

Summit Hill Borough Council
April 11, 2011, 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 Joseph Weber presiding.

Roll Call – President Joseph Weber, Vice-President John O’Gurek, Mike Alabovitz, Harry Miller, Ken Boyd, William Chapman, Michael Kokinda and Mayor Paul McArdle were all in attendance. Solicitor Joseph Matika was absent.

Minutes – Motion was made by John O’Gurek and second by Ken Boyd to approve the minutes from the March 14, 2011 Summit Hill Borough Council Meeting. The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Floor –

1. Sara Ruch, 43 Park Avenue, wanted to introduce herself to Council. She is the new project manager for the Summit Hill and Lansford Community Partnership Project.
2. Monica Marshall, 31 E. Ludlow Street, told Council that she has one contract to sign for the Community Room. She added that this Saturday, April 16, 2011, Recreation will be holding Easter on the Hill in Ludlow Park. Monica said they will be holding a Mothers Day Brunch on May 7th; tickets are \$5.00 a piece. She added that Porky Szczecina will be painting the concession stand in Ginter field. Mike Alabovitz told Monica that he will set the benches up for her over at the Ginter.
3. Debra Ranck, 41 E. Ludlow Street, said she is aware that Council is considering contracts for computer repair and website maintenance. She said that she is aware that we have the 2 through the same person and is asking that we split the two up and give the website contract to Bobby O’Gurek and give the computer maintenance to Leztek; Monica Marshall agreed. Deb added that Bobby is doing the website for the Heritage Center and he is doing a great job.
4. John Bolez, 17 N. Pine Street, told Council that he received 2 citations for parking in his driveway on 2 different days. Joe Weber explained that would be something that he would have to take up with the Police Department or the Mayor. John and Chief Fittos showed their pictures to Council. Chief Fittos explained that what Mr. Bolez is considering to be his driveway is actually the sidewalk. He added that even though his driveway may extend out into the sidewalk, he does not own the sidewalk. Chief Fittos said that while he was there issuing the ticket, a person was walking down the sidewalk and had to go into the highway to get past his vehicle which also makes this a safety violation as well. Joe said that he has talked with the Borough engineer as well and he also agrees that Mr. Bolez should no be parking on the sidewalk. Joe Weber said that he believes that this will be something that they will have to take to the district court.

Mayor’s Report – Council received copies of the Mayor’s Report for the month of March 2011. He reported the magistrate income for the month of March 2011 was \$1,383.21. **Motion was made by Ken Boyd and second by John O’Gurek to approve the Mayor’s Report for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Police Report – Council received copies of Chief Fittos’ Police report for the month of March 2011. Chief Fittos informed Council that he and the Police Committee interviewed John Pruitt for a part-time police officer position and would like if Council considered him for employment as a part-time officer. **Motion was made by Bill Chapman and second by Harry Miller to hire John Pruitt as a part-time police officer for the Borough.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Chief Fittos also talked about how the warm weather is starting and people are speeding and running through stop signs. He said that the station is strapped for coverage. Bill Chapman suggested overlapping

shifts especially on weekends. Bill said that traffic is flying down Ludlow Street and with the parks being close by we should look at forming a safe zone around parks to enforce the speed limit. He said that drivers need to be more aware of the stop signs in town. Chief Fittos asked Council if he could have a part-time officer come in to clean the Police Department. Bill Chapman said that we don't have the money at this time and mentioned a letter that the Borough received regarding community service from the juvenile probation department. Chief Fittos said we run into problems with supervising the people. Kira told Chief Fittos that Council would need more information about the bullet proof ordinance. Chief Fittos explained that in order for the department to get a grant for new vests they will need to have a policy in place in order for them to be eligible. **Motion was made by Bill Chapman and second by Mike Alabovitz to accept the Police Report for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council

Planning and Zoning Report – Joe Weber read Larry Marek's Planning and Zoning report for the month of March 2011. Kira mentioned that Carbon Engineering can not review the plan for Lehighton Ambulance because they are the ones who originally drew them up. Kira said that she has already spoken to Barry Isett and Associates and they would be willing to review the plan. **Motion was made by Harry Miller and second by Mike Kokinda to give Barry Isett and Associates permission to review the plan for Lehighton Ambulance.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Mike Alabovitz opposed because he feels our inspectors should not be aloud to review the plan and also inspect the project. Joe Weber abstained because he works for Carbon Engineering. **Motion was made by Bill Chapman and second by Mike Kokinda to accept the Planning and Zoning Report for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Mike Alabovitz again asked if Barry Isett is reviewing the plans then who is going to inspect it.

Work Leader Report – Council received copies of the Work Leader Report for the month of March 2011. **Motion was made by Mike Kokinda and second by John O'Gurek to accept the Work Leader Report for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Tax Collector Report – Nothing at this time.

Wage Tax Report – Borough Secretary, Kira Michalik, read Berkheimer's Wage Tax Report for the month of March 2011. They submitted total Earned Income Tax of \$20,242.90 with a commission of \$394.40. The total LST submitted for March was \$193.10 with a commission of \$3.38. Linda McMillan asked why the tax collector isn't collecting this. Joe Weber explained that it is earned income tax and it is county wide and it's not part of the tax collectors responsibility. **Motion was made by Harry Miller and second by Bill Chapman to accept the Wage Tax Report for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Receipts – Borough Secretary, Kira Michalik, reported the total General Account receipts for the month of March 2011 as \$54,627.37 and the total Sanitation Account receipts for the month of March 2011 as \$9,911.17. **Motion was made by Mike Kokinda and Second by Bill Chapman to accept the receipts for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Committee Reports –

Streets –

- John O'Gurek said there was nothing at this time and that they found 2 people for the part-time help until the Borough workers are released to come back to work.

Building –

- Mike Kokinda reported that the new compressor arrived damaged. He added that the hood has been ordered for the kitchen and all of the other equipment is being converted.

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- Mike said that he received a proposal to repair the vehicle exhaust system in the fire company. Linda McMillan asked if the Borough will have to pay for this again. Mike Kokinda said it may be a warranty issue and that it will cost \$7,750.00 to repair. Joe Weber said that we will probably need to advertise. Mike said that it wasn't the impression that he got and he will have to compare the written proposals. Mike Alabovitz said that we need to get a quote on what exactly needs to be done and that we also need is a scope of the work. Joe Weber said that we need to ask Kip and see what he says. Kira asked if we will receive another bill from him if we ask for his help. Shawn Hoben mentioned that he needs to talk to Kip as well.

Fire and Emergency Services-

- Bill Chapman said that the report was submitted. He asked Shawn Hoben how much longer it will be before the new truck is in service. Shawn said at least a month. Bill also added that the spouting on the east side of the building was damaged because of ice. Mike Alabovitz said that we should have a contractor look at it before there is more damage or someone gets hurt.

Recreation –

- Monica Marshall said that Easter on the Hill will be held on Saturday, April 16, 2011, at noon and if it rains it will be moved to the Community Room. Tom Tkatch asked if the park be cleaned by then. Joe Weber said that it will be. Linda McMillan asked where the workers are now. Joe Weber explained that they are both out due to surgeries because of work related injuries.
- Joe Weber said that Recreation received a letter of interest from Scott Peterson. **Motion was made by Harry Miller and second by Mike Kokinda to appoint Scott Peterson as a member of the Summit Hill Recreation Commission for a two year term to expire December 2012.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Motion was made by Bill Chapman and second by Mike Kokinda to accept all Committee Reports for the month of March 2011. The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Communications – See attached sheet.

1. William Longworth sent a request asking permission to use the gazebo for a wedding on April 17, 2011 at 2:00 p.m. **Motion was made by Bill Chapman and second by Mike Kokinda to approve the request from William Longworth to use the gazebo for a wedding on April 17, 2011 at 2:00 p.m.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
2. Summit Hill Girls Softball submitted a request, along with a schedule for their 2011 season, asking permission to use the Ginter Field for practices and the games from April 1, 2011 through August 1, 2011. **Motion was made by Mike Kokinda and second by Bill Chapman to allow Summit Hill Girls Softball to use the Ginter Field for their 2011 season.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
3. Anthracite Triathlon would like permission to hold the 2011 edition of the Anthracite Triathlon in the Borough on Sunday, July 17, 2011 at 7:00 a.m. They are also asking for assistance from the Summit Hill Police and Fire Police. **Motion was made by Mike Kokinda and second by Harry Miller to allow Anthracite Triathlon to hold their 2011 edition of the Anthracite Triathlon in the Borough on Sunday July 17, 2011 starting at 7:00 am with the assistance of the Police and Fire Police.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
4. Summit Hill Parade Committee has extended an invitation to Council and other Committees to be in the Memorial Day Parade on Monday, May 30, 2011. Joe said that if any one or any group is

interested in being in the parade, they need to contact the Parade Committee or the Borough and we can put you in contact with Thomas Vermillion.

5. Joe Weber spoke about a letter from Irene Degiosio in regards to a parking ticket and having her car towed for snow removal. He briefly discussed that this is something that she needs to take up with the police department. Linda McMillan asked if there was some way to have someone to deal with other than the Police. Joe said that the Police answer to the Mayor for police business and to Council in regards to the budget. Kira Michalik asked if we should get something out to Mrs. Degiosio in response to her letter. Joe Weber said that he will ask Atty. Matika to get something out to her in writing.
6. James Holmes told Council that he would like to purchase property from the Borough and he is offering \$2,000.00. Joe Weber said that the Borough will need to put it out on bid for purchase and advertise as it as well. Joe said we will need to talk to Atty. Matika so he can give you a more accurate answer.

Communications

1. Notice of Property Assessments from the Board of Assessment and Revision of Taxes
2. Governor's Center for Local Government Services will hold the following seminars:
 - a. Roadside Tree Care
 - b. Basic Training for Municipal Secretaries and Administrators
3. PPL sent information regarding rebates that they offer to institutional customers making energy-efficient upgrades to their electrical, lighting and HVAC equipment
4. Letter from JTNB announcing a new branch will be opening at 9:00 am on Monday, April 18, 2011
5. Spring 2011 newsletter from H. A. Thomson
6. Letter from Gateway Energy Services about reducing electricity cost with the PA electric choice program. It allows you to choose your electric supply company.
7. Letter from JMT Environmental Technologies explaining the services they can offer
8. Letter from ARRO Engineering & Environmental consultants explaining their services
9. PA One Call System, Inc. Board Meeting Notice – April 27, 2011 @ 9:00am in West Mifflin
10. PA One Call System, Inc. March 2011 newsletter
11. Information from PA One Call System
12. PSAB sent information about partnering with Professional Insurance Services, Inc.
13. PennDot Spring 2011 newsletter
14. EMC Spring 2011 newsletter
15. Government Matters Spring 2011 newsletter
16. ArcNews Spring 2011

Motion was made by Mike Kokinda and second by Ken Boyd to accept communications for the month of March 2011. The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Bills – Borough Secretary, Kira Michalik, reported total expenses for the General Account for the month of March 2011 as \$45,819.11 and the total expenses for the Sanitation Account for the month of March 2011 as \$22,293.22. **Motion was made by Mike Kokinda and second by Harry Miller to pay all bills for the month of March 2011.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. James Holmes said that Borough has street lights that residents have on their property does the Borough pay for them. Kira Michalik said that the Borough pays for all street lighting. A

28 brief discussion took place regarding street lighting. Mike Alabovitz said that he is working on the street lighting project and he agrees that there are a lot of unnecessary lights that can go. He is going to propose the light map for review to Council and residents.

Unfinished Business –

1. Joe Weber said that Atty. Matika gave Council a purchase order policy last month for review. If there are no questions, concerns or changes Council needs to make a motion to adopt the policy. Joe Weber said that we need to put a cap into the policy. Mike Alabovitz said that we still need to fill out a PO to keep track of what we are spending. Joe Weber briefly discussed purchase orders. Joe said that if Atty. Matika can modify the purchase order we can approve it next month.

New Business –

1. Harry Miller presented Council with one exemption for the 2011 garbage collection fee.
 - a. 210 E. Hazard Street. **Motion was made by Harry Miller and second by Bill Chapman to approve 210 E. Hazard Street for a garbage exemption for the 2011 collection fee retroactive from the date of the application.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Mike Kokinda opposed. James Holmes asked if they cannot be exempt from paying taxes how they can be exempt from garbage.
2. Kira presented Council with an invoice from Community Programs Inc. in the amount of \$3,600.00 for services provided during the month of March 2011. Mike Kokinda asked about 2 individuals having contractors bid on work. He said he doesn't think that the work is getting done. Linda McMillan asked how the program works. Joe Weber explained that it is a low income loan through the Borough to do repairs on your home. A brief discussion took place on the program. **Motion was made by John O'Gurek and second by Ken Boyd to pay Community Programs, Inc. a total amount of \$3,600.00.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Mike Alabovitz opposed.
3. Kira Michalik mentioned that she has a proposal from Leztek Systems to renew the computer maintenance contract for another year at a cost of \$200.00 for the monthly maintenance and \$55.00 an hour for an additional non-maintenance services required. **Motion was made by Bill Chapman and second by Mike Kokinda to hire Leztek Systems under a one year contract paying \$200.00 a month for services and \$55.00 an hour for additional maintenance.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
4. Kira Michalik said she received two proposals for the website maintenance. First one is from Leztek Systems in the amount of \$40.00 per month with unlimited updates. Second one is from Bobby O'Gurek Web Design and services cost \$40.00 per month with 3 updates and \$20.00 per hour for additional updates. **Motion was made by Mike Alabovitz and second by Mike Kokinda to accept the proposal from Bobby O'Gurek's Web Design in the amount of \$40.00 to maintain the website for the Summit Hill Borough.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Joe Weber and John O'Gurek abstained because they are related to Bobby O'Gurek.
5. Joe Weber stated that the 2011 spring clean-up dates have been set and they will be Thursday April 21, 2011 for the East side of the town including Knepper's Trailer Court, East and West White Bear Drive; Tuesday April 26, 2011 for the West side of town including Laurel Drive, East and West Mountaintop Road. Items to be picked up will be 5 tires, tire rims, auto body parts, refrigerators, freezers, vending machines, humidifiers, water coolers, heat pumps, washers, dryers, stoves, all items should have the chemicals removed and doors taken off in addition up to 10 bags of garbage will be taken. Joe Weber said that there is garbage being dumped at the cemetery on a weekly basis needs to stop. He stressed

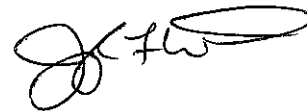
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that all the items that are being dumped are aloud to be thrown out for garbage so there is no reason why people should be dumping out there.

6. Kira Michalik gave Council an update on the Comprehensive Plan and also submitted a memo from Ann Toole proposing the Middle Carbon Comprehensive Plan Committee to conduct a direct mail survey on the parks, recreation and open space plan at no cost to the four participating communities of the Borough's of Jim Thorpe, Lansford, Summit Hill and Penn Forest Township. She said that the municipalities will need to sign off on a revised agreement amending the scope of services to include the mail survey. **Motion was made by Mike Kokinda and second by Bill Chapman to approve the mail survey on the parks, recreation and open space plan with no cost to the Borough.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
7. Kira Michalik mentioned that David Unterberg mentioned that he does grant writing and he would like to extend his services to the Borough. Joe Weber said that Council can not approve anything with out a proposal. Debra Ranek said that the state is no longer allowing someone to charge a percentage of the grant; it now has to be a flat rate. Joe Weber told Kira to ask him for a proposal.
8. Tom Tkatch, 105 W. Holland Street, said that there is a lack of communication between Council. He asked why Council doesn't know about a grant that the Recreation is applying for. John O'Gurek said that it's the first time that he heard about the grant. Shawn Hoben stated that Monica has mentioned it before at a meeting. Joe Weber said that Monica has the authority to apply for a grant without contacting Council. Tom Tkatch stressed that the Borough needs a map of parcels that they own. Joe Weber said that you can go to the County to get a copy of that but it isn't going to be accurate.

Motion was made by Mike Kokinda and second by Ken Boyd to adjourn at 8:40 p.m. until the next regular scheduled meeting of the Summit Hill Borough on May 9, 2011. The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.

Kira Michalik
Summit Hill Borough
Secretary/Treasurer



Joseph Weber
Summit Hill Borough
Council President