

**Youngsville Borough Council  
Regular Meeting – August 11, 2025  
Youngsville Borough Municipal Building**

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

**Present:** Council Members: Rick Brewster, Eric Mineweaser, Nicole Cowan, Catrina Leamon, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, PWD Foreman Mark Theuret, YPD Officer Labesky and Solicitor Tim Bevevino. Absent were Council members Dustin Schwab and Sharey Sveda.

**Minutes:** A motion to approve the minutes of the regular council meeting on July 14, 2025, and the special meeting minutes from July 28, 2025, was made by Mr. Brewster, seconded by Mrs. Cowan and unanimously carried.

**Recognition of Visitors:**

- Scott Neiswonger, K-9 Board Chairman, see the YPD report.

**Amendment to the Agenda:** No amendments.

**Correspondence –**

- A thank you note was received from Jenny Phillips, Warren Worx, for participating in the brand launch video Warren Worx is putting together.
- Warren Worx is hosting a kickoff party to launch the Warren County brand, which is being held at Cable Hollow Golf Course on September 10<sup>th</sup> from 4:30pm – 8:30pm.

**Reports -**

**Secretary/Treasurer –**

- At the end of July there was \$2,524,761.03 in all accounts.

**Mayor –**

- Congratulated the Heart & Soul program on their recognition.

**Manager –**

- Mrs. Wilcox submitted a letter to PA Route 6 Alliance supporting their application for a façade improvement grant.
- Mrs. Wilcox attended a four-day floodplain training course which was very educational.
- Kam’s Car Show and YABA days went well with minimal incidents.
- The movie night being planned by ROY on August 23<sup>rd</sup> is being postponed due to lack of volunteers.
- Kinzua Rocks the Wake will be held at Kinzua Beach August 30<sup>th</sup> – September 1<sup>st</sup>. It is going to be a huge event with many attractions for families.

**Junior Council –** Riley Lauger and Tydus Chase both accepted the positions of Junior Council and will be officially sworn in at the September 8<sup>th</sup> meeting.

**YPD -**

- Scott Neiswonger, K-9 Board Chairman, attended the meeting to answer any final questions Council had on the possibility of obtaining a K-9. The cost to Youngsville Borough would be minimal as the K-9 Board will cover all costs involving the dog. It would be at the Borough’s discretion to develop

policies regarding the rules and regulations of the dog and handler. Mr. Neiswonger did emphasize that the handler needs to be community oriented, as much of the funding comes from the community. The agreement put together by Chief Mineweaser to the K-9 Board needs a few minor modifications. After discussion and reassurance from Mr. Neiswonger a motion to express interest in establishing a K-9 drug unit was made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried. Mrs. Wilcox will get a letter of interest out to the K-9 board.

**PWD -**

- Mr. Curtis has started his online CDL permit training course.
- The railroad no turn on red sign for West Main and Route 6 has been ordered. Once installed the whole traffic light system will be checked for any issues and updates.
- Eighth Street storm drain project has been completed and IA Construction will start milling and paving on August 14<sup>th</sup>. PWD still needs to install storm drainpipe from Eighth Street to McGraw.
- There have been complaints about drainage issues on Oak Street and a cross pipe collapsed on Luverne Drive that needs to be replaced.
- All the Cycle 3 auto-read meters are ready to be installed. Mr. Theuret is hoping to start installation soon.
- Miss. Highhouse passed her water test but is not officially licensed until the DEP board approves her as a licensed operator. Mr. Theuret has plans to start Miss. Highhouse in wastewater training this winter.
- PWD will be pouring the cement pad for the new YPL bench on August 13<sup>th</sup>.

**A motion to accept the July bills for payment** was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried by voice vote.

**August 2025 Expenses:**

AmTrust	10,584.00	Barbara Young	100.00
Barber's Chemicals	4,071.30	Barnhart-Davis Company	61.78
Birch's Graphix	845.00	Bob's Garage	60.00
Burrell Enterprises	122.60	C & G Moore	1,212.00
Carter Lumber	141.80	Cintas	294.20
Commonwealth of PA	250.00	Companion Life	702.19
Corry Lumber	154.93	Dearborn Life Insurance	409.41
Definiti	1,386.35	DEP	185.00
EagleZip	97.21	Emergycare	925.00
Erika Grubbs	225.00	Frantz & Russell Services	330.00
Glenn O. Hawbaker	632.97	IA Construction	74,036.41
IT Telecom	153.12	ITU	200.94
L/B Water	1,192.85	Lowe's	1,291.82
Mark Theuret	352.71	Melzer's Fuel Service	964.81
Mineweaser, Todd	30.00	National Fuel	3,278.84
Nationwide	300.00	Northwest - VISA	772.17
Northwest Loans	6,167.00	PA Rural Water	727.00
PACE	2,324.30	Penelec	10,315.13
Pitney Bowes	254.97	Sam's Club	3,113.81
Sharon Wagner	225.00	Shirlee Peters	50.00
Strate Welding Supply	270.08	Swanson, Bevevino, Sharp	750.00
Techsulere	500.00	Tops Market	71.38
Ubeo Business Services	395.30	Ubeo LLC	75.62
United Refining Company	1,716.30	UPMC Health Plan	13,429.66
USA Blue Book	213.64	Verdantas	3,500.00
Verizon Wireless	324.49	Vision Benefits of America	97.14

Warren County Commissioners	200.00	Waste Treatment Corp	7,524.88
WestPA.net	84.44	Witmer Public Safety Group	638.15
Youngsville Hardware	55.45	Zito Media	150.00

**TOTAL AUGUST EXPENSES: \$158,538.15**

**Old Business:**

- **Heart & Soul Community Report & Community Picnic** – Heart & Soul held a community picnic on July 27<sup>th</sup> at Island Park as a thanks those who helped and shared their stories. The grant will be closed out and final reports submitted by August 31<sup>st</sup>.
- **Pennvest** – Ms. Wilcox will be submitting the decline letter to Pennvest for the \$2.19 million low-interest loan. Ms. Wilcox questioned the decision with the potential of receiving the LSA grant.

**New Business:**

- **Budget Meetings** –Ms. Wilcox asked about the availability of Council for budgets meetings as they are quickly approaching. Meetings will be held on Wednesdays at 6pm.
- **YPD Rate Reimbursement for Enforcement** – Currently YPD officers are paid time and a half for any special detail hours that they work, DUI, Drug Task Force, Aggressive Driving, etc. Those hours/monies are then reimbursed to the Borough from the agencies. YPD officers are asking for an increase of a flat \$50.00/hour. The special rate will not affect the pension as there is no limit to the salary of the officers. The special rate may also be seen as an incentive to future YPD officers compared to other agencies. A motion to allow the special rate of \$50.00 when working special detail was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **Vacancies** – There are currently vacancies on the Zoning and Planning commissions. Zoning is looking to fill one vacancy and planning commission has two. Letters of interest may be submitted to Council.

**Executive Session:** Council went into executive session at 5:45pm to discuss legal matter. They returned at 5:57pm.

**Adjournment:** A motion to adjourn was made at 5:57pm by Mr. Clawson, seconded by Mrs. Brewster and unanimously carried.

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Allie Benedict, Secretary