

**Summit Hill Borough Council**  
**May 12, 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.

**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). Lacey Gonzalez was absent.

**Floor** –

1. Nicollette Scheitrum, 14 West Amidon Street, returned to further discuss the dog issues in town. There have been multiple instances since she was at the last meeting. What do they do if the police are not in the office when they call. There was a woman walking her dog without a leash on multiple occasions and both she and her father addressed her about it. The woman responded that the police see her all the time and never say anything to her about it. Chief Woodward stated that if they are not at the station, they should call the non-emergency number to the communications center, and they will contact the officer on duty. Ms. Scheitrum asked what they should do if the police cannot respond right away and the person is walking away. Should they follow them because they do not know who they are or where they live. She also wanted to know if the police are being proactive when they see dogs off the leash. She has seen people walk right by the police station with their dog off the leash. Chief Woodward said to let them know what direction the person is heading. He mentioned that he has addressed dog issues with his officers and will do it again. If they do see it, they are to take action without being called.
2. Gina Filer, 24 West Walter Street, following up from the last meeting. She was wondering if the borough could put an article in the paper that lists all the ordinances. Coaldale Borough did it and feels we may get the word out by doing it too. Solicitor Frycklund said that it is up to the editorial staff at the Times News if they want to run an article in the newspaper.
3. Barbara Boyd, 24 East Ludlow Street, mentioned the property located at 36 East Ludlow Street. The property is a mess and now there are pigeons living in the building. Children enter the building, the steps are rotted, the floors are rotted and now the building is filled with pigeons. The property needs to be ripped down because it is a safety hazard. Vice President Weber said the issue they have with that property is locating the property owner. There is a new program available with the county for blighted property, and they can add it to the list.
4. Pat Williams, 313 East White Street, inquired about rental properties and wanted to know if a property owner who has multiple properties must follow the same rental regulations as someone who owns one property. There is a property by her that is a rental and one person started moving out and a new person was moving in at the same time. Shouldn't they be made to display moving permits. Kira Steber explained that there is too much personal information on a moving permit to have it displayed. Vice President Weber said anyone can call the office to report the property. They will check the list to see if they are registered as a rental property and if they are not, they will make sure to reach out to the homeowner.

**Minutes** – **Motion was made by Sherri Buzik and seconded by Marlene Basiago to approve the meeting minutes from the April 14, 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 \$587.29 and from Carbon County was \$388.33. **Motion was made by Marlene Basiago and seconded by Edward Kane to accept the mayor's report for the month of April 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Police Report** – Chief Woodward read the monthly report. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to readvertise the Full-Time Police position.** Motion opened for comment; none made. Motion carried unanimously by Council. **Motion was made by Marlene Basiago and seconded by Joan Morana to hire Jarod Afflerbach as a part-time officer for the police department.** Motion opened for comment; none made. Motion carried unanimously by Council. **Motion was made by Sherri Buzik and seconded by Joan Morana to accept the Police report for the month of April 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Mayor Ruzicka swore in Jarred Afflerbach as an officer for the borough.

**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 April 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**UCC, Code Enforcement and Rental Inspection Reports** – Councilwoman Basiago said that she spoke with Dana who stated that she gave Lehigh Engineering a list of properties at the end of last year and nothing has been done with any of it. Kira Steber explained that Lehigh Engineering, as well as Dana, are having issues contacting the property owners or the property owners schedule an inspection and do not show up. Vice President Weber said if property owners do not want to follow the rules, then we must take the next step and have the tenant evicted. If landlords do not want to conform, then they can go be a landlord somewhere else. Mayor Ruzicka asked if the Airbnb ordinance is being enforced. Ms. Steber said the idea of having Dana manage the Airbnb's was discussed but a final decision was not made. **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 April 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Work Leader Report** – Councilwoman Basiago mentioned the issue of Summit Hill doing more than the other towns when it comes to Shared Services. We gave more than what we received. Ms. Steber said in the past they had the members of the Street Committees from each town hold a meeting. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the Work Leader report for the month of April 2026.** 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 April 2026. Total collected was \$2,675.40 in Occupation Taxes, \$2,278.50 in Per Capita Taxes and \$217,151.59 in Real Estate Taxes. **Motion was made by Edward Kane and seconded by Sherri Buzik to accept the Tax Collector Report for the month of April 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 April 2026. Total collected was \$3,454.00 in Delinquent Real Estate Taxes and \$604.52 in Expense Reimbursement. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the Delinquent Real Estate Tax Report for the month of April 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 April 2026. Total EIT submitted was \$26,611.73 with a commission of \$460.38 and postage charges of \$31.77. Total LST submitted was \$3,161.58 with a commission of \$64.81 and postage charges of \$25.34. Total DLT submitted was \$57.14 in delinquent Occupation Assessment Tax and \$27.50 in Per Capita Tax. **Motion was made by Marlene Basiago and seconded by Joan Morana to accept the Wage Tax report for the month of April 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 April 2026 were \$479,488.37. **Motion was made by Sherri Buzik and seconded by Edward Kane to accept the Receipts for the month of April 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Bills** – General Fund \$123,073.88, Local Services Tax \$90.15, Community Center \$699.80, Street Lighting \$4,845.80, Sanitation Account \$49,542.41, Liquid Fuels Account \$9,903.36 and Sewer Fund of \$50,000. **Motion was made by Edward Kane and seconded by Sherri Buzik to pay the bills from April 15 – May 12, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

### **Committee Reports**

**Street Committee** – Notice of payment of Liquid Fuels for 2026 in the amount of \$102,691.29.

**Infrastructure Committee** – Councilwoman Basiago mentioned that the sewer project has begun. They started in Coaldale and will be working their way through each town cleaning and cameraing the lines. The Water Authority is looking for other grants and is discussing the bridge that is on their property at the pumphouse.

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

- a. Memorial Day Breakfast sandwich sale – May 25<sup>th</sup> prior to the parade
- b. Selling T-shirts on Memorial Day for the 250 Anniversary of America
- c. 250<sup>th</sup> Anniversary of America – There will be two bands playing at the event. Will be working with the Fire Co., who will be selling beverages. Looking for volunteers to help with the event and donations of baskets for a basket raffle and a bake sale. Baskets can be dropped off with a member of the Recreation Commission or at the Borough office. Profits made from the basket and bake sale will help pay for the entertainment.
- d. Townwide Yard Sale – July 11<sup>th</sup> with the last day to get placed on the map being July 8<sup>th</sup>. There is a \$5.00 fee to get on the map, and you can register at the borough office.

**Building Committee** – Councilman Kane noted that two letters were received for cleaning, but he suggested advertising again. Ms. Steber added that the two names received were not recommended.

**Emergency Services Committee** – Councilwoman Buzik said she received information from Commissioner Nothstein asking for all boroughs to write a letter of support to increase the 9-1-1 surcharge for the county. Legislators passed the state budget under Fiscal code Act 1A of 2025 with no increase for another three years. She asked them to review the information for discussion at the next Council meeting. The burn ban was lifted on May 10<sup>th</sup>. The food truck festival, corn hole tournament and basket raffle will be held on May 23<sup>rd</sup>. They are looking for permission to block off a portion of Ludlow Street for the festival. **Motion was made by Marlene Basiago and seconded by Edward Kane to block off West Ludlow Street between Market and Walnut Street from 6 – 8 p.m.**

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

### **Communications** –

- a. Request from Tom Vermillion, Memorial Day Parade Committee Chairman, for assistance from the Summit Hill Police and Fire Police at the parade on Monday, May 25, 2026 and to have the parade route and areas around Ludlow Park be designated “No Parking”. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to grant permission to the Summit Hill Parade Committee to have the Summit Hill Police and Fire Police assist with the parade and to have the**

**requested streets marked “No Parking” along the parade route and Ludlow Park.** Motion opened for comment; none made. Motion carried unanimously by Council.

- b. Request from the Summit Hill Historical Society to use the gazebo in Ludlow Park for entertainment from Jay Smar. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to grant permission to the Summit Hill Historical Society to use the gazebo in Ludlow Park on June 2, 2026 from 6 – 7 p.m. for entertainment from Jay Smar.** Motion was opened for comment; none made. Motion carried unanimously by Council.
- c. Request from Rev. Eric Gruber regarding the annual church festival. **Motion was made by Marlene Basiago and seconded by Edward Kane to approve the request from Rev. Eric Gruber to hold their annual festival from July 17 – 19, 2026 and to block off the requested streets during the festival.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Sherri Buzik and seconded by Joan Morana to accept communications from April 15 – May 12, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

### Old Business -

- 1. Kira Steber said she put together a list of all the suggested changes to the fee schedule, as discussed at the last two Council meetings. She recommended that as they are going through the list Council notes which fees they agree on so that she can update the resolution for adoption and then they can further discuss the other fees later.

Fees that were agreed upon change.

- Returned Check Fee from \$25 to \$35 per check
- Civil Service Application Fee from \$50 to \$40
- Hearing Fees:
  - o Appeals Board \$550 for residential and \$600 for commercial
  - o Planning Commission from \$250 to \$1,000 with the balance of the fee being returned to the applicant
  - o Zoning Hearing Board from \$500 to \$1,000 with the balance of the fee being returned to the applicant
- Street Opening Permit:
  - o Borough Permit fee from \$25 to \$50
  - o Opening less than thirty-two (32) square feet from \$700 to \$1,000
  - o Opening more than thirty-two (32) square feet from \$1,400 to \$1,700

Fees that were discussed and will need to be added by ordinance:

- Dumpster Permits – take away the breakdown of the fees by dumpster size and change the permit timeframe from 30 days to 14 days and have a flat fee for any size dumpster. If the dumpster is there longer than 14 days, charge an additional \$25. Kira Steber also recommended making sure to put a stipulation in the ordinance that dumpsters cannot be on the street during winter months. Council had also discussed leaving it as it is.
- Hearing Fees to add:
  - o Secretary/Transcript – make it an hourly fee. Solicitor Frycklund stated the cost should be per page
  - o Additional Hearings – \$250

- Cancellation of Hearing – \$125
  - Joint Commission of Boards/Borough Council – \$3,000
  - Property Maintenance Appeal – \$350 for residential and \$400 for commercial
  - Property Maintenance Board – \$450 for residential and \$500 for commercial
  - Suggested a refund of fee to be returned after all expenses are paid.
  - Parking Tickets:
    - Snow Ordinance – \$75
    - Street Sweeping – \$25
    - Handicap Parking – Need to put another sign on the pole to change a fine
  - Community Center Rental Fees – Need to review and discuss the weekday and weekend rates further.
  - Sidewalks – A new ordinance will have to be written since there is not one already on the books.
  - Line Painting – Initial Fee of \$50 with a \$25 fee to have lines repainted
2. Councilwoman Basiago asked if they could put no parking on the west side of North Walnut Street from Ludlow to White Street for 90 days. Solicitor Frycklund said that will not be an issue.

### **New Business –**

1. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to ratify the motion to allow the Panther Valley School District to hold their Summer Food Program twice a week at the gazebo in Ludlow Park.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. Councilwoman Buzik presented Council with an ordinance that would establish a volunteer service credit program for volunteer members of volunteer fire companies. She explained how the ordinance would work. Councilwoman Basiago asked if there were 25 firemen that qualify for the tax credit would Council have to put money aside in the budget to give each member \$150. Councilwoman Buzik stated that Council would have to pay the tax credit, but you will not know until the end of December of each year. She is hoping that this will be an incentive to get more people to join the fire department. They are grateful for the volunteers that they have but they need more to join. She will talk to the Fire Chief and President about the ordinance and bring it back to the table. She asked that Council also look over the ordinance.
3. Vice President Weber read a letter of resignation from Councilwoman Lacey Gonzalez-Horan. **Motion was made by Sherri Buzik and seconded by Joan Morana to accept the resignation from Lacey Gonzalez-Horan from her seat on Council.** Motion opened for comment; none made. Motion carried unanimously by Council. Council will accept letters of interest to fill the vacant Council seat by 4:00 p.m. on Thursday, May 28, 2026.
4. Vice President Weber read a letter of resignation from Jeffrey Szczecina from the Sewer Authority. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to accept the letter of resignation from Jeffrey Szczecina from his seat on the CLSH Sewer Authority Board.** Motion opened for comment; none made. Motion carried unanimously by Council. Council will accept letters of interest to fill the vacant seat on the Sewer Authority Board by 4:00 p.m. on Thursday, May 28, 2026.
5. Councilwoman Basiago stated that she will be applying for a grant through the Pocono Mountain Visitors Bureau. It will be a combined grant for Memorial Park and the borough. The grant is up to \$10,000 and is limited as to what you can apply for. This year is for garbage clean up, trash and recyclables, park, and trail beautification. She is planning to purchase four garbage containers for Memorial Park, purchasing mulch for the playgrounds and Ludlow Park, and renting a Harley rake to do the paths at the Ginder, renew the track and clean up the play area in Bill Black Park.

6. Electronics Recycling will be on Saturday, May 16, 2026 from 7 – 11 a.m. with the drop off location along the Ginder Field. ID will be required. Ms. Steber stated that if you own a home in town but do not live here, they will accept a copy of your deed and your ID.

### **Special Purpose Parking –**

1. Request from Ian Miller to have a van accessible handicap parking space and sign installed at the business location at 41-43 West Ludlow Street as per the UCC requirement for a business. Councilwoman Buzik inquired if the spot could be placed up the street where the curb is already cut out. Ms. Steber explained that due to regulations, it must be so many feet from the main entrance. Councilwoman Basiago said that is not necessarily true. It says the shortest accessible area to the door but the issue with putting it in front of the business is the slope of the street is greater. When she had her business in the area, she had a few people fall because of slipping on the ice and snow. If a ramp is put in front of the entrance, they will end up with a swamp that will freeze which will upset the other businesses that are there. Her recommendation is to put the space at the corner of the block by Market Street. This will allow for a wider space for a van, as per the requirements, and the ramp is already there. Ms. Steber said she spoke to Mr. Miller who stated that the inspector said they would need to put it near their entrance and make a curb cut. Vice President Weber said a survey would tell them if that can be used for a handicap parking space. If this a true ADA handicap spot, anyone can essentially park in it. He suggested reaching out to ARRO Engineering to find out the requirements. Ms. Steber read the notes from the inspector to Mr. Miller.
  - Once a permit is approved for handicap van accessible sign, remove one of the existing sidewalks and that portion of the curb. Pour new sidewalk and curb in conjunction of the ADA approved dimensions. Create a slopped entrance to the property for easy wheelchair accessibility over the existing door sill.

**Motion was made by Marlene Basiago and seconded by Joseph Weber until further information can be obtained from ARRO.** Motion opened for comment; none made. Motion carried unanimously by Council.

2. Request from Ian Miller to move the special purpose parking sign from Midas Touch at 46 West Ludlow Street to the new business across the street at 41-43 West Ludlow Street. **Motion was made by Sherri Buzik and seconded by Joan Morana to move the Special Purpose Parking sign from 46 West Ludlow Street to 41-43 West Ludlow Street once the occupancy permit is obtained.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to approve Application No. 03 for Special Purpose Parking.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Sherri Buzik and seconded by Marlene Basiago to adjourn the meeting at 8:03 p.m. until the next meeting of the Summit Hill Borough on May 28, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Joseph Weber  
Council Vice President

Kira Steber  
Secretary/Treasurer