

Summit Hill Borough Council
January 3, 2024, 7:00 p.m. Borough Hall

The reorganization meeting of the Summit Hill Borough Council was held at the above time and place with Mayor Jeffrey Szczecina presiding.

Marlene Basiago submitted a letter announcing that she will be accepting the four-year seat for Council and is declining the two-year seat. All new members of Council were sworn into office by Mayor Szczecina. Ms. Basiago was sworn in on January 2, 2024 by Mayor Szczecina due to her absence at the reorganization meeting because of another commitment.

Roll Call – Lacey Gonzalez, Karen Ruzicka, William O’Gurek, Joseph Weber, David Wargo and Mayor Jeffrey Szczecina were all present. Marlene Basiago and Solicitor Robert Frycklund were absent.

Mayor Jeffrey Szczecina asked for nominations for President of Council. William O’Gurek nominated David Wargo for President. Mayor Szczecina asked if there were any other nominations; there were none. **All were in favor of David Wargo for President of Council.**

Mayor Jeffrey Szczecina asked for nominations for Vice-President of Council. David Wargo nominated William O’Gurek for Vice President. Mayor Szczecina asked if there were any other nominations; there were none. **All were in favor of William O’Gurek for Vice President.**

Mayor Szczecina turned the meeting over to President David Wargo.

Yearly Appointments

1. **Motion was made by William O’Gurek and second by David Wargo to appoint Joseph Weber as the President Pro Tem who presides over Council when both the President and Vice President are absent.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by William O’Gurek and second by Karen Ruzicka to appoint Kira Steber as Borough Secretary, Treasurer, Garbage Fee Collector, Administrative Officer for the Police and Borough Pension Fund, Administrative Officer for the Borough’s CDBG and Home Grant monies with a salary that is set in her current contract.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. **Motion was made by Joseph Weber and second by William O’Gurek to appoint Robert Frycklund as the Borough’s Solicitor at a rate of \$100 per hour.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. **Motion was made by Karen Ruzicka and second by Joseph Weber to retain Jim Thorpe Neighborhood Bank and PLGIT as the depositories for the Borough Funds.** Motion was opened for comment; none made. Motion carried unanimously by Council.
5. **Motion was made by Karen Ruzicka and second by Joseph Weber to appoint Todd Woodward as the Borough’s Chief of Police.** Motion was opened for comment; none made. Motion carried unanimously by Council.
6. **Motion was made by Karen Ruzicka and second by Joseph Weber to appoint Shawn Hoben as the Borough’s Fire Chief at a rate of \$400 per year.** Motion was opened for comment; none made. Motion carried unanimously by Council.

7. **Motion was made by Jospheh Weber and second by William O’Gurek to appoint Kevin Steber as the Borough’s Emergency Management Coordinator at a rate of \$300 per year.** Motion was opened for comment; none made. Motion carried unanimously by Council.
8. **Motion was made by William O’Gurek and second by Joseph Weber to appoint Daniel Matika as the Borough’s Interim Zoning Officer at a rate of \$17 per hour.** Motion was opened for comment; none made. Motion carried unanimously by Council.
9. **Motion was made by Jospheh Weber and second by William O’Gurek to appoint Scott Bieber as the Borough’s Sewage Enforcement Officer for 2024 at rates set by his fee schedule.** Motion was opened for comment; none made. Motion carried unanimously by Council.
10. **Motion was made by Joseph Weber and second by William O’Gurek to appoint Ian Farrell as the Sewage Enforcement Officer alternate for 2024 using the same fee schedule as Scott Bieber.** Motion was opened for comment; none made. Motion carried unanimously by Council.
11. **Motion was made by Karen Ruzicka and second by Joseph Weber to appoint Kelly Jamison as the Zoning Hearing Board and Planning Commission Solicitor at a rate of \$100 per hour.** Motion was opened for comment; none made. Motion carried unanimously by Council.
12. **Motion was made by William O’Gurek and second by Karen Ruzicka to appoint AARO Consulting, Inc. as the Borough’s Consulting Engineer for 2024 with rates set by their fee schedule.** Motion was opened for comment; none made. Motion carried unanimously by Council.
13. **Motion was made by William O’Gurek and second by Joseph Weber to appoint Lehigh Engineering as the Borough’s Property Maintenance and Code Enforcement Officers for 2024 with the rates set by their fee schedule.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Expiring Terms

1. President Wargo stated that there were no letters if resignation received.
2. Summit Hill Water Authority – President Wargo stated that one letter of interest was received from Robert Collevecchio. **Motion was made by William O’Gurek and second by Joseph Weber to appoint Robert Collevecchio to the Summit Hill Water Authority for a 5-year term with the term expiring December 31, 2028.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. Planning Commission – President Wargo stated that one letter of interest was received from Wayne Gryzik. **Motion was made by William O’Gurek and second by Karen Ruzicka to appoint Wayne Gryzik to the Summit Hill Planning Commission for a 5-year term with the term expiring December 31, 2028.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. President Wargo stated that they have a few vacant seats that need to be filled. They will be looking for letters of interest for one seat on the Planning Commission, one seat on the Zoning Hearing Board and two seats on the Appeals Board.

New Business -

1. Open Council Seat - President Wargo said there is an open seat on Council. The term is a 2-year term, and they will be accepting letters of interest to fill the position. **Motion was made by William**

O’Gurek and second by Joseph Weber to advertise for letters of interest for the 2-year seat on Council with letters being accepted until 4:00 p.m. on January 9, 2024. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by William O’Gurek and seconded by Karen Ruzicka to enter into an Executive Session to discuss personnel matters at 7:19 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Joseph Weber and seconded by William O’Gurek to enter back into regular session at 7:46 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Karen Ruzicka and seconded by Joseph Weber to adjourn at 7:47 p.m. until the next regularly scheduled meeting of the Summit Hill Borough on January 9, 2024. Motion was opened for comment; none made. Motion carried unanimously by Council.

David Wargo
Council President

Kira Steber
Borough Secretary