

**Youngsville Borough Council
Regular Meeting – July 8, 2024
Youngsville Borough Municipal Building**

Vice President Troy Clawson called the meeting to order at 4:30 p.m. A moment of silence was taken followed by the Pledge of Allegiance.

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

Minutes: A motion to approve the minutes of the regular council meeting on June 10, 2024 was made by Mr. Brewster, seconded by Mr. Lake and unanimously carried.

Recognition of Visitors:

Terry Jane Chiaravalloti, 427 College Street, asked for information on the next Drug Take Back program. Ms. Chiaravalloti also inquired about any monies available for property owners for beautification through ABM. ABM's main concentration will be the waste water and water facilities. Ms. Chiaravalloti also brought Pellegrino's at 500 East Main to attention of Council noting it could use some work.

Brian Hagberg, Your Daily Local, in attendance to observe.

Vern Edmisten, 50 Second Street, had complaints about some lawns around town and wondered if any grass ordinance letters have been sent out.

Kristy Wallace, YPL Director, came to discuss the programs and events being coordinated by YPL throughout July. Ms. Wallace's son also expressed his excitement for BVSP and the fun he has been having and hopes that it will remain open.

Amendment to the Agenda: None

Correspondence:

- A thank you note from the Wilder Museum for lending them traffic cones to use during their first Best Fest event.
- The initial Warren County municipality planning meeting for the Warren County Hazard Mitigation Plan will be held on Wednesday, July 10th at 7:00pm at the Youngsville Borough Building.
- The audit for the tax collector's books was completed and there were no findings.

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

Reports -

Secretary/Treasurer's Report -

- At the end of May there was a balance of \$2,238,511.76 in all accounts.

Manger –

- Several interviews have taken place for the open PWD Laborer position. Ms. Wilcox is working on setting up second interviews with the personnel committee.
- The Borough was awarded a grant through PA Route 6 Alliance for the placement of a bike rack and repair station to be installed in the community.
- Heart & Soul have asked for an extension for the DCED grant as it expired in June. They are currently working on value statements. The extension gives them until the end of the year to finish the program.
- Ms. Wilcox attended the first Public Stakeholder meeting for Warren Worx. Kyle Kopko from Center for Rural Pennsylvania spoke and shared statistics for Warren County which will be used as the focus for Warren Worx. The next meeting held at the Hampton Inn in Warren on Wednesday, July 10th at 5:30pm.

Rec Commission –

- Business at the BVSP is going well. They have planned a couple of pop up evening events that have been well attended.
- There have been some issues with the Salvation Army day camp kids and counselors. The BVSP Manager has been advised to reach out to the program directors with her concerns as all have been addressed at the pool with little to no results.
- As a budget note for next year, BVSP will be in need of some new plastic chairs.
- BVSP season passes are now 50% off.

McWaPEC/COG –

- The McWaPEC meeting was held in Ridgeway. Doctor Silas Chamberlin the Vice President of Economic and Community Development of York County presented the concept of Trail Towns. Mr. Clawson was going to reach out to Mr. Chamberlin for more information on his presentation to share with the rest of council.

YPD –

- Solicitor Tim Bevevino has reviewed the marijuana ordinance and said no revisions are needed. The topic was tabled due to Chief Mineweaser being absent.

YVFD –

- YVFD will be scheduling some training and classes for the near future. Some of them are safety classes that will be open to PWD.
- E612 caught fire recently. The estimate is over \$16,000.00. The insurance company will be sending out an adjustor this week.
- YVFD have two more EMTS ready to take the nationals.
- The ambulance passed inspection.
- The floor has been replaced in the kitchen.

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

July 2024 Expenses:

A.R. Beatty	65.02	Alexandra Benedict	205.00
Anderson Cleaners	49.60	Angie Highhouse	600.00
AT&T	113.19	Axon Enterprises	4,619.12
Barbara Young	725.00	Barber’s Chemicals	4,164.35
Bamhart-Davis	280.96	Bryan, Lee	22.84
Cintas	171.28	Colburn’s	1,077.50

Commonwealth of PA	250.00	Companion Life	1,314.65
Dearborn Life Insurance	343.69	Definiti	2,508.65
EagleZip	193.08	Edwards Chainsaws	31.86
Emergycare	1,035.00	Erika Grubbs	262.50
Five Star Equipment	256.58	Frantz & Russell	440.00
IT Telecom	152.39	ITU, Inc	258.98
L/B Water	893.60	Lexis Nexis	238.06
Lowe's	696.98	Melzer's Fuel	1,667.70
Michelle Johnson	723.84	Mineweaser, Todd	1,047.44
National Fuel	2,152.62	Nationwide	250.00
Northwest VISA	1,699.75	Northwest	6,167.00
PACE	1,838.70	PA One Call	1.50
Penelec	9,999.80	Pitney Bowes	672.23
Pittsburgh Public Safety	1,716.96	Sam's Club	5,195.33
Sample News Group	315.00	Sharon Wagner	277.50
Strate Welding Supply	354.92	Swanson, Bevevino	750.00
Techsulere	250.00	Twenty5 Supply	202.22
UBEO Services	120.65	UBEO LLC	85.99
United Refining	1,631.03	UPMC Health	13,232.15
USA Blue Book	525.50	Verizon Wireless	212.60
Vision Benefit	84.41	Waste Treatment	5,661.05
Wendy Wilcox	201.79	WestPA	84.44
Youngsville Hardware	5,634.32	Zito	150.00

TOTAL JULY EXPENSES: \$ 83,876.32

Old Business:

- **ABM** – John Ferragonio and John Isherwood were present at the council meeting to answer any questions about the Letter of Intent that was delivered to Mrs. Wilcox on June 28th. The third-party engineering cost is \$94,000.00 to develop the scopes of work for the water and waste water infrastructure. ABM has been talking and working with our local bank, Northwest to try to keep any financing local. Solicitor Tim Bevevino read over the letter and approved. Mr. Ferragonio and Mrs. Wilcox will work together to plan a kick off meeting.
- **Codification Update** – The street ordinances still need to be reviewed. Mrs. Wilcox scheduled a meeting for July 16th at 2:00pm. After review everything will be handed off to Solicitor Tim Bevevino to review and answer questions.
- **Employee Handbook/Job Descriptions** – Ms. Wilcox will set up a meeting with personnel committee to review the handbook along with job descriptions.
- **Warren City Bill** – Ms. Wilcox, Mr. Clawson and Mr. Nelson met with Mike Holtz, Dave Krogler, and Dave Wortman from Warren City to further discuss the contract that is being required by Warren City to answer calls within the Borough as a secondary EMS service. Council is requesting to see Warren City's break out of cost per call and would like to continue conversation with them.
- **Blighted Properties** –
 - **Ranger Way** - Ms. Wilcox will follow up with Hessley Law Office in regards to the blighted property located at Ranger Way.
 - **Hillside Drive** – Mrs. Wilcox advised the property owner was working with a local contractor to get her a quote to raze the building.
- **Software Upgrade** – The office staff has looked at three different software companies. They have chosen two companies that offer very similar software, gWorks and Edmunds. Quotes and information will be forwarded to IT for their input and then the information will be brought to Council. The STMP program could be an avenue for funding to complete the software upgrade.

New Business:

- **Sealed Bids** – The following sealed bids were received and opened during the meeting...
2013 Ford F550

- Collin Salapek - \$7,000.00
- Mark Zaffino - \$13,501.00
- Patrick Brown - \$6,500.00
- Gary Kaszowski - \$13,577.77
- Mike Veneziano - \$4,107.00

2013 Ford SUV Police Car – No Bids

1993 International Dump Truck

- Roger Dunham - \$14,251.00
- Larry Upton - \$5,101.00
- Collin Salapek - \$3,000.00
- Walter Gurdak - \$4,550.00
- Patrick Brown - \$4,500.00
- Gary Kaszowski – \$1,277.77

1999 Athey RA730 Street Sweeper

- Michael Hall - \$124.00

2006 Henderson Spreader – No Bids

Big T Vac Leaf Picker H-950

- John Dailey - \$3,802.51
- Mark Theuret - \$183.00
- Walter Gurdak - \$750.00
- Gary Kaszowski - \$877.77
- Mike Veneziano - \$307.00

Two Buckets from Case 580K

- Roger Dunham - \$400.00
- Curtis Anderson - \$150.00
- Bob Bower - \$75.25
- Al Kuppertz - \$235.35
- Gary Kaszowski - \$77.77
- Mike Veneziano - \$107.00

A motion to accept the highest bid for the surplus equipment was made by Mr. Brewster, seconded by Mr. Schwab. All in favor.

Mr. Schwab suggested listing the 2013 Police SUV and 2006 Henderson Spreader on Municibid. A motion to approve the posting of the 2013 Police SUV and 2006 Henderson Spreader for bid on Municibid was made by Mr. Lake, seconded by Mr. Brewster. All in favor.

- **Council Resignation** – Mr. Lake submitted his resignation as a Borough Council Member effective at the end of the July 8, 2024 meeting due to stipulations with his full-time position. Mr. Lake stated he will still be the Borough’s Emergency Management Coordinator. Everyone in attendance thanked him for his service and dedication to the community. A motion was made by Mr. Brewster to accept Mr. Lake resignation, seconded by Mr. Schwab and unanimously carried. The Council will accept Letters of Interest to fill the vacancy within 45 days.

Executive Session: Council went into executive session at 6:03pm and came out at 6:13pm.

Adjournment: A motion to adjourn was made at 6:13pm.