

**Youngsville Borough Council  
Regular Meeting – December 8, 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.

**Oaths of Office:** Mayor Scott Nelson administered the Oath of Office to the newly elected Mayor, Catrina Leamon effective January 2026.

**Present:** Council Members: Eric Mineweaser, Nicole Cowan, Dustin Schwab, Catrina Leamon, Sharey Sveda and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, PWD Mark Theuret, YPD Chief Mineweaser, Solicitor Tim Bevevino and Junior Council Members Tydus Chase and Riley Lauger. Absent were Council member, Rick Brewster.

**Minutes:** A motion to approve the minutes of the regular council meeting on November 10, 2025, was made by Mr. Clawson, seconded by Mrs. Leamon and unanimously carried.

**Recognition of Visitors:**

Erik & Nate Leamon, 143 Davis Street, attended in support of the newly elected Mayor, Catrina Leamon.

Lex Leamon, 401 Conewango Avenue, attended in support of the newly elected Mayor, Catrina Leamon.

Cathy Anderson attended in support of the newly elected Mayor, Catrina Leamon.

Wendy Doneyhue, West Main Street, attended to observe.

**Amendment to the Agenda:** An amendment was needed to swear-in the newly elected Mayor, Catrina Leamon.

**Correspondence –**

- The Borough has received many holiday cards which are on display in the office.

**Reports -**

**Secretary/Treasurer –**

- At the end of November there was \$2,430,679.37 in all accounts.

**Mayor –** Mayor Nelson spoke about his journey as Mayor for the past eight years. He thanked YPD, PWD, Borough Manger and all members of council for being great during his time and offered kind words and suggestions to the future of Youngsville Borough council.

**Manager –**

- The LSA award announcement for the capital improvement water/sewer projects has been pushed back to January due to the government shutdown.
- Mrs. Wilcox submitted an LSA grant application for a bucket truck. PWD has borrowed Conewango's for many years and it is becoming antiquated. Support from many local municipalities was received as we will share the truck if awarded. Mr. Theuret clarified it will be a truck that is used every day.
- Wreaths for Wreaths Across America will be arriving in town tomorrow, December 9<sup>th</sup>.

- Warren Worx is on a hiatus until the new year due to the new hired WCCBI president getting acclimated to her new position.
- The Youngsville Christmas Walk was well attended. Thank you to Wendy Doneyhue & Bill for volunteering to decorate the town tree! Many compliments were received this year.
- Mrs. Wilcox thanked Secretary, Allie Benedict, for coordinating the Borough Christmas party. The food was great and lots of laughs were had.
- Secretary, Allie Benedict submitted her resignation effective December 31<sup>st</sup>. “She will be missed, and we wish her the best.”
- The first round of interviews for the Secretary position have been scheduled for Wednesday, December 10<sup>th</sup>.
- There is a new dog grooming business in town located at 488 East Main Street, Critter Clippers.

#### **Planning Commission -**

- The planning commission met on December 2<sup>nd</sup> during a public meeting to discuss the re-zoning of the Youngsville High School property along with adjacent properties from R1 to C1. A recommendation will be made to Council on January 6<sup>th</sup> at 6pm. A new boundary has been requested also to not include the portion along Brokenstraw Creek as it is a preserved area.

#### **Junior Council – No report.**

#### **YPD -**

- Chief Mineweaser thanked Mayor Nelson for his service over the years.
- A reception will be held for Sergeant Leach’s retirement on December 19<sup>th</sup> from 3pm – 5pm.
- YPD donated \$440.00 to the Second Street food pantry and has received a thank you from them.
- YPD received the AAA platinum award for the third year in a row. It is a community safety award.
- YPD will escort the wreaths into Youngsville on December 9<sup>th</sup> around 5:30pm.
- A retroactive motion is needed for the signed contract with Cody System, the new records management system. Solicitor Tim Bevevino reviewed the contract before it was signed. The Betts Foundation covered the initial cost of \$30,000.00, which covers multiple departments. A motion to accept the proposal from Cody Systems was made by Mrs. Leamon, seconded by Mrs. Cowan and unanimously carried.
- Seneca Generation has donated \$11,827.00 for a radar trailer.
- Officer Labesky will start K9 training on December 16<sup>th</sup> and will graduate on January 10<sup>th</sup>, bringing the K9 home.
- Chief Mineweaser is asking for direction on hiring after Sergeant Leach leaves. If a candidate is hired that needs to be sent to the academy they will be required to sign a contract stating, they will stay with YPD for so many years or they will have to refund the academy cost. A candidate that does not have Act 120 could be hired ahead of time before attending the academy and work on learning procedures, etc. The January deadline for the academy would be hard to beat with the hiring process. June is the next enrollment for the academy. A motion to advertise for a new officer with or without Act 120 was made by Mrs. Cowan, seconded by Mrs. Leamon and unanimously carried.
- Chief Mineweaser presented Office Labesky with the 2025 Officer of the Year award.

#### **YVFD –**

- Mrs. Wilcox is in the process of receiving estimates for the replacement of the roof. She is working with Mr. Papalia on asking the community foundations for financial assistance. While replacing the roof it would also be a good idea to get the heating units off the roof. The pavilion and shed roof are being replaced which is covered by insurance. Mr. Clawson suggested creating a committee to act as a liaison with the fire department. A motion to create a committee during the organizational meeting which will include Brokenstraw Township representation was made by Mr. Clawson, seconded by Mr. Mineweaser and unanimously carried.

#### **PWD -**

- Mr. Theuret submitted a grant application to the Warren County Conservation District for a storm drain project on Sonia Lane to begin in 2026.
- Leaf picking has been completed, and winter maintenance is now the focus.
- PWD is working on cleaning up scrap metal from various projects.
- The fire hydrant that was hit at the intersection of Marsh and College Street has been replaced. Restitution is being sought by the driver.
- A water leak was found on College Street and fixed.
- Mr. Theuret thanked the Secretary, Allie Benedict, for her hard work.
- The red railroad crossing sign is still on hold. Jeff Tenney is having a meeting with the company to ask when the light will be received.

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

**December 2025 Expenses:**

A&R Woodpecker	2,300.00	Alexandra Benedict	1,525.00
Association of Mayors	60.00	Barb Young	100.00
Barber's Chemicals	816.60	Barnhart-Davis Company	75.93
Brokenstraw Fish & Game Club	60.00	Burrell Enterprises	34.80
Cintas	326.32	Clement Motors	1,143.10
Companion Life	666.87	Daniell Craker	38.80
Dearborn Life Insurance	358.97	Definiti	2,990.90
EagleZip	97.66	Emergycare	925.00
Erika Grubbs	172.50	Ervin Shetler	3,700.21
G&S Safety Products	412.39	General Code	1,195.00
IT Telecom	152.92	ITU	210.29
L/B Water	407.65	Melzer's Fuel Service	502.93
Mineweaser, Todd	219.54	National Fuel	191.95
National Printing	130.45	Nationwide	300.00
Northwest – VISA	3,774.16	Northwest Loans	9,108.85
PA Municipal	166.67	PACE	1,717.00
Penelec	10,532.92	PA Chiefs	150.00
PSAB	140.00	Sam's Club	110.00
Sample News Group	76.00	Selective Insurance	860.00
Sharon Wagner	240.00	Stacey Cratty	250.00
Steppin Out	136.00	Strate Welding Supply	33.75
Swanson, Bevevino & Sharp	750.00	Techsulere	2,273.60
Tom's Auto Service	600.00	Tritech Software	1,023.17
Ubeo LLC	75.62	United Refining Company	1,144.91
UPMC Health Plan	13,542.39	USA Blue Book	168.89
USDA	44,767.32	Verizon Wireless	317.88
Vision Benefits	194.28	WCCBI	500.00
Waste Treatment Corp	6,294.51	Wendy Wilcox	514.74
WestPA.net	84.44	Youngsville Hardware	59.94
Zito Media	150.00		

**TOTAL DECEMBER EXPENSES: \$118,872.82**

**Old Business:**

- **Pennvest, Advertised Categorical Exclusion** - A new categorical exclusion needed to be advertised for the February Pennvest application submittal.

- **Billing Software Proposal** – Solicitor Tim Bevevino sent a letter to gWorks for the requested refund as they provided no service after payment was made in full. The office staff have chosen a new software system, Diversified Technology. Diversified does attend the PSAB conferences and seem to be more reputable. The software was budgeted for 2026. A motion to accept the Diversified Technology proposal was made by Mr. Clawson, seconded by Miss. Sveda and unanimously carried.

**New Business:**

- **Set Day and Time of Council Meetings** - Mrs. Wilcox asked the Council if they had interest in changing the day/time of the council meetings since there was discussion at the last meeting. It was recommended that there should be two comment periods being offered, one at the beginning of the meeting and one at the end for the people that cannot make it right at 4:30pm. A zoom option will also be investigated. It was also requested that a resolution be passed to allow council members to vote via phone if they are unable to be at the meeting. Meetings will still be held on the second Monday of each month at 4:30pm.
- **UCC Enforcement, Bureau Veritas** – The Borough will be appointing a new third-party building inspector due to Mike Grill retiring. Mr. Grill recommended Bureau Veritas. A price list for their services was received but no other information was provided. It was recommended to invite them to the January meeting to discuss their services further.
- **Resolution 19, County Hazard Mitigation Adoption** – The Borough is required to have an approved Hazard Mitigation Plan. Resolution 19 states Youngsville Borough is following and is a part of the Warren County Hazard Mitigation Plan. A motion to approve and adopt the Warren County Hazard Mitigation Plan was made by Mr. Clawson, seconded by Mrs. Leamon and unanimously carried.
- **Resolution 20-2025, Budget 2026** – A motion to accept Resolution 20-2025 which passes the Borough of Youngsville’s 2026 Budget was made by Mrs. Cowan, seconded by Mrs. Leamon and unanimously carried.
- **Resolution 21-2025, Establishment of Fees** - A motion to accept Resolution 21-2025 which updates the 2026 rates and fees for the Borough of Youngsville was made by Mr. Clawson, seconded by Miss. Sveda and unanimously carried.
- **Resolution 22-2025, Fixing Tax Rate** – Due to the recent tax re-assessment the Borough needs to stay revenue neutral for 2026. The tax rate will decrease from 9 mills to 1.3362 mills. A motion to accept Resolution 22-2025 which decreases the tax rate for 2026 was made by Mr. Clawson, seconded by Miss. Sveda and unanimously carried.
- **Resolution 23-2025, Lowering Minimum Billable Water and Sewer** – A motion to pass Resolution 23-2025 which states there will be a decrease in billable minimum usage in 2026 from 7,000 gallons to 6,000 gallons was made by Mr. Clawson, seconded by Miss. Sveda and unanimously carried.

**Executive Session:** No executive session.

**Adjournment:** A motion to adjourn was made at 5:43pm by Mr. Mineweaser, seconded by Mrs. Cowan and unanimously carried.

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Allie Benedict, Secretary