

Summit Hill Borough Council
August 12, 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, Alan Kruslicky, Solicitor Robert Frycklund and Mayor Jeffrey Szczecina were in attendance. Edward Kane and Marlene Basiago were absent.

Floor – No discussion from the floor.

Minutes – **Motion was made by Joseph Weber and seconded by Alan Kruslicky to approve the meeting minutes from the July 16, 2025 Council meeting.** 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 \$881.50 and from Carbon County was \$223.00. **Motion was made by Joseph Weber and seconded by David Wargo to accept the mayor’s report for the month of July 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

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

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

UCC, Code Enforcement and Rental Inspection Reports – **Motion was made by Alan Kruslicky and seconded by Joseph Weber to accept the UCC and Code Enforcement report for the month of July 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Work Leader Report – **Motion was made by Alan Kruslicky and seconded by Lacey Gonzalez to accept the Work Leader report for the month of July 2025.** Motion was 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 July 2025. Total collected was \$1,450.00 in Occupation Taxes, \$675.00 in Per Capita Taxes, \$56,075.59 in Real Estate Taxes and a commission of \$1,746.02. **Motion was made by Karen Ruzicka and seconded by Lacey Gonzalez to accept the Tax Collector Report for the month of July 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 July 2025. Total collected was \$1,149.82 in Delinquent Real Estate Taxes and \$248.18 in Notice Expense Reimbursement. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Delinquent Real Estate Tax Report for the month of July 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council. President Wargo gave an update on the discussion Council had with Portnoff regarding their additional collection services. They will discuss it further under new business.

Wage Tax Report – Berkheimer submitted their Wage Tax Report for the month of July 2025. Total EIT submitted was \$22,605.13 with a commission of \$391.07 and postage charges of \$1.26. Total LST submitted was \$2,515.86 with a commission of \$51.58 and postage charges of \$66.71. Total DLT submitted was \$621.00

in delinquent Occupation Assessment Tax and \$344.90 in Per Capita Tax. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Wage Tax report for the month of July 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 July 2025. Total collections from Creditech were \$1,294.01, from the Borough was \$432.00, commission owed to Creditech of \$368.50 and total due to the Borough of \$925.51. **Motion was made by Alan Kruslicky and seconded by Lacey Gonzalez to accept the Delinquent Garbage Collection report for the month of July 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Receipts – Total receipts received for the month of July 2025 were \$198,925.46. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to accept the Receipts for the month of July 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Bills – General Fund \$274,102.50, Local Services Tax \$52.84, Community Center \$318.87, Street Lighting \$4,462.41, Sanitation Account \$28,848.66, Liquid Fuels Account \$45,794.63 and Capital Improvement Fund – Police \$25,557.94. Councilwoman Ruzicka questioned the expense for the Heritage Center. Kira Steber explained that the Borough received the grant on their behalf, so they had to pay the bills. She also noted that the deposit of the grant was listed in the receipts. Councilwoman Gonzalez asked that in the future it be more detailed and state that it is a grant. **Motion was made by Joseph Weber and seconded by Karen Ruzicka to pay the bills from July 17 – August 12, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Committee Reports

Streets – Councilman Kruslicky gave an update on the parks. The pavilions and the garage have been painted in the Ginder and park benches in Bill Black have been repaired and painted. Councilwoman Ruzicka asked if he could have the workers blacktop around the inlets that were repaired because the stone is getting washed out with the storms. Councilman Kruslicky stated that he will talk to them, but he does know that they need to let the ground and stone settle before blacktopping.

Recreation Committee –

1. August 5, 2025 meeting minutes.
2. Request from Recreation Commission to hold Movie Night in Ludlow Park on Tuesday, 8/20/25, with Jay Smar playing from 6-7 p.m. with the movie starting at dusk. **Motion was made by Alan Kruslicky and seconded by Joseph Weber to approve the request from the Recreation Commission to hold the Back-to-School Movie Night in the Park event on Tuesday, August 20, 2025 starting at dusk with a rain date of August 27, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. Request from Recreation Commission to move the exercise class from Wednesday night to Thursday night on a temporary basis while yoga classes are suspended. **Motion was made by Joseph Weber and seconded by Karen Ruzicka to allow the exercise class to be held on Thursday nights on a temporary basis.** Motion opened for comment; none made. Motion carried unanimously by Council.
4. Kira Steber informed Council that the Recreation Commission gave the borough a check in the amount of \$500 towards purchasing paint and mulch.

Motion was made by Alan Kruslicky and seconded by Karen Ruzicka to go into an Executive Session at 6:19 p.m. to discuss personnel matters. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Joseph Weber and seconded by Karen Ruzicka to enter back into Regular Session at 6:20 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

Personnel Committee – Kira Steber requested a salary increase for the Assistant Secretary. She stated that Samantha has taken on extra tasks in the office, takes responsibility for office matters in her absence, learning additional aspects of her job to help with the workload and is now overseeing the Sewer Transmission Fee billing on top of her other duties. **Motion was made by Alan Kruslicky and seconded by Lacey Gonzalez to increase Assistant Secretary, Samantha Jones, salary to \$17.00 per hour effective immediately.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Karen Ruzicka and seconded by Lacey Gonzalez to accept the Committee Reports for the month of July 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

Communications –

- Request from Kevin Steber, Safety Officer and President, asking for support and submission of a Monroe County LSA grant in the amount of approximately \$75,000 to purchase P25-compliant portable and mobile radios as part of Carbon County’s ongoing countywide radio communications upgrade. **Motion was made by Joseph Weber and seconded by Lacey Gonzalez to approve the request from the Diligence Fire Co. No. 1 to apply for a Monroe County Local Share Account (LSA) grant and for the Borough to submit the grant on their behalf in the amount of \$75,000 to purchase P25-complaint portable and mobile radios for the fire department.** Motion was opened for comment; none made. Motion carried unanimously by Council.

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

Old Business -

1. Council discussed the Short-Term Rental ordinance and went over the suggestions that were made at the special meeting held on August 4, 2025. President Wargo said he will work putting together the ordinance and will present a draft at the September meeting.
2. Council discussed the Amusement Tax Ordinance. Councilwoman Gonzalez asked if there is any reason to keep the mechanical device ordinance separate from a facilities amusement tax ordinance. Solicitor Frycklund said it is a policy question but there is no legal reason as to why they could not be combined. You are depending on people to look for mechanical amusement tax within the facilities amusement tax. President Wargo asked if they could name it a recreational and mechanical ordinance. Solicitor Frycklund said it would not be an issue and now that everything is codified you can find it more easily to search online. Councilwoman Gonzalez stated that since part of the ordinance was contested and one part defended, she did not want it to be rejected. President Wargo mentioned that there is usually a severability clause so if one item gets rejected or denied by court it will not affect the rest of the ordinance. Solicitor Frycklund assured Council that this ordinance will have a severability clause in it.
3. Kira Steber said that Council talked about adding a section to Ordinance No. 05 in the Winter Parking Ordinance about dumping snow in the parks before they advertise the changes that were made. She is just waiting to receive an updated copy to present to Council.

4. Solicitor Frycklund explained that he is waiting to hear from Lehigh Engineering with comments about the 2024 version of the International Property Maintenance Code before drafting an ordinance.

New Business –

1. **Motion was made by Joseph Weber and seconded by Alan Kruslicky to approve the adoption agreement with Pennsylvania Municipal Retirement System (PMRS) to amend the Municipal Retirement Pension Plan for the Police.** Motion opened for comment. Kira Steber explained that this is a yearly thing that is done along with a resolution to waive the contributions for the Police. Councilwoman Gonzalez asked if the fund is fully funded and there would be no reason to have to contribute. No further comment made. Motion carried unanimously by Council.
2. President Wargo stated that after further discuss he realized that the re-inspection fee for the Rental Inspection program is too high and would like to consider lowering the cost. Lehigh Engineering is only charging \$50 to re-inspect and Dana does not have much to do with re-inspections. He feels it is only fair to reduce the fee to make sure they fall in line with what is customary and fair. A brief discussion took place. **Motion was made by Alan Kruslicky and seconded by Karen Ruzicka to reduce the re-inspection fee for rental inspections to \$100.00 effective immediately.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. President Wargo explained that they met with a contingent few members of Lansford Council to discuss the possibility of a police regionalization study. Lansford is willing to approach DCED, who will do a free study for police regionalization for the towns. It will be at no cost to the boroughs, but they would still need to authorize and give consent to participate in the study. They are interested in the possibility of the one town subcontracting the other town. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to participate in a Police Regionalization study with Lansford from DCED at no cost to the Borough.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. President Wargo also mentioned that at the meeting they discussed a possibility of forming a garbage authority to service the towns. He gave a history of the towns collecting their own garbage years ago. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to participate in a Sanitation Authority study with Lansford from DCED at no cost to the Borough.** Motion was opened for comment; none made. Motion carried unanimously by Council.
5. President Wargo said they were presented with a proposal from Diversified Billing System as an option to move their current billing over to their system. This would take effect in January 2026. They are being used by several other authorities, who have given good references for Diversified. The total amount for the first year would be \$16,040.00, which includes the setup. The cost for ongoing yearly fees will be \$5,600.00. Kira Steber stated that currently that are paying around \$8,000 or more for the year with MuniBilling. She added that there are a lot more features with Diversified's system then they currently have. The current contract with MuniBilling will expire at the end of the year and she knows that the costs will increase again. Council asked her to get information from MuniBilling as to what the new cost will be starting in 2026. **Motion was made by Lacey Gonzalez and seconded by Alan Kruslicky to table the proposal from Diversified Billing System until more information is obtained.** Motion was opened for comment; none made. Motion carried unanimously by Council.
6. President Wargo mentioned that they had talked with Portnoff regarding their additional services for collection of delinquent sanitation and sewer transmission fees. Currently Creditech is collecting the delinquent sanitation for the Borough. Councilwoman Ruzicka asked if this will solve the problem of people getting the delinquent notice, coming to the office to pay and the Borough having to reimburse the collection agency. Kira Steber mentioned that there is a way to set it up in the system that at the end of each year you can send the list to Portnoff and the balance will not carry over to the new year billing, but it will still be in the system to credit the account when payment is received from Portnoff. It was also

recommended that a yearly report is sent instead of quarterly, as is being done now. Councilwoman Gonzalez said that it is also recommended that before the list is sent off to Portnoff a letter be sent to those on the delinquent list stating what the extra cost will be if it is sent to collections. **Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to transfer collection services from Creditech to Portnoff Law Associates to collect all lienable items that are collected by the Summit Hill Borough effective January 1, 2026.** Motion was opened for comment; none made. Motion carried unanimously by Council.

7. President Wargo explained that when the original conversation took place with PPL about adding the new Christmas lights to the poles, there would be no cost to the Borough. In a recent conversation with the scheduling department, it was mentioned that there will be a cost of \$365.00 per pole to add the sensors, which comes to a total of \$4,745.00. He suggested that the Borough pay \$2,500.00 towards the cost since there was such a great effort in raising money to purchase the lights. Councilwoman Gonzalez asked where the borough funds are coming from to pay towards the cost and how many of the Christmas lights are located on or around borough owned property; meaning how many are in front of resident’s homes versus in front of the parks. President Wargo explained that the current lights are on Ludlow Street. Kira Steber stated that additional ones will be on the highway, at the intersection of East & West White Bear Drive and East & West Mountaintop Road. They wanted to be able to have lights at the entrances coming into and leaving town. President Wargo added that places were not picked because of who lives there, they were selected because they make sense. The money would come from a Capital Improvement Fund. **Motion was made by Alan Kruslicky and seconded by David Wargo to pay \$2,500.00 towards the installation of thirteen (13) sensors for the new Christmas lights.** Motion was opened for comment; none made. Roll call vote taken.

David Wargo	Yes	
Joseph Weber	Yes	
Lacey Gonzalez	No	She would prefer to spend the money in another park or somewhere else because the committee has the funds to cover the costs.
Karen Ruzicka	No	
Alan Kruslicky	Yes	

Motion carried by majority vote.

8. President Wargo noted that it was brought to their attention that there is no AED in the Community Center and was asked by Councilwoman Basiago to look into purchasing one. Ms. Williams asked if they could call either St. Luke’s or Lehigh Valley to see if they could donate one to the borough. Councilman Kruslicky said to also get prices.
9. Kira Steber explained that Keystone Technology informed her that they are still having issues with Microsoft and that is the holdup with emails.
10. Kira Steber said she reached out to Bob, but he was out of the office for the week. She will follow up with him once he comes back.
11. Council agreed to meet on September 15, October 6 & 20, November 17, and December 1, 2025 to work on the 2026 budget. Meetings will be held at 7:00 p.m. in the Council Chambers. **Motion was made by Joseph Weber and seconded by Alan Kruslicky to hold budget meetings at 7:00 p.m. on September 15, October 6 and 20, November 17 and December 1, 2025 in the Council Chambers.** Motion was opened for comment; none made. Motion carried unanimously by Council.

12. Fall Cleanup Dates are October 18 and 25, 2025.

- October 18, 2025 – East side of town along with Knepper’s Trailer Ct. and East & West White Bear Dr.
- October 25, 2025 – West side of town along with Laurel Dr. and East & West Mountaintop Road

Motion was made by Alan Kruslicky and seconded by Lacey Gonzalez to enter into an Executive Session to discuss personnel matters and possible real estate transaction at 7:19 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Alan Kruslicky and seconded by Joseph Weber to enter back into Regular Session at 8:20 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Lacey Gonzalez and seconded by Karen Ruzicka to adjourn the meeting at 8:21 p.m. until the next regular meeting of the Summit Hill Borough on September 9, 2025. Motion was opened for comment; none made. Motion carried unanimously by Council.

David Wargo
Council President

Kira Steber
Secretary/Treasurer