

Summit Hill Borough Council
July 25, 2016, 7:00 p.m. Borough Hall

The regular scheduled meeting of the Summit Hill Borough Council was held at the above time and place with President Michael Kokinda presiding.

Roll Call – President Michael Kokinda, Vice President John O’Gurek, Karen Ruzicka, Bill Chapman, David Wargo, and Solicitor Michael Greek were all in attendance. Greg Kosciolek, William O’Gurek and Mayor Paul McArdle were absent.

Minutes – **Motion was made by John O’Gurek and second by Bill Chapman to approve the meeting minutes from the June 27, 2016 meeting.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Floor –

1. Jim Szczecina, 128 E. White Bear Drive, on behalf of the Summit Hill Historical Society, thanked Council, the Borough Secretary and all of the volunteers for painting the gazebo in Ludlow Park. He stated that it looks fantastic. Mr. Szczecina also thanked the Borough crew for doing such a good job on keeping the park beautiful. He asked if the Historical Society could use the gazebo on August 25, 2016. He stated that Jay Smarr will be coming to town to talk about his music. **Motion was made by Dave Wargo and second by John O’Gurek to allow the Historical Society to use the gazebo in Ludlow Park on August 25, 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

2. Debra Ranck, 43 E. Ludlow Street, told Council that she would like to try and secure a federal grant through Appalachian Region Commission (ARC). It is a group of federal agencies that are giving money to distressed areas. She added that she would like to form a collaborative between the three towns in the Panther Valley area. Ms. Ranck added that the grant can be used not only to improve the town, but it can be used to help build small businesses. She said that a committee will need to be formed with all three town, Summit Hill, Coaldale and Lansford and possibly some non-profit organizations. Ms. Ranck stated that the first step would be to secure a grant, to write the grant for the project. She also added that she is willing to do the work, she would just need 1 or 2 members from Council for the committee. Ms. Ranck stated that there is three million dollars available. In Summit Hill she would like to take three square blocks and create a place making area. David Wargo asked about the 3 blocks and Ms. Ranck noted that the project will be 3 blocks in each direction for a total of nine blocks. Bill Chapman asked about the vacant lot by the Heritage Center. Ms. Ranck said they are still looking to purchase it to make a Community Garden. She also added that they would like to put a map there with all the historical locations in town along with some benches. Karen Ruzicka asked how much time is required from council to be involved in the Committee. Ms. Ranck said one day a Month and once we get further into it maybe two times a month. Karen Ruzicka said that she is willing to sit on the Committee. Kira Steber asked if the project will require any funds from the Borough. Ms. Ranck said no, they can get funds from USDA or other loans or grants. She added if Council would like additional information that they can look online at ARC Power Initiative. Ms. Ranck also mentioned that the State will be assisting her because NEPA is no longer helping. Ms. Ranck said she will talk to the other Boroughs and get back to Council so that they know where we stand.

Mayor’s Report – Chief Fittos read the Mayors report for the month of June 2016. Total received from the District Magistrate was \$1,203.27. **Motion was made by Bill Chapman and second by David Wargo to accept the Mayor's report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Police Report – Chief Fittos read his report for the month of June 2016. He stated that Officer Brian Horos will be having surgery and will be out until further notice. Chief Fittos noted that two of the part-time officers got full-time positions at other departments but they are willing to fill-in if necessary. He said he sent Joe Britt's paperwork into MOPEC and he is just waiting on a response. Ms. Steber noted that at the last meeting we adopted the resolution for the USDA Grant but we never made a motion to purchase and order the vehicle. **Motion was made by Bill Chapman and second by David Wargo to move forward with purchasing a new SUV for the Police Department.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. **Motion was made by Karen Ruzicka and second by Bill Chapman to accept the Police Report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Planning and Zoning – Bill Chapman asked if Chief Fittos is citing people and following up on the Quality of Life Ordinance. Chief Fittos said that he will start sending out tickets. **Motion was made by Bill Chapman and second by David Wargo to accept the Planning and Zoning report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Work Leader Report – David Wargo stated that he thought we asked for hours to be listed on the work leader's report. Bill Chapman said that they are doing a great job, but we need to keep track of hours on their reports. A brief discussion took place on grass cutting. Borough Secretary, Kira Steber, said that she will have prices on zero turn mowers for the next meeting. Karen Ruzicka asked that since there is paving on White Street where they are supposed to put the garbage. Ms. Steber suggested that they can put it in the rear of the property and she will let the garbage men know. **Motion was made by John O'Gurek and second by Bill Chapman to accept the work leader report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Tax Collector Report – Borough Secretary, Kira Steber, read the Tax Collector Report for the month of June 2016. Alice Kane submitted total taxes of \$10,379.07 with a commission of \$518.95. **Motion was made by David Wargo and second by Bill Chapman to accept the Tax Collector Report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Wage Tax Report - Borough Secretary, Kira Steber, read the Wage Tax Report for the month of June 2016. Berkheimer submitted total EIT of \$15,135.51 with a commission of \$261.84 and postage charges of \$12.93. Total LST submitted was \$118.14 with a commission of \$2.42 and no postage. **Motion was made by David Wargo and second by Karen Ruzicka to accept the Wage Tax report for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Receipts - Borough Secretary, Kira Steber, read the receipts for the month of June 2016. General Fund receipts were \$173,341.63, Sanitation Account receipts were \$7,064.57 and Community Center receipts were \$450.00. **Motion was made by Bill Chapman and second by David Wargo to accept the Receipts for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Committee Reports –

Streets – Vice President O'Gurek said they are repairing the streets and they paved Lehigh Street all the way down to the Batter's Box. They also did small repairs on the next block of Lehigh Street. He added that they did a scratch coat by the Cemetery. A resident asked if there was any paving being done on White Street. O'Gurek stated that they may be able to do a 12 foot pass down the middle until next year.

Buildings – Vice President O'Gurek asked if there was an update on the rain gutter at the Fire Company. Kira Steber stated that she contacted many contractors and none of them have gotten back to her. Karen Ruzicka suggested contacting Service Team. Steber stated that she will contact them tomorrow.

Fire and Emergency Services – Nothing at this time.

Recreation – Nothing at this time.

Sanitation – Ms. Steber informed Council that she received a letter from a resident about a late payment. She explained the when she spoke to the resident she gave two different stories. She provided Council with a print out of the sanitation records and every bill was paid on time up until the 2nd Quarter 2016. Vice President O’Gurek stated that we need to send her a letter stating that council will not remove the penalty. David Wargo did note that the penalty is a bit excessive. A discussion took place on billing.

Motion was made by Bill Chapman and second by John O’Gurek to accept the Committee reports for the month of June 2016. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Communications -

1. Council received an Acknowledgement and Release form from Courtney Bruno to use the gazebo on July 29, 2014 at 4:00 p.m. for a wedding. Council received a request from Michelle Mertz to use the Ginder Field/ Pavilion area for a birthday party on July 30, 2016 from 5:00-7:30 p.m. Council received a request from Nicole McCartney and Freddy Rivera to use the gazebo on August 4, 2016 for a wedding. **Motion was made by Bill Chapman and second by Karen Ruzicka to approve the use of the gazebo and the Ginder Field on the dates mentioned.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
2. Council received a request from Panther Valley Running and Fitness Club to hold a 5K Run/Walk in honor of Veterans on Saturday, November 12, 2016 at 10:00 a.m. They are asking for assistance from the Police and the Fire Police. Ms. Steber noted that they did submit a copy of their insurance. **Motion was made by David Wargo and second by Bill Chapman to approve the request from the Panther Valley Running and Fitness Club to hold their 5K Run/Walk on Saturday, November 12, 2016 and also to approve the assistance from the Police and Fire Police.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
3. Council received a request from Robert O’Gurek, on behalf of the Summit Hill Fire Department. He is asking for permission to put in three (3) flag poles in the grassy area in front of the Fire Company and Community Center. The poles will be for the American Flag, the State Flag and the Fire Company Flag. He is also asking for permission to put a small monument in front of the flag poles in memory of the departments past members. **Motion was made by Bill Chapman and second by Michael Kokinda to approve Robert O’Gurek’s request to have the Fire Company install three flag poles and a monument in the area located in front of the Fire Company and Community Center.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Communications for the Month of July 2016:

1. Letter from the Department of Veterans Affairs cordially inviting Council and the Mayor to the annual Veterans Day Parade in Palmerton on November 6, 2016
2. Notice of Occupational Assessment from the Carbon County Board of Assessment and Revision of Taxes
3. Pennsylvania Department of Transportation:
 - a. LTAP Training: Stormwater Facility Operation and Maintenance
 - b. LTAP Training: Salt and Snow Management
 - c. Summer 2016 Technical Information Sheet
 - d. Moving Forward- Summer 2016 Newsletter
4. July 2016 Newsletter from Central PA Teamsters Health and Welfare Fund

5. Summer 2016 Esri Newsletter
6. Summit Hill Water Authority 2015 Financial Report

Motion was made by David Wargo and second by Bill Chapman to approve all Communications for the month of July 2016. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Bills – Borough Secretary, Kira Steber, read the expenses for the month of July 2016. Total General Fund Expenses were \$223,670.57, total Sanitation Fund Expenses were \$24,583.33, Community Center \$1,050.00 and total Street Account Expenses were \$7,906.58. **Motion was made by Bill Chapman and second by Mike Kokinda to approve the bills for the month of June 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Old Business –

1. Quote from Kovatch to Repair Ford F550 – Vice President O’Gurek explained that the quote from Kovatch for \$3,818.93 would be absolutely necessary because if it isn’t done we will end up paying double labor to fix the problem later. **Motion was made by Bill Chapman and second by John O’Gurek authorize Kovatch Ford to fix the Ford F550 in the amount of \$3,818.93.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
2. Social Media Policy – Solicitor Greek stated that the policy is for Council’s reference and he can make changes if necessary. He added that if it is ok, he will have it ready for the next Council Meeting.

New Business –

1. Pine Street Inlet Replacement Project – Kira Steber stated that she and Mike Tirpak, from Carbon Engineering, opened the bids for the project. She said that they received two bids; one from Lehigh Asphalt Paving and Construction Company in the amount of \$193,950.00 and the second from C.E. Ankiewicz Construction & Excavation, Inc. in the amount of \$119,388.60. She said that Mike Tirpak looked over the bids and everything looked good with the bid from C.E. Ankiewicz Construction. She added that they were the lowest bid. Council had a brief discussion on the project. Council held a conference call with Mike Tirpak. President Kokinda asked how the cost of the project went up \$70,000. Tirpak explained that no one could have known what the bids were going to be. President Kokinda asked if we re-bid the project does he think we could get a lower price. Tirpak stated that he can’t say yes or no, it all depends on the price of materials and who submits a bid. Council wanted to know if we are on time constraint. Tirpak said he wasn’t sure what Penn Dot’s time table was, he doesn’t have the letter in front of him. Council’s concern was that they would also have to do the curb cuts for handicap accessibility. Tirpak ensured them that Penn Dot also stated in a letter that they would complete the ADA ramps and the mill and overlay. **Motion was made by David Wargo and second by John O’Gurek to accept the bid from C.E. Ankiewicz Construction & Excavation, Inc. in the amount of \$119,388.60 with the condition that Penn Dot puts it in writing that they will be taking responsibility to do the ADA ramps.** Motion was opened to the floor for comment; none made. Motion carried by majority vote. Mike Kokinda opposed.
2. Tractor Rental for Mountaintop Road – The Borough crew is asking for permission to rent a tractor with a flail mower for Mountaintop Road. They stated by renting this equipment, we can cut back the area twice as far compared to the brush mower. Using this equipment will allow them to get the work done in one day as opposed to three-four days with three guys with the brush mower. They stated that the rental will cost \$200-\$250 per day. **Motion was made by Bill Chapman and second by John O’Gurek to rent a tractor with flail mower for East and West Mountaintop Road at a cost of \$200-\$250 per day.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

3. Inlet Issue by Gawlik's Garage – President Kokinda said that he has gotten several complaints about the water running down South Street. He stated that we have to get that inlet fixed. Vice President O'Gurek suggested asking the mines if we can run a pipe underground and make a french drain. President Kokinda suggested that we fix the inlet and maybe it will resolve the problem. A brief discussion took place on the inlet.
4. Repair Quote for Generator – Kira Steber stated that she received a quote from Cleveland Brothers to fix the generator for the Borough Hall. It was stated to her that they have never seen anything like this and when it runs it has an excessive vibration. They cut the quote as tight as they could but they cannot tell exactly what is wrong or what is causing the vibration. It was explained to her that the vibration will eventually cause a failure with the generator. If there is a failure and a surge is sent into the building, it can damage everything this is connected to it like the computers, printers or any other equipment. She said the price can increase depending on what they find. Vice President John O'Gurek said that it is only 6 or 7 years old and it only runs a half hour once a week. You are telling me that we bout something that is over \$100,000 and it is only good enough to run for 75-100 hours and now we have to spend \$9,000 to fix it. O'Gurek feels that we should shut it down until we find out what is wrong and call the manufacturer to see what is going on; maybe there is a warranty issue. A brief discussion took place on the generator issues.
5. Request from Miners Beverage LLC – Miners Beverage is asking Council to approve the transfer of the Liquor License from 501 North Street, Jim Thorpe to 127 East Amidon Street, Summit Hill. President Kokinda asked Solicitor Greek if the Borough would have to hold a public hearing, he said yes. Solicitor Greek stated that he will re-write the resolution with better wording before the hearing and he will take care of the advertising so that the hearing can be held at the next meeting.
6. Vice President O'Gurek mentioned that there hasn't been a quote for the switching process at the Fire Company. He stated that he has been on the PA Government Municipal Surplus website and there are a lot of generators on that site, some only having 500-600 hours. A fixed one will run about \$750.00. He said it can be wired into the building so you don't have to flip the switch from one building to the other. O'Gurek also suggested getting one that is on wheels for approximately \$1,000.

Council entered into executive session at 8:35 p.m. to discuss personnel matters with the intention of returning to regular session for additional business.

Council entered back into regular session at 8:56 p.m.

Motion was made by Bill Chapman and second by David Wargo to dismiss Gail Miller from her position as Assistant Borough Secretary effective August 1, 2016. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Motion was made by John O'Gurek and second by Bill Chapman to advertise the position of Assistant Borough Secretary. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Motion was made by John O'Gurek and second by Bill Chapman to adjourn at 9:02 p.m. until the next regular scheduled meeting of the Summit Hill Borough on August 22, 2016. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.



Mike Kokinda
Council President



Kira Steber
Secretary/Treasurer