

**Summit Hill Borough Council**  
**April 8, 2025, 6:00 p.m. Borough Hall**

The regular scheduled meeting of the Summit Hill Borough Council was held at the above time and place with President David Wargo presiding.

**Roll Call** – President David Wargo, Vice President Joseph Weber, Lacey Gonzalez, Karen Ruzicka, Edward Kane, Marlene Basiago, Solicitor Robert Frycklund and Mayor Jeffrey Szczecina were in attendance. Alan Kruslicky was absent.

**Floor** –

1. Barbara Boyd, 24 East Ludlow Street, stated that she would like to set up a meeting to discuss the variance for a property with the variance board. President Wargo said they do not have a variance board but that the Zoning Hearing Board holds hearings for variances. Ms. Boyd asked how she could contact the board to talk to them about a variance hearing that they had about a building in town. Solicitor Frycklund explained that the Zoning Hearing Board does not hold personal meetings and that they are there to make decisions on zoning matters, variances, and appeals. President Wargo asked if she is referring to the Bar-Vel property. If she is, there was never a variance hearing held regarding the property. Ms. Boyd argued, stating that there was and she was never notified of the hearing. President Wargo presented a file folder with all the information pertaining to the property and explained that the previous Zoning Officer, Jason Bell, approved the zoning permit back in 2023 so a variance hearing was not required. Ms. Boyd again stated that she was not notified. President Wargo explained that there was nothing for her to be notified of and that the approved zoning permit should have been posted on the property for a minimum of 30 days. If no one appealed the permit, then they could move on with the approved work. Ms. Boyd continued to complain about garbage at the property and asked why they were not made to clean it up. President Wargo said that they do not have garbage on the property and that he personally drove by multiple times to check on it after she complained about it the last time. He then asked Chief Woodward to check on the property in the morning when he starts his shift.

**Minutes** – Motion was made by Joseph Weber and seconded by Edward Kane to approve the meeting minutes from the March 11 and March 24, 2025 Council meetings. Motion was opened for comment; none made. Motion carried unanimously by Council.

**Mayor's Report** – Mayor Szczecina reported the total collected from the District Justice was \$903.23. Motion was made by Marlene Basiago and seconded by Karen Ruzicka to accept the mayor's report for the month of March 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

**Police Report** – Chief Woodward read his monthly report. Motion was made by Karen Ruzicka and seconded by Joseph Weber to accept the Police report for the month of March 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

**Planning and Zoning** – Motion was made by Marlene Basiago and seconded by Edward Kane to accept the Planning and Zoning report for the month of March 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

**UCC and Code Enforcement Report** – Kira Steber explained that included in the packet is the list of the applications that were returned during the month of March. There are no records for rental inspections currently because they are not at that stage in the program just yet. Once the inspections start, a list will be provided each month. Motion was made by Marlene Basiago and seconded by Joseph Weber to accept

**the UCC and Code Enforcement report for the month of March 2025.** Motion was opened for comment. Motion carried unanimously by Council.

**Work Leader Report** – Motion was made by Joseph Weber and seconded by Edward Kane to accept the **Work Leader report for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Delinquent Real Estate Tax Report** – Portnoff submitted their Delinquent Real Estate Tax Report for the month of March 2025. Total collected was \$629.17. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Delinquent Real Estate Tax Report for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Wage Tax Report** – Berkheimer submitted their Wage Tax Report for the month of March 2025. Total EIT submitted was \$16,065.94 with a commission of \$277.94 and postage charges of \$14.10. Total LST submitted was \$116.50 with a commission of \$2.39 and no postage charges. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Wage Tax report for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Delinquent Garbage Collection Report** – Creditech submitted their Delinquent Garbage Collection Report for the month of February 2025. Total collected was \$1,000 with \$691.50 due to the borough. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Delinquent Garbage Collection report for the month of February 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Receipts** – Total receipts received for the month of March 2025 were \$150,189.12. Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Receipts for the month of March 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

**Bills** – General Fund \$118,210.45, Community Center \$265.68, Sanitation Account \$31,412.61, Street Account \$3,188.73 and Capital Improvement Fund - Borough Building \$2,060.00. Motion was made by Lacey Gonzalez and seconded by Joseph Weber to pay the bills from March 12 - April 8, 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

### **Committee Reports**

**Street Committee** - President Wargo mentioned that the 90 days are up on the temporary parking situation on the 200 block of Ludlow Park. He asked what Council would like to. Mayor Szczecina stated that he received many compliments about the parallel parking and feels that they should keep it that way. Councilwoman Basiago mentioned that she also received good feedback about the parallel parking. Chief Woodward said that he feels that Council should consider keeping the parallel parking because it made it much easier to drive down that block of Ludlow. Council discussed parking during events, and all agreed to allow angle parking during events. Council asked Solicitor Frycklund to amend the ordinance and agreed to purchase new signs. **Motion was made by Marlene Basiago and seconded by Edward Kane to make parallel parking permanent on the 200 block of West Ludlow Street and to allow angle parking only during events.** Motion was opened for comment; none made. Motion carried unanimously by Council.

### **Recreation Committee -**

1. Councilwoman Basiago read the minutes from the April 1, 2025 Recreation Commission meeting.
2. Councilwoman Basiago stated that Kathy Gieniec submitted a grant to the Carbon County Community Foundation in the amount of \$2,000 to purchase new playground equipment.

3. A request was received to move the date for Easter on the Hill. **Motion was made by Jospheh Weber and seconded by Karen Ruzicka to approve the date change for Easter on the Hill to Saturday, April 19, 2025 with a rain date of Sunday, April 20, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. Councilwoman Basiago mentioned that she received a quote from Walters Monument Company to clean the monuments in Ludlow Park. She added that there is a slat that is broken on the bell tower that needs to be repaired, she would like to see the shrubs removed from around the monuments, the boarder around the monuments need to be replaced, the area around the monuments needs to be cleaned up and she would like to see more garbage cans in Ludlow Park. President Wargo mentioned that the borough workers cleaned one or two monuments and feels they did a good job and would be ok with them cleaning the others. Councilwoman Basiago stated that they do look better but they are not completely clean. A brief discussion took place about cleaning the monuments. Council decided that they would have the borough workers clean the three upright monuments to see how they look and then revisit the discussion about hiring someone to do the job. **Motion was made by Jospheh Weber and seconded by Karen Ruzicka to table the quote received from Walters Monument Company until they see what can be done by the borough workers.** Motion was opened for comment; none made. Motion carried unanimously by Council.
5. Councilwoman Basiago said that she spoke with the borough workers, and they said they can remove the shrubs from around the monuments. She will get verification that they were not planted by the Shade Tree Commission or the Legion. She added that the boarder will also need to be replaced and asked if they can get a price as to what it will cost. **Motion was made by Marlene Basiago and seconded by Edward Kane to have the borough workers remove the shrubs around the monuments.** Motion was opened for comment; none made. Motion carried unanimously by Council.
6. Councilwoman Basiago said she has reached out to everyone she could regarding the soldier statue. She recommended that President Wargo see who he could find because she has no more ideas. Vice President Weber asked if Dave had any connections with the group in Gettysburg or from other historical groups. President Wargo said he can make some calls and see if he can get any information. He also stated that the borough workers said they can paint it. Councilwoman Basiago said how are they going to paint it. It needs to look professional. Plus, she does not want it painted. It needs to go back to bronze like it used to be.

#### **Building Committee -**

1. Councilman Kane said that they are waiting for the window to be replaced. The workers followed up with the company and they said it should be within the week.
2. Councilman Kane said that all the china is still over in the community center and that there were no bids on it. They will need to consider what else they can do to get rid of it.

#### **Personnel Committee -**

1. Chief Woodward requested that Officer Tara Strauss be brought to her full rate as of April 10, 2025. **Motion was made by Karen Ruzicka and seconded by Marlene Basiago to bring Officer Strauss up to her full rate of pay starting April 10, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. Borough Secretary, Kira Steber stated that Dana Digilio has been doing an excellent job with the rental inspection program and has reached her 60-day probationary period and requests that she gets a pay increase, as they discussed when she was hired. **Motion was made by Marlene Basiago and seconded by**

**Joseph Weber to approve a rate increase for Dana Digilio of \$13 per hour retroactive from March 24, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council. Councilwoman Gonzalez asked that next time they receive something in writing, so they have more information to go from than just a request on the agenda.

**Emergency Services Committee** - Chief Hoben said that the Easter flower sale is coming up as well as the annual Food Truck Festival and Cornhole Tournament. They recently had a spaghetti dinner, and it went well.

**Sanitation Committee** - President Wargo said he spoke with Councilwoman Gonzalez and they both agreed that they should use the same bid packet that they used for the last contract. Councilwoman Gonzalez said she would like to see recycling removed as an option. It is not that they are against recycling, but they know that the cost of recycling is very high which is why they did not consider it the last time. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to remove recycling as an option from the bid packet.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Economic Development Committee** - Councilwoman Gonzalez said she is still working on the Amusement Tax Ordinance and will do her best to have a draft prepared for the next meeting.

**Motion was made by Joseph Weber and seconded by Lacey Gonzalez to accept the Committee Reports for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

### Communications –

#### **Communications for the Month of March 2024:**

1. Request from William Ginder to hold a celebration for his Great (3) Grandfather – Philip Ginder on May 24, 2025 from 10:00-2:00 p.m. at the gazebo.
  2. Notice of Property Assessment from the Carbon County Board of Assessment and Revision of Taxes
  3. Notice of Occupational Assessment from the Carbon County Board of Assessment and Revision of Taxes
  4. Notice from Systems Design Engineering, Inc. asking for a letter of support from the Summit Hill Planning Commission regarding the Summit Hill Water Authority is intending to submit a Construction Funding/Grant Application to the PA Small Water Grant for grant funds to be used for the Bridge Replacement located in Summit Hill.
  5. March 2023 – March 28, 2024 Executive Summary from PennDOT LTAP
  6. Winter 2025 Newsletter from PennDOT LTAP
  7. Information for the 2025 Annual Conference & Exhibition June 1-4, 2025 in Hershey
- Request from William Ginder to hold a celebration for his Great (3) Grandfather, Philip Ginder. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to approve William Ginder’s request to hold a celebration for Philip Ginder on Saturday, May 24, 2025 from 10:00 am - 2:00 pm at the gazebo.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Joseph Weber and seconded by Lacey Gonzalez to accept communications for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

## Old Business -

1. President Wargo said they discussed amending the Winter Parking Ordinance to remove verbiage from Section 450.38 B-4 to make sure the ordinance matches the signs that are posted around town. Solicitor Frycklund asked that they wait to do anything with this ordinance because they can combine the new parking regulations for Ludlow Street and have on publication for the ordinance. **Motion was made by Joseph Weber and seconded by Karen Ruzicka to table advertising the ordinance so other parking regulations can be added to it.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. President Wargo said they also talked about amending the Real Estate Rental Licensing Ordinance to include an exemption for family. This reads that a Residential Rental License is not required for any Residential Rental Unit that is exclusively occupied by the Owner's spouse, sibling(s), half-sibling(s), grandparent(s), child(red) and/or grandchild(ran), provided that the Owner has completed and submitted to the Code Enforcement Officer a signed, sworn, notarized Owner's Affidavit of Family Occupancy form prescribed by the Borough. They were asked to consider adding first cousins to the definition of family by a property owner. Council discussed the request and did not want to add any more exemptions to the list. They agreed to define it based off the IRS' definition of family and they do not want to go outside of it. **Motion was made by Joseph Weber and seconded by Edward Kane to advertise Ordinance No. 05-2025 to amend the Real Estate Rental Licensing Ordinance to include an exemption for family.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. President Wargo said they have Resolution No. 04-2025 to amend the Special Purpose Parking fee schedule to exempt 501(c)(3) non-profit organizations from the payment of renewal fees to maintain special purpose parking spaces. They will still be responsible for paying the cost of any signs that need to be purchased. Councilwoman Basiago said that the fees that are listed in the resolution are not correct. **Motion was made by Lacey Gonzalez and seconded by Joseph Weber to table the adoption of the resolution until the correct fees are added.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. President Wargo stated that they had talked about disposing or selling the old Christmas lights once the new ones are purchased. Solicitor Frycklund did some research which states if council estimates the fair market value to be less than \$2,000, they can set a price and dispose of them as they see fit as long as they come up with a procedure to dispose of them. He asked if Council would like to sell them by piece or by a lot and what price are they going to set. Council feels they should sell them by piece. They will not be sold until the new lights are received. Councilwoman Basiago said that she will talk to Brian at Display Lights and see if he could give her a value. **Motion was made by Edward Kane and seconded by Joseph Weber to table the discussion of selling/disposing the Christmas lights until further information is received.** Motion was opened for comment; none made. Motion carried unanimously by Council.
5. Kira Steber explained that Council approved the Summer Basketball League to use the courts but there were questions about the waiver. She spoke with Solicitor Frycklund who said that one he created for Pickleball would be fine if the league is willing to use ours and not the one they have. She said that he also verified that it would cover the borough if ever someone would try to sue us.
6. President Wargo said he was contacted by PennDOT last week regarding the drains along SR902. They came out to clean the drains. Ms. Steber informed him that they never addressed the drains on White Bear hill. They did take care of both sides of Bugzie's Mountain.

7. President Wargo stated that they had put together goals for the year and he would like to finalize the list. The goals they discussed are:
  - a. Amusement Tax Ordinance
  - b. Short Term Rental Ordinance
  - c. See more things done with the parks
  - d. Appearance when entering into town
  - e. Get the website up and running
  - f. Complete the new Zoning and SALDO Ordinances
  - g. Borough Emails

President Wargo explained that the amusement tax will be a tax on Games of Skill machines. He suggested looking at including any recreational attractions from businesses who are for profit. Short term rentals include Airbnb and Bed & Breakfast places. He would like to see something specific for the parks to define the goal or is it just a general idea. Councilwoman Gonzalez stated that other borough's set aside half a mill or a quarter mill to dedicate to the parks and the money can only be spent on the parks. It is something to think about and if they are interested in doing it, it would be the ideal way to set aside funds to spend on the parks. Do they want to see the tax dollars raised for this purpose. President Wargo explained that the amusement tax is aimed specifically at recreation. It may provide the money to do some type of recreational based goal. Councilwoman Gonzalez said she feels their goal is to develop a plan including what they want to improve as well as how they are going to obtain the funds to make the improvements in the parks. Councilman Weber said the same thing would apply for the appearance of the entrances into town.

### New Business –

1. Vice President Weber said that there will be celebrations throughout the county. There are a couple of county organizations in place to get input but there is not a countywide 250th event nor is there a specific day for an event. It is a year wide celebration. If anyone is interested, they will gladly pass on the information. **Motion was made by Joseph Weber and seconded by Karen Ruzicka to adopt Resolution No. 03-2025 Supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA)** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by Joseph Weber and seconded by Karen Ruzicka to ratify the motion to request an extension for one additional year for the LSA grant for the Summit Hill Heritage Center project - Contract No. C000073308.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. Councilwoman Basiago explained that if people would sponsor a light they would be recognized in some way or another. They have 24 out of the 33 lights they want to purchase. She was thinking a small monument with a plaque on it would be nice for the people who sponsored a light. It is just a thought and would like input to take back to the committee. The other option would be to put a plaque inside the Community Center. There would be no cost to the borough. Council did not have any objection to the idea. Mary Ann Szczecina stated that the Shade Tree Commission has a display with plaques of the names of

those that donated trees in the Community Center. Vice President Weber said that is a good idea because it is something that you can keep adding to down the road.

4. President Wargo wanted to give notice to the residents that they are going to start sending out the Sewer Transmission Fee letters. The yearly fee is \$100 and will be due by June 1st.
5. **Motion was made by Joseph Weber and seconded by Lacey Gonzalez to transfer \$65,000 from the Sewer Fund to the General Fund for operating expenses with the funds to be reimbursed once tax dollars are received in April.** Motion was opened for comment; none made. Motion carried unanimously by Council. Councilwoman Gonzalez asked if she can be given the total amounts that have been transferred so she can keep an eye on it. She does feel that the amount is not as much as it has been in the past.
6. Spring Cleanup and Electronics Recycling dates have been set.
  - a. Electronics Recycling will be on Saturday, April 12, 2025 from 7-11:00 a.m. and will be for Summit Hill Residents only.
  - b. Spring Cleanup will be on Saturday, April 19, 2025 for East side of town, Knapper's Trailer Court and East and West Mountaintop Road.
  - c. Spring Cleanup will be on Saturday, April 26, 2025 for West side of town, Laurel Drive and East and West Mountaintop Road.

**Motion was made by Lacey Gonzalez and seconded by Joseph Weber to adjourn at 7:26 p.m. until the next regular meeting of the Summit Hill Borough on April 28, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

David Wargo  
Council President

Kira Steber  
Secretary/Treasurer