

**Youngsville Borough Council
Regular Meeting – April 13, 2026
Youngsville Borough Municipal Building**

Vice President Troy Clawson 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 (arrived 4:45), Sharey Blum, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Barbara Young, Solicitor proxy Annie Sharp, PWD Foreman Mark Theuret, Stacey Cratty, Angie Highhouse, YPD Chief Todd Mineweaser and Patrolman Brayden Newman. Also, Junior Council member Tydus Chase. Absent were Mayor Catrina Leamon, Council member Stacey Robinault and Junior Council member Riley Lauger.

Minutes: A motion to approve the minutes of the regular council meeting on March 9, 2026, with the clarifications of the YVFD roof replacement proceed with proposal and not include expenses to the Borough made by Mr. Brewster, seconded by Mrs. Cowan, and unanimously carried. Discussion was had about the need to vote for items over budget. Requirement was confirmed by Attorney Sharp.

Recognition of Visitors:

Brad Thompson-inquiring about the YHS development
Julie Eckstrom
Shirlee Granger-Peters
Wendy Donahue

The County has architects working on plans to accommodate the different entities interested in the YHS site. Will not know who will be using the space until after architects are finished with the plans. Further questions can be directed to the Commissioner's office.

Amendment to the Agenda:

No amendments.

Correspondence:

- Maplevale flyer advertising a vendor show to take place in Erie. Representative stopped and said if an order is placed during show, \$150.00 credit would be applied.
- Knox Law Symposium brochure containing itinerary of offerings. Wendy, Rick, Eric, and Catrina have RSVP'd.
- Warren Ribfest sponsorship letter.
- Youngsville Alumni Golf Scramble asking for sponsorship of a hole. Mr. Brewster motion to sponsor a hole again this year for \$100.00, seconded by Nicole, unanimously carried.
- Thank you from Donna Murphy for all the First Responders and Police who helped during her husband's health emergency .
- Several notices of tax assessment appeals.

REPORTS :

Secretary/Treasurer –

- At the end of January there was \$2,882,617.29 in all accounts. Barb has been researching charges for Absorb Tech and Cintas. It seems we are being overcharged for some items. If we move to one supplier, there would be an approximate savings of \$105.00 a month. Barb will look into this further.
- Mr. Brewster questioned the financial numbers as it seemed the sewer amount on the balance sheet is doubled. He had previously noted this as well. Barb said it looked like an incorrect formula in the spreadsheet and will correct.

Eric Mineweaser reviewed the bills and questioned a \$544.00 charge for insurance for the addition of our K9 officer Mimi and a maintenance charge for the K9 Tahoe. He was to the understanding that there would be no additional expense to the Borough for our K9 program. Chief Mineweaser will reach out to the K9 Board for clarification.

A motion to accept the March bills as paid was made by Eric Mineweaser, seconded by Sherry Blum, and carried with abstain from Dustin Schwab.

March 2026 Expenses:

Ace Viking Electric		A. R. Beatty Equipment	\$56.40
Motor	\$26,325.00	American Leak Detection	\$4,750.00
Aflac	\$398.56	Barber's Chemicals	\$1,136.60
Anderson Cleaners	\$76.90	Burrell Enterprises	\$130.95
Barnhart-Davis	\$188.17	Cintas	\$295.52
Bob's Garage	\$178.25	CNB Wagner Enterprise	\$4,500.00
Companion Life Ins.	\$691.02	Colburn's A/C	\$403.37
Deaborn Life Ins.	\$404.50		
Diversified			
Technology	\$3,962.50	Commonwealth of PA	\$2,000.00
EagleZip.com	\$92.15	D.D.T.A Services	\$63.00
Edwards Chainsaws	\$91.57	Definiti	\$2,956.15
Five Star Equipment	\$551.25	Emergycare	\$1,665.00
Fox & Sons	\$2,025.00	Erika Grubbs	\$175.00
L/B Water Service	\$5,319.00	In the Swim	\$4,762.40
Lowe's	\$396.11	It Terlecom	\$162.69
Melzer's Fuel	\$1,385.33	ITU Absorb Tech	\$205.24
Miller Roofing	\$22,500.00	Jamestown Macadam	\$312.68
Nationwide	\$275.00	Kimball Midwest	\$2,215.54
Northwest Visa 253	\$829.17	Main Oxy - Strate	\$22.05
Northwest Visa 534	\$138.86	Northwest Loan	\$2,941.85
Northwest Visa 935	\$4,438.12	Northwest Loan #3025	\$6,167.00
Pace Analytical	\$1,329.00	PA Chiefs of Police	\$80.00
Penelec	\$9,353.55	PSABUC	\$3,061.17
Sharon Wagner	\$175.00	RCI Electrical	\$1,450.00
Stacey Cratty	\$100.00	S & D Calibration	\$121.00
Swanson, Bevevino	\$750.00	Sam's Club	\$52.14
Techsulere	\$500.00	Todd Mineweaser	\$133.93
UBEO	\$293.74	United Refining Company	\$1,050.70
University of			
Pittsburgh	\$2,559.00	Verizon Wireless	\$318.24
UPMC Health	\$13,981.57	Vision Benefits of America	\$82.91
USA Blue Book	\$208.22	YHS Scholarship Fund	\$100.00

Warren Midtown Motors	\$44.92	Youngsville Hardware	\$236.36
Waste Treatment	\$8,314.61	Zito Media	\$300.00
WestPa.net	\$84.44		
	\$107,593.01		\$41,607.89
		Total	\$149,200.90

Mayor – No report

Manager –

- A new business, Miller and Kean hair salon has opened in previous Bower’s Sport shop building. The jerky shop is under new ownership and renamed Lumberjack Jerky Meats & More. Welcome and well wishes to both these businesses.
- Pastor Rick contacted the Borough to ask about compliance regarding the installation of pickleball courts on the Free Methodist church property on Davis St. They are currently looking for funding. Invited them to attend the next Rec Commission meeting to coordinate efforts.
- Also shared that the Church is having Service Day and asked if the Borough had any projects the volunteers could complete. Suggested the flower beds under welcome signs at the end of East Main St. Mark Theuret, PWD, said if they wanted additional projects to let him know.
- MBA has provided a proposal for medical, vision, and dental insurance. Will review to see if it provides a cost savings. This company only insures municipalities.

Boards and Commissions –

- REC Commission met Feb. 19th, discussed family passes and evening events. Decided to raise rates and discontinue the increase of costs if live outside of Borough. All the lifeguards employed this year are returning from previous years.
- Asked if paint can be purchased and tennis court repainted for pickleball.
- April 16 is the next scheduled meeting.

YPD-

- Resident donated money for AED pads as thank you for recent help during a health emergency.
- FBI has asked for one of our officers to be part of a special task force. Provided an MOU for review and signature. Wage reimbursement will be covered under an additional contract. Rick Brewster made a motion to sign the MOU pending the review and acceptance of the wage contract. Nicole Cowan second, unanimously carried.
- K9 Mimi was involved in 2 traffic stops, she hit on one vehicle and drugs were found. She was off duty for 2 weeks due to spaying operation.
- Officer Brayden Newman was sworn in by Council Vice President Troy Clawson.

PWD-

- Spring cleanup scheduled for May 16th. A scrap container will be available as a fund raiser for the pool. Discussion on increase in fee of \$5.00 to defray costs. Eric Mineweaser motioned to increase fees \$5.00 per both carload and trailer load, Nicole Cowan seconded, passed unanimously.
- Insurance company is asking for more information on the West Main and RT 6 traffic camera. Jerky shop owner was concerned about length of light. Will inquire if Tech can come and lengthen time out of the shop.
- Alex Curtis has obtained his CDL permit. Is scheduled to go for his test last week in June.
- Bid for the roof on the reservoir was awarded to Miller Roofing for \$22,500.00. DEP has approved and construction will begin as soon as Council approves. . Rick Brewster made a motion to approve the bid for Miller Roofing, Nicole Cowan seconded, unanimously carried.

- Quote from Geiger Electric for electric upgrade on the reservoir was \$1,656.00. Parts are ordered and work will begin soon.
- Ventilation upgrades at the water reservoir have been completed in-house. Will monitor to determine if additional modifications needed for increased air flow.
- PA Rural water conducted leak detection throughout town. 5 major leaks were detected. PWD will be scheduling repairs as soon as possible. We would like to bring company back again next year and conduct a more thorough detection, dividing the town in half and testing in sections.
- Water and sewer lines were replaced to curb at residences on 2nd and 5th streets.
- Comminutor for sewage plant cannot be repaired and new one must be purchased. Because of the location and space available to install it, a particular comminutor must be purchased at a cost of \$52,000.00. \$10,000 was budgeted from sewer capital reserve for repairs. The remaining unbudgeted \$40,000.00 can be expensed from sewer capital as well.
- Cycle 3 auto read meter installation is ½ done.
- Angie Highhouse is attending class for wastewater certification.
- Sign inventory is almost complete. Have to meet with Chief to verify signs and placement.
- Hometown Heroes banners will be installed last week of April, first week of May.
- Street sweeper will be here May 4-8.
- Pool repairs are underway. Repairing cement and then painting.

Junior Council-

- No report

YVFD-

- No report

Old Business:

- 2025 Audit was reviewed. Copy is available on our website and at the Borough office.
- ABM-Richard Phelps and John Isherewood attended virtually. The Pennvest application was submitted, per Pennvest and engineer recommendation, as a non-GESA (Guaranteed Energy Savings Act) qualified project. They determined that there would not be any energy savings to qualify. If we do not continue with a project with ABM, we will owe them \$94,900.00 per the contract. Mr. Phelps verified that the engineering done thus far would be covered under this amount paid. If we wanted to apply as a GESA project, the scope of work would have to be modified, and we would have to resubmit a new application in the next round of awards. Council will make a decision to continue with ABM after current Pennvest application is awarded or denied. If we continue with current project, Council will have to approve a new proposal and contract with engineering firm, Burgess & Niple, as they are currently contracted with ABM.
- WCSD-Troy McFate, Chair, stated the Planning Commission recommended the subdivision of the Youngsville High School dividing the building from the field. Rick Brewster made the motion to approve the WCSD subdivision, Sherry Blum seconded the motion, passed unanimously.
- Fairmont Plaza-An Agreement to Provide Administrative Services must be signed allowing ROY to administer the C2P2 grant award and to oversee the project of the Fairmont Plaza. The agreement is needed because the Borough is the entity that applied and was awarded the grant monies. Eric Mineweaser made a motion to approve the agreement, Dustin Schwab seconded, unanimously carried.
- Software update-gWorks has not responded to the BBB inquiry so they are closing the claim. The Borough may not receive the refund for not providing any service. Manager will research other avenues. ESRI, the PWD GIS software annual subscription is due in June. Mark would like to research new GIS software from PA Rural Water. It is cheaper and is more user friendly and conducive to the needs we have. It focuses on water systems and mapping. Mark will meet with the software representative to obtain additional information. Diversified Technology, the new billing software has been uploaded. Kinks are being worked out, and the next billing should be through this

new system. So far, we are incredibly pleased with the company. We have been researching new accounting software and have received 2 quotes. The first which was recommended by Diversified is Centerpoint. It is a desktop version and is a fund-based program including payroll. The quote was for \$3,890.00. We received a second quote from BS&A. This program is also fund-based. They offered a full spectrum of services including billing. We asked to just quote accounting and payroll software. The quote was \$37,565.00. Will further research to see if this includes uploading historical data. Will also continue to research other accounting and payroll offerings.

New Business:

- **Resolution 6-2026 Virtual meetings**-Borough council meetings will be held virtually to allow for additional options for ease of attendance.
- **Resolution 7-2026 Police Policies**-adopts the updated Police Policies. Copies of the policies are available for viewing at the YPD office in the Borough building.
- **Escrow account**-The Borough has an escrow account open at Northwest that has not had any activity in it for the past 7 years. There is a small balance of \$1,031.14. After discussion, was determined money cannot be moved until it is known where it is from. We will research more before deciding to keep it open or close it.

Executive Session: Council went into executive session at 7:07pm for legal and personnel matters and returned at 7:28pm.

Adjournment: A motion to adjourn was made at 7:29pm by Nicole Cowan, seconded by Sherry Blum and unanimously carried.

Barbara Young, Secretary