

Minutes

The Royalton Borough Council met on the above date; meeting being called to order by Mayor Fry 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 Flynn, Chris Long, Cindy Marsh and Brandon Phillippy. Also present was Mayor James Fry. Absent members were Jody Flynn and Justin Gilday.

Also present were Solicitor Robert Diehl and Borough Manager Amy Burrell.

Visitors and residents present were: None

Mayor James Fry opened nominations for the position of Council President. Council Member Cain nominated Chris Long for this position. Council Member Marsh seconded this nomination. No other nominations were heard. Nominations were closed. Through unanimous vote of Council, Chris Long was appointed to the position of Council President.

Nominations were opened for the position of Council Vice President. Council Member Marsh nominated DesJardins. Council Member Cain seconded this nomination. Hearing no other nominations Mayor Fry closed the nominations. Through unanimous vote of Council, DesJardins was appointed to the position of Council Vice President.

Mayor Fry handed the meeting over to Council President Long.

Minutes of the December 9, 2025, meeting were presented and approved through motion by Cain. Seconded by Marsh and carried.

Residents and Visitors heard: None Heard

Communications:

From- Manager Burrell- 2026 Borough contact information.

From- Manager Burrell- 2026 Council Standing Committees. Cain made a motion to approve the committees list as presented. Seconded by DesJardins and carried.

The Financial Reports were presented and approved as submitted through motion by 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 the invoice was for the AED Superstore. Manager Burrell reviewed that the police department had to use their AED machine and is now in need of replacement pads. Council President Long stated he was unaware that the Borough had to purchase AED machine supplies. Discussion was then had on trying to see if the Police Department was eligible for AED units from the Peyton Walker Foundation. Manager Burrell stated she will research the program. Schedules of Bills

payable from the General and the State Appropriations Funds were approved through motion by Cain. Seconded by C. Flynn and carried.

Engineer Report- No Report

Mayor and Police- Mayor Fry presented the police report for December and the January schedule. Mayor Fry apprised the Council that former Royalton Police Officer Bill Eynon had passed away. Mayor Fry reported that Sergeant Givler has informed all officers of the new policy requiring officers work 16 hours per month.

Highway- Desjardins made a motion to approve the mower quote as presented from Messick's. Seconded by Cain and carried.

Electric- No report

Ordinance and Sanitation- The Code Enforcement report for December was submitted and approved through motion by Marsh. Seconded by Cain and carried. Manager Burrell reviewed a letter from Jane Reed of 744R Water Street requesting an extension on property maintenance/codes notice from Code Officer Watts. DesJardins and Marsh both stated that the enforcement needs to equal, and the Reed's have been given ample time. From discussion, the Council as a whole agreed that Code Officer Watts needs to proceed with the enforcement process.

Budget and Finance- No Report

Park and Building- DesJardins reported that the recycling program was being revamped in 2026. It is not known at this time how the redesigned program will work. In the meantime, the Borough is going to continue collecting the plastic bag recyclables.

Fire- No Report

Planning Commission/Zoning Hearing Board- No Report

Authority Matters- No Report

REMA- Resolution 2026-R-03 Appointing Shawn Menear at the REMA Emergency Operations Coordinator was approved through motion by Marsh. Seconded by C. Flynn and carried. Solomon Swartz III will be the deputy EMC. Council President Long recognized Manager Burrell, Public Works Foreman A. Menear and Public Works S. Menear for their efforts during the recent overnight power outage. Council President Long noted that staff worked all night during this event and their efforts were greatly appreciated.

Old business- Council President Long opened a discussion on eliminating the voting wards and lowering the numbers of Council members. C. Flynn expressed he wants to make sure it is kept fair between the current wards and felt that it should be the public deciding if they want this. Council President Long discussed the difficulty in finding residents who want to serve. He reviewed that the Council has to be at least seven members. Out of 17 Borough's in the County four use wards and only three have eight members. Marsh suggested that in the 2026 general election we could ballot the question of eliminating the wards and the in 2028 ballot the reduction of members. All present members in attendance were in agreement pending additional review and feedback from Solicitor Miner. Council requested that Solicitor Diehl consult with Solicitor Miner regarding the timing of getting a question on the ballot and can the votes be weighted based on the population of the wards since the lower ward has fewer voting people. Marsh questioned if the wards were eliminated would the Borough still have two voting locations. Council President Long felt yes but that would be determined by the County.

New business- Resolution 2026-R-01 appointing Solmon L. Swartz III to the Planning Commission was approved through motion by Marsh. Seconded by Cain and carried. Resolution 2026-R-02 appointing Karen Sides to the Zoning Hearing Board was approved through motion by Marsh. Seconded by DesJardins and carried. Application for Payment No. 02 Final and Closeout Documents for the Window & Door project were presented and approved through motion by Cain. Seconded by C. Flynn and carried. Council President Long indicated the MARA is currently interviewing applicants for a childcare coordinator.

Council recessed into Executive Session at 7:48 pm for a legal and personnel matters. Regular session resumed at 8:01 pm with no action taken.

No further business.

C. Flynn made a motion to adjourn at 8:02 pm. Seconded by Cain and carried.

Respectfully submitted,


Amy Burrell
Sec./Treas.