

Youngsville Borough Council
Regular Meeting – January 13, 2025
Youngsville Borough Municipal Building

Mayor Scott Nelson called the meeting to order at 4:30 p.m. Invocation was led by Mrs. Leamon followed by the Pledge of Allegiance.

Present: Council Members: Rick Brewster, Eric Mineweaser (left at 5:30pm), Nicole Cowan, Catrina Leamon, Sharey Sveda and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, PWD's Stacey Cratty, and Solicitor Tim Bevevino. Absent were Council Members, Dustin Schwab and Junior Council Member Michael Carnahan.

Minutes: A motion to approve the minutes of the regular council meeting on December 9, 2024 was made by Mr. Mineweaser, seconded by Mr. Brewster and unanimously carried.

Recognition of Visitors:

John Papalia, ROY President, attended the meeting to give Council an update on The Fairmont property. Phase I and II have been completed. Financial support through donations from the community helped with succession of Phase II which was demolition of the building. Phase III consists of obtaining bids for survey work and also some architectural designs to come up with a cost analysis to develop the property into a community space which is in conjunction with the Youngsville Downtown Masterplan.

Terry Jane Chiaravalloti, 427 College Street, was inquiring about a tree on the property of 114 East Main Street. She was made aware that it is being handled. Ms. Chiaravalloti also expressed her disappointment with the Hometown Christmas tree.

Todd Lake, Emergency Management Coordinator, accepts the nomination to be the Emergency Management Coordinator for year 2025. Mr. Lake is asking for a new agreement with Youngsville Borough to include Brokenstraw & Pittsfield Township. In order for Mr. Lake to keep his certifications up to date, he is going to need to take some trainings which would result in the cost being split three ways between the municipalities. A motion to designate Todd Lake as Youngsville Borough's 2025 Emergency Management Coordinator was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried. A new agreement will be forth coming.

Amendment to the Agenda: None.

Correspondence –

- Youngsville Fire Department is doing a Fund Drive and requesting donations.
- WCCBI invited the Borough to support the Foundation for Free Enterprise Education.
- Some old pictures of downtown Youngsville were mailed to the Borough.
- Paws Along the River are asking for donations.
- WCCBI's Winterfest will take place February 1st at Chapman State Park. They are looking for sponsors.
- An email was received from Warren County Planning and Zoning inviting community leaders to join in the virtual meetings to learn more details of the broadband internet expansion project through CoreConnect.

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

Reports -

Secretary/Treasurer –

- At the end of December there was a balance of \$2,207,029.66 in all accounts.
- Year-end balance transfer amounts into Capital Reserve...

General Fund - \$137,484.90

Sanitation Fund - \$0.00

Water Fund - \$21,212.18

Sewer Fund - \$79,308.89

- We have received our list for the audit on January 6th and have started uploading documents to the share file.
- A Liquid Fuels audit will take place January 24th & 27th. The auditor will be looking at years 2020 – 2023.
- The check that the Borough received for Lonnie's needs to go into its own bank account that is not interest bearing. A motion to establish a non-interest-bearing account for the fire insurance monies received for the property at 114 East Main Street was made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried. Ms. Sveda abstained from voting.
- As of the beginning of the year the Capital Reserve Water account has a balance of \$57,578.70. The Borough received an invoice today from LB water for the cycle 3 auto-read meters in the amount of \$63,619.20, which was in the 2025 budget. Not all monies that are accounted for in the 2025 revenues for capital reserve water budget are there. Revenues from capital reserve water fees are collected throughout the year. It was recommended to take monies from the Borough's PLGIT account to cover the cost of the LB Water invoice. The balance of the PLGIT account is \$280,418.27. Council approved of the transfer and were in agreement that if there is opportunity to pay it back, to do so.

Mayor – Happy New Year!

Manager –

- The Borough has received funds from Lonnie's insurance company for the clean up of his property at 114 East Main Street. Mrs. Wilcox was looking for direction on how long we should give Lonnie to get the property cleaned up as it is his responsibility. Mrs. Wilcox will consult with the Borough solicitor to develop a formal letter to be sent to Lonnie outlining a timeframe.
- The Warren County School District is casting the vote tonight on whether or not to close Youngsville Middle/High School and consolidate with Eisenhower High School.
- Wreaths Across America currently is running a BOGO sale, if you buy one you get one free. This offer will take place until January 17th.

Boards and Commissions –

- The Recreation Committee will be meeting in the near future to plan Night at the Races.

YPD –

- YPD is making progress with reviewing and updating their policies.
- Chief Mineweaser met with the personnel committee on whether to hire for a part-time or full-time position. He is hoping to receive some direction soon on what to do.
- In 2024 YPD made 863 traffic stops compared to 2023 with 651.
- Chief Mineweaser presented Officer Labesky with an Officer of the Year award for 2024.
- Chief Mineweaser was recognized for his 25 years of service with a reception held after the meeting.

PWD –

- The new truck will be upfitted late March or early April.
- The new sewer push camera has been ordered and should be arriving within the week.
- The Christmas decorations have been taken down and put away.
- The cycle 3 meters are here and will be scheduled for install soon.
- Waste water and water reports have been started for beginning of the year.
- There was a water leak at Kwikfill on Sunday, January 12th.
- PWD have been working on clearing the streets of snow.

Motion to accept the December bills for payment made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried by voice vote.

January 2025 Expenses:

gWorks	17,674.00	L/B Water	63,619.20
Northwest Loans	6,167.00	PA Rural Water Assoc.	300.00
PACE	730.10	Sam's Club	105.64
The Safety Company, LLC	12,499.99	USA Blue Book	1,114.34
Waste Treatment Corp	6,637.31	WestPA	84.44

TOTAL JANUARY EXPENSES: \$108,932.02

Old Business:

- **Heart & Soul Update** – The rough draft for the action plan is being worked on and should be released in February or March to be presented to Council. Ms. Wilcox applied for an extension until June for the DCED grant monies to design the action plan and then print and distribute it.
- **ABM** – John Ferragonio was in attendance to give Council an update on the upcoming capital improvement projects for the Borough's water and waste water systems. The February 5th application deadline for Pennvest is being delayed due to permitting required by DEP. With the application deadline being pushed to April, firm fixed pricing will not be presented to the Borough until May.
- **Skill Games** – The Ad Hoc committee met to discuss creating an ordinance to have oversight on skill games located in the Borough. After discussion they have decided against an ordinance. In the future they may look at enforcing the times the skill games can be used and the number of games allowed per square foot.

New Business:

- **Resolution 1-2025 Pennvest Water Application** – A motion to pass the resolution for the Pennvest application for the water system for \$2,191,511.00 was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Resolution 2-2025 Pennvest Waste Water Application** – A motion to pass the resolution for the Pennvest application for the waste water system for \$8,651,165.00 was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried.
- **Resolution 3-2025 Police Chief Responsibilities** – Resolution 3-2025 outlines the duties of the Chief for Youngsville Borough Police Department. A motion to pass Resolution 3-2025 was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **Letter of Responsibility** – The Letter of Responsibilities are a basic promissory note stating we will pay back the loan portion of the Pennvest monies, if approved, for the water and waste water. A motion to approve both the water and waste water letter of responsibility was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.

- **Employee Handbook** – Topic was tabled due to Chief Mineweaser wanting to review to make sure it coincides with YPD policies.
- **Floodplain Audit** – FEMA/PEMA will be administering audits of all municipalities in Pennsylvania. They have developed new standards and checklist to follow. Ms. Wilcox attended a training on the audits and also will be meeting with Mike Lyon to go over the requirements of the audit.
- **Secession Plan** – A secession plan needs to be put in place for PWD and YPD for upcoming retirements.
- **Verizon Manhole** – Ms. Wilcox made an informal complaint with the PUC on the Verizon manhole. The PUC has closed out the informal complaint due to there being no specific regulation Verizon broke through the PUC. The Borough could submit a formal complaint which would go before a judge. The biggest concern is safety with the ice buildup causing unsafe roadways and the barrier it causes to the ADA ramp. It was recommended to contact Verizon one more time before we submit the formal complaint.

Executive Session: Council went into executive session at 5:41pm to discuss legal matter. Council returned at 5:44pm.

Adjournment: A motion to adjourn was made at 5:45pm by Mr. Clawson, seconded by Ms. Sveda and unanimously carried.

Allie Benedict, Secretary