

**Youngsville Borough Council  
Regular Meeting – March 11, 2024  
Youngsville Borough Municipal Building**

**Mayor Scott Nelson** called the meeting to order at 4:30 p.m. Mr. Mineweaser then gave the invocation led by the Pledge of Allegiance.

**Present:** Council Members: Rick Brewster, Eric Mineweaser (left at 5:30pm), Nicole Cowan, Dustin Schwab (arrived at 4:45pm), Todd Lake, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, Solicitor Tim Bevevino, PWD Foreman Mark Theuret, PWD Stacey Crary and YPD Chief Todd Mineweaser. Absent were Council Member Catrina Leamon and Junior Council Members, Madison and Michael Carnahan.

**Minutes:** A motion to approve the minutes of the regular council meeting on February 12, 2024, made by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.

**Recognition of Visitors:**

Judy Kuzminski, 12 Beckenwood Drive, received 22 applications for new Hometown Hero banners. Mrs. Kuzminski also took initiative to get the Youngsville Cemetery registered for Wreaths Across America. A ceremony will be held on December 14<sup>th</sup> at 12:00pm and then wreaths will be disbursed. The goal is to put wreaths on every veteran's grave which is roughly 400. She is trying to reach out to the smaller local cemeteries to see if there is any other interest. The American Legion Post 658 is supporting the cause also and will be helping with fundraising. A meeting is being planned for September to work out all of the details and come up with a plan.

Brigitte Chase, 1445 Hull Hill Road, is a new board member for the Youngsville Public Library and was in attendance for the library.

Kristy Wallace, Youngsville Public Library Director, gave an overview of the training that took place on March 9<sup>th</sup> – 10<sup>th</sup> involving several fire departments from all over for the burning of the house at 45 Second Street. The training was very well organized and impressive. Right now, the property is a pit that PWD will work on back filling when time permits. They have placed a snow fence around the property for safety reasons along with no trespassing signs. Ms. Wallace gave a huge thank you to all of those who worked behind the scenes to make this happen and the continued support they will receive. The Library will be extending their parking lot for right now. Foreseeable projects may consist of extra storage, an outside reading area or expansion. Mayor Scott Nelson stated how professional everything looked regarding the training and how he was in complete shock at the number of people involved.

John Papalia, ROY President, discussed future Economic Development under new business.

Brian Bull – Chief of Garland Fire Department, approached Council for their blessing in YPD donating their old radios to the Garland Fire Department. Mr. Bull stated the newer radios work just like cellphones, service cuts in and out. He is looking to improve the communications of the members in an emergency situation. A motion to donate the old radios to Garland Fire Department was made by Mr. Brewster, seconded by Mr. Lake and unanimously carried.

**Amendment to the Agenda:** None.

## **Correspondence:**

- Youngsville High School Alumni Scholarship Fund sent a request to the Borough to see if we are interested in sponsoring a hole for their 30<sup>th</sup> Annual Golf Scramble. A motion was made to sponsor a hole for \$100 by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- EmergencyCare call report for the month of February consisted of five calls total. The calls are ones made in and out of the contracted hours.
- An invitation to the League of Women Voters Sunshine Week event being held on March 14<sup>th</sup> at 6:30pm at the Warren Public Library.

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

## **Reports -**

### **Secretary/Treasurer's Report -**

- At the end of February there was a balance of \$2,262,957.56 in all accounts.
- We received our liquid fuels allocation in the amount of \$56,437.23.
- Our pension plan audit is finished. They looked at 2019 – 2022. There were two observations for our police pension plan, 1) a portion of the 2022 state aid was not deposited into the pension plan within 30 days as required by Act 205 and 2) the 2019 and 2021 Act 205 reports were signed by the borough secretary and not the CAO which is the borough manager. Our non-uniformed plan had the same observation as the police plan about the 2019 and 2021 reports not being signed by the CAO. There was also a finding for our non-uniformed, an employee was missed on the AG 385 report in 2023 which resulted in an underpayment of state aid. We are able to recoup those funds and should see them in the near future.
- The scrap container for the Friends of BVSP has been ordered for spring cleanup.
- Statements of Financial Interest are due May 1<sup>st</sup>.

**Mayor** – Again thanked the fire departments for all their amazing work with Lonnie's and the burning of 45 Second Street.

### **Manger –**

- We have been awarded the grant monies up to \$50,000 from the USDA to be used for the purchase of the new F-550. The truck has been ordered and should be here April/May and then will be sent for the upfit which will take a couple months.
- The Green Light Go (traffic light) has been submitted for reimbursement. We should be reimbursed around \$18,000.00.
- Brokenstraw Township was contacted about landscaping the sign at the east end of town. Ms. Wilcox has contacted Julie Saltsman who will put a plan together and present it to council before she begins the work.
- Lonnie's is still under investigations and could be months before we see any progress with the cleanup. Right now, the Borough just needs to make sure the property is secure for safety reasons.
- Ranger Way is progressing, there will be more details to follow.
- Ms. Wilcox will be attending the PSAB conference June 2<sup>nd</sup> – 5<sup>th</sup> in Hershey. Mr. Clawson also plans on attending but if anyone else is interested they could take the opportunity to go.

### **REC Commission –**

- Progress is being made for Night at the Races taking place April 6<sup>th</sup>. Right now, they are in the advertising phase.
- Music in the Park will be taking a hiatus this summer. It is going to be a redevelopment period for the program and we hope to see it back in 2025.

**YPD –**

- The alumni basketball game supporting Gage Hendrickson was held March 1<sup>st</sup>. More than 50 players returned to play from classes of 1997 – 2023.
- O’Brien’s gave Chief Mineweaser two options for the black SUV. We can repair the transmission which could cost \$3,000 - \$5,000 or try to do a flush of the transmission which would be \$300 - \$400. The SUV is not pursuit ready but would be useful for events in town, trainings, etc. Mr. Clawson made a motion to go over budget if need to get the transmission flush done, seconded by Mr. Lake, all in favor.
- Mr. Brewster gave an overview of the personnel committee’s recommendation on hiring both candidates as they were both well qualified for the part-time position. Mr. Clawson made a motion to accept the committee’s recommendation, seconded by Mr. Lake and unanimously carried. The new two police part-time officers, Mitchell Labesky and Zackery Shelly, introduced themselves.

**Oaths of Office:** Mayor Scott Nelson administered the swear in of the Borough’s two new part-time officers, Mitchell Labesky and Zackery Shelly.

**PWD –**

- The corrective action plan from the recent PWS inspections is completed. DEP has re-inspected and everything was approved.
- PWD has found the reservoir leak. Mr. Theuret will work with the engineer and come up with the best way to secure it.
- The county baseball league has approached the Borough about a drainage issue at the Division Street ballfield. PWD will spend a day to work on the issue so they can hopefully utilize the field more.
- Leak detection will be done on March 22<sup>nd</sup>. Mr. Theuret had to hire a new company, American Leak Detection.
- The library needs help backfilling the basement of the house at 45 Second Street. PWD will work on that as they have dirt available.
- The chips at the Hilltop playground have been removed, piled up and covered to allow it to heat as a recommendation from Penn State to kill the fungus.
- Mr. Theuret would like to seal coat Second and Mill Street. He is trying to work with Brokenstraw Township to get a better deal on the bids.
- There have been no updates from PennDOT regarding fixing the flooding and issues through town after the recent paving project. Mr. Theuret’s liaison is referring the complaints to his supervisors.

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

**March 2024 Expenses:**

A.R Beatty	436.36	Alexandra Benedict	135.00
AmTrust	5,811.00	Anderson Cleaners	48.15
AT&T Mobility	113.19	Barbara Young	200.00
Barnhart-Davis	728.06	Benjamin Leach	128.97
Brokenstraw Fish & Game	20.00	Cintas	201.89
Dearborn Life Insurance	401.87	Definiti	3,458.97
Deiss & Halmi	706.91	Emergycare	1,035.00
Erika Grubbs	210.00	Five Star Equipment	866.80

FYDA Freightliner	304.13	IT Telecom	158.82
ITU, Inc	291.98	James B Schwab	275.94
L/B Water	1,873.20	Liberty Mutal	100.00
Lowe's	215.22	Melzer's Fuel	1,096.27
Mineweaser, Todd	21.39	Motorola	7,272.00
Nationwide	275.00	Niemeyer, Cindy	60.00
Northwest VISA	1,290.78	Northwest	6,167.00
PACE	1,453.20	Penelec	9,373.66
Pitney Bowes	1,008.50	Pittsburgh Public Supply	97.18
Sam's Club	24.74	Sharon Wagner	210.00
Strate Welding Supply	47.30	Swanson, Bevevino	750.00
Techsulere	250.00	Twenty5 Supply	188.53
U.S. Bank	93.00	United Refining	926.27
UPMC Health	14,575.33	USA Blue Book	132.17
Verizon Wireless	212.60	VBA	396.92
Waste Treatment	5,181.45	Wendy Wilcox	58.93
WestPA	84.44	YHS Scholarship Fund	100.00
Youngsville Hardware	478.87	Zito Media	150.00

**TOTAL MARCH EXPENSES: \$ 69,696.99**

#### **Old Business:**

- **ABM Building & Energy Solutions** – They are starting the process of reviewing our financials. Mike Hess from ABM did come and make copies of our 2023 Penelec and National Fuel bills last week.
- **Codification** – Another meeting will be held March 14<sup>th</sup> at 4:30pm. It has become a lengthy process but one that needs to be done.
- **Bids for Vehicles** – It was recommended by Mr. Theuret that we wait and advertise all that we want to sell at once. He has the 2013 F-500, 1993 Dump Truck, and Street Sweeper and depending on the outcome with the black YPD SUV it can be sold too. We can either advertise in the local paper or take them to a consignment sale as long as it is advertised. The sale will be revisited in the fall.

#### **New Business:**

- **Resolution 5-2024, County Aid** – A motion was made by Mr. Clawson, to apply for our County Liquid Fuels in the amount of \$2,383.00, seconded by Mr. Brewster and unanimously carried.
- **Economic Development, ROY** – John Papalia, President of ROY, presented information to Council on the recent redevelopment master plan that was developed in partnership with the Borough. To work towards the goals of the redevelopment of downtown ROY is in the process of purchasing 118 East Main Street, the former Fairmont, from its most recent owner. That area of town has become an eye sore to the community and the goal of ROY is to develop it into a community space with tables and chairs, benches, etc. for residents to enjoy. ROY is taking a huge risk in purchasing this property but Mr. Papalia stated he believes it's a risk worth taking. ROY will be working in three phases, securing the property, the demolition and redeveloping. ROY will be working with other organizations such as the Northwest Commission to help with the phases. Mr. Papalia will be utilizing Warren Gives as a tool to help raise funds also. Council expressed their gratitude to Mr. Papalia and ROY and hopes that this will get "the ball rolling" with redeveloping the downtown.
- **2023 Audit Review** – Rhiannon Carnahan from Buffamante, Whipple Buttafaro reviewed our 2023 audit results. The concerns were the same as they have been in the past years, segregation of

duties, loan covenant noncompliance, and not following proper accounting principles (GAP). It was discussed there are several auditor adjustments. Council made some suggestions to office staff to help eliminate some comments that were presented in the audit.

**Executive Session:** Executive session was entered in at 5:59pm, council returned at 6:14pm.

**Adjournment:** A motion to adjourn was made at 6:15pm.

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Allie Benedict, Secretary