

Youngsville Borough Council
Regular Meeting – February 9, 2025
Youngsville Borough Municipal Building

Mayor Catrina Leamon called the meeting to order at 4:32pm. Invocation was led by Mr. Mineweaser followed by the Pledge of Allegiance.

Oaths of Office: Judge Ray Zydonik administered the Oath of Office to the newly elected Mayor, Catrina Leamon effective January 2026. Mayor Catrina Leamon administered the oath of office to part time Officer Charles Andersen.

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 Annie Sharp, Stacey Cratty, and YPD Chief Todd Mineweaser. Also, Junior Council Member Tydus Chase.

Minutes: A motion to approve the minutes of the regular council meeting on January 12, 2025, was made by Mr. Clawson, seconded by Nicole Cowan, and unanimously carried.

A motion to approve the minutes of the special council meeting for Pennvest on January 12, 2025, was made by Nicole Cowan, seconded by Rick Brewster, and unanimously carried.

Recognition of Visitors:

Julie Eckstrom attended in observance.

Charles Andersen attended to be sworn in as the new part-time police officer for Youngsville Borough.

Correspondence –

- The Borough has received a membership sticker and thank you the Warren County Chamber of Business and Industry.
- The Borough received paperwork on a class action lawsuit regarding PVC Pipes. This will be given to Tim Bevevino to determine if action needs to be taken.

Reports -

Secretary/Treasurer –

- At the end of January there was \$2,017,160.42 in all accounts.

Mayor –

- Suggested to have the monthly council meetings available virtually. Tentative start date would be the April meeting. A policy will need to be enacted for the virtual offering.
- Has been attending the YVFD meetings to foster open communication between fire dept. and borough.

Manager –

- The inactive traffic camera located at 6th and West Main was submitted to the insurance company. It is determined that the device was damaged due to an electrical supply issue.
- Would like to obtain a new software program for our Borough accounting. We currently use Quikbooks, which is not a fund-based software program. A fund-based software program would be more conducive to our system.

Recreation Committee –

- The Recreation Committee has a meeting April 11th for planning this years “Night at the Races”. May have to find a new location for the event due to the condition of the fire hall.
- Possibly planning additional fundraising events at the pool.
- There were about 40 participants for the sled riding event in January. Everyone who attended had a wonderful time. Additional sled riding events may be planned.

Safety Committee –

- Catrina Leamon, Wendy Wilcox, and Troy Clawson attended the last meeting at the firehall along with Brokenstraw Township. It was agreed by all the focus should remain on providing a safe community. Will continue to be involved with the fire dept. to enhance communication and partnership.

Planning Commission – no report

COG meeting –

- Troy Clawson attended the recent COG meeting. A representative from Harrisburg was in attendance and it was positive to have the opportunity for our local concerns presented to be taken back to Harrisburg. Discussion at the meeting included municipalities payment to EmergyCare for services. Not all municipalities are paying but still receiving services. With the closing of the maternity ward at WGH, there will be increased need for ambulance services transporting out of the area. If the baby is already born, 2 ambulances will be required taxing already scarce resources.

Junior Council –

- Eisenhower National Honor Society would like the opportunity to be more involved with community service projects. If volunteers are needed, please reach out to Eisenhower National Honor Society.
- Eric Mineweaser took the opportunity to recognize Junior Council Member, EMHS senior, Tydus Chase for being February’s PA C.L.A.S.S. Act Emerging Leader nominee for the Warren County School District. If chosen, Tydus will receive a \$1200.00 scholarship and a chance for an additional \$5500.00 at the end of the year.

YPD -

- The updated policy manual is complete and will be available at the next council meeting. Chief will make a copy available to review. A vote is needed to formally enact the policies.
- Officer Charles Andersen was sworn in as a part-time officer with Youngsville Borough.
- Youngsville Borough is still looking for a full-time police officer.

YVFD –

No representative was present, however, it was stated that while attending the fire dept. meeting, concerns were brought about fire hydrants not being accessible because of snow. It was suggested that residents with hydrants on their property be asked to help clear around them.

PWD -

- Public Works was not in attendance due to working on frozen pipes under one of the roads.
- The garbage truck needs maintenance again. Will make arrangements in case it is not back in time.
- Working with Sensus to update the auto read system.
- Bid packages for the reservoir roof and ventilation system will be put together and distributed later this spring.
-

A motion to accept the January bills for payment was made by Stacey Blum, seconded by Mr. Mineweaser, and unanimously carried by voice vote.

February 2026 Expenses:

ABM Building	\$9,500.00	A. R. Beatty Equipment	\$259.32
Aflac	\$398.56	Am Trust North America	\$24,551.00
Allie Benedict	\$62.50	Barber's Chemicals	\$666.90
Anderson Cleaners	\$25.00	Buffalo & Pittsburgh RR	\$750.00
Barnhart-Davis	\$776.67	Burrell Enterprises	\$69.60
Cheryl Highhouse	\$33.90	Cintas	\$300.13
Companion Life Ins.	\$555.64	COG Dues	\$225.00
Deaborn Life Ins.	\$717.94	Companion Life	\$444.40
Dollar General	\$95.80	Definity	\$3,397.20
Eagle Radio Tech.	\$970.45	EmergyCare	\$1,665.00
EagleZip.com	\$97.54	Erie Insurance	\$193.00
Glenn O. Hawbaker	\$2,049.97	Erika Grubbs	\$247.50
L/B Water Service	\$4,625.15	FBI-Leeda	\$50.00
Lowe's	\$44.74	Fryda Freightliner	\$1,865.57
Melzer's Fuel	\$1,192.89	Insight Technology	\$618.00
Nationwide	\$450.00	It Telecom	\$155.39
Northwest Visa 534	\$682.81	Jones Pest Control	\$260.00
Northwest Visa 935	\$2,495.19	Main Oxy - Strate	\$36.74
PA Chiefs of Police	\$475.00	Mark Theuret	\$38.02
PA Rural Water	\$1,188.00	National Fuel	\$3,061.15
Pace Analytical	\$1,867.60	National Printing	\$61.97
Penelec	\$11,684.63	Nicole Cowan	\$49.75
Port Allegheny Boro	\$60.00	Northwest Loan	\$3,088.94
PSCTA	\$15.00	Northwest Loan #3025	\$6,167.00
Sharon Wagner	\$247.50	Pitney Bowes	\$502.25
Southern Tier Trailer	\$122.42	RCI Electrical	\$450.00
Stephenson Equip.	\$275.72	S & D Calibration	\$96.00
Steve's Fire & Safety	\$614.00	Sam's Club	\$126.33
Swanson, Bevevino	\$750.00	Todd Mineweaser	\$50.00
Techsulere	\$500.00	United Refining Company	\$1,739.93
Twenty 5 Supply	\$227.07	Verizon Wireless	\$278.27
UBEO	\$511.75	Vision Benefits of A.	\$151.59
UPMS Health	\$23,099.67	Western PA Chiefs of P.	\$90.00
USA Blue Book	\$547.97	Wireless Electronics	\$785.93
Waste Treatment	\$5,615.58	Youngsville Hardware	\$17.76
WestPa.net	\$84.44	Zito Media	\$150.00

TOTAL FEBRUARY EXPENSES: \$125,320.74

Old Business:

- **C2P2 Plaza award**-Josh Cotton expressed that because the Borough was the applicant for the grant, the deed needs to be transferred from ROY to the Borough in order to receive the monies. Nothing changes with the project other than the deed holder. Rick Brewster made a motion to initiate the process to move the deed of the Fairmont Park/plaza project from ROY to Youngsville Borough, seconded by Sharey Blum and unanimously carried by voice vote.
- **Mr. Cotton** wanted to thank Youngsville Borough for their support of the County's lease of the former high school. They are expecting 5-8 proposals to come in the next week for architects for the project.

- **Pennvest-** Application was submitted. Brendan Linton of Pennvest supplied a list of updates to the application. Corrections were made and application resubmitted.
- **gWorks-**We have not had any success in asking for a refund. Chief Mineweaser and Mrs. Wilcox discussed gWorks being in breach of contract because services were not provided, we paid for and had signed a contract to receive. Youngsville Borough purchased software from them, and they did not uphold their contract in providing the service. If we file a civil case, we will not get money as we would need to pay our attorney. Chief Mineweaser thought we may investigate a criminal case.
- **Reservoir Roof-** PWD does not need the council's approval to start putting together a bid package for replacing the reservoir roof as it is already in the budget. Mr. Clawson stated, Mark has our blessing.
- **250th Celebration** -An individual in town is wondering if Youngsville Borough is planning anything for America's 250 Celebration. A potential house decorating contest with gift cards for the winners was discussed. People could vote at the Youngsville Borough or online.
- **Pollinator Meadow** – The Borough received grant money. A site was located, and the conservation district is waiting for spring to start planting.

New Business:

- **Resolution 3-2026, Pension Signatories** – approval of signatories to the non-uniform pension plan. Motion By Nicole Cowan, seconded by Stacy Robinault and unanimously carried by voice vote.
- **Resolution 4-2026, Bucket Truck, LSA** – Ms. Wilcox was contacted by a representative of LSA who stated that the wording of the resolution for application needed to be more generic, otherwise money awarded could only be used for purchase of the specified truck. Motion to accept Resolution 4-2026 containing more generic wording for application to LSA was made by Sharey Blum, seconded by Rick Brewster, and unanimously carried by voice vote.
- **2025 Audit** -Continuing to provide requested documents to BWB for audit. Hoping to wrap up by end of month.

Executive Session: Council went into executive session at 5:54pm for legal and personnel matters and returned at 6:02pm.

Adjournment: A motion to adjourn was made at 6:02pm by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried.

Barbara Young, Secretary