

**Summit Hill Borough Council**  
**March 10, 2026, 6:30 p.m. Borough Hall**

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

Council observed a moment of silence in honor of Harry Miller, former Councilman, who passed away.

Council extended thoughts and prayers to President David Wargo during his time of sickness.

**Roll Call** – Vice President Joseph Weber, Joan Morana, Sherri Buzik, Edward Kane, Marlene Basiago, Solicitor Robert Frycklund and Mayor Karen Ruzicka were in attendance. President Wargo (excused due to illness) and Lacey Gonzalez were absent.

**Floor** –

1. Joseph Barone, 728 East White Bear Drive, inquired if all residents and/or property owners required to pay a garbage bill. Ms. Steber said that the only people who are exempt would be businesses or restaurants who have a dumpster and show proof that they have a contract with a company for the dumpster. Other than businesses, every resident is responsible for paying the garbage bill. There are no exceptions. Mr. Barone asked if there is anyone who pays the bill but does not use the service. Councilwoman Basiago stated that she pays two garbage bills. One for her house in White Bear and one for her parents' house in town. She only uses the service at the property in town because she does not want the animals getting a hold of the garbage in White Bear. Mayor Ruzicka stated that she also pays two garbage bills. One for her house and one for a vacant house that she owns. Mr. Barone asked if there are discounts given to senior citizens because other areas give discounts. Vice President Weber said he is not aware of any places in the area who give discounts. He does know that the contract is provided as a lump sum bill but then it is divided by the amount of homes in town. If they were to give a discount to senior citizens, they would have to upcharge to offset the difference. Mr. Barone asked what happens to those that do not pay their bill. Vice President Weber said the accounts get turned over to a collection agency and eventually the borough gets the money. A brief discussion took place about the bidding procedure for the garbage contract.

Mr. Barone asked what other services are provided by the Borough to the residents of East and West White Bear Drive. Vice President Weber said they get police protect and streetlights. Mr. Barone mentioned that a past council member said he was going to eliminate streetlights in White Bear and never did. There is a waste of services right there. There is no other service provided to those in White Bear. Councilwoman Basiago said they get police and fire services, as well as a water system for fire hydrants on West White Bear Drive. Mr. Barone mentioned that the state plows the road in White Bear, not the borough. His point is that those living in White Bear are not provided with the same services as the residents in town. Every year there are multiple power outages in the White Bear area. If a resident installs a generator at there house, does the borough charge a fee. Vice President Weber said they would need a permit for inspection due to electrical service to the generator, as per the state law.

2. Fred Evans, 28 East Fell Street, asked about half-double homes that are being split into three and four different apartments. Are they getting a garbage bill and a water bill for each unit. Ms. Steber confirmed that each unit does get a garbage bill. As for water, if there is one meter on the property, they will get one bill. Mr. Evans stated that he only puts a few bags of garbage out a year, which he calculated will cost him \$96 per bag. He would like to put a dumpster in his driveway to dispose of his garbage. Vice President Weber said even if he would do that, he would still be responsible to pay a garbage bill. The borough is legally obligated to provide garbage services to the residents of town and each resident needs to pay a bill. Mr. Evans asked why the gas station is allowed to have a dumpster and he is not allowed. Vice President Weber explained they are a business and will generate more than 5 bags a week. A discussion took place

about the rate increase and the contract. Mr. Evans asked who he needs to contact if his garbage is not collected and who he should send the administrative fee to if he must make that phone call. Vice President Weber said any issues or misses need to be reported to the borough office and there no administrative fee involved. Mr. Evans said if he is making a phone call to tell the garbage company to do their job, then he is charging an administrative fee and will get an attorney. Solicitor Frycklund encouraged Mr. Evans to obtain an attorney.

**Motion was made by Sherri Buzik and seconded by Joan Morana to enter an executive session to discuss Personnel matters at 6:47 p.m.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Marlene Basiago and seconded by Edward Kane to enter back into regular session at 7:01 p.m.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Minutes – Motion was made by Marlene Basiago and seconded by Sherri Buzik to approve the meeting minutes from the February 10, 2026 Council meeting.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Mayor’s Report –** Mayor Ruzicka read the Mayor’s report. Total collected from the District Justice was \$349.73 and from Carbon County was \$327.39. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the mayor’s report for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Police Report –** Chief Woodward read the monthly report. **Motion was made by Edward Kane and seconded by Marlene Basiago to accept the Police report for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Planning and Zoning – Motion was made by Marlene Basiago and seconded by Joan Morana to accept the Planning and Zoning report for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**UCC, Code Enforcement and Rental Inspection Reports –** Councilwoman Buzik questioned a property listed under the Code Compliance report. It has been on the list since May and was wondering if the site has been cleaned up. Ms. Steber explained that it has been cleaned up but the property recently changed hands and the new owner may not have had the property inspected yet. Once it is inspected and passes, then the status of the property will be habitable and will be removed from the report. Councilwoman Buzik also questioned some of the properties listed on the report for the Rental Inspections. There are a few properties that failed inspection and re-inspection, yet people are still living in the home. What is the timeframe for them to get the issues addressed and re-inspected. Ms. Steber stated that this is where Dana is going to have to stay on top of it. Even if Lehigh Engineering gives someone 15 days, it is the borough’s responsibility to follow up with the property owners to get the property up to code and re-inspection scheduled. She also noted that Lehigh Engineering is having problems with scheduling inspections. The homeowner will schedule it but not show up for the inspection or Lehigh Engineering keeps calling and leaving messages to have them schedule an inspection and they never get a return call. **Motion was made by Sherri Buzik and seconded by Edward Kane to accept the UCC, Code Enforcement and Rental Inspection reports for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Work Leader Report –** Councilwoman Morana was approached by some residents who asked why the loader is being used to clear the sidewalks at the borough building. Vice President stated that the damage to the steps is probably due more to age then the loader. He recommended buying a snow blower to keep at the borough building to use on the sidewalks, not the loader. **Motion was made by Edward Kane and seconded by Marlen Basiago to accept the Work Leader report for the month of February 2026.** 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 February 2026. Total collected was \$2,819.91 in Delinquent Real Estate Taxes. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the Delinquent Real Estate Tax Report for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Wage Tax Report** – Berkheimer submitted their Wage Tax Report for the month of February 2026. Total EIT submitted was \$63,451.52 with a commission of \$1,097.71 and postage charges of \$84.84. Total LST submitted was \$1,327.76 with a commission of \$27.22 and postage charges of \$1.89. Total DLT submitted was \$185.15 in delinquent Occupation Assessment Tax and \$78.69 in Per Capita Tax. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the Wage Tax report for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Delinquent Garbage Collection Report** – Nothing to report at this time.

**Receipts** – Total receipts received for the month of February 2026 were \$235,582.70. **Motion was made by Edward Kane and seconded by Joan Morana to accept the Receipts for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Bills** – General Fund \$124,546.63, Local Services Tax \$29.11, Community Center \$466.56, Street Lighting \$4,870.96, Sanitation Account \$72,222.67, Rental Property Account \$4,310.54, and Liquid Fuels Account \$2,033.25. **Motion was made by Sherri Buzik and seconded by Joseph Weber to pay the bills from February 11 – March 10, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

### **Committee Reports**

#### **Street Committee –**

1. Councilman Kane stated that Truck 1 had a water pump replaced, Truck 2 had an air dryer go bad and they have started filling potholes.
2. Ms. Steber said that they had another person put their name in for the Emergency Call List. She had the insurance company run his information and it came back clear. **Motion was made by Marlene Basiago and seconded by Joseph Weber to approve the updated Emergency Call List for the Borough.** Motion opened for comment; none made. Motion carried unanimously by Council.

#### **Police Committee –**

1. **Motion was made by Sherri Buzik and seconded by Edward Kane to readvertise for the full-time police position.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by Marlene Basiago and seconded by Edward Kane to advertise for part-time police officers.** Motion opened for comment; none made. Motion carried unanimously by Council.

#### **Infrastructure Committee –**

1. Councilwoman Basiago attended the Sewer Authority meeting in February. They held their reorganization of officers and committees. They are going to start the bidding process for the sewer project, and the bids will be opened at the end of February. Starting April, the fees for the sewer bills are increasing to \$75 for the minimum on the first 8,000 gallons of water and for every 1,000 gallons of water used over the 8,000

gallons with be an additional \$20. Shut off will cost \$250 and \$50 to turn the water service back on. The next meeting will be held this Thursday, which she plans on attending.

2. She also attended the Water Authority meeting they discussed the letter of support from the borough for a grant they applied for and will be applying for an additional grant in the near future.
3. As for Power and Lights, she is not doing anything at this time because of the problems they had with the Christmas lights. She will talk to PPL once the weather gets warmer.

**Recreation Committee** – Councilwoman Morana noted the upcoming events for the Recreation Commission.

- a. Easter on the Hill – March 28<sup>th</sup> at 1:00 p.m. with a rain date of April 4<sup>th</sup>
  - b. Pysanky Egg Painting Event – March 24<sup>th</sup> at 8:00 p.m. with a cost of \$25 per person
  - c. Spring Flowers Paint & Sip – April 24<sup>th</sup> from 6:00 – 8:00 p.m. with a cost of \$35 per person
  - d. Breakfast sandwich sale on Memorial Day
  - e. Possibility of selling T-shirts on Memorial for the 250 Anniversary of America
  - f. Planning an event for the 250 Anniversary Celebration
1. Councilwoman Basiago questioned a discussion they had about purchasing a school bus shelter, as it states in their minutes, and wants to know why Rec would be taking care of this. Kathy Gieniec explained that someone mentioned to members of Rec that out of three bus stop only one of them has a shelter for the kids to stand in. They said they would look into it. Ms. Steber said the bus shelters were donated years ago. There are currently two but the one up by the cemetery is no longer used because the bus comes a different way so the kids wont stand in it because it is right next to the ambulance garage's driveway. The Ludlow Park bus stop does not have a shelter. The one at the post office is not being used either.
  2. **Motion was made by Sherri Buzik and seconded by Edward Kane to approve the request from the Recreation Commission to hold a 250<sup>th</sup> Celebration of America on July 4, 2026 from 12:00 – 6:00 p.m. with events being held in Ludlow Park and the Community Center.** Motion opened for comment; none made. Motion carried unanimously by Council. Ms. Gieniec said they will also be holding a basket raffle that day if anyone is interested in donating one.

**Building Committee** –

1. Councilman Kane stated that the work leader submitted a price to purchase a heater for the police garage. Total cost is \$1,479.28, compared to the \$12,000 quote received from HT Lyons. A brief discussion took place about when to purchase the heater. Council decided to hold off on this and bring it back for discussion in May.
2. Councilman Kane spoke to the work leader about adding additional lights outside the borough office. With the weather getting nicer, he will be installing the lights. Councilwoman Basiago asked if he talked to him about solar lights. Councilman Kane said he did but the lights they have were already purchased. He also spoke to him about the steps. Mr. Yuricheck told him that he feels they can fix them.

**Emergency Services Committee** – Councilwoman Buzik noted the upcoming events for the Fire Company.

- a. Easter Flower Sale – March 28 – 29, 2026
- b. Spaghetti Dinner – April 18, 2026

They continue to do training every Monday and Thursday. They are also looking for fire police. If anyone is interested, they should stop at the fire department and pick up an application.

## Special Purpose Parking Committee –

1. 43 East White Street – Councilwoman Buzik stated that she attempted numerous times to reach the applicant with no avail. After reviewing the application again, she said the applicant cannot walk far distances because of his breathing, which the doctor stated he has moderate issues with the breathing. His medical practitioner lists a slew of medical issues that he has and her take on it is to approve the spot. Based on the way his property is laid out, he has one step to get into the home which is easier for him compared to the distance he would have to walk from the rear of the property. **Motion was made by Sherri Buzik and seconded by Joan Morana to approve the Special Purpose Parking Space for the applicant at 43 East White Street.** Motion opened for comment; none made. Motion carried by majority vote with Marlene Basiago opposing.
2. 25 East Hazard Street – Councilwoman Buzik stated that she wants to table this application until she has more time to review it and talk to the applicant. **Motion was made by Sherri Buzik and seconded by Edward Kane to table the Special Purpose Parking Space for the applicant at 25 East Hazard Street until further information is obtained.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Economic Development Committee** – Councilwoman Basiago attended a meeting with Lansford and the Pocono Mountain Visitors Bureau. PMVB had three trolley tours for Lansford where they went around to various places and businesses. They will be doing it again because they felt it was a success and are really pushing for tourism in this area. They started with Lansford because they have the mine tours. It will start again in June with tours being held twice a month on a Saturday, with two tours a day, and will run until November. She asked if they would be going to other communities. They said they will be going to other communities once they are sure that tourists will come to Lansford then they will bring them to Summit Hill. They are also doing tours in Lehigh. She stated that PMVB is investing a ton of money to promote tourism and improve the economy and appearance. She would like to encourage people to support tours and support the businesses in the area. Eventually the 911 Trail will be established for bikers and hikers. They are working on a project for Memorial Park, which would be an asset to the tour because it is a historical park. The Historical Society is right across the street from Memorial Park and hopefully the Heritage Attraction will happen, which will add to what they have to offer.

Fred Evans suggested using Ginder Field for parking to have a trolley take people to Jim Thorpe. Vice President Weber explained that there was a state grant in the 1970s that says the Ginder Field is in perpetuity assigned a recreation facility. They are not allowed to do anything else with it other than keep it as a recreational facility. If they change the status of it, they can be fined. There were some things brought to their attention when the park area of the Ginder was refurbished with the playground equipment.

**Motion was made by Marlene Basiago and seconded by Sherri Buzik to accept the Committee Reports for the month of February 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Communications** – **Motion was made by Marlene Basiago and seconded by Joseph Weber to accept communications from February 11 – March 10, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

## **Old Business** -

1. Ms. Steber said Council wanted to talk to Solicitor Frycklund about making the East Side of North Walnut Street “No Parking.” Vice President Weber explained the complaint received. He asked what needs to be done to make this side of the block no parking. Solicitor Frycklund asked to have time to review it and get back to them next month. There is a possibility that engineering and traffic studies need to be done.

Councilwoman Buzik said that she traveled that way to check it out and she could barely get her car through that area because of cars being parked on both sides.

2. Councilwoman Basiago had some additional items in the fee schedule that she would like to discuss.
  - Administrative Fees – Returned Check Fees. The banks no longer charge a fee for returned checks, but they do charge for overdrafts. Depending on the bank, you can be charged anywhere between \$20 - \$28.
  - Civil Service – Application Fee. She spoke with the Chief, and he suggested decreasing the application fee from \$50 to \$40.
  - Dumpsters – Other communities have charged a flat fees for dumpsters and they only allow the permit to be good for two weeks. The average amount seems to be \$40.
  - Hearings – Zoning Hearing Board and Planning Commission – Other communities charge \$1,000 per each hearing.
  - Parking Tickets – She spoke to the Chief about the fees, and he recommended keeping a regular parking ticket at \$25 but increase a snow parking ticket to \$50. Chief Woodward stated that Lansford Borough charges \$75 for snow parking.

**Motion was made by Sherri Buzik and seconded by Edward Kane to table the Fee Schedule discussion until April, so a list of changes can be put together.** Motion opened for comment; none made. Motion carried unanimously by Council.

#### New Business –

1. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to ratify the motion to submit an LSA Monroe County Grant application on behalf of the Summit Hill Water Authority for the proposed Phase 1 of Funding for the Clear Well Replacement Project.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to adopt Resolution No. 03-2026 to enter an Intermunicipal Agreement with the Lansford and Coaldale Boroughs and the CLSH Sewer Authority relative to payment of a pro-rata portion of a capital investment in the COVID-H20 grant project relative to sewer lines.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. **Motion was made by Sherri Buzik and seconded by Joan Morana to adopt Resolution No. 04-2026 to request a Single Application for Assistance grant in the amount of \$763,149.54 from DCED’s LSA Fund Monroe County for Phase 1 of Funding for the Clear Well Replacement and to designate David Wargo and Kira Steber as the officials to execute all documents.** Motion opened for comment; none made. Motion carried unanimously by Council.
4. **Motion was made by Sherri Buzik and seconded by Joseph Weber to allow the Memorial Park Renovation Committee to apply for a Pocono Mountain Visitors Bureau Beautification Grant and give a letter of support from the Borough for the project.** Motion opened for comment; none made. Motion carried by majority vote with Marlene Basiago abstaining because of being the Chair of the committee.
5. **Motion was made by Sherri Buzik and seconded by Joan Morana to allow the Memorial Park Renovation Committee to apply for a T-Mobile Hometown Grant and give a letter of support from the Borough for the project.** Motion opened for comment; none made. Motion carried by majority vote with Marlene Basiago abstaining because of being the Chair of the committee.

6. **Motion was made by Sherri Buzik and seconded by Joseph Weber to allow the Borough to apply for the Greenways, Trails, and Recreation Program grant on behalf of the Memorial Park Renovation Committee and to give a letter of support from the Borough for the project.** Motion opened for comment; none made. Motion carried by majority vote with Marlene Basiago abstaining because of being the Chair of the committee.
  
7. Spring Cleanup and Electronics Recycling dates have been set.
  - a. Spring Cleanup will be on Saturday, April 11, 2026 for East side of town, Knepper’s Trailer Court and East and West Mountaintop Road.
  - b. Spring Cleanup will be on Saturday, April 18, 2026 for West side of town, Laurel Drive and East and West Mountaintop Road.
  - c. Electronics Recycling will be on Saturday, May 16, 2026 from 7-11:00 a.m. and will be for Summit Hill Residents only.
  - d. Ms. Steber noted that anyone looking to dispose of tires must come to the borough to register the tires and place a tag on them or the hauler will not take them.
  
8. **Motion was made by Edward Kane and seconded by Marlene Basiago to transfer \$50,000 from the Sewer Fund into the General Fund for Operating Expenses with the funds to be returned once taxes are collected in April.** Motion opened for comment; none made. Motion carried unanimously by Council.
  
9. Mayor Ruzicka mentioned that the Panther Valley Blueprint Community is going to be part of the Pick Up the Poconos Day on April 25, 2026 with a rain date of May 2, 2026. Anyone interested must sign up by Friday, April 17, 2026, by 5:00 p.m. Councilwoman Buzik said if they are looking for assistance from the fire police and/or fire department members, they should write a letter so that it can be approved at the Fire Co. meeting next week.

**Motion was made by Sherri Buzik and seconded by Joan Morana to adjourn the meeting at 8: p.m. until the next meeting of the Summit Hill Borough on April 14, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Joseph Weber  
Council Vice President

Kira Steber  
Secretary/Treasurer