

Summit Hill Borough Council
March 2, 2026, 6:30 p.m. Borough Hall

The special meeting of the Summit Hill Borough Council was held at the above time and place with Vice President Joseph Weber presiding.

Roll Call – Vice President Joseph Weber, Joan Morana, Sherri Buzik, Edward Kane, Marlene Basiago, and Mayor Karen Ruzicka were in attendance. President David Wargo, Lacey Gonzalez and Solicitor Robert Frycklund were absent

Floor –

1. Pat Williams, 313 East White Street, expressed her concern about the excessive amount of dog feces that is all around the cemeteries and wanted to know who is responsible, the borough or the churches who own the cemeteries. Now that the snow has melted, it is absolutely disgusting. Vice President Weber explained that the cemeteries are responsible for the grassy areas around the cemeteries. He said that we can put a friendly reminder out to residents to clean up after their dogs.

New Business –

1. Request from the Recreation Commission to hold a Pysanky Egg class and a Paint and Sip class at the Hill Top Community Center. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to approve the request from the Recreation Commission to hold a Pysanky Egg class on March 24, 2026 and a Paint and Sip class on April 24, 2026 at the Hill Top Community Center.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. Request from St. Gabriel Italian Club to hold an Easter Egg Hunt for the member's children and grandchildren in Memorial Park. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to approve the request from St. Gabriel Italian Club to hold an Easter Egg Hunt in Memorial Park on March 28, 2026 from 11:00 a.m. until 2:00 p.m. with a rain date of March 29, 2026.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. Councilwoman Basiago was contacted by a resident who has a concern about cars parking on the east side of Walnut Street between White and Ludlow Streets and was wondering if Council would consider making that side no parking. When cars are parked on both sides of the street, the street is very tight, especially when buses are trying to get through. Vice President Weber said that it would need to be done by ordinance, but it may also require an engineering study before it could be approved for change. Ms. Steber said that lately there has been a car parking on the east side corner which is also making it difficult for the plow to get through. Council said they will talk to Solicitor Frycklund at the next meeting.
4. Councilwoman Basiago said the same resident mentioned that there is an ordinance that requires residents to shovel their sidewalks after it snows yet the borough does not shovel the sidewalks around Ludlow Park or the borough building. He also complained about mounds of snow they pile in Ludlow Park when they clear the snow from in front of the fire company. Because of this, kids must walk out in the street to get to the bus stop. He stated that if he and everyone else must do it, why doesn't the borough have to do it. Vice President Weber explained that there are two borough workers. If they are following the ordinance for curb-to-curb plowing, they cannot stop to shovel sidewalks. By the time curb to curb plowing would be done, it is two to three days later, which makes it difficult to clean up sidewalks because the snow has now hardened. It is also a large area to shovel so they would need to get a snowblower to clean the sidewalks. They can use the loader but then the sidewalks would need to be replaced. Councilwoman Basiago said the sidewalks at the borough building are falling apart because they are using the loader to clean the snow off them. Vice President Weber said it is our responsibility to clean the sidewalks around borough buildings, but again, it becomes difficult after a few days. As far as the snow being pushed across the

street from the fire company, they can haul it away but to where. Councilwoman Basiago said they have been putting snow in the Ginder Field. An ordinance was passed in December stating that snow cannot be placed in Memorial Park and guess where they are putting snow, in Memorial Park.

5. Councilwoman Basiago said there is also an issue where people are parking in the white lines that are painted on the corner on Ludlow and Walnut Streets, which making it hard to turn onto Ludlow Street. Vice President Weber said that the police need to be called and the car needs to be ticketed.
6. Review of the 2026 Fee Schedule. Vice President Weber mentioned the fee schedule from Lehigh Engineering, which was questioned last month. Ms. Steber explained the fee schedule to Mr. Miller, who had concerns about it. She stated that if someone is doing renovations, the fee for renovations includes everything like electrical, plumbing, or anything that is being done all falls under that category. The way it is laid out can be very confusing. Renovations, Alterations and Repairs is 2.5% of the total cost of the project. Then you must include 25% Penalty, 20% Administrative Fee and \$4.50 for the State. For example, if a renovation project costs \$50,000, the UCC fee would be $\$50,000 \times 2.5\% = \$1,250$ along with the penalty $\$1,250 \times 25\% = \312.50 , plus Municipal Fee $\$1,250 + \$312.50 = \$1,562.50 \times 20\% = \312.50 , plus the State Fee of \$4.50. The total UCC fee would be \$1,879.50, which will include the plan review, inspection, and certificate of occupancy. Vice President Weber said that he would like to make sure this is the case. Once Mr. Miller applies, he would like to mirror it and make sure what they were told is true.

A gentleman from the audience stated that he has done work in Lansford and other local towns and Summit Hill is the hardest to deal with. Vice President Weber said that is his opinion, but he is not going to allow him to bash our guy because we do not know this for a fact. He has spoken to other towns, and they had problems with other engineering firms years ago. They only had one other offer for services. They can look at other engineering firms they can consider in the future. Mr. Miller said he would like the borough to have an alternative for engineering services because working with Ralph has been a challenging task. Councilwoman Buzik said she thought the solicitor said there is the ability to go outside of the current engineer. Councilwoman Morana stated she was informed that these types of contracts are at will contracts, which give you the ability to switch services if you wanted to. Ms. Steber explained that each year they appoint an engineering company and adopt their fee schedule, but council can change services at any time.

Councilwoman Basiago had some items in the fee schedule that she would like to discuss.

- Administrative Fees – Returned Check Fees. Banks charge \$35 and the borough only charges \$25.
- Dumpsters – Other communities are charging higher fees for dumpsters. When was the last time the rates were changed. Ms. Steber said the rates have been the same since the ordinance was adopted.
- Hearing Fees – Others are charging \$1,000 because you need to cover lawyer, stenographer, advertising, etc. If there is excess money after all expenses have been paid, the applicant would get the remainder back. Ms. Steber stated that she thought they were informed that they cannot charge attorney fees. They will need to talk to the solicitor about it. Councilman Kane said he saw in other places that if the costs would go over \$1,000, the applicant would be responsible to pay the additional fees.
- Police Department – Parking Ticket. Current fee is \$25. Should they increase it. Other towns are charging \$75 if a car is not moved during a snowstorm. Do they need to increase it to get the point across to people that they are serious.
- Community Center Rental Fee – Feels it is too low. Councilman Kane said he feels like they are losing money with the current fees especially with electric rates rising and upkeep of the building.

Councilwoman Buzik asked how they figured out the fees for the rental inspection program because there was a gentleman at the last meeting who had complained about some of the costs. Vice President Weber

explained that Councilwoman Gonzalez figured out the fees. She had everything calculated on how she produced the fees for the program.

Ms. Steber noted that she has provided additional information for the Right to Know fees, which are standard fees.

Councilwoman Basiago had an additional fee she wanted to address.

- Street Opening – The fees have been the same for many years however material and labor costs have increased. She knows that if in one year the street closing passes, the money is returned to the applicant. Ms. Steber explained that the entire fee does not get returned. There is the initial \$25 application fee, fees from the engineer, and if it is not satisfactory and the borough has to fix it, then the borough keeps all the money. Councilwoman Basiago asked if the fees are appropriate or if she feels they need to be increased. Ms. Steber said she knows that the cost of materials goes up every year, but she does not know what the current cost is. In all the years working for the borough, there may have been only two or three times that the entire fee had to be kept so the borough could fix the street. Vice President Weber feels that over the past 5 years the street openings for sewer repairs have not been closed properly because there are areas that sunk. Ms. Steber noted that if the issue comes up within the year, she does call the contractor and tell them they must come back and fix it. Vice President Weber would like to prohibit habitual contractors who do not follow the ordinance when doing a sewer repair.

A brief discussion took place about street openings and the procedures to open and close the street.

David Hiles asked who is responsible for applying for the Street Opening Permit, the contractor, or the homeowner. He asked this because when he was still doing jobs like this, he made the homeowner get the permit because the borough holds the money for one year. He did not want his money to be held up for a year. Ms. Steber said there is nothing in the ordinance as to who is responsible and she has had both the homeowner and the contractor who have applied.

Pat Williams asked where the borough is with the Quality-of-Life ordinance and having people come to clean up properties. Vice President Weber said he knows that they have been on top of citing property owners under the Quality-of-Life ordinance. They did pass an ordinance stating they can have a company come and clean a person’s property; however, it has not been determined yet as to whether the borough has that right or not. Councilwoman Basiago asked if she would be cited for her property and then two months later cited again, the first time she gets a \$25 ticket. How do they know that a \$25 ticket was already issued to her so that when she gets cited the second time, they know to increase the fee. Ms. Steber stated that the officer does keep record of the tickets that have been issued. Vice President Weber mentioned that even as they sit at the table as Council members, they do not have the right to know about what is going on in Code Enforcement, as per the Borough News. There are more than a handful of properties that need to be addressed.

Motion was made by Marlene Basiago and seconded by Edward Kane to adjourn the meeting at 7:23 p.m. until the next meeting of the Summit Hill Borough on March 10, 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Joseph Weber
Council Vice President

Kira Steber
Secretary/Treasurer