

Summit Hill Borough Council
June 27, 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 Mike Kokinda, Vice President John O’Gurek, Karen Ruzicka, Greg Kosciolek, William O’Gurek, David Wargo and Mayor Paul McArdle were all in attendance. Bill Chapman and Solicitor Michael Greek were absent.

Minutes – **Motion was made by David Wargo and second by Greg Kosciolek to approve the meeting minutes from the May 23, 2016 meeting.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Floor – Nothing at this time.

Mayor’s Report – Mayor Paul McArdle read his report for the month of May 2016. Total received from the District Magistrate was \$1,214.91. **Motion was made by John O’Gurek and second by Greg Kosciolek to accept the Mayor’s report for the month of May 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 May 2016. Kira Steber mentioned that last month they discussed the estimate from Schuylkill Electronics to install a base station antenna outside the police department. She was asked to look at the police budget to see where we were financially and provided a copy to Council. **Motion was made by William O’Gurek and second by David Wargo to allow Schuylkill Electronics to install a base station antenna at the Police Department at the cost of \$720.00.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. **Motion was made by David Wargo and second by Greg Kosciolek to hire Joseph Britt as a part-time police officer.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. **Motion was made by David Wargo and second by William O’Gurek to accept the Police Report for the month of May 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Planning and Zoning – **Motion was made by William O’Gurek and second by Greg Kosciolek to accept the Planning and Zoning report for the month of May 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Work Leader Report – David Wargo asked Council if they were planning on doing anything this year to purchase a new zero turn mower. Mike Kokinda said that they were having some issues with the current riding mower but he believes that it is all straightened out now. Karen Ruzicka asked if we could get some estimates on a zero turn mower. Kokinda said that we could get some prices and maybe find something through the CoStars program. He asked Kira to look into it. Ruzicka also asked if we have part-time students helping this year. Kokinda said that we do and one started last Monday, the other will start next week. Dave Wargo asked who the kids are this year. Kira stated that one is Derek Binder and the other is Garth Sterling. John O’Gurek asked Kira to write a work order to have the guys take a look at the street signs because some of them are starting to lean and need to be straightened out. **Motion was made by John O’Gurek and second by Karen Ruzicka to accept the work leader report for the month of May 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 May 2016. Alice Kane submitted total taxes of \$415,314.15 with a commission of \$16,612.56. **Motion was made by John O’Gurek and second by Karen Ruzicka to accept the Tax Collector Report for the month of May 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 May 2016. Berkheimer submitted total EIT of \$41,050.71 with a commission of \$710.18 and postage charges of \$26.29. Total LST submitted was \$1,223.41 with a commission of \$25.08 and no postage. **Motion was made by Greg Kosciolk and second by Karen Ruzicka to accept the Wage Tax report for the month of May 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 May 2016. General Fund receipts were \$334,646.27, Sanitation Account receipts were \$42,450.68 and Community Center receipts were \$150.00. **Motion was made by John O'Gurek and second by Greg Kosciolk to accept the Receipts for the month of May 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Committee Reports –

Streets – John O'Gurek said that they drove around and checked all the streets that they are going to be paving. He mentioned Lehigh Street because it was on the application for the County project and found out that we are not going to be granted money this year for the streets. Since that will be denied, he would like to do Lehigh Street this year on our own especially the block by the Legion because it is in really bad shape. They will pave the block of the Legion, across the intersection and part of the next block going west. The guys were finishing up the storm drains along White Street and then they will start paving. Kira Steber added that they had to do an extra storm drain on Hazard Street. Mike Kokinda explained that up on Hazard where they are doing the water line project, there was a drain that was really bad and someone was going to get hurt. They put a new storm box in and then it will be resurfaced when the water project is complete.

Buildings – Nothing at this time.

Fire and Emergency Services – Nothing at this time.

Recreation – Jodi McAndrew explained that they are going to be submitting a grant for the Ginder Field Rehabilitation project and will need the resolution from Council. Their Community Yard Sale will be on Saturday, July 9, 2016. They have been holding fitness classes every Wednesday at the Community Center. Karen Ruzicka asked if they advertise the yard sale in the Time News. Jodi explained that they do not advertise because it costs more to advertise than what they make on it. They are usually pretty successful doing it on Facebook and social media. It is our community thing that we do and we don't make a lot of money on it. It costs \$5.00 to get on the map and then they distribute copies of the map throughout the community and to the people who are on the map. She usually drops copies of the map off at the people's house who are on the map. David Wargo asked how someone could get their name on the list. Jodi stated that they are to stop by the Borough office and give their name and address. Kira Steber asked if they are going to continue the fitness classes throughout the month of July. Jodi said she would need to talk to the group to see. Kira said she would like to see Council approve it so that it is on record. **Motion was made by Greg Kosciolk and second by William O'Gurek to allow the Summit Hill Recreation Commission to hold a fitness class in the Community Center every Wednesday during the month of July 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Jodi added that it is open to the public and there is a \$5.00 donation. William O'Gurek extend a sincere thank you to the Historical Society for purchasing the paint for the gazebo. A group got together and painted it over the past two weeks. The people that helped were himself, Kira, Kevin and Kacy Steber, Bill O'Gurek, Bill and Sharon Chapman and Daniel York. It looks great! He thanked everyone that helped.

Sanitation – Mike Kokinda said there are twenty properties on the list for exemption from the 3rd Quarter 2016 Garbage Billing. **Motion was made by William O'Gurek and second by Karen Ruzicka to approve the garbage exemptions for the 3rd Quarter 2016 Garbage Billing.** Motion was opened to the floor for comment; none made. Motion carried by majority vote with David Wargo opposing. Bill Kurilla stated he

was in the hospital at the end of 2015 for an operation and received the letter from the Borough in April 2016 about the garbage exemption. He said he spoke to Kira about the letter and she said that he had to pay the \$52.50 for the first quarter fee. He said that she also informed him that he had to reapply before January to be on the exemption list. Mike Kokinda asked Kira if she was familiar with Mr. Kurilla's account. Kira explained that he did not reapply in January and she sent a letter to him, like we did for everyone else, explaining that he would be responsible for the 1st quarter fee and must reapply for the exemption. He did come in and pay the 1st quarter fee and reapplied at that time, which was approved at last month's meeting. At that time, she sent him a letter letting him know that he was approved for the exemption. Kokinda said that the exemption was approved but because he applied after January he would still be responsible for the 1st quarter. Mr. Kurilla again stated that he was in the hospital and couldn't get up to the borough. He said that he should be exempt from paying the \$52.50 because it states in his letter that he was approved for the 2016 exemption. He spoke with his friend Attorney Velitsky who said that he should bring it to the office because it states that he is exempt. Kokinda said that he is sorry that he was in the hospital and was having health issues but they cannot set a precedent by changing the rules. If they excuse him from it and give him his money back, then everyone is going to be coming to the office asking for their money back too. It is the way the ordinance is written so it is what it is. You must be signed up by January or you will be billed until you reapply. He said now that he has reapplied, he will be exempt for the rest of 2016. Mr. Kurilla said that if he signs up in January and is approved why does he have to reapply every year. Mike explained that the reason you must reapply each year is because they do not know if you are living there or if you are now renting it out to someone. You have to show proof that there is no one living at the property and the application each year shows that it is vacant. If you don't come back each year to reapply, then you will be billed. Mr. Kurilla said that there are people moving out of the valley all the time and it should be up to them to come to you and inform you that they are not living there. Kokinda said people are not doing this and that is the reason to reapply each year before January. Mr. Kurilla asked Council to make an adjustment to the ordinance to allow the people to apply once and be done with it until someone moves back into the home. David Wargo explained that you must come back each year to reapply and you have to follow the rules. Mr. Kurilla asked why Kira can't send out letters to the people to remind them. William O'Gurek said the Borough is not going to pay postage to send out reminders for your garbage exemption. They had to send a letter to the people letting them know they didn't reapply and that they are to pay the first quarter. Mike Kokinda said the best way to resolve this is to throw the ordinance out the window and tell everyone that they have to pay a garbage bill.

David Wargo informed everyone that there will be a speaker at the Crime Watch meeting on July 13, 2016 at 7:00 p.m. in the Community Center. Chief Fittos said that an agent from the Attorney General's office will be talking about scams and other concerns. David Wargo said it is open to the public. There are about 30 people signed with the crime watch group. Officers were put in place last month. President: Patty Gledhill, Vice President: Jennifer Sloboda, Secretary: Bob Cheehan and Treasurer: Andrea Davis.

Motion was made by William O'Gurek and second by Greg Kosciolek to accept the Committee reports for the month of May 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 the Church on the Rock asking permission to use the Ginder Field on July 22 and August 26, 2016 from 5:30 - 7:00 p.m. for a kickball game. David Wargo asked if there was anything else going on. Kira said that baseball will be over by then and nothing else is scheduled. **Motion was made by David Wargo and second by William O'Gurek to allow the Church on the Rock to hold a kickball game on July 22 and August 26, 2016 from 5:30 - 7:00 p.m. in the Ginder Field.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Communications for the Month of June 2016:

1. Acknowledgement and Release form from the Church on the Rock asking permission to use the Ginder Field on July 22 and August 26, 2016 from 5:30 – 7:00 pm for a kickball game.
2. Notice of Occupational Assessment from the Carbon County Board of Assessment and Revision of Taxes
3. Notice of Real Estate Assessment from the Carbon County Board of Assessment and Revision of Taxes
4. Audit of District Court #56-3-03 of Carbon County

Bills – Borough Secretary, Kira Steber, read the expenses for the month of June 2016. Total General Fund Expenses were \$50,750.20, total Sanitation Fund Expenses were \$26,025.39, Community Center \$772.00 and total Street Account Expenses were \$5,828.62. **Motion was made by William O’Gurek 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 for Flags - Kira Steber explained the quote that she received to replace the American flags that we use to put on the poles. On the quote it lists three different types of flags, which are all 3 ft. x 5 ft. nylon flags. She said she knows that she mentioned only getting 82 that we need but was thinking of ordering 100 to have some extra on hand, especially since they are much cheaper when buying in bulk. The cheapest flag would cost \$10.75 per flag, the next brand up would be \$15.25 per flag and then there is another brand at \$18.25 per flag. The other item on the quote is hardware for the poles. They are rotating flag mounting rings. She spoke to the guys and they said they are not needed at this time. Mike Kokinda said it may not hurt to have a few of them on hand as well because you never know when you need to replace them. We don't need to order 100 sets but maybe have 10 on hand in case the others get broken. David Wargo asked if she got any information on which flag would be the most durable. She said they are all nylon and thinks they are all the same and is similar to what we currently have. William O’Gurek asked if she talked to anyone on the parade committee. Kira said she did not but she can if they want. She said it may not be a bad idea to order one of each to see what they look like before we go ahead and order 100 of them. The price for each is in the \$20 range. Mike Kokinda said no matter what we decide, we are probable going to spend max about \$2,000. He would hate to see us buy flags that are not good quality and they will only last us 2 years. He asked if Kira talked to anyone about the flags. Kira explained that she did talk to the guy on the phone about it but without personally seeing them, she does not know the quality of them. If she would order one of each to see them, they would still fit our poles and that would be three less that she would have to purchase when they are ready to place an order. **Motion was made by David Wargo and second by William O’Gurek to purchase one of each flags that were quoted to see which is the best quality.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council

New Business –

1. Resolution No. 02-2016 - GTRP Grant for the Recreation Commission - **Motion was made by Greg Kosciolek and second by Karen Ruzicka to adopt Resolution No. 02-2016 for the Greenways, Trails and Recreation Program grant in the amount of \$250,000 for the Ginder Field Rehabilitation Project.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
2. Resolution No. 03-2016 - USDA Grant for a new Police SUV - Kira Steber explained that this grant is only for \$13,700 and the Borough would be responsible for remaining \$25,467. USDA can only give the Borough around 35% of the cost. We can do what we have been with Kovatch and make a yearly payment

over 5-6 years until the vehicle is paid off. **Motion was made by William O'Gurek and second by David Wargo to adopt Resolution No. 03-2016 to enter into a loan agreement with the USDA to purchase a new SUV for the Summit Hill Police Department.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

3. Agreement with PPL for LED Light Program - Kira Steber explained that the agreement is between the Borough and PPL to request PPL to install all new street lights to new LED lights throughout the entire Borough. Karen Ruzicka asked if there was a cost to the Borough to do this. Kira said the only cost to the Borough is around \$200-\$300. This is because there are two street lights that are less than 10 years old. All the other lights are over 10 years old and will be replaced at no cost to the Borough. **Motion was made by David Wargo and second by Karen Ruzicka to enter into a Street Light Services Agreement with PPL Electric Utilities requesting the company to install new street lights and/or convert some or all of its existing street lights.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
4. Resolution No. 04-2016 - Enter into an agreement with PPL - **Motion was made by David Wargo and second by William O'Gurek to adopt Resolution No. 04-2016 to enter into an agreement with PPL Electric Utilities Corp. for the furnishing of all electric street lighting delivery service required to light the streets of the Borough for the period and in accordance with the terms contained in the agreement.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
5. Handicap Parking Applications - Mike Kokinda said there are two applications for renewal and both were reviewed and approved by the Chief and the committee. **Motion was made by David Wargo and second by Greg Kosciolk to approve the handicap application renewals for 35 East Walter Street and 105 East Amidon Street.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
6. Quote to Repair Ford F550 - Kira Steber stated that Council really needs to do something with this vehicle. It is to the point that they can't even use it now until it would be repaired. This quote is only to repair it to get it running, they omitted the bulletproof kit because that is not needed at this time. The price they are quoting is \$3,818.93 and this would make it run properly. We shouldn't have to do anything else to it other than maintenance. John O'Gurek said he feels that we should hold off until we get some more time to look into this because this is the same thing that we talked about in winter and it is only a partial repair, it does not include the bulletproof kit. Kira explained that she spoke to Billy Frantz and he said that we do not need the bulletproof kit right now. O'Gurek said they are going to have to pull the whole engine apart and not change the head gaskets and get the heads reworked. This is one of the main things that needs to be done. We can wait for the head gaskets to go but then we are going to be paying double the labor to rip the engine apart twice to get at the cylinder heads. Kira stated that the problem right now is that they cannot use it at all. John understands that we cannot use it but the bottom line is that we don't want to put a blowout patch on it and then three months from now we have to send it back. We sent it down once before and two weeks later it was acting up again. That cost the Borough \$1,500. He feels that Council should table this right now until he can do a little more homework on it. He asked if we could tentatively vote on it so that we don't have to wait another month or hold a special meeting. William O'Gurek said that we have been talking about this for months. John said we do have the pickup, which we can use for transportation so this truck isn't totally necessary right now. If it is laid up, then it is laid up. Karen Ruzicka asked if it would be worth getting a remanufactured engine. William asked how we can justify spending that kind of money on a 13 year old truck. John said we are not going to get anything for it so if we spend some money on it, we may get many years out of it. A brief discussion took place. **Motion was made by John O'Gurek and second by William O'Gurek to table the repairs on the Ford F550 until further information is obtained on the repairs.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

7. Online Payments for Sanitation Bills - Kira Steber provided Council with information that she received for the current billing system that they have to do online payments. At this time, the system cannot take credit card machines but can do online payments, payments over the phone and eChecks. She is not looking to have it implemented immediately but would like to work on getting something into place. She wanted Council to see the information because there is a lot to think about. There is a cost per month to have the service. She would also have to look at the fees that are being charged per transaction. Depending on which route we want to take, we can put the fees back onto the people who use the service. If you would take credit card payments at the office, the policy stipulates that the Borough must absorb the fees. If you choose to pass the fees onto the customer, you cannot take credit card payments in the office as no convenience is being provided. So this would only be online or over the phone. William O'Gurek asked what the difference was between credit and eChecks. Kira explained that credit is from a credit card and eChecks are checks that come right from your bank account. Karen Ruzicka stated that she takes credit cards at her business and the problem they are having is that a lot of people are coming in and using credit cards where they get 1% or 2% cash back for using their card. Her company pays out those percentages which mean the Borough will be responsible to pay those percentages back to the customer. Kira said that she will need to look into it further. This was just some information that she was given to look over. Karen said to make sure to find out about any hidden fees that the Borough would be responsible for. Steber said she feels that by implementing a credit card option for payments, it will bring more money to the Borough. Right now people are coming to pay their bills with credit cards and when you tell them we do not take credit card payments they say they will have to come back with cash and never come back. William O'Gurek said it will also be a convenience for the people who cannot make it to the office to pay their bills before the office closes. John O'Gurek asked what the percentage rate is. Kira said it is 2.99% and we can pass that on to the customer. She will look into other options and bring the information back to Council.
8. Social Media Policy - Mike Kokinda said that Solicitor Greek provided a social media policy to Council for review and hopefully next month we can move forward with it.
9. Pine Street Inlet Project - Kira Steber said that we need to give authorization to Mike Kokinda and herself to sign any documents required by Penn DOT for the Pine Street Project. **Motion was made by William O'Gurek and second by John O'Gurek to authorize the Council President, Michael Kokinda, and Borough Secretary, Kira Steber, to sign any and all documents required by Penn DOT for the Pine Street Inlet Replacement Project.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
10. **Motion was made by William O'Gurek and second by John O'Gurek to transfer \$50,000 from the General Fund back to the Sewer Fund.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
11. Paint Parking Spaces on Streets - Mike Kokinda said the idea was brought up to have parking lines painted throughout the whole town. Karen Ruzicka feels that it is a good idea and said she has been trying to get this done even before she was on Council. John C. Poko said that he agrees with Karen. William O'Gurek stated that he does not feel that we should be in business to legislate parking. He feels we have enough issues to worry about. Karen said one of the problems is that there is limited parking and then people are taking up two parking spaces when they park their cars and it creates a lot of chaos. Lansford paints parking lines. Most of their streets have lines and there are never any issues with the police enforcing it. John C. Poko said that there are already lines painted in town. You have lines on Ludlow Street across from Chappie's and there are lines on Lehigh Street by the Legion and across from the Batter's Box. John O'Gurek said that is because it is in the business district. Mike Kokinda agrees that there is an issue but doesn't feel this is the way to solve it. William O'Gurek said if we paint lines on all the residential streets and then someone parks in that spot in front of your house, how are we supposed to stop it. Chief Fittos said what Karen is referring to is that we need to paint lines to have a space for each vehicle. What is happening is that a vehicle is taking up two spots instead of one spot. Legally there is nothing they can do

about it. John O'Gurek said if you make the spots a certain size, you will probably lose a parking space on each block. Kira Steber asked how you judge a size because someone can have a bigger vehicle. John said we would really need to look at everything before we move forward with this. If you take a vehicle the size of our police vehicle, you would need at least 20-21 feet for someone to be able to back in properly. If you add that up and go all the way down the street, you are probably going to be short one to two parking spaces. Don't forget that we did lose two parking spaces on the end of each block for the fire company. John C. Poko said not to be pointing fingers at the fire company. John O'Gurek stated he is no pointing fingers, it was a necessity. A heated discussion took place between John O'Gurek and John C. Poko. Mike Kokinda interjected and said that the discussion need to be taken outside if this is going to continue. John C. Poko stated that it is in the vehicle code that there is a certain limitation for a setback from the corner and that they are painted as per the vehicle code; Chief Fittos verified that he is correct. Kokinda said that he disagrees because not every corner has a block. He asked if that could be considered spot zoning because you just can't pick and choose what corners you are going to paint. Every corner should be painted, which includes all allies as well. Fittos said he does not order the guys to paint the blocks, they just enforce it. Bill Kurilla asked if Council ever considered making it angle parking because it would save a lot of space. Kokinda said there is not enough room on our streets for angle parking.

Motion was made by William O'Gurek and second John O'Gurek to adjourn at 7:58 p.m. until the next regular scheduled meeting of the Summit Hill Borough on July 25, 2016. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.



Mike Kokinda
Council President



Kira Steber
Secretary/Treasurer