

**Youngsville Borough Council  
Regular Meeting – November 12, 2024  
Youngsville Borough Municipal Building**

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

**Present:** Council Members: Rick Brewster, Eric Mineweaser (arrived at 5:13pm), Nicole Cowan, Dustin Schwab, Catrina Leamon, Sharey Sveda and Troy Clawson. Also attending were Borough Manager Wendy Wilcox (arrived at 4:52), Borough Secretary Allie Benedict, PWD Foreman Mark Theuret, and Solicitor Tim Bevevino. Absent were Junior Council Member Michael Carnahan.

**Minutes:** A motion to approve the minutes of the regular council meeting on October 14, 2024 was made by Mr. Clawson, seconded by Mrs. Leamon and unanimously carried.

**Recognition of Visitors:**

Bill Kaden, 3241 Matthews Run Road, stated Chief Mineweaser answered most of his concerns before the meeting. Mr. Kaden also made a recommendation to have citizen complaint/commendation forms available at the front desk. He recently requested one and was told there was none available. Mrs. Benedict made a note to look into it and make sure they are available.

Kurtis Upton, 40 West Main Street, attended to observe the meeting. Mayor Nelson did ask him to speak on his accomplishments in his recent BBQ competitions. Mr. Upton is the owner of Liberty Lunch located in Warren.

Melissa Luvison, attended to observe the meeting.

Collin Havers, currently is a Boy Scout who needed to attend and observe a Council meeting to meet the requirements to receive one of his badges.

**Amendment to the Agenda:** None.

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

**Reports -**

**Secretary/Treasurer** - At the end of October there was a balance of \$2,228,119.68 in all accounts.

**Mayor** – Mayor Nelson put out a congratulations to the Youngsville Marching Band as they continue to succeed.

**Manager –**

- No new updates on Lonnie's. All paperwork is now in the hands of the insurance company.
- Wreaths Across America will take place on December 14<sup>th</sup>. YPD and Conewango PD are working with Judy Kuzminski on an escort when they are delivered into town.
- The Christmas Walk is going to take place December 7<sup>th</sup> from 4 – 6pm. There has been a lot of interest this year. Mrs. Cowan brought up an idea of receiving sponsorships to help fund new Christmas lights for the downtown as the Boroughs are old and becoming unrepairable.

- FEMA and PEMA are conducting a floodplain audits across the Commonwealth. Ms. Wilcox will be attending a training in December in hopes she can be prepared for when they audit the Borough.
- November 13<sup>th</sup> should be the final budget meeting.

**YPD –**

- Chief Mineweaser provided Council and Solicitor Bevevino with an updated ordinance on the duties and responsibilities of the Chief to review. The Borough’s current ordinance is very vague on the administrative and supervisor duties that are outlined. An amendment will need to be made to the current ordinance after review.
- YPD had the pleasure of visiting with the local Girl Scouts and Cub Scouts. There was informative discussion on the duties of an officer, how to become an officer and tours of the station and police car.
- YPD attended the AAA Highway Safety banquet and received the platinum award for the second year in a row. Mayor Nelson and Council commended YPD for all their hard work.

**PWD –**

- Angie Highhouse and Wayne Glasgow, PWD Laborers, both have passed their CDL test.
- BVSP has been winterized and will be filled with water before there is a risk of the pipes freezing.
- Crack sealing is complete on Railroad, Second and Mill Street.
- Cold patching is about half done.
- The blacktop and sidewalk blocks that were tore up are now replaced/repaired.
- There has been no response/word on the delivery of the new truck.
- Leaf picking is slowing down. PWD will make rounds as needed.
- The demolition of The Fairmont is scheduled to start November 13<sup>th</sup>. White Excavating has asked permission to block part of Railroad Street for safety reasons when knocking down the east side of the building.
- There are three water valves on Thatchers Lane that need replaced. Due to it being an unforeseen inconvenience to the businesses connected to the lines the work will have to completed at night.
- A sewer line will be replaced on Second Street tentatively on Thursday, November 14<sup>th</sup>. Second Street will be closed for the day.
- Lead and Cooper Compliance Report has been completed and submitted.

**Motion to accept the October bills for payment** made by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried by voice vote. Mr. Schwab abstained from voting.

**November 2024 Expenses:**

|                         |          |                          |           |
|-------------------------|----------|--------------------------|-----------|
| Alexandra Benedict      | 180.00   | AmTrust                  | 7,194.00  |
| Anderson Cleaners       | 41.50    | AT&T                     | 113.19    |
| Barbara Young           | 950.00   | Barnhart-Davis           | 16.49     |
| Benjamin Leach          | 381.00   | C & G Moore              | 292.37    |
| Carter Lumber           | 639.99   | Cintas                   | 269.05    |
| Dearborn Life Insurance | 422.32   | Definiti                 | 2,914.06  |
| EagleZip                | 97.09    | Edwards Chainsaws        | 114.93    |
| Emergycare              | 1,035.00 | Erika Grubbs             | 165.00    |
| Howe’s True Value       | 18.55    | IT Telecom               | 152.45    |
| ITU, Inc                | 200.94   | L/B Water                | 14,948.10 |
| Lowe’s                  | 87.90    | Melzer’s                 | 1,254.78  |
| National Fuel           | 251.66   | National Printing        | 142.09    |
| Nationwide              | 275.00   | Northwest – VISA         | 2,080.93  |
| Northwest Loans         | 6,167.00 | PA Labor & Industry      | 193.79    |
| PACE                    | 2,345.70 | Penelec                  | 8,795.63  |
| Pitney Bowes            | 757.22   | Pittsburgh Public Safety | 31.98     |

|                           |          |                          |           |
|---------------------------|----------|--------------------------|-----------|
| Precision Scale & Balance | 245.00   | PSAB                     | 140.00    |
| Sharon Wagner             | 180.00   | Stacey Cratty            | 53.60     |
| Strate Welding Supply     | 67.59    | Swanson, Bevevino        | 750.00    |
| Tammy Nelson              | 68.66    | Techsulere               | 250.00    |
| The Galley                | 150.00   | The Meter Guy            | 350.00    |
| Tops Market               | 16.97    | Tritech Software Systems | 1,948.88  |
| UBEO Services             | 218.91   | Ubeo LLC                 | 85.99     |
| United Refining           | 1,822.13 | UPMC Health              | 15,466.47 |
| USA Blue Book             | 792.79   | Verizon Wireless         | 212.80    |
| Vision Benefits           | 95.43    | WCCBI                    | 375.00    |
| Warren Overhead Door      | 125.00   | Waste Treatment          | 5,989.74  |
| WestPA                    | 84.44    | Youngsville Hardware     | 118.08    |
| Zito                      | 150.00   |                          |           |

**TOTAL NOVEMBER EXPENSES: \$82,287.19**

### Old Business:

- **Heart & Soul Update** – Heart & Soul held an Idea Summit on November 7<sup>th</sup>. Community members gave their input and some great ideas were shared that can be used in the action plan. One main goal is to beautify the downtown and work with business owners for their input. The final plan should be unveiled at the Christmas walk on December 7<sup>th</sup>.
- **ABM** – Ms. Wilcox has been working with ABM on completing the LSA grant applications in addition to applying for the Pennvest loan for future capital water and sewer improvement projects.
- **Marijuana Ordinance** – After review and recommendations of the safety committee the Marijuana Ordinance has been revised and advertised to the public. A motion to pass Ordinance 608-2024 was made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried.
- **Fairmount Demolition** – Discussion took place under the PWD report.

### New Business:

- **Resolution 8-2024, Water System LSA Grant & Resolution 9-2024, Waste Water Treatment LSA Grant**– In addition to the Pennvest loan for our potential upcoming capital improvement projects Ms. Wilcox is submitting two LSA grant applications for the water system and waste water treatment plant. It was recommended to list on the applications any contributing funds from the Borough budget. A suggested amount was \$50,000.00 for each application. A motion was made by Mr. Brewster to list an amount of \$50,000.00 on each application. After discussion it was determined that if the Borough is applying for a Pennvest loan and we are awarded the loan, those funds would be the contributing funds. Mr. Brewster withdrew his original motion. A motion was made to approve Resolution 8-2024 by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried. A second motion was made to approve Resolution 9-2024 by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried.
- **Skills Game License Ordinance** – During a budget session it was brought up in discussion that the Borough should put a Skills Game Licenses Ordinance in place. There are many businesses within the Borough that have skills games and there is no oversight to these types of games. The ordinance initiate a license fee and institute age restrictions. An Ad Hoc committee will need to be created to work on an ordinance. Ms. Sveda, Mr. Mineweaser and Mr. Clawson volunteered for the Ad Hoc committee.

**Executive Session:** Council went into executive session at 5:43pm to discuss a personnel matter and returned at 5:58pm.

**Adjournment:** A motion to adjourn was made at 5:59pm by Mr. Mineweaser, seconded by Mr. Clawson and unanimously carried.