

Summit Hill Borough Council
March 28, 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, William O’Gurek, Bill Chapman, David Wargo, Greg Kosciolk, Solicitor Michael Greek and Mayor Paul McArdle were all in attendance.

Minutes – **Motion was made by Dave Wargo and second by Bill Chapman to approve the minutes from the February 22, 2016 Council meeting.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Floor –

1. Elizabeth Phillips, South Pine Street, had a complaint about cars not stopping at the stop signs on South Pine and East Walter Streets. There are children that play in the area and cars are not stopping. She would like to see something done about it. Courtney Miller asked if a "Children at Play" sign could be placed in the area. Bill Chapman asked if we have "Children at Play" signs in the garage. Chief Fittos stated that he, as well as other officers, have sat in that area numerous times. Mrs. Phillips said that when she looks out her window she can see the cop parked right at the stop sign. How will you stop anyone when they can see you. Be smart about it and park up the street on Walter. Then you can hide and catch someone. Mike Kokinda said that they will take care of it.
2. Lori Devonshire, South Pine Street, complained about the Miner's Market getting deliveries on Tuesdays. She said the truck is always parked out into Amidon Street. She has asked them not to park there because you can't see especially if you are coming from Pine and need to turn left onto Amidon or cross over. Mike Kokinda asked what time of the day is the delivery. Lori stated in the morning.
3. Elizabeth also asked if they would be willing to put a stop sign on Vernon Street. When they are walking cars come flying down the street and they have no idea of someone is coming. Mike Kokinda said that is something the does need to be done by ordinance and won't be something that can be done tomorrow. Elizabeth added that there are some people who will go down Pine Street towards the woods and pull their car back at full speed up Walter Street. Chief Fittos noted to get a video and then he would need them to testify in court.

Mayor's Report – Mayor Paul McArdle reported receiving a check from the District Justice for the month of February 2016 in the amount of \$1,123.58. **Motion was made by William O’Gurek and second by John O’Gurek to accept the Mayor's report for the month of February 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 February 2016. He said that a resignation letter was received from Jason Harrison because he accepted a full-time position with Salisbury Township. He also asked permission to advertise for a part-time officer. **Motion was made by David Wargo and second by William O’Gurek to accept the resignation of Officer Jason Harrison as a part-time officer.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. William thanked Officer Harrison for his service with the Borough. David Wargo asked about the four calls that the police were assisted by. Fittos explained that two calls were for a domestic situation, one was when they had the fire on McMurtrie Street and the other he does not recall. **Motion was made by John O’Gurek and second by Karen Ruzicka to advertise for a part-time police officer.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. **Motion was made by William O’Gurek and second by David Wargo to accept the Police Report for the month of February 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council

Planning and Zoning - Bill Kirklosky read his report for the month of February 2016. He went over the rental inspection report that he has created. In addition to this, he has created a spreadsheet with a list of all

the landlords in the Borough. He also has process packet to go along with this, which he considers to be a functional process for the ordinance. Kira has the information and can pass it along to anyone who is interested. You will be able to see how he is approaching this. We currently do not a functional process place and are taking moving permits for people who are moving in or out of the Borough and then sending rental inspection applications to the landlords. There are a number of people on the list who have never had their properties inspected and we have to find out who they are. Another problem he is finding is that a lot of people are not aware of the ordinance. Some of the people called after reading it in the paper and stated that they needed their property inspected. They had no idea this ordinance even existed. Part of the information in the packet explains the ordinance in addition to the application itself and a list of things that will be inspected. He is hoping this will help and that the people get to the point where they realize this ordinance was designed to protect both the landlord and the tenant. Once they realize this, he is hoping to get more responses. Kira has the information if anyone is interested in seeing it and if there are any questions, email or call him.

Motion was made by Bill Chapman and second by Greg Kosciolk to accept the Planning and Zoning Report for the month of February 2016. Motion was opened to the floor for comment; none made. Motion was carried unanimously by Council.

Work Leader Report - David Wargo pointed out that on the 29th of February there was nothing written and was curious as to what work was done that day. Ronnie Yuricheck explained that sometimes they get busy doing things and Billy probably forgot to write the work down. Billy is the work leader so he does not complete the report. Wargo asked if he could find out what work was done that day and let Council know. Bill Chapman asked what is going to be done with the inlet by Gawlik's. Ronnie explained that he just wrote everything down because there are some issues that have been around for a while and wanted to make everyone aware. We got prices on pipe and everything else but we didn't have the money to do it at the time. Chapman asked if they fixed the drain that runs down by Evan's garage. Ronnie said they did cement around it but the issue is the water runs off of Holland Street and goes down the dirt road behind the Mansion House. It is washing out part of Mark's driveway and he has come to complain about it a few times. The water use to drain into the pit and now that the pit is filled, it won't take the water and is causing the issue. It has to be redirected to a drain down by Mark's property. We would need to trench it from Gawlik's all the way down to Mark's and tie it into the drain. Chapman asked John O'Gurek if he got prices on corrugated pipe. John told Ronnie to get a price on 10, 12 and 14 inch pipe. Ronnie explained that the road down on Stonelyonesome Road is washing out too. They want to dig the drainage ditch out and extend the pipe on the other side and try to make the road as wide as it was. They would need to do some repaving there as well. They would need to rent a machine or have Earl do it. Since there are some other projects that need to get done, it may benefit the Borough to rent a mini excavator for a few days to get the jobs done. Mike Kokinda asked that he get some prices together on material and equipment rental. A brief discussion took place in regards to the drainage issues that need to be addressed. Kira mentioned that with the CDBG project coming up on White Street, there are 4-6 inlets that need to be replaced and suggested doing it now before the streets gets dug up and repaved. It will cost about \$750 - \$1,000 each. **Motion was made by Bill Chapman and second by David Wargo to allow the Borough Workers to replace the inlets on the 100 block of West and 100 block of East White Streets at a cost of \$750-\$1,000 per each inlet.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council. David Wargo asked about the list of paving suggestions. On White Street it is listed to patch from Elm to Maple Street but there is a section beyond that where it extends out above the hill and there are some pot holes that are pretty bad and wanted to know if it will be included in patching. Ronnie said that area got washed out and there is no use in putting cold patch in it because it will wash out again. He said they will make sure to repair it when they are working on that street. **Motion was made by David Wargo and second by John O'Gurek to accept the Work Leader Report for the month of February 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Tax Collector Report – Nothing to report at this time.

Wage Tax Report - Borough Secretary, Kira Steber, read the Wage Tax Report for the month of February 2016. Berkheimer submitted a total EIT of \$44,168.16 with a commission of \$764.11 and postage charges of

\$149.23. Total LST submitted was \$18.26 with no commission and no postage charges. **Motion was made by Bill Chapman and second by Karen Ruzicka to accept the Wage Tax report for the month of February 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 February 2016. General Fund receipts were \$128,375.34, Sanitation Account receipts were \$88,873.92, Community Center receipts were \$775.00 and Street Fund Receipts were \$96,845.78, which is the Liquid Fuels Tax Fund Payment. **Motion was made by Bill Chapman and second by William O’Gurek to accept the Receipts for the month of February 2016.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Committee Reports –

Streets - John O’Gurek said there is not a lot to report. He would like to get together with the Borough workers and take a ride to look at the streets for paving and drainage issues. They will get the priority streets in order.

Buildings –

1. Kira Steber stated that Bill Reeser has been taking care of the Community Center on the weekends and it seems to be working out very well. He asked for a few small things to help with cleaning. The last time she went over there, it looked good. He is doing a good job and it smelled very clean and fresh. Mike Kokinda asked if the toilet in the woman’s bathroom got fixed. Ronnie said they took care of it. Kokinda also mentioned that two of the dimmable lights on the walls are burned out and asked Ronnie to fix them when they have time.
2. John Poko asked about the status of fixing the gutter at the Fire Co. Kira explained that they had a company come out and look at it and they never got back to her with a quote. She is trying to find someone else but it has to be someone who does commercial work. The insurance company called the other day and they mentioned about sending someone out to look at it and helping her find someone to replace it.

Fire and Emergency Services - John Poko said they are having issues with the toilets being out of service at the fire company. Mike Kokinda asked Ronnie to take a look at them and do what they need to do and get them fixed.

Recreation – Nothing at this time.

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

Communications –

Communications for the Month of March 2016:

1. Thank you card from the Smith Family to the Borough Residents and Borough Staff for all monetary and gift card donations.
2. Letter from the Panther Valley School District asking if the Borough is contemplating any changes of bus stops for the 2016-2017 school year.
3. Acknowledgement and Release from Kristen Kinsey to use the gazebo in Ludlow Park on April 22nd for a wedding ceremony.
4. Letter from Robert Siesputowski in regards to the flag poles in Ludlow Park.

5. Letter from the Summit Hill Water Authority informing all customers of their rate increase beginning April 1, 2016.
6. Invitation to Council from Commissioner Nothstein for their Human Services Priorities Brunch on Friday, April 15th at 9 AM at the Penn Forest Vol. Fire Co.
7. Notice of Property Assessment from the County Board of Assessment and Revision of Taxes.
8. Notice of Occupational Assessment from the County Board of Assessment and Revision of Taxes.
9. PSAB 2015-2016 Annual Report.

1. Kira Steber said a Thank You card was received from Jim and Karen Smith and family, fire victims, for donations that were given to them from the people in town. She explained that they had a gift card drive for both the Smith and Pavlik families. There were a lot of monetary and gift card donations received. The Smith's even brought an Easter Flower to the Borough.
2. Kira Steber said a letter was received from the Panther Valley School District wanting to know if the Borough had any changes with the bus stops for the 2016-2017 school year. Council didn't see any issues and agreed to leave the bus stops at their current locations.
3. Kira Steber said she has an Acknowledgment and Release form from Kristen Kinsey to use the gazebo in Ludlow Park on April 22, 2016 for a wedding ceremony. **Motion was made by David Wargo and second by Bill Chapman to allow Kristen Kinsey to use the gazebo in Ludlow Park on April 22, 2016 for a wedding ceremony.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
4. Kira Steber said a letter was received from Mr. Siesputowski in regards to the flag poles in Ludlow Park. She asked Council what they would like to do about the one flag pole down by the gazebo. Someone came out to look at it last year but she doesn't know what else to do with it. Bill Chapman expressed that he can't believe it is still standing because it is rotted at the bottom. He said that we really should do something about it before a good wind comes through and takes it down. Karen Ruzicka asked what the cost would be to replace it. Mike Kokinda said that we had someone come in but couldn't remember if it was to replace or repair. Karen feels that because of the condition, we should try and replace it. Council instructed Kira to get information together to either fix or replace the pole. A brief discussion took place about the placement of flags on the poles and having volunteers to do it.

Motion was made by William O'Gurek and second by Bill Chapman to accept Communications for the month of March 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 March 2016. Total General Fund Expenses were \$52,729.12, total Sanitation Fund Expenses were \$23,916.23, total Community Center Expenses \$829.62 and total Street Account Expenses were \$ 2,398.00. **Motion was made by Bill Chapman and second by John O'Gurek to approve the bills for the month of March 2016.** Motion was opened to the floor for comment, none made. Motion carried unanimously by Council.

Old Business –

1. Ordinance No. 3 of 2016 - Fire Insurance Escrow Ordinance - **Motion was made by David Wargo and second by John O'Gurek to adopt Ordinance No. 3 of 2016, the Fire Insurance Escrow Ordinance.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
2. Pine Street Inlet Project - John O'Gurek asked if we can have Mike Tirpak give us an idea of what exactly we need so we can put it out on bid. Kira Steber stated that Tirpak said Council would have to make the

motion to have him move forward and to get specs together so it could be advertised. Steber noted that the check was received from the Sewer Authority and Tirpak said it would be more than enough to cover the cost for the project. **Motion was made by John O'Gurek and second by Bill Chapman to give permission to Mike Tirpak, Borough Engineer, to draw up specs for the Pine Street Inlet Project.** 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 Mike Kokinda to advertise the bid before the next Council meeting, as long as it is received and approved by Council.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

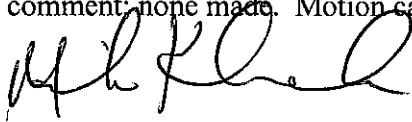
New Business –

1. 1st Qtr. Garbage Exemptions - David Wargo asked how the garbage men know exactly who is exempt from garbage. He knows of one instance where a neighbor was putting garbage out on a property and it was being collected by the garbage men without the consideration or fact that it is not supposed to be. What is the mechanism that makes this work. There is nothing in the ordinance about it. Kira Steber said she send them a list every month but the problem is that most people put their garbage in the back of the house and the address is on the front of the house. At one time, they had a drive that knew Summit Hill well and he took the list, double checked it and made notes. Wargo feels this is not working. Bill Chapman it may not be working but you will never make it work 100%. Wargo stated that maybe a sign could be placed out back. He feels it is a maneuvering of the bill. Don't you feel the garbage contract people are raising their rates to make up for this loss. Are we naive enough to think we are pulling one over on the garbage people. We are not saving money on this. All we are doing is transferring the burden onto the people that do pay their bills at the expense of people who want to own property in the Borough but do not want to be responsible for it. There are some exceptions because there are some businesses on the list that should be exempt. There are also vacant properties where the building has been knocked down and now you have a vacant lot. He agrees with those staying exempt. Do not agree with providing exemptions for people just because they want to own a bunch of properties in the Borough but don't want to pay for the infrastructure. His point is that unless there is some way of the garbage people knowing that it is a property that shouldn't have garbage collected, then we cannot enforce it. He feels this exemption is meaningless. He is not going to vote to approve it until it is straightened out. John O'Gurek suggested putting a sticker on the window so the garbage men can see it. Wargo said it isn't going to help if it is on the front window. He is fine with it as long as when the garbage men are driving down the street at 4:00 in the morning they can see it. O'Gurek said we just put the bids out and no one ever questioned how many residents we actually have. We found out we were paying for 250 more residents then we actually have in the Borough. So at that time we did save some money. David understands what he is saying and if there is a way to show that the property is legitimately vacant and that the garbage is not taken from the properties that are supposed to be exempt, then he is fine with it. The police would then have to go out and check to see who is putting the garbage on these properties because it is littering. Mike Kokinda stated to look at 305 East Ludlow Street. He assumes there are 10 apartments in the building and 7 out of 10 are not rented. How do we know this for sure. Wargo thought that apartment buildings were to provide their own haulers. So we are saying that each apartment has to pay their own garbage. Kira Steber stated that the owner of the Schoolhouse Apartments comes in and pays for 20 apartments. Wargo feels that the people who decided not to send in their exemption forms should be charged. The ordinance states that you must apply every year for renewal. If these people don't bother to reapply, then they should get a garbage bill. I can't choose to not renew for my driver's license because I would get arrested. He feels that the people who decided not to follow a simple rule to get a \$200 exemption should be billed again. Let them apply again next quarter. **Motion was made by Bill Chapman and second by Karen Ruzicka to accept the garbage exemption list for those that have reapplied and bill the ones that have not reapplied for the exemption.** Motion was opened to the floor for comment; none made. Motion carried by the majority vote. David Wargo opposed.
2. USDA Application for Police Vehicle - Kira Steber explained that she received a call from the USDA because the Senator sent them her information for a grant that they applied for to purchase a new police

SUV. There is an application that the Borough can apply for and they will give the Borough 35% of the cost. If Council is willing to move forward with the application, she will finish it, get it signed and get it back to the USDA. If it is approved, they will receive 35% of the cost of the vehicle. A motion needs to be made by Council that we are applying to the USDA for funds for a new police vehicle. William O'Gurek asked if we already applied for the LSA grant. Kira explained that we applied last year but then the budget was put on hold. Mike Kokinda was concerned that we are only getting 35% of the money, which means the Borough has to come up with 65% of the money. Chief Fittos said that we can do a yearly payment plan like we currently are doing with Kovatch. We make one payment a year until it is paid off. John O'Gurek said that 35% is better than nothing. **Motion was made by David Wargo and second by William O'Gurek to apply to the USDA for a new police vehicle.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

3. Roof on Gazebo - David Wargo said the Historical Society approached him and inquired about the status of the roof on the gazebo in Ludlow Park. They talked to someone last year but they haven't anything yet. He wanted to see where we are with it. It is a beautiful part of the park and would hate to see it in such disrepair. Mike Kokinda stated that he thought when Paul McArdle looked at it, it didn't need to be replaced. Paul said the roof itself is good but feels that some of the ridge caps need to be replaced. Kokinda also heard from the Historical Society and they are willing to replace the roof. They stated they wanted to do it and pay for it. William O'Gurek thought we voted on it last year to let them move forward with it. Kira Steber added that we agreed to move forward but to also have Paul take a look at it and possibly donate time and someone would pay for the materials.
4. Civil Service Letter of Interest - Kira Steber received a letter of interest from William Walker for the Civil Service Commission. He does have a criminal justice background and was a part-time police officer in town. **Motion was made by John O'Gurek and second by William O'Gurek to appoint William Walker to the Civil Service Commission to fill the vacant seat of David Wargo with his term ending in December 2019.** Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
5. Spring Cleanup Dates - Monday, April 11th, the East side of town along with Knepper's Trailer Court and East and West White Bear Drive. Monday, April 18th, the West Side of town along with Laurel Drive and East and West Mountaintop Road. Electronics recycling will be held on April 25th. Items to be picked up will be TVs, computers, keyboards, monitors, etc. All TVs must be in one piece with no items removed.
6. Joanne Griffith, West White Bear Drive, stated that there she has a neighbor that is 74 years old with Alzheimer's and she disappears a lot. She spoke with two officers and the Chief of Police the other about it. Two days ago this woman was at the intersection of 902 and White Bear getting ready to cross the road and a cop drove right past her, didn't stop or get out of the car to help her. She had to run after her before she got hit by a car. She always has on a hot pink or bright green jacket so you can't miss her. All she is asking is for someone to help her. She has a medical condition and can't help what she is doing. Chief Fittos told Mrs. Griffith said she should call the Comm. Center. He said they will do what they can but she needs to make the call too.

Motion was made by William O'Gurek and second by Bill Chapman to adjourn at 8:03 p.m. until the next regularly scheduled meeting on April 25, 2016 at 7:00 p.m. Motion was opened to the floor for comment; none made. Motion carried unanimously by Council.



Mike Kokinda
Council President



Kira Steber
Secretary/Treasurer