

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, Chris Flynn, Chris Long, Cindy Marsh and Brandon Phillippy. Also present was Mayor James Fry. Absent members were Kenneth DesJardins, Jody Flynn and Justin Gilday.

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

Visitors and residents present were: None

Minutes of the January 5, 2026, meeting were presented and approved through motion by Cain. Seconded by Marsh and carried.

Residents and Visitors heard: Manager Burrell presented a resident's complaint regarding door-to-door sales within the Borough. Solicitor Miner reviewed the current Borough ordinance and indicated that the ordinance covers what it should for enforcement of obtaining a permit. From Council discussion, Cain made a motion for five (5) signs to be purchased and placed at each entrance to the Borough indicating that a permit is required for solicitation. Seconded by C. Flynn and carried.

Communications:

From- Elected Auditors- The Auditors for the Borough of Royalton have scheduled the following dates for the purpose of conducting the annual audit for the year ending 12/31/25. Dates are as follows: March 3, 2026- 9 a.m. to 2 p.m. and March 4, 2026- 9 a.m. to 2 p.m. The audit will be conducted at the Royalton Borough Offices, 101 Northumberland Street, Royalton, PA.

The Financial Reports were presented and approved as submitted through motion by Cain. Seconded by Marsh and carried.

Schedules of Bills payable from the General and the State Appropriations Funds were presented. Council President Long asked what the invoice was for Hoffman Ford. Manager Burrell stated that during the recent snow storm our Ford pick-up truck and the dump truck had to go to Hoffman Ford for repairs. Council President Long questioned if the Humane Society invoice was for the yearly agreement; with Manager Burrell replying in the affirmative. The Schedules of Bills payable from the General and the State Appropriations Funds were approved through motion by Marsh. Seconded by Cain and carried.

Engineer Report- Manager Burrell noted that a crack has formed across the new paving on Dock Street in an area where there is a paving seam. With the recent deep freeze, a section of that crack has heaved due to water getting under the road surface and freezing. In the Spring the public works department will need to seal the crack and address where the water is coming from. The rise in the road should dissipate with the ground thaw.

Mayor and Police- Mayor Fry presented the police report for January and the February schedule. Mayor Fry reported that Officer Hoffman made the list of top five officers for traffic calls in Dauphin County during the month of January. Mayor Fry reported that the Dodge cruiser has experienced a transmission issue requiring a replacement. The quote received for the repair was approximately \$6,000. Currently, the police department is utilizing a temporary rental car as the new SUV is not completed yet and the Dodge is inoperable. Mayor Fry questioned the Council if the costly repair should be made to the Dodge due to its age and the funds that were needed to be utilized to offset the insurance claim for the SUV fire. It was noted that a grant application has been submitted for a second vehicle however, if awarded purchase would most likely not occur until 2027. Discussion was had regarding if the department could operate with one vehicle. Mayor Fry indicated it is not ideal, but the department has been running with one since the SUV fire. Council President Long asked if mutual aid of a car could be an option if we found ourselves in a situation of needing a vehicle. Mayor Fry indicated it could probably be an option along with renting again if it is short term. Solicitor Miner also noted that surplus purchase of a used vehicle could also be an option. Marsh indicated that she could not see putting \$6,000 into the Dodge when we have a brand-new vehicle being purchased and a pending grant application for another vehicle. The Council agreed and wished to hold off on any repairs at this time.

Highway- Manager Burrell presented a quote to purchase a snow push box attachment for the loader. Cain made a motion to purchase the attachment as presented. Seconded by C. Flynn and carried.

Electric- Manager Burrell reviewed the current delinquent utility balances being held during the non-shutoff moratorium. This season's balances are trending higher than previous years. Manager Burrell provided a review of the current procedures the Borough staff follows for collection of delinquent balances and the shutoff process. Council President Long stated that the Council may need to review its shutoff policy as the long-term financial position may not be able to handle carrying these delinquent balances for months. Marsh reviewed that the Borough adopted the current policy a few years ago to avoid people not having heat in the winter months. Marsh requested that Manager Burrell provide a report of how much of the outstanding resident debt is the amount owed to the electric supplier. The Council also requested a follow-up report with the next billing cycles numbers.

Ordinance and Sanitation- Code Officer Watts was unavailable to provide a report for the meeting due to illness.

Budget and Finance- No Report

Park and Building- No Report

Fire- No Report

Planning Commission/Zoning Hearing Board- No Report

Authority Matters- No Report

REMA- The next REMA meeting will be held Tuesday, February 17, 2026, at 6 pm. Manager Burrell reported that a community yard sale has been scheduled for Friday May 15th and Saturday May 16th.

Old business- Discussions continued from previous meetings regarding the elimination of voting wards and reduction in Council members. Council President Long noted that there are 717 registered voters in Royalton which means 36 would need to sign a petition to get the question(s) on the ballot in November. Solicitor Miner agreed with Long's comments and added the Council can then review the voting results and determine the enactment of an ordinance. C. Flynn noted that the wards in the past were more for representation and that is why the residents need to provide input. Solicitor Miner reviewed the timeline to get the question(s) on the ballot which would be around June/July. It was determined that both items would be combined as one question. Solicitor Miner suggested that Council and Borough staff conduct a public information campaign to make sure the residents are aware of why the question is being brought

forth. Marsh made a motion for Solicitor Miner to draft the petition for public signing. Seconded by Cain and carried.

New business- Resolution 2026-R-04 appointing Michael Richards to fill the vacancy on the Zoning Hearing Board was approved through motion by C. Flynn. Seconded by Cain and carried.

Manager Burrell presented a draft WREP Intergovernmental Agreement draft. No questions or comments were presented.

Marsh made a motion for the Winter Engine-Generator Service Agreement as presented. Seconded by Cain and carried.


PA One Call has requested a letter of support for the month of April as Safe Digging month. Mayor Fry approved submission of the letter of support from Royalton.

Council President Long requested that members inform Manager Burrell by the Wednesday prior to the meeting if they are aware they are unable to attend.

No further business.

C. Flynn made a motion to adjourn at 8:21 pm. Seconded by Cain and carried.

Respectfully submitted,



Amy Burrell  
Sec./Treas.