

April 22, 2025

Royalton Borough Authority

Minutes

The Royalton Borough Authority met on the above date; meeting being called to order by Chairman Hulsberg at 5:00 PM.

Authority Members present were John Hulsberg, Steve Leedy and Richard Staley. Members absent were Beth Orris and Tom Orris

Also in attendance were Amy Burrell, Recording Secretary, Sheri Barrick, Accounts Manager, Solicitor Steve Miner, Caleb Krauter, HRG, Kole Ney, HRG.

Guest: Michael Richards

Minutes of the previous meeting held March 25, 2025, were presented and approved through motion by Leedy. Seconded by Hulsberg and carried.

The Financial Reports were presented and approved through motion by B. Orris. Seconded by T. Orris and carried.

The Schedules of Bills payable from the Water and Sewer Funds were presented and approved through motion by Leedy. Seconded by T. Orris and carried.

Engineer's Report: Krauter reviewed the timeline of the grant funding for the Water Street and Shippen Street Sewer Rehabilitation project. The funds need to be spent by September 2026. CCTV inspection work needs to be completed and HRG is ready to obtain quotes for the service at the Authority's direction. Ideally, CCTV should occur by the end of June 2025. T. Orris questioned how much of Shippen Street does this project encompass with Krauter stating all of it. B. Orris questioned what the Authority is required to pay out of pocket. Krauter reviewed that the grant is a 15% matching grant so approximately \$30,000. Secretary Burrell noted that the Royalton Borough Council has been discussing and seeking funding for the rehabilitation of Shippen Street. Having the sewer project completed prior to road resurfacing would be ideal. The Authority directed the Secretary to have the CCTV quotes on the May meeting agenda. A discussion was had regarding the Authority Board seeking RFP's for engineering services.

Old Business: Secretary Burrell discussed the requirement of backflow prevention devices for the properties in Londonderry Township. Since the last meeting Londonderry has indicated that the pit meter project that would include backflow prevention devices may not occur if grant funding is not secured. T. Orris asked when Londonderry would be informed of funding with Secretary Burrell stating they anticipated award notice in May 2025. The Authority determined that they would wait until the May meeting to see if Londonderry was able to secure funding. B. Orris asked what prompted the Borough's recent social media post about grease down drains. Secretary Burrell reviewed that property homeowners in the area of Strasburg Street were experiencing sewer clogs. Borough staff inspected the manholes and found grease clogs. The clogs were addressed and will be monitored.

New Business: Solicitor Miner presented information on Act 43 of 2021. A draft of Resolution

2025-A-02, application and policies and procedures were presented for the Authority's consideration. T. Orris asked for an explanation of Section 1 number 8 regarding the 10% adjustment. Solicitor Miner reviewed that the legislation allows the Authority to utilize a 10% adjustment to the relief calculations. Hulsberg questioned if an application fee should be assessed with Solicitor Miner stating that it is permissible to cover staff time for submission reviews. The Authority cannot use the application fee to make money to recoup the rebate given. The fee would be charged on relief requests going forward and should not be charged to the current requestors. Solicitor Miner then reminded the Board that Act 43 only applies to residential properties with one meter, not commercial properties. T. Orris made a motion approve Resolution 2025-A-02, Act 43 Application and Policies and Procedures amended with a \$100 application fee. Seconded by Hulsberg and carried. Solicitor Miner reviewed that Michael Richards had previously submitted a relief request which was administratively incomplete. Additional records have been provided by Richards and have been reviewed by Borough staff. Upon the review it is determined that Richards request does not qualify based on the percentage of usage. Usage calculations need to be 70% and Richards calculates to 80%. It was noted that Borough records differ from Richards's calculations. Richards was given a copy of the Borough's records and analysis. Richards expressed that he pays \$4,000 a year for services he does not use. He pays for more for sewer going out than water coming in. Solicitor Miner reviewed that sewer fees are based on water usage and account for infrastructure and treatment needs. T. Orris made a motion to deny Richards's request based on Borough records and usage calculations. Seconded by Hulsberg and carried. Solicitor Miner informed Richards that under the statute he has the right to appeal the Authority's decision. Richards expressed that he is paying more for less usage and that doesn't seem fair and would like the Authority to review its fee structure. Solicitor Miner then reviewed that Mr. Coble did not submit any further records for his administratively incomplete relief request. A new request has been submitted by GW Enterprise. Solicitor Miner requested the Authority allow staff time to review and the request be placed on the May agenda. The Authority approved tabling the request at this time.


The Authority recessed into Executive Session at 6:06 pm for discuss of the Zimmerman Environmental claim. Regular session resumed at 6:30 pm. T. Orris made a motion for Solicitor Miner to respond to the claim submitted by Attorney Czubaroff representing Zimmerman Environmental. Seconded by Staley and carried.

No further action.

Motion was made by B. Orris to adjourn. Motion was seconded by Staley and carried.

The meeting stood adjourned at 6:32 pm.

Respectfully submitted,


Amy Burrell
Recording Secretary