

Youngsville Borough Council
Regular Meeting – May 13, 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, Nicole Cowan, Catrina Leamon, Todd Lake and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict (left at 6:00pm), Solicitor Tim Bevevino, PWD Stacey Cratty and YPD Chief Todd Mineweaser. Absent were Council Member Dustin Schwab and also Junior Council Members, Madison and Michael Carnahan.

Minutes: A motion to approve the minutes of the regular council meeting on April 9, 2024, made by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.

Recognition of Visitors:

Terry Jane Chiaravalloti, 427 College Street, wanted to make PWD aware there is a bump as you turn onto Davis Street from East Main Street that is causing vehicles to drag as they are turning. Mr. Cratty stated there is not much that can be done as the pavement is at the appropriate evaluation for the man hole that is at that intersection.

Liz McElwain, Paws Along the River, stopped by to introduce herself as the new director. Ms. McElwain met with Chief Mineweaser already to go over some training and new processes. She had some great news about exciting changes happening at Paws Along the River.

Amendment to the Agenda: None

Correspondence:

- Community Agencies of Warren and Forest counties are holding a community Landlord Engagement Event, May 29th from 9:00am – 3:00pm at the Warren YMCA.
- WCCBI is looking for sponsorship for their Trails at Jakes Rocks event this year. They are also hosting the USCA Canoe & Kayak Championships in August.
- Flyer from Warren General Hospital Cancer Center asking for donation on May 15th, Warren Gives.
- An invitation to Michael Carnahan’s Eagle Scout Court of Honor to be held at the New Life Church on May 4th at 5:00pm.
- Warren – Forest Care Council is seeking sponsorship for their Senior Picnic to be held on June 7th at the Experience Location.
- Warren General Hospital is looking for sponsorship for their “Summer Sizzler” golf tournament.

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

Reports -

Secretary/Treasurer’s Report -

- At the end of April there was a balance of \$2,206,414.50 in all accounts.

- Spring Clean Up brought in \$1,190.00 with a total of 50 vehicles going through. The total cost of dumpsters and dumping of the garbage truck was \$2,114.40. A rate increase will be discussed later in the year for 2025.

Mayor – Mr. Nelson expressed his appreciation for council and thanked them all for their hard work.

Manger –

- Heart & Soul has developed themes and is working on statements. They are hoping to have the community statements done by the end of May, beginning of June. The action plan has to be completed by September as the contract/grant monies end.
- August 17th is a tentative date to reveal the mural at BVSP. There will be an unveiling event held as the mural will be part of the Route 6 Mural Trail. Tidioute Heart & Soul and dignitaries will be invited to join also.
- There have been several complaints about high grass. Grass letters will be going out this week.
- Events that are coming up in the Borough...
 - May 31st – June 1st, Kam's Logging has been working on organizing a Ribfest. We have not received final word if they will be having the event for sure.
 - July 11th, Brokenstraw Winery will host Micro-Wrestling All Stars.
 - July 19th – 20th, Kam's Cruise-In
 - September 19th – ROY is sponsoring a Wine Walk to take place down on the bike/hike trail.
- Ms. Wilcox participated in the 1st Annual Student Day sponsored by COG. Student council members from Youngsville, Sheffield, Eisenhower and Warren also joined. There was a lot of discussion on new ideas and how the students can become involved with their local government. The main topic the students learned that day was that they can speak up and let their voices be heard. Some ideas Youngsville came up with was a teen night at BVSP, sand volleyball league or maybe whiffle ball.
- Matt Luvison donated three BVSP family passes to benefit any family in need. Mr. Nelson noted how much Mr. Luvison has done for our community.
- BVSP pool passes are on sale and the numbers are low. Please spread the word.

Junior Council –

- Council suggested we reach out to Madison and Michael Carnahan to see if they would be interested for the upcoming year, if not we should seek new candidates.

YPD –

- Chief Mineweaser provided Council with a marijuana ordinance for their and Solicitor Bevevino's review.
- There are a lot of events this summer which is going to result in more overtime for YPD. Utilizing more officers will be needed for security and safety purposes. Having a lot of events planned is good for the community but the Borough should not have to pay for it. Mr. Clawson suggested for future events that council and staff create an events committee so things like this can be worked out at the beginning of the planning process. Adding the cost of security to the event permit is always an option.
- The unmarked SUV went through a transmission flush but it is still bad. To get it to pass inspection the Borough would be looking at \$5,000.00 - \$6,000.00. It will be put out for bid with the rest of the equipment.

YVFD –

- A few complaints have been received about YVFD doing escorts back into town for regular season baseball, softball, etc. games. Typically, these are done later at night. It has been asked of Chief Edminston not to do escorts for regular games but only championship games or at least run without using sirens. Chief Edminston stated he is not always aware of what type of games they are. If they get a call to do an escort, they go to support the kids. Mr. Mineweaser stated he will bring it up to the athletic coaches to only request escorts for major games.
- Chief Edminston, Ms. Wilcox and Brokenstraw Township recently held a meeting to discuss the responsibilities of each entity regarding the YVFD. Another meeting will be held once more information is gathered to present.
- The Borough has received payment from the insurance company to cover the cost of replacing the floor in the kitchen at YVFD due to the dishwasher leak.

PWD –

- The reservoir leak has been repaired with a significant cost savings.
- All Hometown Hero banners have been hung. There were 23 new ones for 2024.
- Street sweeping is finished and the rental was returned early. We should see a discount on our bill.
- Maintenance and prep at BVSP are behind due to the weather and man power.
- The lighting at Island Park is scheduled. Geiger Electric is waiting on some parts and then it should only take a day to complete.
- The LCRR inventory is started. It is going to be a long, ongoing process.
- Seal coat bids will go out this month partnering with Brokenstraw Township for a cost savings.
- PennDOT raised the sidewalk and the curb at the intersection of North, East and West Main Street to help with the flooding issue since the new blacktop. The water should go around the corner to the storm drain.
- Mr. Clawson requested PWD to take a signage inventory. There are quite a few signs throughout town that should be replaced.
- Mr. Brewster requested that a trash receptacle or two be placed on the main streets down town.
- Council made PWD aware that a property owner on 8th Street needs to speak with someone because he would like to build some housing in the future.

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

May 2024 Expenses:

Alexandra Benedict	942.54	AmTrust	5,811.00
Anderson Cleaners	72.00	AT&T Mobility	113.19
Barbara Young	275.00	Barber’s Chemicals	1,569.00
Barnhart-Davis	730.79	Benjamin Leach	60.10
Bob’s Garage	45.60	Buffamante Whipple	15,100.00
Carter Lumber	148.95	Cintas	170.18
Clement Motors	76.05	Companion Life	1,437.26
Dearborn Life Insurance	445.07	Definiti	3,584.33
EagleZip	96.34	Emergycare	1,035.00
Erie Insurance	193.00	Erika Grubbs	277.50
Fox & Sons Excavating	1,800.00	Frantz & Russell	330.00
Glenn O. Hawbaker	221.96	Golden Equipment	3,000.00

IT Telecom	151.19	ITU, Inc	235.73
James B Schwab	110.65	Kinzua Environmental	875.45
Lowe's	656.79	Melzer's Fuel	1,218.58
Mineweaser, Todd	70.00	MobilCom	7,847.74
National Fuel	928.77	National Printing	211.84
Nationwide	275.00	Northwest VISA	3,122.65
Northwest	6,167.00	Obrien Transmission	400.00
PA Rural Water	115.00	PACE	448.50
Penelec	9,536.51	Petty Cash	110.75
Pitney Bowes	757.22	Pittsburgh Public Supply	97.18
Precision Locker	628.89	Sam's Club	279.86
Schwaab	28.50	Sharon Wagner	307.50
Stacey Cratty	16.69	Strate Welding Supply	386.16
Swanson, Bevevino	814.50	Techsulere	250.00
Tops Market	38.97	Twenty5 Supply	41.96
U.S. Bank	93.00	United Refining	1,034.02
UPMC Health	14,575.33	USA Blue Book	128.84
Verizon Wireless	212.50	VBA	99.23
Waste Treatment	7,061.65	Wendy Wilcox	115.00
WestPA	84.44	Wireless Electronics	1,431.50
Youngsville Hardware	494.62	Youngsville Public Library	5,000.00
Zito Media	150.00		

TOTAL MAY EXPENSES: \$ 104,144.57

Old Business:

- **Codification Update** – The codification updates are still progressing. The next topic is Zoning which contains a vast amount of information. Ms. Wilcox has suggested moving the meeting to during the day to help with busy summer schedules.
- **Employee Handbook** – Updates have been made to the Employee Handbook which was disbursed to council and Solicitor Bevevino for review. Any changes or questions can be reported to Ms. Wilcox and hopefully we can approve the new handbook in June. Ms. Wilcox will also work on job descriptions in the meantime.
- **ABM** – ABM will be here at the Borough building on May 15th to tour the facilities. Mike Hess is no longer with ABM so we will be meeting a new representative.
- **Warren City Bill** – The Borough has received yet another bill from Warren City for a recent ambulance call. The city is charging \$500.00 per call if they respond to a municipality who does not have a signed agreement with them. If the Borough decides to sign the agreement the charges will be dropped down to \$300.00 per call. Warren City threatens to not respond if no such agreement is signed. Solicitor Bevevino said we legally do not have to pay that bill. Council advised Ms. Wilcox to not respond.
- **STMP Resolution 7-2024** – This resolution is for a program through DCED, 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.” After evaluating they will provide a list of recommendations that can be funded through the program. There is a match of 10% - 50% depending on a hardship being designated by DCED. is submitted. The program is completed in six phases. Council was concerned with the way the resolution read making it seem like the Borough has to have \$80,000 in match monies for grants. They asked Ms. Wilcox to get further clarification from Terri Cunkle.

New Business:

- **Transient Business** – Local businesses have become concerned with the Borough allowing food trucks in town. The business owners did not want it to be every Friday as it made a difference in business. Council agreed that there would be no restrictions to transient businesses coming to town, it gives variety to the community.
- **Blighted Property, Resolution 6-2024** – Ms. Wilcox proposed to Council to start the blight process at a property on Hillside Drive (YV-676-593000-000). A motion was made to accept Resolution 6-2024 by Mr. Brewster, seconded by Mr. Mineweaser and unanimously carried.
- **Fairmount/Lonnie's Update** – The demolition process of the Fairmount is on track. Almost \$100,000 in funds have been secured. The debris left over from the fire at Lonnie's can not be cleared until the investigation is complete which can take up to a year.
- **Pet Store** – Birch Creek Exotics, a pet shop, will be opening up shop at 29 Railroad Street. They are hoping to be open by the end of June.
- **CUSI Upgrade** – CUSI, billing software, has reached out stating our version will no longer be supported or secured. To upgrade to the newer version, it will cost us \$11,000.00. Mark from Techsulere is going to research other software.

Executive Session: Council went into executive session at 5:59pm and came out at 6:09pm.

Adjournment: A motion to adjourn was made at 6:10pm.

Allie Benedict, Secretary