

September 23, 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, Beth Orris, Tom Orris and Richard Staley.

Also in attendance were Amy Burrell, Recording Secretary, Solicitor Steve Miner, Caleb Krauter, HRG and Kole Nye, HRG.

Minutes of the previous meeting held July 22, 2025, were presented and approved through motion by T. Orris. Seconded by B. Orris and carried.

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

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

Engineer's Report: Krauter reported that HRG will start to prepare the CAP Update for submission in December 2025. Krauter then provided a summary review of the financial analysis that HRG completed. Nye reported that Mr. Rehab LLC has completed the remaining CCTV inspection work and cleaning. Videos are being reviewed by HRG staff.

Old Business: Solicitor Miner reviewed that the sewer treatment agreement financing is on schedule to close on September 25, 2025. Secretary Burrell then opened the discussion to the rate analysis and setting of the new sewer rate. T. Orris stated that upon reviewing the options presented in the study Option D seems the most appropriate. Leedy questioned and discussed a more consumption-based billing set-up. T. Orris questioned if switching to a consumption-based system would create revenue shortfalls if residents conserve usage. Secretary Burrell also expressed concern over this method as the Authority would need to make sure it is meeting monthly expense costs. Solicitor Miner reviewed what is permitted in establishing rates and cases pertaining to setting rates verses usage-based billing. Krauter also provided a quick review of the average usage within the Borough. Leedy stated he still felt there may be a way to have a flat rate and additional charge that is based on consumption. The Authority requested Borough staff and HRG provide usage numbers, what the estimated amount of revenue is needed monthly to cover expenses and number of users that go over the quarterly allotted amounts. Secretary Burrell stated staff will run a few scenarios and provide the Board with a spreadsheet to review prior to the next meeting. No further action was taken.

New Business: The Water and Sewer Budgets of year 10/01/25-09/30/26 were presented approved through motion by T. Orris. Seconded by Hulsberg and carried. B. Orris apprised the Board that she will be resigning at the end of this calendar year. Discussion was held on a potential replacement.

No further action.

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

The meeting stood adjourned at 6:28 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Amy Burrell', with a long horizontal flourish extending to the right.

Amy Burrell
Recording Secretary