

Youngsville Borough Council
Regular Meeting – October 13, 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, Dustin Schwab (left at 5:20pm), Catrina Leamon, Sharey Sveda and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict (left at 5:55pm), PWD Mark Theuret, YPD Chief Mineweaser, Solicitor Tim Bevevino and Junior Council Members Tydus Chase and Riley Lauger.

Minutes: A motion to approve the minutes of the regular council meeting on September 8, 2025 was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.

Recognition of Visitors: No visitors.

Amendment to the Agenda: None.

Correspondence –

- Northwest Bank is spreading awareness about scams as many are being affected by them.
- Senator Hutchinson presented Youngsville’s Heart & Soul with a recognition certificate at the recent Route 6 Alliance conference.
- The Riverside Cemetery Association is hosting its first ever fundraising campaign and is looking for support.
- TAWC has sent out their annual report along with a letter requesting an increase in allocation from Youngsville Borough for the 2026 – 2027 fiscal year.
- Experience Inc. is holding a Senior Expo, October 31st at the Warren YMCA and are seeking sponsorships.
- Youngsville Borough’s tax collector’s books have been audited for January 2025 – April 2025 with no findings.

Reports -

Secretary/Treasurer –

- At the end of August there was \$2,417,252.75 in all accounts.

Manager –

- Mrs. Wilcox will be attending more training on criteria for the floodplain.
- COG is hosting a Student Government Day, October 23rd from 9am – 2pm at the Youngsville Free Methodist Church.
- The next budget meeting is October 22nd. The general budget will be reviewed.
- There is a local government emergency management training on November 6th & 7th if anyone is interested in attending. Mrs. Wilcox will be attending.

Recreation Committee –

- There will be a Recreation Committee meeting held on Tuesday, October 14th.

YPD -

- The 2021 Tahoe has been received from the county for our new K-9. It is currently in the shop for diagnostics of its electrical problem. Officer Labesky will travel to Willow Creek at the beginning of November to start the process of obtaining a K-9 and training.

- The Bean Bank held a “Coffee with a Cop” event on October 1st. They plan to organize another session but will host in the evening hours.
- Chief Mineweaser spoke on scams and how they were recently made aware there have been some that are using officer’s names.
- Chief Mineweaser has obtained \$11,800 from Seneca Generations for a new radar sign. The sign will be solar powered and can also be used for awareness of events.
- All area public safety agencies need to update their records management system as the current system has become obsolete. Chief Mineweaser has been tasked with writing letters to raise funds to help with cost. He is looking to raise \$30,000.00 which will help with the initial cost for the new software for all agencies.

YVFD –

- Jody Rowland, YVFD Chief, has established a RIT (Rapid Intervention Team) team, with Tidioute Fire Department to assist on the scene of emergencies.
- Chief Rowland stated they have allocated monies to purchase some new gear.
- YVFD’s Halloween party will be October 31st, 6pm – 8pm.
- The YVFD’s roof has been submitted to Selective insurance as a claim for hail damage per Tri-State. Selective’s adjustor came back stating there is damage to the HVAC system, and roof shed but not to the roof of the department. Mrs. Wilcox has reached out to the Borough’s third-party administrator at Rossbacher to see if we could obtain a second opinion.

PWD -

- 87 tons of salt has been delivered to prepare for the winter season.
- PWD fixed another leak at Kwikfull. Mr. Theuret is unsure what keeps causing the leaks.
- The storm sewer project for Eighth & High Street is complete besides a couple minor yard repairs.
- PWD has replaced a cross pipe on Laverne Drive that collapsed.
- Oak Street Extension is experiencing some drainage problems. It is scheduled to be fixed near the end of the week.
- Country Fair will be demolished for a re-build, they are requesting a new water line to be put in. Mr. Theuret will provide them with a quote for cost.
- A&R Woodpecker Services has been hired to take down a dead ash tree at Island Park. The dead trees located at BVSP will be taken down in house.
- The WWT had a DEP inspection on Friday, October 10th. The inspection went well but awaiting official results.
- Leaf season has started and pick ups will happen for the next several weeks.
- There is an erosion issue on Sonia Lane. Mr. Theuret and Ms. Highhouse recently attending a training program on erosion which makes the Borough eligible for a grant. Mr. Theuret will be applying in hopes of receiving monetary assistance for the project to resolve the issue.
- The flooding that has been occurring on North Main Street and Highland is being looked into.
- PWD has been preparing for winter by completing maintenance on equipment.
- There was money leftover from the USDA grant/loan for the F-550. Mr. Theuret has requested a plow extension and radio for the truck to expend the funds.
- The “No Turn on Red” for the railroad tracks at the intersection of West Main and Route 6 is estimated to be installed by the end of November.

A motion to accept the September bills for payment was made by Mrs. Leamon, seconded by Mr. Brewster and unanimously carried by voice vote.

October 2025 Expenses:

A.R. Beatty Diesel Inc.	689.96	Alexandra Benedict	80.00
Anderson Cleaners	79.60	Autobody Collision	500.00

Barber's Chemicals	966.60	Barnhart-Davis Company	474.33
Ben Leach	54.10	Bob's Garage	113.20
Bryan, Lee E.	1,000.00	Burrell Enterprises INC	69.60
C&G Moore Enterprises	508.09	Carter Lumber	164.12
Cintas	229.96	Clement Motors	78.98
Commonwealth of PA	35.00	Companion Life	666.87
Compass Minerals	6,443.87	CUSI	2,679.71
Core & Main	1,800.33	CR Turner Enterprises, LLC	280.00
Dearborn Life Insurance	439.71	Definiti	3,362.26
EagleZip	97.21	Emergycare	1,315.00
Erika Grubbs	187.50	Fox & Sons Excavating	3,600.00
Frantz & Russell Services	203.50	Glenn O. Hawbaker	768.15
Howe's True Value Hardware	53.98	Hull Electric, Inc	161.40
Insight Technology	350.00	IT Telecom	153.48
ITU	210.29	Jamestown Macadam, Inc.	459.95
L/B Water	1,483.90	Melzer's Fuel Service	646.31
National Fuel	606.23	National Printing	105.66
Nationwide	300.00	Northwest – VISA	1,809.12
Northwest Loans	9,108.85	NWPCPA	15.00
PA Association of Borough	340.00	PA Municipal, Inc	2,587.11
PA Rural Water Assoc	270.00	PACE	1,830.60
Penelec	9,911.08	Sam's Club	139.73
Selective Insurance	30.00	Sharon Wagner	210.00
Stephenson Equipment, Inc.	482.72	Strate Welding Supply	33.75
Swanson, Bevevino, Sharp	750.00	Techsulere	500.00
Ubeo Business Services	229.54	Ubeo LLC	75.62
United Refining Company	1,079.00	UPMC Health Plan	13,542.39
USA Blue Book	2,972.56	Verizon Wireless	317.88
Vision Benefits of America	97.14	Waste Treatment Corp	8,299.84
Wendy Wilcox	25.00	WestPA.net	84.44
Wireless Electronics, Inc	156.40	YMCA of Warren County	660.00
Youngsville Hardware	304.39	Zito Media	150.00

TOTAL OCTOBER EXPENSES: \$87,431.01

Old Business:

- **Resolution 15-2025, BVAA Rate Increase** – Youngsville Borough would like to increase the monthly rate of the Brokenstraw Valley Area Authority from \$8.16/EDU to \$16.97/EDU beginning January 1, 2026. The \$16.97/EDU has not been agreed to with BVAA but per advisement of Solicitor Tim Bevevino, pass the resolution now and if it needs to be amended in the future it can be. A motion to pass Resolution 15-2025 was made by Mr. Clawson, seconded by Mr. Mineweaser and unanimously carried.
- **Resolution 16-2025, SUGASA Rate Increase** – Youngsville Borough and SUGASA have agreed on a monthly rate increase. The rate will increase from \$23.00/EDU to \$26.00/EDU beginning January 1, 2026. A motion to accept the increase and approve Resolution 16-2025 was made by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried.
- **Resolution 17-2025, Pennvest/ABM Water Reservoir** – Per Councils request, ABM has downsized the scope of work for the water reservoir project and has provided Council with a new cost estimate showing the changes. The original estimate was \$1,606,560.00 compared to the new estimate of \$1,351,679.00. Council did request that the new cost estimate be broken into specific details as the original as they can not see what is being eliminated. The contingency was questioned by Council and they were made aware that this is safeguard percentage in case there are price increases. After much discussion on how to proceed with the water reservoir project a motion to

apply for the Pennvest loan for October was made by Mr. Clawson and seconded by Mr. Brewster. A roll call vote was requested, Mr Brewster – Yes, Mr. Mineweaser – No, Mrs. Cowan – Yes, Mrs. Leamon – Yes, Miss. Sveda – Yes, Mr. Clawson – Yes.

- **Software Update** – The gWorks contract along with all communications between the account representative and Ms. Wilcox have been provided to Solicitor Tim Bevevino for review. Office staff have been exploring new software and have received a quote from Diversified. Diversified will update the billing software and will allow integration with the Borough’s QuickBooks. Council advised Mrs. Wilcox to budget the software for the upcoming year as the refund with gWorks is being worked out.

New Business:

- **Warren City Fire Department Agreement** – The current contract with Warren City Fire Department is up for renewal. In 2025 there has only been two calls with one being cancelled while in route. Mr. Clawson made a motion to renegotiate the contract with Warren City but later withdrew his motion and made the motion to table discussion for further review, seconded by Mr. Brewster and unanimously carried.
- **MMO Money Purchase Pension Plan** – The minimum obligation for the 2026 non-uniform MMO is \$44,653.76. A motion to accept the minimum amount of \$44,653.76 was made by Mr. Brewster, seconded by Mrs. Cowan, all in favor.
- **Peter’s Subdivision** - Brokenstraw Holdings, LLC is requesting to annex a portion of parcel YV-675-1466 to YV-675-1543 and to be treated as one solitary parcel. Troy McFate, Chair of the Planning Commission, recommended the annex to Borough council and a motion to accept the subdivision was made by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.

Executive Session: Council went into executive session at 6:03pm for legal and personnel matter and returned at 6:32pm.

Adjournment: A motion to adjourn was made at 6:33pm by Mr. Mineweaser, seconded by Mrs. Cowan and unanimously carried.

Allie Benedict, Secretary