

**Summit Hill Borough Council**  
**December 9, 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, Karen Ruzicka, Alan Kruslicky, Edward Kane, Marlene Basiago, Solicitor Robert Frycklund and Mayor Jeffrey Szczecina were in attendance. Lacey Gonzalez was absent.

**Sealed Bids** – President Wargo said two bids were received for the 2004 Ford F-550 Dump Truck with plow. Bid #1 - Family Motors Too in the amount of \$3,157. Bid #2 – Mark Krajcirik in the amount of \$5,000.

**Motion was made by Alan Kruslicky and seconded by Karen Ruzicka to accept the bid from Mark Krajcirik in the amount of \$5,000.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Floor** –

1. James Kryznefski, 16 North Elm Street, presented a parking ticket that he received during plowing. He mentioned that two days went by after the last storm and they still did not put the signs up to move the vehicle. He temporarily parked his vehicle to carry groceries into his home and when he went out to move it, there was a ticket on the window. He has lived here for seven years, and they have always put up the temporary signs on the telephone poles. President Wargo explained that the signs he is referring to are up all year long. Mr. Kryznefski said the blue and white signs are there but the day they are going to plow they come and post the street. Chief Woodward said they put temporary signs up for street sweeping but the snow plowing signs are always posted. Mr. Kryznefski apologized that he must have gotten the signs confused but did ask for mercy and consideration to get rid of the ticket. He has always moved his vehicle but temporarily parked there to unload and put away his groceries. Mayor Szczecina said the road crew followed the ordinance, as per the signs on the poles. President Wargo explained that even if the signs are not posted, they still have snow regulations in place. The signs are there as a courtesy. Council cannot correct parking tickets. It will need to be taken up with the magistrate if he wants to contest the ticket. Mr. Kryznefski said the officer told him that he would have to come to Council about the ticket. Chief Woodward explained that after every snowstorm, before plowing begins, he starts at 7:30 a.m. driving around hitting the siren and announcing that vehicles need to be moved. Approximately an hour later he will go back around and ticket vehicles that have not moved. The reason he was instructed to come to a Council meeting was if he had questions about the ordinance. As he explained to him, it is the police's job to enforce the ordinances. It is Council's job to create the ordinances. If he had questions about the law, then he would need to talk to Council.

Janet Watto, 232 South Chestnut Street, asked about the 3-inch rule. Is it after 3 inches the same day or the next day. President Wargo explained that curb to curb plowing will begin at 8:00 a.m. following the completion of a storm. They do whatever they can to clear the streets as fast as possible.

Mayor Szczecina stated that he gets the same question all the time. He tells everyone that upon the accumulation of 3 inches of snow, or more, do not park on the South and East sides of the street until it is plowed to the curb. Once that is done, then do not park on the North and West sides of the street. He also gets calls about vehicles that do not get a ticket because they do not move. The neighbors get mad when they have to shovel or snow blow the street because of that vehicle. President Wargo added that if a person does not move their vehicle, police are authorized by the winter parking regulations to have the vehicle towed because it is a public safety issue. They are very judicious about towing vehicles, but it is well in their rights to tow them.

**Minutes** – Motion was made by Joseph Weber and seconded by Karen Ruzicka to approve the meeting minutes from the November 11, 2025 Council meeting. Motion opened for comment; none made. Motion carried unanimously by Council.

**Mayor's Report** – Mayor Szczecina read the Mayor's report. Total collected from the District Justice was \$435.16 and from Carbon County was \$196.89. He added that Christmas on the Hill will be on December 14<sup>th</sup> and thanked Kathy Geiniec and the Recreation Commission for everything that they do. He thanked Tom Tirpak of North East Chemical for his generous donations towards Christmas on the Hill over the past few years. Thanked Chief Woodward and his family for distributing the stuffed animals to the kids at the event for the past four years. Last year Walter's Monument donated money to purchase the stuffed animals. Thanked the organizations from the Legion; the Post for donating \$200, the SALs for donating \$200 and the Ladies Auxiliary for donating \$100 to pay for the trolley. Mayor Szczecina thanked Chief Woodward and the police department for doing a great job, they cover for each other, and there are no issues with the police department. They always help each other out when there are scheduled vacations or someone calls in sick. The Chief is bothered at home every day, even if he is off or on vacation. He also thanked Kira Steber for everything. President Wargo thanked Mayor Szczecina for four years of hard work that he gave to the borough and for the leadership that he gave to the police department. He feels the department has thrived during his term. He wished him all the best. He set a very lofty goal for the next mayor. He appreciates him, all that he has done, and it was a pleasure working closely with him to help and be successful. Kira Steber added that not only did the Mayor support the police department, but he always supported the borough workers, secretaries, and those in the Water Authority. He helped when needed and stuck up for all of us, as he did for his police department. She greatly appreciates everything he has done and stated that it was a pleasure working with him as well. **Motion was made by Marlene Basiago and seconded by Alan Kruslicky to accept the mayor's report for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Police Report** – Chief Woodward read the monthly report. Chief Woodward stated that they could not have asked for a better Mayor. The support and guidance that he has given them plus his background from the State Police. Even though he has only been Mayor for four years, it has been the best four years he has every spent in the department. He appreciates everything that he has done and wished him well.

President Wargo said they did receive applications for the full-time police position. Chief Woodward stated that two applications were received for the position and he needs Council's approval to accept the applications and to move forward with the testing process. President Wargo asked if Council wanted to accept the applications that were received or do they want to advertise again to see if they receive more applications. Chief Woodward added that he would love to be able to receive more applicants, however, it is tough getting more because we cannot compete with other police departments out of the area who are paying more. **Motion was made by Alan Kruslicky and seconded by Marlene Basiago to accept the submission of the two applicants and start the testing process.** Motion opened for comment; none made. Motion carried unanimously by Council. **Motion was made by Edward Kane and seconded by Karen Ruzicka to accept the Police report for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

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

**UCC, Code Enforcement and Rental Inspection Reports** – Kira Steber mentioned that there were questions about how the report is written at last month's meeting. She spoke with Ralph and he has removed all the previous year's items unless they are still an open matter. As for the rental inspection report, it will be more time for him and his secretary to include all the additional items they requested. As Ralph pointed out, the borough does have their own secretary who is managing the program, and she can provide the information requested. If they are looking for more specifics, they can stop in the office to look at the files, or she can talk

to her about creating a separate report. President Wargo mentioned setting up a meeting in the New Year to discuss the next steps of the program and see what information they would like to see in a report from Dana. **Motion was made by Edward Kane and seconded by Alan Kruslicky to accept the UCC, Code Enforcement and Rental Inspection reports for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Work Leader Report** – Kira Steber mentioned that they were lucky to be able to use Lansford’s bucket truck to put up flags and Christmas lights due to the borough’s truck needing work. **Motion was made by Alan Kruslicky and seconded by Edward Kane to accept the Work Leader report for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Tax Collector Report** – Nathan Halenar, Tax Collector submitted his Tax Collector Report for the month of November 2025. Total collected was \$352.00 in Occupation Taxes, \$3176.00 in Per Capita Taxes, \$10,648.49 in Real Estate Taxes with a commission of \$334.33. **Motion was made by Joseph Weber and seconded by Marlene Basiago to accept the Tax Collector Report for the month of November 2025.** Motion 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 November 2025. Total collected was \$4,462.76 in Delinquent Real Estate Taxes. **Motion was made by Marlene Basiago and seconded by Alan Kruslicky to accept the Delinquent Real Estate Tax Report for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Wage Tax Report** – Berkheimer submitted their Wage Tax Report for the month of November 2025. Total EIT submitted was \$60,967.21 with a commission of \$1,054.73 and postage charges of \$45.89. Total LST submitted was \$1,819.74 with a commission of \$37.30, and postage charges of \$7.70. Total DLT submitted was \$476.29 in delinquent Occupation Assessment Tax and \$157.65 in Per Capita Tax. **Motion was made by Karen Ruzicka and seconded by Edward Kane to accept the Wage Tax report for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Delinquent Garbage Collection Report** – No report received at this time

**Receipts** – Total receipts received for the month of November 2025 were \$115,357.78. **Motion was made by Joseph Weber and seconded by Marlene Basiago to accept the Receipts for the month of November 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Bills** – General Fund \$97,340.48, Local Services Tax \$45.00, Community Center \$541.56, Street Lighting \$4,580.56, Sanitation Account \$28,273.72, and Liquid Fuels Account \$1,508.17. **Motion was made by Joseph Weber and seconded by Alan Kruslicky to pay the bills from November 12 – December 9, 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

### **Committee Reports**

**Recreation Committee** – Kathy Gienece spoke with Justin about decorating the gazebo. He would like to light the park up as a big reveal on Sunday to start the event. She will talk to him about having some lights on just so it is not so dark when people show up. She also thanked Mayor Szczecina for everything that he has done for the Recreation Commission over the past four years. He told her that if there is anything they need to let him know and he stepped up and got them a lot of donations they would have never asked for. He is leaving very big shoes to fill. He elevated the commission, the community center, and the town.

**Building Committee** – Councilman Kane stated that the ceiling in the storage room has been replaced and Ronnie does have LED motion sensor lights for outside the borough building. He is just trying to figure out how to wire them.

**Sanitation Committee** – Kira Steber mentioned that letters will be going out to all residents notifying them of the changes in billing due to the new contract and will also include information with the garbage rules and regulations. She also mentioned that they will not take any garbage that is placed in barrels/drums due to liability issues for the company.

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

### **Communications** –

- Request from Terri Kane, Summit Hill Hootenanny Committee, asking for permission to use Ludlow Park for the 13<sup>th</sup> Annual Hootenanny on Sunday, June 28, 2026 from 11:00 a.m. until 8:00 p.m. **Motion was made by Marlene Basiago and seconded by Karen Ruzicka to approve the request to hold the Summit Hill Hootenanny in Ludlow Park on Sunday, June 28, 2026 from 11:00 a.m. until 8:00 p.m. and to grant permission of the other requests that have been granted in previous years.** Motion opened for comment; none made. Motion carried unanimously by Council. Edward Kane abstained due to sitting on the committee.
- Letter from the Lehighon Ambulance Association requesting consideration for financial support for 2026. President Wargo said he does not believe that there is anything that can do to act on it at this time because the budget is already done. He would recommend they send the letter earlier so that it can be considered at budget time.

**Motion was made by Alan Kruslicky and seconded by Karen Ruzicka to accept communications for from November 11 – December 9, 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

### **Old Business** -

1. Councilwoman Basiago mentioned that she received contact information to reach out regarding AEDs. She did reach out and asked for information but still had not heard from anyone.
2. Solicitor Frycklund explained that he incorporated all of Ralph's suggestions for the 2024 International Property Maintenance Code, but there were a few conflicts with some of the provisions with the 2012 version, which they passed in February. He did cross reference the two but will need another month to tighten it up before they advertise. **Motion was made by Edward Kane and seconded by Alan Kruslicky to table advertising the ordinance to adopt the 2024 International Property Maintenance Code until the solicitor can finalize a few open items.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. Solicitor Frycklund mentioned that East Penn Township's engineer is putting together a Data Center Ordinance that he expects to review. It will be a few more months until it is finalized because it is pretty sophisticated.
4. Kira Steber mentioned that Councilman Weber provided a copy of a Solar Field Ordinance from Jim Thorpe last month, which Council was to review. President Wargo stated that something needs to be done but feels they should wait until the new Council is seated to act on it.

## New Business –

1. **Motion was made by Jospheh Weber and seconded by Karen Ruzicka to adopt Ordinance No. 07-2025 to establish rules and regulations for short-term rentals and establish penalties and violations.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by Jospheh Weber and seconded by Edward Kane to adopt Ordinance No. 08-2025 to establish an Amusement Tax for operation of mechanical amusement devices, provide collection and enforcement and establish penalties and violations.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. **Motion was made by Karen Ruzicka and seconded by Joseph Weber to adopt Ordinance No. 09-2025 amending Chapter 83 of the Code to reduce the number of voting members on the Summit Hill Recreation Commission from seven (7) to five (5) members.** Motion opened for comment; none made. Motion carried unanimously by Council.
4. Kira Steber mentioned that Chief Woodward requested to amend Chapter 17 – Article VI Item 17-40 of the Civil Service Commission to change the twelve-month probationary period to a six-month probationary period to match the SOPs. Chief Woodward would like to take a further look at it before they move forward. **Motion was made by Alan Kruslicky and seconded by Edward Kane to table the request until Chief Woodward reviews it further.** Motion opened for comment; none made. Motion carried unanimously by Council.
5. President Wargo said they have been presented with the 2026 budget with a 3 mill increase. Council has worked hard since August to try and balance the budget. They not only sat in meetings but also spent countless hours outside the meetings to try and make a responsible decision to allow the town to thrive. Unfortunately, the rising costs of things that have hit them as well. A vast majority of the budget is due to costs beyond their control, which includes health insurance, liability insurance, workers' compensation, and the general cost of everything that has gone up drastically over the past year. They have tried as hard as they could to cut it to the bone, but this is the minimal amount they can responsibly do to make sure the town is financially sound. Kira Steber added that they did shop around for other insurances, but this is the best that they have for the upcoming year.

Joan Morana, 104 East Ludlow Street, asked what cost cutting measurers have they taken as far as insurance and employees paying more into it. President Wargo said they do have contracts with the Teamsters and the Police so they are not able to change any deductibles until contract negotiations, which will happen in the next year. It will be looked into as one of the items to adjust. Ms. Morana said her concern is that people are not going to be able to afford this increase and will start moving out of town. President Wargo explained that to adopt a lesser mileage would put the borough in a deficit. People are moving out but the properties are also being purchased. Ms. Morana expressed that the people who are moving into this town are not the people who used to live here. She fears that this will run all the good people out. President Wargo told Ms. Morana to take a copy of the budget with her and if she has any suggestions as to what they can do to cut costs to bring them back to Council. They do have an opportunity to reopen the budget in January. Councilman Kruslicky explained that the increases are not something they could control or even budget for. He agrees that her concerns are valid but unfortunately even if they knew this last year and raised the mills 1.5 mills, they would still be short another 1.5 mills this year. He added that grants that used to come to the community are not there anymore either. When they fixed the heating system, which cost around \$60,000 or more, no one heard about it because they had grant money to pay for it. President Wargo stated that there are two separate ways to look at it. One is to raise things steadily every year in order to deal with years like this or you do not raise them until you absolutely have to. They are not the only borough that has tried to minimize the impact on the taxpayers by not raising taxes unless they absolutely had to. They should have looked at the philosophy of raising

small increases throughout the years to avoid having to raise taxes at a hefty sum, like what is happening now. They cannot fix the past, but they can be more responsible as they move forward.

**Motion was made by Marlene Basiago and seconded by Alan Kruslicky to tentatively adopt the 2026 budget with a three (3) mill increase and Income/Expenses of \$1,657,119.** Motion opened for comment; none made. Motion carried unanimously by Council.

6. President Wargo said they need to appoint a delegate and an alternate to the Carbon County Tax Collection Committee. Vice President Weber said the meetings are during the day and they need an 80% attendance rate to hold the meeting. From a borough standpoint, there is not much that involves them. It basically comes down to the school districts because they have a lot more voting power. The meetings are virtual and are held once or twice a year, even though they are supposed to be quarterly. **Motion was made by Alan Kruslicky and seconded by Joseph Weber to appoint Marlene Basiago as the delegate and Kira Steber as the alternate delegate to the Carbon County Tax Collection Committee.** Motion opened for comment; none made. Motion carried unanimously by Council.
7. **Motion was made by Karen Ruzicka and seconded by Joseph Weber to table the discussion of the 537 Plan for the sewer system until more information is obtained.** Motion opened for comment; none made. Motion carried unanimously by Council.
8. Kira Steber updated Council on the new billing system with Diversified. They are still working on building the system, they talk once a week to keep things moving and the goal is still January 1<sup>st</sup>.
9. Kira Steber updated Council on the completion of the new website. They have started putting it all together and looking to have everything completed and up and running within the first quarter of the new year. It will not be released until it is a complete project.
10. President Wargo mentioned that they need to set a date to hold a special meeting to adopt the 2026 budget. **Motion was made by Alan Kruslicky and seconded by Edward Kane to advertise a special meeting to adopt the 2026 budget on Monday, December 22, 2025 at 8:00 a.m.** Motion opened for comment; none made. Motion carried unanimously by Council.
11. Kira Steber said they need to set the 2026 meeting dates for Council, Zoning Hearing Board, and the Planning Commission. **Motion was made by Marlene Basiago and second by Alan Kruslicky to set the 2026 meeting dates for Council on January 5<sup>th</sup> for reorganization with the monthly meetings to be held the 2<sup>nd</sup> Tuesday of each month starting at 6:30 p.m., the Zoning Hearing Board meetings will be held the 2<sup>nd</sup> Wednesday of each month starting at 7:00 p.m. as needed and the Planning Commission meetings will be held the 3<sup>rd</sup> Wednesday of each month starting at 7:00 p.m. as needed.** Motion opened for comment; none made. Motion carried unanimously by Council.

President Wargo thanked Alan Kruslicky for his service to Council for the last two years; he will be missed. He wished him well.

President Wargo wished everyone a Merry Christmas and Happy New Year.

**Motion was made by Karen Ruzicka and seconded by Alan Kruslicky to adjourn the meeting at 7:19 p.m. until the next meeting of the Summit Hill Borough on December 22, 2025.** Motion opened for comment; none made. Motion carried unanimously by Council.

David Wargo  
Council President

Kira Steber  
Secretary/Treasurer