

**Youngsville Borough Council  
Organizational Meeting – January 12, 2026  
Youngsville Borough Municipal Building**

**Mayor Catrina Leamon** called the meeting to order at 4:33p.m. Eric Mineweaser then gave the invocation and Mayor Leamon led the Pledge of Allegiance.

**Oaths of Office:** District Magistrate Ray Zydonik administered the Oaths of Office to Mayor Catrina Leamon and then to re-elected Council Member Nicole Cowan and newly elected Stacey Robinault. Mayor Leamon administered the oath of office to newly appointed Secretary Barbara Young.

**Present:** Mayor Catrina Leamon, Council Members: Rick Brewster, Eric Mineweaser (left at 5:30), Nicole Cowan, Dustin Schwab, Stacy Robinault, Sharey Blum, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Barbara Young, Solicitor Tim Bevevino, PWD Foreman Mark Theuret and Stacey Cratty, and YPD Chief Todd Mineweaser, Officer Mitch Labesky with K9 Mimi. Also, Junior Council Member Tydus Chase.

**Nomination/Election of Council Vice President:** A nomination for Council Vice President was presented for Troy Clawson by Mr. Rick Brewster, seconded by Mr. Eric Mineweaser . All in Favor. Troy Clawson was elected as the new 2026 - 2028 Council Vice President (two-year term).

**Council Committees:** A motion to approve Council Committees as listed made by Mr. Rick Brewster, seconded by Mr. Mineweaser. All in Favor. The list will be typed and emailed to Council.

**COUNCIL COMMITTEES  
2026/2028**

**Library Board**

Sharon Blum

**Finance**

Nicole Cowan-Chair  
Troy Clawson  
Eric Mineweaser

**Safety**

Troy Clawson-Chair  
Dustin Schwab  
Stacey Robinault

**Streets / Streetscape**

Sharon Blum-Chair  
Troy Clawson  
Dustin Schwab

**Utilities**

Dustin Schwab-Chair  
Eric Mineweaser  
Stacey Robinault

**Parks & Recreation**

Rick Brewster-Chair  
Nicole Cowan  
Stacey Robinault

**Personnel/Advisory**

Eric Mineweaser-Chair  
Sharon Blum  
Rick Brewster

**Commission Appointments:** A motion to approve the Commissions/Committees as listed made by Mr. Rick Brewster, seconded by Mr. Eric Mineweaser. All in Favor.

**YOUNGSVILLE BOROUGH  
COMMISSIONS/COMMITTEES**

| <b><u>Planning Commission</u></b> |                    |              |           | <b>4 Year Term</b> | <b><u>Term Expires</u></b> |
|-----------------------------------|--------------------|--------------|-----------|--------------------|----------------------------|
| Troy McFate                       | 113 Mill Street    | 730-8724     | Chair     |                    | 12/31/2028                 |
| Julie Eckstrom                    | 108 Mill Street    | 716-450-0817 |           |                    | 12/31/2030                 |
| Steve Dunn                        | 424 College Street | 779-8630     | Secretary |                    | 12/31/2028                 |
| Troy Clawson                      | 210 College Street | 563-7047     |           |                    | 12/31/2030                 |
| Kay McKinney                      | 324 E. Main Street | 563-9904     | Alternate |                    | 12/31/2027                 |

| <b><u>Police Pension Commission</u></b> |                            |          | <b>2 Year Term</b> |  |            |
|---|----------------------------|----------|--------------------|--|------------|
| Catrina Leamon                          | 143 Davis Street           | 730-1086 | Chair              |  | Tenure     |
| Todd Mineweaser                         | YPD Representative         | 563-4604 | Vice Chair         |  | Tenure     |
| Rick Brewster                           | 169 Second Street          | 563-7331 |                    |  | 12/31/2027 |
| Nicole Cowan                            | 129 7 <sup>th</sup> Street | 563-7960 |                    |  | 12/31/2027 |
| James Uhron                             | 317 High Street            | 563-7614 |                    |  | 12/31/2027 |

| <b><u>Recreation Commission</u></b> |                            |               | <b>5 Year Term</b> |  |                 |
|-------------------------------------|----------------------------|---------------|--------------------|--|-----------------|
| Rick Brewster                       | 169 Second Street          | 563-7331      | Chair              |  | 12/31/2029      |
| Sara Monticue                       | 139 Marsh Ave.             | 814- 556-4134 |                    |  | 12/31/2031      |
| Richard DeSimone                    | 72 Mill Street             | 563-9902      |                    |  | 12/31/2024      |
| Barb Lutton                         | 145 Bates Street           | 563-9441      |                    |  | 12/31/2027      |
| Scott Nelson                        | 406 N. Main Street         | 563-4044      |                    |  | 12/31/2027      |
| *Vacant*                            |                            |               |                    |  | 12/31/2028      |
| Liz Feronti                         |                            |               | Brokenstraw        |  | 12/31/2026 1    |
| yr term                             |                            |               |                    |  |                 |
| Susan Kibbey                        | Box 254, Pittsfield        | 563-9379      | Pittsfield         |  | 12/31/2026 1    |
| yr term                             |                            |               |                    |  |                 |
| Nicole Cowan                        | 129 7 <sup>th</sup> Street | 688-5646      |                    |  | Council Liaison |

| <b><u>Zoning Hearing Board</u></b> |                      |          | <b>3 Year Term</b> |  |            |
|------------------------------------|----------------------|----------|--------------------|--|------------|
| *Vacant*                           |                      |          | Chair              |  | 12/31/2029 |
| James Uhron                        | 317 High Street      | 563-7614 |                    |  | 12/31/2028 |
| Samuel Walters                     | 210 West Main Street | 563-4791 |                    |  | 12/31/2028 |
| *Vacant*                           |                      |          | Alternate          |  | 12/31/2029 |
| Randy McKinney                     | 324 East Main Street | 563-9904 | Alternate          |  | 12/31/2028 |

**Civil Service Commission**  
Will determine if this commission is needed.

**Designation of Borough Solicitor:** A motion to approve Tim Bevevino of Swanson, Bevevino and Sharp, P.C. Law Office as the Youngsville Borough Solicitor made by Mr. Mineweaser, seconded by Mrs. Cowan. All in Favor.

**Designation of Borough Engineers:** A motion to approve Deiss & Halmi Engineering, Inc. as the Youngsville Borough Engineering firm made by Mr. Brewster, seconded by Mrs. Cowans. All in Favor.

**Designation of Sewage Enforcement Officer:** A motion to approve Mr. Todd Fantaskey as the Sewage Enforcement Officer made by Mrs. Cowan, seconded by Mr. Clawson. All in Favor.

**Designation of Auditors:** A motion to approve Buffamante, Whipple and Buttafaro, P.C. (BWB) as the Youngsville Borough Auditors made by Mr. Clawson, seconded by Mr. Brewster. All in Favor.

**Designation of Emergency Management Coordinator:** A motion to approve Mr. Todd Lake as the Emergency Management Coordinator made by Mr. Brewster, seconded by Mr. Mineweaser. All in Favor.

**Designation of Open Records Officer:** A motion to approve Mrs. Barbara Young, Borough Secretary, as the Youngsville Borough Open Records Officer made by Mr. Clawson, seconded by Mrs. Blum. All in Favor.

**Designation of Chief Administrative Officer of the Municipal Pension Plans:** A motion to approve Mrs. Wendy Wilcox, Borough Manager, as the Chief Administrative Officer of the Municipal Pension Plans made by Mr. Brewster, seconded by Mrs. Cowan. All in Favor.

**Designation of Universal Construction Code Inspector:** A motion to approve Bureau Veritas as the UCC inspector made by Mr. Brewster and seconded by Mrs. Cowan. All in favor.

**Amendment to the Agenda:** None

**Minutes:** A motion to approve the Minutes of the regular council meeting on December 8, 2025, made by Mr. Clawson, seconded by Mrs. Blum and unanimously carried.

**Recognition of Visitors:**

- Heidi First asked if the Council meetings can be offered virtually or a recording can be offered on the website. Mayor Leamon responded that she was already bringing it to Council to see if we can begin offering them virtually in the future. Heidi also inquired why the minutes took so long to be posted. Mayor Leamon explained that they have to be approved in the successive Council meeting before they can be posted.
- Eric Leamon, Lex Leamon, 143 Davis St. in observance.
- Mike Robinault, 447 East Main St. in observance.
- Kurtis Upton in observance.

**Correspondence:**

- A letter of interest and email was received from Deis & Halmi to continue providing engineering services to Youngsville Borough.
- A letter of interest was received from Todd Fantaskey to continue providing Sewer Enforcement Officer services to the Borough.
- A letter from Brokenstraw Township approving Liz Feronti as their representative for the Youngsville Recreation Commission.
- Warren Elections Office update of elected official's form.

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

**Treasurer's Report -**

- At the end of December, there was a balance of \$2,667,858.84 in all accounts.
- Year-end balance transfer amount into Capital Reserve...

General Fund - \$177,385.15

Sanitation Fund - \$0

Water Fund - \$47,661.17

Sewer Fund - \$101870.67

Mr. Brewster asked about the balances on the financial statement. There seemed to be discrepancies. Mrs. Wilcox replied that it was the first time the new secretary, Barbara Young had run the report and stated that the previous secretary was coming in to further provide Barb with training so would review and provide any revisions needed.

- **Mayor** – Restated the need to offer virtual option for monthly Council meetings. She was approached by a resident asking if some sort of resource list was available that included all the services offered in town, food pantries, clothes and blanket distributions, etc. Council agreed this was a good idea and asked if the resident would be able to spearhead. The Mayor said the resident stated she would. The Mayor will contact her.
- **Manger** –No report. Welcomed Barbara Young as the new Secretary.
- **REC Commission** –Mr. Brewster said the Recreation Commission met on January 15. The Night at the Races event is scheduled for April 11. He welcomed Sara Monticue and Liz Feronti as new members. Stated there is still a vacancy due to Carl Lewis resigning.
- **Junior Council** -No report.
- **PWD** –
  - We were awarded the Low Volume Load grant from the Warren Conservation District. The storm water drainage will be replaced on Sonia Lane with the award. The required traffic count study has been completed. He will order the materials needed and the grant should cover all costs. Work will begin in spring.
  - Angie Highhouse is working on a sign inventory and is half complete. She will work in collaboration with Chief Mineweaser to verify where there need to be new signs and where existing signs need replaced.
  - The garbage truck was taken to Barkeyville for servicing due to a faulty NOX sensor. Mark was pleased the work was done quickly and the truck was back on the regular schedule pick up.
  - A fan was placed in the water reservoir to help with air flow and moisture. More ventilation vents may be added at a later date.
  - The part for the traffic camera allowing the no turn signal for train traffic was installed and is working. In doing so, technician found the processor and camera are no longer functioning. Will need to be replaced and the cost is estimated at \$25-\$28,000. Technician suggested that protection be installed as well with additional cost of \$8-\$10,000. Suggestions were to use Liquid Fuels monies or to report it to our insurance company for coverage due to the cause being a surge or fluctuation in electric supply. Mark stated the light is currently running on default with a timed change in lights every 15 seconds.
  - Leave picker has received maintenance and stored.
  - A faulty seal causing a leak in one of the water pumps in the Borough building has been replaced.

- Several PWD employees were trained in the use of the new radar sign.
- Mark asked if there were any complaints about the snow plowing and anti-skid. Will change schedule to meet needs if necessary. Mayor mentioned cars parked in the streets. YPD will assist with odd/even parking as much as legally possible. Resident Heidi First thanked PWD for keeping the sidewalks plowed when they have the opportunity.
- **YPD –**
  - Chief confirmed that he has been ticketing for odd/even parking violations but can't tow vehicles.
  - Currently advertising for new officer to replace Sergeant Leach. Have had no applications returned. Will continue to reach out to organizations and academies to express our interest.
  - Chief and Sargeant Leach participated in the annual Shop with a Cop. 118 children shopped this year. This year purchase of needed coats, hats, gloves, and clothing were stressed before shopping for toys. All participants went to Napoli's for pizza after.
  - Chief and PWD attended a training for the new radar sign. The sign not only can be used for speed enforcement, but it can also be used by PWD to post a message about a closed road while they are working. The total cost of the sign was covered by a donation Chief initiated and received.
  - Officer Labesky introduced the new K9 officer Mimi to Council. He explained that she is certified in scent identification. She will be able to signal presence of drugs and article detection if an individual disposes of items. She can also find the scent and track to help find lost individuals. Chief welcomed her as the first K9 unit in Youngsville Borough. All costs for the K9 unit are covered by the Warren County K9 Program. Officer Labesky thanked Council for the opportunity to be part of the K9 unit.
- **YVFD –**
  - Jody Rowland is stepping down as Chief due to health reasons. Norm Maynard has assumed the duties of Acting Chief.

**Motion to accept the January bills for payment** made by Mr. Brewster, seconded by Mr. Lake and unanimously carried by voice vote.

**January 2026 Expenses:**

## January 2026 Expenses

|                        |            |                                       |            |
|------------------------|------------|---------------------------------------|------------|
| Aflac                  | \$398.56   | Barber Chemicals                      | \$516.90   |
| Allie Benedict         | \$287.50   | Bosko Excavating & Services, LLC      | \$3,500.00 |
| Cintas                 | \$369.40   | Sam's Club                            | \$75.79    |
| Definiti               | \$128.23   | Glen Hawbaker, Inc                    | \$1,113.33 |
| Dollar General         | \$26.40    | PA Association of Boroughs            | \$25.00    |
| ITU Absorb Tech, Inc.  | \$210.29   | LB Water Service, Inc                 | \$240.50   |
| Lowe's                 | \$166.35   | Warren County Tax Association         | \$15.00    |
| National Fuel          | \$1,763.75 | Patriot Training and Consulting , LLC | \$1,150.00 |
| National Printing      | \$119.98   | EagleZip.com                          | \$97.66    |
| Northwest Loans        | \$9,108.85 | UBEO Business                         | \$359.37   |
| PSAB                   | \$57.61    | Sharon Wagner                         | \$105.00   |
| RCI Electrical Systems | \$8,328.00 | Mitch Labesky                         | \$236.91   |
| Schwaab, Inc.          | \$73.50    | Anderson Cleaners                     | \$87.80    |
| Sharon Wagner          | \$247.50   | Erika Grubbs                          | \$247.50   |
| Strate Welding Supply  | \$33.80    | EmergyCare                            | \$1,665.00 |
| Techsulere             | \$500.00   | Swanson, Bevevino, & Sharp            | \$750.00   |

|                       |                    |                         |                    |
|-----------------------|--------------------|-------------------------|--------------------|
| Verizon Wireless      | \$244.53           | IT Telecom              | \$150.66           |
| Waste Treatment Corp. | \$7,501.34         | Melzer's Fuel Service   | \$723.99           |
| WestPA.net            | \$84.44            | Clement Motors          | \$457.45           |
| Youngsville Hardware  | \$213.26           | United Refining Company | \$1,684.65         |
|                       | <b>\$29,863.29</b> |                         | <b>\$13,202.51</b> |
|                       |                    | <b>Total</b>            | <b>\$43,065.80</b> |

#### **Old Business:**

- PENNVEST has asked for an additional payment of \$9,500 to provide an updated scope of work for the downsized water reservoir project. Mr. Mineweaser had asked if this new scope of work change was covered under the initial agreement. Discussion between Council resulted in the understanding that this new scope is part of a new application for funds and is viewed as a separate project. Council asked for a breakdown of this additional cost before payment is sent. Mrs. Wilcox stated that the PENNVEST application for the downsized project is due in February so time is of the essence.
- YVFD roof replacement-Mrs. Wilcox stated that the roof at the fire hall has been leaking for at least two years. She has researched various ways to fund the replacement including a possible loan from USDA or shared expense between the Borough, Fire dept. and funds from local foundations. Council had lengthy discussion about the financial responsibility of the Borough. A lease agreement was signed in 2010 which stated that all maintenance to the building is the responsibility of the Fire Dept. Solicitor Bevevino stated that the lease is legal and binding and further that the Fire Dept. is it's own entity. Mrs. Wilcox stated that the Borough owns the building and are responsible for the availability of emergency services so some of the cost should be covered by the Borough. After further discussion, it was agreed that a Committee will be formed to provide a liaison between the Fire Dept. and the municipalities it serves, adding that Brokenstraw should have representation on the Committee as well. Mayor Leamon will spearhead the creation and subsequent meetings.

#### **New Business:**

- **Resolution 1-2026 Updated Northwest Bank Signatories**-designates new and returning Council members, Borough Manager and Borough Clerk as signatories on checks written for Youngsville Borough. Motion by Mr. Brewster and seconded by Mr. Clawson.
- We have received our list from BWB for the 2025 audit and have started uploading documents to the share file.

**Executive Session:** Executive session for a legal and personnel matter was entered into at 5:34pm, Council returned at 5:45pm.

**Adjournment:** Motion to adjourn made by Mrs. Cowan, seconded by Mrs. Blum. All in Favor. Meeting adjourned at 5:46 p.m.

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Barbara Young, Secretary