

Youngsville Borough Council
Regular Meeting – March 10, 2025
Youngsville Borough Municipal Building

Mayor Scott Nelson 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, Dustin Schwab, Catrina Leamon, Sharey Sveda, and Troy Clawson. Also attending were Borough Manager Wendy Wilcox, Borough Secretary Allie Benedict, PWD Foreman Mark Theuret, YPD Chief Mineweaser and Solicitor Tim Bevevino. Absent were Junior Council Member Michael Carnahan.

Minutes: A motion to approve the minutes of the regular council meeting on February 10, 2025 was made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried.

Recognition of Visitors:

Jon and Janet Peters, 124 West Main, recently purchased the apartment building located at 126 – 128 West Main Street. The Peters will be fixing up the four apartments to rent out.

Terry Jane Chiaravalloti, 427 College Street, inquired about the clean up of the property located at 114 East Main Street. Ms. Chiaravalloti was also concerned about street conditions PWD Foreman Mark Theuret informed her cold patch repairs will happen as weather permits and in house paving starting early fall.

John Papalia, ROY President, and Josh Cotton, Warren County Grant Writer, presented information on applying for the C2P2 grant offered through DCNR for funding of the park that will be located at 118 East Main Street. Based on the cost of the project, under \$170,000.00, the Borough will be the applicant for the grant in the amount of \$100,000.00 which will be submitted the beginning of April. Mr. Papalia presented the design of the park with construction potentially starting in 2026. Mr. Clawson also brought up the idea of a diagonal parking opportunity with the new development.

Amendment to the Agenda: None.

Correspondence –

- Ellie Dunn, Youngsville resident, dropped off a thank you letter to all Borough employees, thanking them for all their hard work.
- Miss Millie's Proper Petals is celebrating their 20th anniversary on April 1st from 10am – 4pm.
- Pennsylvania State Association of Borough's is accepting nominations for Second Vice President from the west this year.

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

Reports -

Secretary/Treasurer –

- At the end of February there was a balance of \$2,200,277.22 in all accounts.
- Our 2025 County Aid allotment is \$2,433.00. A motion was made by Mr. Brewster, seconded by Mr. Clawson and unanimously carried that the funds be used towards street lighting.

Manager –

- The Warren County Conservation District and DCNR are still waiting on the funding to be received for the Pollinator Meadow that will be planted down by the STP plant along the bike/hike trail.
- The Warren County Tax Collector Association currently has their funds held in a bank account under the Borough's entity due to Cindy Niemeyer, Borough Clerk, holding the position of treasurer for the association. Mrs. Niemeyer has recently resigned as treasurer and has passed duties on to Conewango Township tax collector who will be opening a new account.
- August 2024 – December 2024 tax collector records were audited and there were no reported findings.
- For those up for re-election, election paperwork is due back to the courthouse tomorrow, March 11th.

Boards and Commissions –

- A Night at the Races is taking place March 22nd from 7pm – 10pm at YVFD. They are still looking for some volunteers and donations for the Chinese raffle. The American Legion Post 658 is the main sponsor for this event.
- The Kiwanis Club of Warren County has donated \$3,000 towards our Learn to Swim program at BVSP.

YPD –

- The advertisement for the YPD Part-time/Full-time position has been posted and applications are being accepted until April 1st. Many applications have been requested.
- A letter was received from Homeland Security for a traffic stop that happened on Route 6 where two gang members from Venezuela were detained, appreciating the work YPD did.
- Chief Mineweaser worked with A&B Heating on obtaining a new furnace for the YMCA that was generously donated.

PWD –

- The waste water report has been reviewed and submitted to DEP.
- The excavator trailer has been repainted and ready to go back in service.
- The Pierson Street sewer extension materials have been ordered and received. Work will start when manpower is available.
- The pool pumps were sent out to be rebuilt and new filters have been ordered.
- BVSP is currently draining and PWD is waiting to see if it needs to be painted for the 2025 season.
- Cold patching the streets has started and will continue as weather permits.
- The new truck is in the shop for upfitting and should be delivered by the end of March.
- The street sweeper has been rented for the second week of May.
- Spring Clean up will take place May 17th from 8am – 12pm. Fox & Sons has added an additional \$25 per mattress (any size) fee that will be passed on to Borough residents who do bring a mattress. The cost will stay the same at \$15/car and \$25/truck.

Motion to accept the February bills for payment made by Mrs. Cowan, seconded by Mr. Brewster and unanimously carried by voice vote. Mr. Schwab abstained from voting.

March 2025 Expenses:

A.R Beatty	56.89	Ace Viking Motor	3,280.00
Alexandra Benedict	183.50	Anderson Cleaners	65.30
Barber's Chemicals	866.60	Cintas	148.34
Colburn's A/C	1,270.00	Companion Life	675.09

Dearborn Life Insurance	369.52	Definiti	2,938.64
EagleZip	97.21	Emergycare	925.00
Erika Grubbs	112.50	Fox & Sons Excavating	1,950.00
Hull Electric	208.02	Industrial Welding & Fab	227.63
IT Telecom	150.35	ITU	311.59
L/B Water	2,956.15	Liberty Mutual	100.00
Melzer's Fuel Service	764.30	National Fuel	2,115.79
Nationwide	275.00	Niemeyer, Cindy	60.00
Northwest – VISA	345.34	Northwest Loans	6,167.00
PACE	1,408.60	Penelec	10,719.50
Pitney Bowes	502.25	Sam's Club	171.49
Sharon Wagner	112.50	Strate Welding Supply	67.49
Swanson, Bevevino, Sharp	750.00	Techsulere	500.00
Three Broads and a Brush	1,535.00	UBEO Business Services	147.64
Ubeo LLC	85.99	United Refining Company	1,292.72
UPMC Health Plan	12,208.05	Verizon Wireless	332.88
Vision Benefits of America	81.20	Warren County Assessment Off.	442.24
Waste Treatment Corp	4,763.02	Wendy Wilcox	148.64
WestPA.net	84.44	Zito Media	150.00

TOTAL MARCH EXPENSES: \$

Old Business:

- **ABM** – John Ferragonio presented to Council an amended letter of intent to include an increase in the initial price from \$95,300.00 to \$320,300.00 due to Pennvest requiring the waste water project to be designed at 90%. Because of the uncertainty of funding that will be received from Pennvest for the two projects the Borough has decided not to move on with the waste water project. Permits have been received for the water project and Council gave approval to submit the Pennvest application for the May 5th submission. Funding letters would be received late July. Once we know what financial position the Borough will be in after receiving the funding letter for the water project, the waste water project will be looked at again with a potential submittal date of February 26, 2026 to Pennvest.
- **Employee Handbook** – Approval of the Employee Handbook was tabled for next meeting.
- **Site Clean Up** – A letter was received from Scott Rafalski, Allegheny Construction & Remodeling, regarding the clean up of the property located at 114 East Main Street. He has contracted with Lonnie to complete the clean up but a date has not been decided on.

New Business:

- **Resolution 6-2025 C2P2 Grant for Downtown Plaza** – Resolution 6-2025 gives Wendy Wilcox, Borough Manager, authority to be a signer for the C2P2 Grant through DCNR for the Downtown Plaza. A motion was made by Mr. Clawson, seconded by Mr. Mineweaser and unanimously carried.
- **2025 Audit** – Rhiannon Carnahan, BWB, attended the meeting via Zoom to review our 2024 audit results. The concerns were the same as they have been in the past years, segregation of duties, loan covenant noncompliance, and not following proper accounting principles (GAP).
- **Bonding** – After completing a recent training, the question arose about what the amount of the bonds for the office staff should be. DCED recommends the bonded amount be the amount of monies the staff handles. Council advise to look into the cost of raising the bond amounts.
- **PSAB Delegates** – Voting delegates need to be selected for the PSAB conference. A motion to make Mr. Clawson as the primary and Mrs. Wilcox as the alternate was made by Mr. Brewster, seconded by Mrs. Leamon and unanimously carried. Mr. Clawson abstained from voting.
- **BVAA & SUGASA Sewer Fees** – The Borough provides EDUs for the sewer to BVAA and SUGASA and the rates have not increased for a few years. (BVAA – 2014 & SUGASA – 2011)

Mrs. Wilcox is asking permission to set up meetings with both to discuss increasing the rates. She has been working with Mr. Theuret to determine proper rate increases for each.

Executive Session: Council went into executive session at 5:45pm to discuss personnel matter and returned at 5:57pm.

Adjournment: A motion to adjourn was made at 5:58pm by Mr. Brewster seconded by Mrs. Cowan and unanimously carried.

Allie Benedict, Secretary