

Youngsville Borough Council
Regular Meeting – June 10, 2024
Youngsville Borough Municipal Building

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

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

Minutes: A motion to approve the minutes of the regular council meeting on May 13, 2024, made by Mr. Brewster, seconded by Mr. Lake and unanimously carried.

Recognition of Visitors:

Terry Jane Chiaravalloti, 427 College Street, wanted to know if there was something that could be done about a lawn on College street. Ms. Wilcox noted the property and will reach out to them. Ms. Chiaravalloti also asked for updates on the Fairmont and Lonnie's. She was made aware that there is a date for demo on the Fairmount and Lonnie's is still under investigation.

Julie Carr, 202 West Main Street, attended the meeting to acquire about Lonnie's and to just observe.

Kristy Wallace, YPL Director, came to discuss the programs and events being coordinated by YPL throughout the summer. Mr. Nelson expressed his gratitude to Mrs. Wallace in all that she does for our community.

Renee Taylor, YHS Homecoming Committee, is looking for support from the Borough. The previous committee had closed all bank accounts and called it quits. The new committee is starting from scratch and just looking for help with advertising and getting the word out about upcoming activities. Residents, members, etc. should look for information in the future about homecoming weekend that will take place the first weekend in October and different fundraiser events coming up.

Amendment to the Agenda: None

Correspondence:

- A thank you note from Ms. Hutley to PWD for accommodating her request for the placement of Hometown Hero Banners.
- A thank you from YHS Alumni Scholarship Committee for sponsoring a hole at their 2024 golf scramble.
- The McWaPEC meeting will be held on Thursday, June 27th in Ridgway. Reservations need to be made by June 17th.

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

Reports -

Secretary/Treasurer's Report -

- At the end of May there was a balance of \$2,270,581.10 in all accounts.
- The County Liquid Fuels were received in the amount of \$2,383.00.

Mayor – None.

Manger –

- Warren Worx will be holding their first meeting at the Borough building Wednesday, June 12th at 5:30pm. Mrs. Wilcox has been asked to be a part of Warren Worx and is excited to learn more.
- HRG, an engineering firm, will be coming to our Borough to give us a new scope of work if we would like to continue with grant funding, etc. Our current scope of work is obsolete with the updates that have been made downtown with the sidewalks, etc. They will be here July 12th at 10:00am.
- BVSP has sold 76 pool passes which is down about 30 passes compared to last year. There have been complaints about no regular evening hours. BVSP will still be hosting some special events that will be hosted in the evening.

Rec Commission –

- Mr. Brewster expressed his gratitude to PWD for all their hard work on BVSP. It looks really nice up there.
- The mural for BVSP is still in the works. Ms. Cope from the Leadership program is trying to coordinate times to work on it between all the volunteers.

YPD –

- Sargent Leach requested permission to purchase at least two new tasers from capital reserve. There is money remaining in capital reserve that was set aside for the YPD policy updates which cost less than anticipated. YPD is going to match their policies with the accredited policies but will not be going for full accreditation. A motion was made by Mr. Brewster to purchase at least two tasers or more based on what the budget for capital reserve allows, seconded by Mr. Clawson and unanimously carried.
- The unmarked SUV will be going out for bid.
- The ordinance for the public use of marijuana is still being reviewed.
- Mrs. Leamon brought up the number of complaints being received about YPD. The number of citations to stops ratio is very low and the stops are legitimate. There is a complaint form that needs to be filled out available at the Borough building.

YVFD –

- Mr. Clawson conveyed the great response from YVFD and YPD from a recent incident.
- Mr. Clawson also proposed an idea to think about for budget season. The Borough is responsible for providing emergency services to our community and are already in an agreement with Emergycare for daytime coverage. After hours when Emergycare is not on duty, maybe the Borough could pay YVFD a set amount per call they respond to for them to use as an incentive to their volunteers. It would only be calls within the Borough limits. Ms. Wilcox agreed and said the recent DCED study resulted in them telling municipalities to incentivize their volunteers to help with staffing the ambulance.

PWD –

- The BVSP and playground have been completed for opening. Everything seems to be operating efficiently.
- There was a significant water leak at Kwikfill. Extra work was involved due to locating line and curb box. The leak was fixed and information of locations entered into GIS.
- The light installation at Island Park cost more than originally quoted but they are up and working. Two LED lights we installed on each end of the pavilion. Mr. Theuret has all the lights shut off

currently since nobody is using the park. Council suggested leaving them on for those who would like to play basketball, etc. in the evening hours.

- The LCCR inventory is behind. Mr. Theuret assured Council it would be completed by the deadline. Mr. Clawson said there were many other municipalities expressing the same concerns at the PSAB conference.
- Bids for seal coating will be done in the near future. Brokenstraw Township will not be doing any seal coating this year so it will just be bids for the Borough. Mr. Lake suggested Mr. Theuret contact Pittsfield Township and the Warren Country Fair, he believes they may be doing some seal coating.
- All of the surplus equipment is ready to go up for bid. We can do one advertisement for everything and accept bids to be opened at the July council meeting.
- Mrs. Cowan reported a burnt-out light in the BVSP parking lot.

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

June 2024 Expenses:

A.R. Beatty	80.22	Ace Viking Equipment	3,585.00
Anderson Cleaners	65.70	Angie Highhouse	120.00
AT&T	113.19	Barbara Young	225.00
Barber's Chemicals	3,361.60	Barnhart-Davis	116.94
Bob's Garage	56.60	Briggs Transport	400.00
Bryan, Lee	126.33	C&G Moore	292.37
Carter Lumber	2.75	Cintas	222.37
Dearborn Life Insurance	383.58	Definiti	2,869.08
EagleZip	96.34	Edwards Chainsaws	91.05
Emergycare	1,035.00	Erika Grubbs	127.50
Frantz & Russell	177.60	Geiger Electric	4,487.00
Howe's True Value	150.97	Hull Electric	81.66
Ibis Emergency	922.00	Interstate Pipe and Supply	248.32
IT Telecom	152.15	ITU, Inc	235.73
James B Schwab	111.74	Jamestown Macadam	262.01
Jamestown Soap & Solvent	837.00	Jones Pest Control	165.00
Kimball Midwest	864.56	L/B Water	1,498.80
Lowe's	819.35	Mark Theuret	1,900.59
Melzer's Fuel	306.18	Michelle Johnson	1,695.80
Mitch Labesky	299.00	National Fuel	793.25
National Printing	105.98	Nationwide	275.00
Northwest VISA	2,751.72	Northwest	6,167.00
PA Rural Water	150.00	PACE	1,393.60
Penelec	9,081.83	PA One Cale	1.00
Petty Cash	260.00	Ridgeway Borough	75.00
S&D Calibration	96.00	Sam's Club	129.86
Sharon Wagner	127.50	Strate Welding Supply	69.12
Swanson, Bevevino	750.00	Techsulere	250.00
Tops Market	12.99	Troy Clawson	779.22
Ubeo	138.32	United Refining	1,720.02
UPMC Health	14,575.33	Verizon Wireless	212.50
VBA	99.23	Waste Treatment	6,274.23
Wendy Wilcox	644.56	Wesley Woods	50.00

WestPA	84.44	Whitmire Block	450.00
Youngsville Hardware	306.64	Zito	150.00

TOTAL JUNE EXPENSES: \$ 76,560.42

Old Business:

- **ABM** – John Ferragonio, John Isherwood and Dan Shields presented their preliminary survey findings from their tour of the facilities with PWD. ABM offers solutions for energy and operational costs. A letter of intent will be required to continue working with ABM. A motion to move on with the letter of intent was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **Codification Update** – The codification updates are finished. The streets section still needs to be reviewed with YPD and PWD. Ms. Wilcox needs to compile all of the changes and send them to Solicitor Tim Bevevino for review.
- **Employee Handbook** – Updates have been made to the Employee Handbook which were disbursed at the last council meeting. Ms. Wilcox would like to set up a meeting with personnel committee to review the handbook along with job descriptions.
- **Warren City Bill** – Warren City bill discussion was moved to executive session per Solicitor Tim Bevevino.
- **STMP** – Ms. Wilcox is seeking opinions on whether or not we should move forward with the STMP since we are utilizing other companies and monies. STMP will help build a comprehensive plan, were ABM is helping us with our capital projects. Council advised Mrs. Wilcox to invite Terri Cunkle with DCED back so we can ask her more questions.
- **Blighted Properties** –
 - Ranger Way* - Ms. Wilcox spoke with Hessley Law Office in regards to the blighted property located at Ranger Way. Their original plan was to raze the property but now it is listed with another real estate agent. The Borough gave him 90 days to secure the building which has met its deadline. Council advised Mrs. Wilcox to move it onto the next step which would be to send it onto the county blight review board.
 - Hillside Drive* – Mrs. Wilcox has been speaking with the property owner who currently lives in Texas. The owner is in the process of trying to get a POA for someone local so she can coordinate plans to demolish the building. Mrs. Wilcox gave her 90 days to become compliant and stated the owner is being very responsive.

New Business:

- **Software 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 \$11,500.00. The office staff has been viewing demos from different software companies. Once they compile information from all the companies and what is offered demos it will be passed on to our IT for their input.
- **PSAB** – Mr. Clawson shared some key points from the PSAB conference and noted the most important part is the networking. It’s nice to know we are not alone in some situations. Also Donald “Stretch” Reed, former president of PSAB, appointed Mr. Clawson to sit on the Board of Trustees.

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.