

**Youngsville Borough Council**  
**Regular Meeting – February 10, 2025**  
**Youngsville Borough Municipal Building**

**Mayor Scott Nelson** (left at 6:00pm) called the meeting to order at 4:30 p.m. Invocation was led by Mr. Mineweaser followed by the Pledge of Allegiance.

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

**Minutes:** A motion to approve the minutes of the regular council meeting on January 13, 2025 was made by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried.

**Recognition of Visitors:**

John Papalia, ROY President, and Josh Cotton, Warren County Grant Writer, attended the meeting to give Council an update on the progression of the phases for the property located at 118 East Main Street, the former Fairmont. ROY will be working closely with Josh Cotton in writing and applying for the C2P2 grant offered through DCNR. There are 2 potential pools of money available depending on the cost of the project. If the project is above \$170,000 the County will be the applicant, if it is below this amount then John is asking that the Borough be the applicant. ROY would still be considered the project manager. Preliminary costs for the project will be available from the architect in the next few days. The hope is that the cost will be below the \$170,000 and the Borough applies because at the local level the grants are less competitive than at the County level. ROY has funds already committed and will provide the match required.

**Amendment to the Agenda:** None.

**Correspondence –**

- The Youngsville Public Library “Love your Library” raffle tickets are on sale until March 18<sup>th</sup>. There are twelve prizes to choose from all valued at \$100 or more. Tickets/chances are available at the Borough, Library or from any board member.
- A representative from the CareerLink stopped by the Borough and offered their services if we ever have any open position within the Borough.
- The next McWaPEC meeting will be held in Coudersport on February 27<sup>th</sup> starting at 6pm for anyone that may be interested.

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

**Reports -**

**Secretary/Treasurer –**

- At the end of January there was a balance of \$2,174,270.68 in all accounts.

**Mayor –** Gave a thanks to all for doing a great job!

**Manager –**

- Hi-Ed is hosting a breakfast with representative Kathy Rapp and Senator Scott Hutchinson at the Conewango Club on March 21<sup>st</sup> from 8:00am – 10:00am. Mrs. Wilcox is attending if anyone else is interested you can RSVP on the Hi-Ed website.
- Heart & Soul's action plan is in the final stages of editing and formatting. A draft copy should be available end of February, early March.
- A letter has been sent to Lonnie, owner of 114 East Main Street, outlining the timeframe he has to clean up the debris from the fire. It was asked that a copy of the contract be submitted to the Borough within 30 days and the property to be cleaned up within 90 days.
- Ms. Wilcox will be attending a virtual training on the topic of succession offered through Baker Tilly.
- Mrs. Wilcox and Chief Mineweaser have been attending a virtual Civil Service training. It is going to be looked into further for the possible future.
- It was recommended that an events committee needs to be formed for future events in Borough for the application, permits and fee process. After discussion it was agreed upon that the permit will be reviewed by Mrs. Wilcox with assistance from Chief Mineweaser and then brought to Council for review. It will be the responsibility of the Mrs. Wilcox and Chief Mineweaser to make sure all rules and regulations are being followed including the LCB, etc.
- Ms. Wilcox found a new zoning map from 2010 showing current zoning districts along with a street map showing all street in the Borough and their designation of ownership, PennDOT, private or the Borough.

#### **Boards and Commissions –**

- The Recreation committee met and set a date for A Night at the Races, which will take place March 22<sup>nd</sup>. A letter was sent to the American Legion Post 658 for sponsorship of the event. They will also be doing a Chinese auction if anyone is interested in donating.
- The 2025 BVSP season was also discussed. The tentative dates will be June 7<sup>th</sup> – August 17<sup>th</sup>. Hours of operation will be 12:00pm – 5:00pm daily. Evening pop-up events will still be held but will be scheduled for Wednesday evenings instead of Fridays. BVSP Manager, Michelle Johnson, would like to promote rentals for birthday parties, etc. in the evenings. Rentals would be available Monday – Thursday, 6:30pm – 8:30pm or Friday – Sunday, 5:30pm – 8:30pm. Swimming lessons will be four one-week sessions. Children are allowed to participate in more than one week. Lessons would be offered at \$10.00/child for a week or private lessons would be \$10.00/child for an hour.

#### **YPD –**

- Chief Mineweaser would like to start advertising for a part-time/full-time position. Depending on if the candidate has Act 120 it could be a long process. Candidates will be kept on a list for two years. Council approved.

**YFVD –** Mrs. Wilcox recently attended one of the YVFD monthly meetings. It was brought to her attention about the drainage grate that is sinking in the YVFD parking lot. She gave Mr. Theuret permission to fix it due to it being a liability to the Borough. There is also a major leak in the roof as well at the department. The roof issue will be looked into further by the fire chief and PWD foreman.

#### **PWD –**

- Winter maintenance is still ongoing.
- The new push camera has arrived and was used already.
- All the yearly reports for the water have been submitted to DEP. The waste water needs to be reviewed by Mr. Theuret and then will be submitted.
- Despite all the colder weather the Borough has experienced minimal problems.
- National Fuel Gas will be installing dual mains on College Street, from Davis Street headed East.
- The supplies for the storm drain project for Eighth and High street will be ordered soon.

- The excavator trailer is currently in the garage for cleaning and painting.
- Mrs. Cowan asked PWD to apply anti-skid to the BVSP parking lot due to residents parking up there to sled on Pool Hill.

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

**February 2025 Expenses:**

Alexandra Benedict	105.00	Anderson Cleaners	160.90
AT&T	40.71	Barbara Young	75.00
Barber's Chemicals	676.90	Barnhart-Davis	673.15
Buffalo & Pittsburgh Railroad	750.00	Burrell Enterprises	64.35
Capital Area Communications	997.50	Cintas	442.00
Clement Motors	512.98	Companion Life	1,350.18
Coudersport Borough	50.00	Dearborn Life Insurance	823.04
Definiti	5,794.32	EagleZip	97.21
Emergycare	1,850.00	Erika Grubbs	427.50
Glenn Hawbaker	117.00	IACP	220.00
IT Telecom	305.57	ITU	602.82
Jones Pest Control	250.00	Lexis Nexis	126.63
Lowe's	66.48	Melzer's Fuel Service	2,120.89
Mineweaser, Todd	1,885.00	Mitch Labesky	150.00
National Fuel	2,830.77	National Printing	294.96
Nationwide	550.00	Niemeyer, Cindy	152.00
Northwest – VISA	1,888.41	Northwest Loans	12,050.70
PACE	2,355.00	Penelec	19,654.23
PA Chiefs of Police	555.00	Petty Cash	29.50
Pitney Bowes	1,571.64	PSTCA	15.00
RCI Electrical Systems	750.00	S&D Calibration	336.00
Sam's Club	1.85	Sharon Wagner	525.00
Steve's Fire & Safety	242.00	Strate Welding Supply	135.18
Swanson, Bevevino, Sharp	1,500.00	Techsulere	750.00
Tom's Auto Service	849.57	Troop 31 BSA	50.00
Twenty5Supply	113.40	UBEO Business Services	407.49
Ubeo LLC	151.24	United Refining Company	2,728.29
UPMC Health Plan	29,048.12	Verizon Wireless	665.76
Vision Benefits of America	190.86	Warren COG	225.00
Warren County Tax Collectors	15.00	Warren Midtown Motors	18.41
Waste Treatment Corp	4,763.26	Wendy Wilcox	160.16
Western PA Chief's	90.00	WestPA.net	84.44
Youngsville Hardware	123.64	Zito Media	300.00

**TOTAL FEBRUARY EXPENSES: \$106,907.01**

**Old Business:**

- **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. ABM has been trying to determine what is going to be required for the DEP permitting. Ms. Wilcox did receive the water permit today, February 10<sup>th</sup> which unfortunately is too late for the first Pennvest submission. The next submission would be May 5<sup>th</sup>. It will need to be advertised for 30-days so hopefully the Pennvest application for the water project can be submitted middle/end of March. Funding letters would be received late July. For the waste water application, Pennvest is requiring the project to

be designed at 90% to obtain the permits. Because of this the original \$95,000 cost will not allow ABM to engineer the waste water fully to the 90%. Mr. Ferragonio will bring an amendment to general service agreement to the March 10<sup>th</sup> meeting which will show the increase in cost. This is a result in stricter regulations for Pennvest funding versus your bank loans. Mr. Theuret expressed his concerns with prioritizing the projects based on the Borough's needs and financial situation. PWD's Mr. Theuret and Mr. Cratty both agree that the tanks at the waste water treatment plant should be the Borough's top priority. There will be a meeting set up with the utilities committee for further discussion on how to proceed.

- **Employee Handbook** – A copy of the draft employee handbook was provided to Council. Mark from Techsulere provided Ms. Wilcox with policies for those who have company cellphones, laptops, etc. that are terminated or on extended leave. She would like to add them as an official policy in the handbook so employees are aware. The policies will be added and the handbook will be approved at the next meeting.
- **Pollinator Meadow** – Ms. Wilcox and Mr. Theuret met with The Warren County Conservation District and DCNR back in October about planting a Pollinator Meadow down by the STP plant along the bike/hike trail. They have recently provided the Borough with a Lawn Conversion Landowner Agreement basically stating the Borough will be responsible for maintaining the meadow and that there will be cost sharing. Ms. Wilcox will reach out for further information. They have asked for more property for use of a meadow but until we see the results of this meadow we have declined.

#### **New Business:**

- **Resolution 4-2025 Non-Uniform Pension Plan** – A motion to pass Resolution 4-2025 which approves the signatories for the Non-Uniformed Pension Plan was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **Resolution 5-2025 Water and Sewer Billing** – A motion to pass Resolution 5-2025 which states the recent decrease in usage change from 9,500 gallons to 7,000 gallons was made by Mr. Clawson, seconded by Mr. Brewster and unanimously carried.
- **2025 Audit** –
  - **Liquid Fuels Audit** - The Borough recently went through a Liquid Fuels audit for the years 2020 – 2023. There were no findings however there were two minor adjustment. In 2021 for the storm drain project an expense was misclassified and had to be reclassified and County Liquid Fuels was deposited into the Liquid Fuels account in error in 2022 and then transferred to the General Fund in 2023.
  - **Yearly Audit** – BWB had questions pertaining to the ARPA funds and how they were spent. The remaining \$77,374.63 was paid on the Pennvest loan for the North Main Lead project. The use of the ARPA funds states it could not be used to pay off a debt service. Mr. Alexander from BWB believes the way the Borough used the funds will be fine being it was used for a project done within the timeframe of the ARPA funds and it was also an infrastructure project. BWB will be coming to the March meeting to present the final results.
- **DCED Multimodal** – The Borough is going to apply for the DCED Multimodal again which is for economic development. When applying for the PennDOT Multimodal, Ms. Wilcox questioned the Borough's application to see if they would provide guidance but no guidance was returned. It was suggested to have Josh Cotton, Warren County's grant writer, to look over the application before submission. The application is due in July.

**Executive Session:** Council went into executive session at 6:09pm to discuss BVSP personnel wages. Council returned at 6:16pm. A motion to accept the wages presented for the BVSP personnel was made by Mr. Brewster, seconded by Mrs. Cowan and unanimously carried.

**Adjournment:** A motion to adjourn was made at 6:17pm by Mr. Brewster seconded by Mrs. Leamon and unanimously carried.

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Allie Benedict, Secretary