Mayor** – No report.
- **Manger** –
 - The Borough has implemented an internal policy that does not allow customers to make payments in coins in an amount greater than \$5.00.
 - Emergycare supplied a report to the Borough showing two calls were made in January. Calls were during the contract hours.
 - Lonnie's has hired a contractor for demo and clean up. They are waiting to be cleared from the insurance investigation but hopefully it will start next week.
 - Heart & Soul will be having a training on February 20th on Phase III.
- **REC Commission** – Rec held a meeting in January and established a date for Night at the Races which will be held on April 6th. The firehall has been reserved and meeting will be held in February to work on the details.
- **YPD** –
 - Interviews for the part time position will take place February 13th. There are two candidates.
 - Lonnie's is still under investigation.
 - Bates Street parking is still a problem and tickets are being issued mainly to the visitors as they are not familiar with town.
 - The unmarked SUV has been put out of service.
 - YPD does not help with the lock out of vehicles.
- **YVFD** –
 - Chief Edminsten wanted to thank PWD's Mark Theuret and Stacey Cratty for all their help during Lonnie's fire.
 - During budget season Chief Edminsten submitted quotes for new tires on the fire trucks, however, the budget line item was not increased. Since then D&R Transportation donated a set of tires for one of the trucks.
 - A break out of what the Fire Relief monies are used for was provided to the Borough for review so Council can see what and where the money is spent. Chief Edminsten proposed a fire tax in the future.
 - The agreement between the Borough and YVFD all seem to be an old hand shake agreement. It is in the interest of both parties to sit down and come up with a clear plan of responsibilities.
 - Mr. Clawson also expressed gratitude towards YVFD and all their work for saving town during Lonnie's fire.
- **PWD** –
 - PWS and WWT yearly reports are finished and submitted.
 - The WWT permit has finally been issued and becomes effective in March. They have modified the permit and added two new samplings, one E. Coli per quarter and one Copper per month.

- PWD is currently working on the corrective action plan from the recent PWS inspection. Well 3 is completed and all materials are here to finish the water reservoir.
- Paint for the pool has been ordered and the new pump and flow meter and will be installed when the weather gets nicer. An invoice for the pump will be forwarded to the Friends of BVSP when received for payment.
- Mr. Theuret is working closely with Steve Halmi, the new engineer, on a plan for the reservoir leak.
- There were no issues with PWS after Lonnie's fire.
- The playground at the pool is covered in mushrooms. PWD dug some up and took them to the Penn State Extension office to have them tested. As of now the playground has been closed until further notice.
- There have been no updates from PennDOT regarding fixing the flooding and issues through town after the recent paving project.

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

February 2024 Expenses:

Alexandra Benedict	30.00	AmTrust	5,811.00
Anderson Cleaners	81.30	AT&T Mobility	113.19
Angie Highhouse	75.00	Barbara Young	300.00
Barber's Chemical	566.60	Barnhart-Davis	348.66
Blackhawk Supply	3,544.54	Borough of Mount Jewett	50.00
Brokenstraw Fish & Game	100.00	Buffalo & Pittsburgh Railroad	750.00
Burrell Enterprises	468.50	Cintas	214.30
Clement Motors	956.18	Colburn's	100.00
Companion Life	1,480.80	Dearborn Life Insurance	401.87
Definiti	2,573.04	EagleZip	192.94
Emergycare	1,035.00	Erika Grubbs	225.00
Hull Electric	163.14	In the Swim	3,530.54
IT Telecom	154.3	ITU, Inc	192.03
James B Schwab	241.6	Jamestown Soap & Solvent	826.90
L/B Water	133.60	Lowe's	112.54
Lyons Electric Motor Service	3,695.00	Melzer's Fuel	972.47
Mineweaser, Todd	124.43	National Fuel	3,541.26
Nationwide	275.00	Northwest VISA	1,177.43
Northwest Loan	12,050.70	PA Rural Water	270.00
PACE	1,989.10	Penelec	9,599.56
PA Chiefs	400.00	PA One Call	0.50
Pitney Bowes	254.97	Rebecca Johnson	36.00
S&D Calibration	96.00	Sam's Club	1.00
Sharon Wagner	225.00	Stacey Cratty	131.32
Steve's Fire Equipment	156.75	Stiffler McGraw & Assoc.	434.00
Strate Welding Supply	40.56	Swanson, Bevevino, & Sharp	1,500.00
Taylor Roofing	100.00	Techsulere	489.99
Tops Market	20.00	U.S. Bank	93.00
United Refining	1,163.25	UPMC Health	14,575.33
Verizon Wireless	211.10	Warren Intergovernmental	225.00
Waste Treatment	6,147.17	Wendy Wilcox	160.16
WestPA	84.44	Youngsville Hardware	41.17
Zito Media	150.00		

TOTAL FEBRUARY EXPENSES: \$ 85,204.30

Old Business:

- **ABM Building & Energy Solutions** – Mike Hess from ABM will be coming the last week of February to start the initial steps of the energy cost saving plan which includes audit/evaluation of our bills, financials, etc.
- **Codification** – The first session was held last week. The next one will be tomorrow, February 13th at 4:30pm. This session does not include as much and should go quicker.

New Business:

- **Terri Cunkle – Strategic Management Planning Program (STMP)** – Terri Cunkle with DCED came to speak about the Strategic Management Planning Program (STMP) which is a program to “assist local governments to identifying, prioritizing, and addressing financial difficulties by implementing short and long-term goals and objectives.” They provide a consultant to come and look at our financials, operations, etc. of the past five years and will complete a five-year projection. Afterwards they will provide a list of recommendations that can be funded through the program. There is a match of 10% - 50% depending on if a hardship request is submitted. The program is completed in six phases. A resolution would be needed to apply.
- **Spring Clean Up** – A date has been set for the 2024 Spring Clean Up, May 11th, 8am – 12pm. Last year we advertised that residents could see a price increase due to rising costs. A motion to increase the prices by \$5 was made by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried. Cars will now be \$15 per load and trucks will be \$25 per load.
- **Resolution 2-2024, Northwest Signatories** – A motion to approve Resolution 2-2024 which approves the signatories for the Non-Uniformed Pension Plan was made by Mr. Brewster, seconded by Mr. Mineweaser. All in favor.
- **Resolution 3-2024, TWAC Local Match** – A motion to approve Resolution 3-2024, our annual donation to the Transit Authority of Warren County in the amount of \$1,500.00, was made by Ms. Leamon, seconded by Mr. Brewster. All in favor.
- **Resolution 4-2024, Zoning Hearing Board Appointments** - A motion to approve the newly appointed members on the Zoning Hearing Board was made by Mr. Brewster, seconded by Mr. Mineweaser. All in favor.

Executive Session: Executive session was entered in at 5:53pm, council returned at 6:23pm.

Adjournment: A motion to adjourn was made at 6:24pm.

Allie Benedict, Secretary