

**Youngsville Borough Council
Regular Meeting – December 9, 2024
Youngsville Borough Municipal Building**

Mayor Scott Nelson called the meeting to order at 4:30 p.m. Invocation was led by Mr. Mineweaser followed by the Pledge of Allegiance.

Present: Council Members: Rick Brewster, Eric Mineweaser, Nicole Cowan, Sharey Sveda and Troy Clawson. Also attending were Borough Manager Wendy Wilcox (via phone), Borough Secretary Allie Benedict, PWD Foreman Mark Theuret, and Solicitor Tim Bevevino. Absent were Council Members Catrina Leamon, Dustin Schwab and Junior Council Member Michael Carnahan.

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

Recognition of Visitors:

John Ferragonio, ABM, gave an update on the upcoming capital improvement projects, see unfinished business.

Amendment to the Agenda: None.

Correspondence –

- Northwest Institute of Research is holding a discussion of No Small Matter a documentary of the early childhood education in America at the Conewango Club on December 12, 2024 at 11:00am.
- Experience Inc. sent a notice that the Allegheny Community Center is moving from the TWAC building to Experience Inc. They are also looking for support to continue programs for the upcoming year.
- The United Fund of Warren County is celebrating their 100th anniversary and are looking for contributions.
- WCCBI sent a thank you card for continued support as a member.
- Christmas cards were received from, WCCBI, Mark J. Corey & Associates and Northwest Trust Services.

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

Reports -

Secretary/Treasurer –

- At the end of November there was a balance of \$2,284,792.76 in all accounts.
- Ms. Benedict made Council aware that a notice was received from Berkheimer that the Borough is delinquent on 2022 1st Quarter LST tax return. A check was sent in April of 2022. Ms. Benedict submitted the return that was on file along with an explanation that a check was sent but never cleared the bank and that she will issue a new one. She received a reply stating a new notice would be sent with the corrected amount to pay to include penalties and fees. Council advised to see if the penalties and fees could be waived.

Mayor – Mayor Nelson wished everyone a Merry Christmas!

Manager –

- Mrs. Wilcox recognized Mr. Brewster for completing 10 years as a Council member.
- The group is still working on saving Youngsville High School. The official closing vote is January.
- Hometown Christmas had a wonderful turnout.
- The bike racks and repair station that were awarded through a Route 6 Alliance grant will be delivered within the next week.
- The Fairmont has been demolished. Mr. Papalia from ROY would like to attend the next Council meeting to get input on the next step which is designing the space.
- Warren Worx will be holding a public meeting at the Warren Public Library on Wednesday, December 11th at 5:30pm.
- No update on Lonnie's.

YPD –

- Chief Mineweaser attended the Hometown Christmas walk and parade and was impressed with the turnout. He stated there was a mix up with the parade route but it all worked out in the end.
- Police evaluations have been completed for the year.
- Chief Mineweaser presented Sergeant Leach with an Officer of the Year award.
- Chief Mineweaser would like to meet after the new year to discuss the future goals of YPD and come up with a five-year plan.

PWD –

- BVSP has been winterized and will be filled with water.
- A water and sewer line have been replaced on Second Street. The area still needs cold patched.
- The water valve replacement on Thatchers Lane has not been done. PWD was waiting on one part. Due to freezing conditions, Mr. Theuret closed the hole back up and will plan to do the replacement in 2025 unless it becomes an emergency.
- Winter maintenance is ongoing.
- There was a water main break on West Main which resulted in homes being put under a boil advisory December 7th. The break was fixed and samples have been sent to the lab. Mr. Theuret believes a service line may have been damaged while fixing the main break because it is leaking again. They will concentrate on getting the repair fixed on Tuesday.
- Ms. Highhouse and Mr. Crull will be trained to plow.

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

December 2024 Expenses:

A.R Beatty Diesel	39.89	AmTrust	43,089.00
Anderson Cleaners	90.00	Angie Highhouse	280.00
AT&T	113.19	Barbara Young	5,950.00
Barber's Chemicals	866.60	Barnhart-Davis	60.23
Brokenstraw Fish & Game	80.00	Burrell Enterprises	60.80
Cintas	218.52	Clement Motors	66.05
Colburn's	187.50	Companion Life	675.09
Dearborn Life Insurance	406.12	Definiti	2,439.35
EagleZip	97.09	Emergycare	1,035.00
Erika Grubbs	322.50	Five Star Equipment	473.71
General Code	1,195.00	Glenn O. Hawbaker	1,452.94
IT Telecom	151.30	ITU, Inc	411.54
Jamestown Macadam	199.00	Josh Crull	20.10
L/B Water	183.10	Laff-N-Lyon Ranch	350.00
Lowe's	516.10	Mark Theuret	1,368.27
Melzer's	1,033.11	Mike Melquist	250.00

Mineweaser, Todd	85.00	National Fuel	1,719.22
Nationwide	275.00	Northwest – VISA	1,417.53
Northwest Loans	12,050.70	PSAB	25.00
PACE	869.40	Penelec	9,507.82
PA Chiefs of Police	180.00	Pitney Bowes	705.25
Pittsburgh Public Safety	720.63	S&D Calibration	96.00
Sam’s Club	333.90	Schwaab, Inc.	28.50
Sharon Wagner	322.50	Stacey Cratty	250.00
Strate Welding Supply	67.50	Swanson, Bevevino	750.00
Techsulere	250.00	U.S. Municipal Supply	355.86
UBEO Services	184.22	Ubeo LLC	75.62
United Refining	981.18	UPMC Health	15,466.47
Verizon Wireless	394.21	Vision Benefits	95.43
Waste Treatment	5,435.18	Wayne Glasgow	129.96
WestPA	84.44	xByte Technologies	14,985.00
Youngsville Hardware	28.64	YVFD	1,055.00
Zito	150.00		

TOTAL DECEMBER EXPENSES: \$132,756.26

Old Business:

- **Heart & Soul Update** – Heart & Soul held an Idea Summit on November 7th. Community members gave their input and some great ideas were shared that can be used in the action plan. The Heart & Soul action plan is coinciding with ROY’s plan and the Streetscape. One main goal is to beautify the downtown and work with business owners for their input. There are monies available to help with the Streetscape plan. Ms. Wilcox applied for an extension until June for the grant monies to design the action plan and then print and distribute it.
- **ABM** – John Ferragonio was in attendance to give Council an update on the upcoming capital improvement projects for the Borough’s water and waste water systems. The ABM team, along with Ms. Wilcox, are working on the Pennvest application submittal for February 5th. The Borough would be eligible for possible grant monies along with qualifying for a low interest loan to help fund the capital projects. Two separate LSA grant applications were submitted in the amount of \$1,000,000.00 for both in addition to the Pennvest applications. A workshop will be planned for the end of March, first of April before the funding letters are received to view different scenarios so once the Borough is awarded funding there will be a plan in place to get the projects started. Mr. Ferragonio plans on attending more meetings to keep the Council informed.
- **Fairmount Demolition** – The Fairmount has finally been demolished and now ROY is in the designing phase for the space.

New Business:

- **Ordinance for Duties and Responsibilities of Police Chief** - Chief Mineweaser provided Council and Solicitor Bevevino with an updated ordinance on the duties and responsibilities of the Chief to review during November’s meeting. Ms. Wilcox was looking for input so we can formalize a draft and advertise for approval during January’s meeting.
- **Hillview Towing Agreement** - YPD has a new agreement with Hillview Towing for impoundments. It is policy that there has to be a secure location for impounded vehicles to be able to do search warrants. YPD would not be liable for the vehicles once they are in impoundment at Hillview. It is possible in the future that YPD could have their own impoundment lot. Mrs. Wilcox will reach out to Rossbacher to see what the cost of insurance would be and if there are any stipulations.
- **Resolution 10-2024, Budget 2025** – A motion to accept Resolution 10-2024 which passes the Borough of Youngsville’s 2025 Budget was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried. A letter will be compiled and sent out to the residents about rate increase.

- **Resolution 11-2024, Rate and Fees 2025** – A motion to accept Resolution 11-2024 which updates the 2025 rates and fees for the Borough of Youngsville was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Resolution 12-2024, Tax Rate 2025** - A motion to accept Resolution 12-2024 which fixes the tax rate for 2025 was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried. The tax rate will remain 9 mills with no increase in taxes for the Borough of Youngsville during 2025.

Executive Session: No executive session.

Adjournment: A motion to adjourn was made at 5:14pm by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.

Allie Benedict, Secretary