Royalton Borough Council August 11, 2026

Minutes

The Royalton Borough Council met on the above date; meeting being called to order by Council President Long at 7 P.M.

Pledge of Allegiance and Silent Prayer were observed.

Roll call followed: Council Members recorded present for this session were Randy Cain, Kenneth DesJardins, Chris Long, Cindy Marsh and Brandon Phillippy. Also present was Mayor James Fry. Absent members were, Chris Flynn, Jody Flynn and Justin Gilday.

Also present were Solicitor Steve Miner and Borough Manager Amy Burrell.

Visitors and residents present were: Adele Dearmond

Minutes of the July 21, 2026, meeting were presented and approved through motion by Marsh. Seconded by Council Vice President DesJardins and carried.

Residents and Visitors heard: Adele Dearmond of 108 Canal Street questioned the procedure for placing a tiny home on her property. This would be a second dwelling on the lot. Solicitor Miner reviewed that he would need to review the zoning district and confer with Code Officer Watts. Solicitor Miner stated the zoning district would determine if two properties could be on one lot. If not a subdivision plan and/or a zoning variance may be required. Solicitor Miner questioned if the tiny house would be a rental with Dearmond replying in the negative. Solicitor Miner stated that if a zoning variance is required that may be a stipulation of the variance that it may not be utilized as a rental. Solicitor Miner will review, and the Borough will be in touch with Dearmond.

Communications:

From- American Legion Post 594- Gaming Grant sponsorship request and follow-up reply.

The Financial Reports were presented and approved as submitted through motion by Council Vice President DesJardins. Seconded by Cain and carried.

Schedules of Bills payable from the General and the State Appropriations Funds were presented. Council President Long asked what projects were involved with HRG'S invoicing with Manager Burrell reporting the roadway and storm water preliminary design cost analysis for phase 2 and the new public works building. Schedules of Bills payable from the General and the State Appropriations Funds were approved through motion by Cain. Seconded by Council Vice President DesJardins and carried.

Engineer Report- Preliminary Design Cost Analysis for Phase 2 report was presented to the Council. Manager Burrell provided an update regarding the current Phase 1 DCIB loan and potential future funding for Phase 2. Council President Long asked Manager Burrell to compare the Phase 2 analysis to the roadway study that was completed in 2018 to compare top priority roads.

Mayor and Police- Mayor Fry presented the police report for July and the August schedule. Mayor Fry and the police committee presented a recommendation to hire Andy Santiago as a part-time police officer. The police equipment payback policy and payrate were discussed. Marsh made a motion to hire

Andy Santiago as a part-time police officer at the starting rate with the equipment payback policy in place. Seconded by Cain and carried.

Highway- No Report

Electric- Manager Burrell noted that after the July 4th storms two additional third-party electric linemen contractors have been added to our resources list.

Ordinance and Sanitation- The Code Enforcement report was submitted and approved through motion by Council Vice President DesJardins. Seconded by Cain and carried. Manager Burrell stated that UGI has been scheduled to terminate the gas service at 231 R. Water Street. Once completed the property owner will be able to move forward with demolition.

Budget and Finance- No Report

Park and Building- No Report

Fire- No Report

Planning Commission/Zoning Hearing Board- No Report

Authority Matters- A correspondence from Justin Gilday was submitted to the Royalton Borough Authority asking for a review of the retaining wall located at the Creekview pump station. The Edgewater HOA owns the wall and had an engineer review completed in the past indicating that the wall is failing, and needs repaired and yet no work has been completed to date. The Authority Board shared the concern due to potential damage to the pumping station. The Authority requested HRG provide an opinion letter on the wall condition, both the wooden section and the rock area. Manager Burrell indicated that the Cameron Woods HOA has received the Council's correspondence and have reached out to several engineering firms and are setting up meetings regarding the Edgewater Drive retaining wall. Manager Burrell provided the annual Royalton Borough Authority report.

REMA- No Report

Old business- Manager Burrell updated the Council that Council President Long and herself will be meeting with District Justice Judy on Monday, August 17th to discuss stray cat nuisance enforcement. Manger Burrell reported that the Edgewater HOA lawn service company insurance has approved the claim for the damaged streetlight. Solicitor Miner reviewed that the election bureau has indicated that the ordinance and procedures were correct in the elimination of voting wards and reduction of Council members. The election bureau wants to consolidate to one voting poll. Solicitor Miner and Manager Burrell informed the bureau that that is not the intention of the Borough and that we wish to keep two voting polls. This is allowable but will need the approval of the Court of Common Pleas. This would make Royalton one ward with 2 precincts. Solicitor Miner will continue to work with the bureau on this process.

New business- Council Member Jody Flynn has submitted her resignation from the Council. Marsh accepted the resignation of Jody Flynn. Seconded by Council Vice President DesJardins and carried. The Council thanked Jody Flynn for her long-term service to the Borough and regretted having to accept the resignation. Council member Phillippy indicated he too may need to resign in the future due his military commitment. With that possible scenario, Council discussed finding a new member to serve. From the discussion, Manager Burrell will advertise the At-Large Council seat for the remainder of the term on Facebook, website and with an Everbridge message call. Those interested will be directed to contact the Borough via email. Manager Burrell reviewed the upcoming Gaming Grant application period and discussed options for application. Council determined that two applications will be submitted

for new body cameras for the police department and for a skid loader for the public works department with the body cameras taking top priority. Council President Long provided a dissolution agreement and public notice for MARA. With the childcare program terminating it has been determined the MARA will not be able to sustain operations. Once all participating parties approve the dissolution agreement an audit will be completed, and assets divided according to the agreement. The school district has secured a new childcare program to start in the Fall. Additional recreational programs will be absorbed by the school district and Middletown Borough will take over the overseeing of the MCSO building and activities. Solicitor Miner reviewed the dissolution agreement and found all to be in accordance with the MARA agreement. Council President Long noted that Royalton would have liked to have seen a different outcome with MARA but understands it cannot be maintained without the childcare program and all participating agencies. Marsh made a motion to accept the dissolution agreement and public notification letter as presented. Seconded by Cain and carried. The September meeting date was reviewed, and it was determined that a quorum would be present. Council President Long questioned what was happening with the second police car. Mayor Fry and Manager Burrell reviewed that the car is being held until it is determined if Royalton will be awarded grant funds to purchase a new car. If the grant application is declined Council will need to revisit fixing the Dodge.

Council recessed into Executive Session at 8:02 pm for a personnel matter. Regular session resumed at 8:16 pm. Cain made a motion for Solicitor Miner to draft a request for accommodation letter for employee use and to hire Barry Cleland as a part-time, as needed public works employee not to exceed 30 hours per month. Seconded by Marsh and carried.

No further business.

Cain made a motion to adjourn at 8:17 pm. Seconded by Council Vice President DesJardins and carried.

Respectfully submitted,

Amy Burrell
Sec./Treas.