

**Summit Hill Borough Council**  
**May 13, 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, Alan Kruslicky, Edward Kane, Marlene Basiago, Solicitor Robert Frycklund and Mayor Jeffrey Szczecina were in attendance. Vice President Joseph Weber, Lacey Gonzalez, and Karen Ruzicka were absent.

Mayor Szczecina presented 17-year-old Panther Valley High School Student and Athlete, Brenda Banks, a necklace with a quote from Muhammad Ali etched in it that reads “Champions are not made in the gym. Champions are made from something they have deep inside of them - a desire, a dream, a vision.” Mayor Szczecina added that he feels this is exactly what Brenda has.

Brenda Banks has been wrestling since she started high school and instantly became a Championship Caliber Wrestler. Throughout her wrestling years she was the Heavy Weight District 11 Champion, PIAA State Champion multiple times, took 4th place in the National Junior Woman’s Championship, District 11 Champion multiple times, Regional Champion, competed in the 16U National Championship tournament, where she became the 16U National Champion. Brenda will be competing in the 2024-2025 National tournament that is upcoming in North Dakota. Brenda also holds the Panther Valley Track and Field School Record in the Shot Put with a throw of 36 feet 6 inches and enjoys playing the piano and reading in her spare time. Brenda plans to study Political Science and Criminal Justice and pursue a career in the field of law. Brenda was congratulated by all for her amazing accomplishments and on becoming a role model for so many in the Panther Valley Community.

President Wargo asked everyone to stand for a moment of silence in honor of Wayne Gryzik, member of the Summit Hill Water Authority, who recently passed.

**Floor** – No comments from the floor.

**Minutes** – **Motion was made by Marlene Basiago and seconded by Edward Kane to approve the meeting minutes from the April 8 and April 28, 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 \$882.43 and from Carbon County was \$953.36. **Motion was made by Marlene Basiago and seconded by Edward Kane to accept the mayor’s report for the month of April 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 Edward Kane and seconded by Alan Kruslicky to accept the Police report for the month of April 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 Alan Kruslicky to accept the Planning and Zoning report for the month of April 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**UCC, Code Enforcement and Rental Inspection Reports** – **Motion was made by Edward Kane and seconded by Marlene Basiago to accept the UCC and Code Enforcement report for the month of April 2025.** Motion was opened for comment. Motion carried unanimously by Council.

**Work Leader Report** – Councilwoman Basiago asked if the borough workers can remove the pickle ball items from the Little League courts. She said everything is ruined. **Motion was made by Alan Kruslicky and seconded by Edward Kane to accept the Work Leader report for the month of April 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 April 2025. Total collected was \$2,773.40 in Occupation Taxes, \$2,317.70 in Per Capita Taxes and \$197,036.39 in Real Estate Taxes. Motion was made by Alan Kruslicky and seconded by Marlene Basiago to accept the Tax Collector Report for the month of April 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 April 2025. Total collected was \$6,422.54 in Delinquent Real Estate Taxes and \$339.92 in Reimbursable Expenses. President Wargo said that they correspondence from Portnoff to offer to extend their services to include the collection of delinquent utility accounts, such as trash, water, and stormwater fees. He asked that everyone think about it, and they will discuss it next month. **Motion was made by Edward Kane and seconded by Alan Kruslicky to accept the Delinquent Real Estate Tax Report for the month of April 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 April 2025. Total EIT submitted was \$18,473.30 with a commission of \$319.59 and postage charges of \$60.28. Total LST submitted was \$2,186.01 with a commission of \$44.81 and postage charges of \$5.75. **Motion was made by Alan Kruslicky and seconded by Marlene Basiago to accept the Wage Tax report for the month of April 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 March 2025. Total collected from Creditech was \$180, total collected from the Borough was \$3,371.03 with \$662.76 due to Creditech. **Motion was made by Marlene Basiago and seconded by David Wargo to accept the Delinquent Garbage Collection report for the month of March 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Receipts** – Total receipts received for the month of April 2025 were \$\$334,849.90. **Motion was made by Marlene Basiago and seconded by Alan Kruslicky to accept the Receipts for the month of April 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Bills** – General Fund \$162,529.82, Local Services Tax \$52.96, Community Center \$838.56, Street Lighting \$9,056.72, Sanitation Account \$28,879.50, Liquid Fuels Account \$2,111.20 and Sewer Fund \$65,000. **Motion was made by Alan Kruslicky and seconded by Edward Kane to pay the bills from April 9-May 13, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

### **Committee Reports**

**Recreation Committee** - Councilwoman Basiago said the Recreation Commission will be selling breakfast sandwiches before the Memorial Day Parade and they had around 140 children attend Easter on the Hill.

**Building Committee** - Councilman Kane reported that the broken window in the Community Center has been replaced.

**Emergency Services Committee** - Councilwoman Basiago mentioned that the Fire Company will be selling geraniums for Memorial Day, and they will be holding their annual Cornhole tournament and Food Truck Festival on Saturday, May 24, 2025. There will be a band from 3-6 p.m., a basket raffle and vendors. They

will also have a table there to encourage young adults, 14 years of age or older, to join as a junior fireman and are also looking for fire police, 18 years of age or older, because they are in need of volunteers.

**Sanitation** - President Wargo said they were given a copy of bid proposal for sanitation services. Councilwoman Basiago asked about the hours of operation, as stated in the packet. It states that they are not supposed to start until 6:00 a.m. and was wondering if it was a new rule. Ms. Steber explained that it has always been there, but they usually start much earlier. Councilwoman Basiago also noted that in the packet it reads that people are not to put their garbage out until after 12:00 p.m. the day before collection and there are lots of people who have it out by 8:00 a.m. and would like to see it enforced. President Wargo said that it falls under the ordinance and that is why it is written that way. Ms. Steber asked if everyone was ok with the bid packet and when they would like them to be due. She suggested 4:00 p.m. on the day of the next meeting, which is June 10th. **Motion was made by Marlene Basiago and seconded by Alan Kruslicky to advertise the proposal for bids for sanitation services to be due by 4:00 p.m. on Tuesday, June 10, 2025 with the bids to be opened at the Council meeting that evening at 6:00 p.m.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Edward Kane and seconded by Alan Kruslicky to accept the Committee Reports for the month of April 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

### Communications –

#### **Communications for the Month of April/May 2025:**

1. Request from the Knights of Columbus of the Panther Valley to use the gazebo area in Ludlow Park on August 10, 2025 from 11:00 a.m. to 6:00 p.m. to help support the Carbon County Animal Shelter and to have a food truck on site with proceeds going to the shelter.
2. Request from the residents of the 100 block of South Chestnut Street to have permission to close the block down on July 4, 2025 for a potluck with neighbors and to allow safety for the children.
3. Letter from Critical Systems Generator Services offering their services.
4. Notice of Property Assessment from Carbon County Board of Assessment and Revision of Taxes
5. Notice of Occupation Assessment from Carbon County Board of Assessment and Revision of Taxes
6. Pennsylvania Department of Transportation
  - a. Information on Transportation Technologies – Information Systems (GIS) and Drones for Municipal Transportation Uses
  - b. PennDOT Technical Information Sheet #131 for Spring 2025
  - c. PennDOT Spring 2025 Newsletter
- Request from the Knights of Columbus of the Panther Valley to use the gazebo area in Ludlow Park on August 10, 2025 from 11:00 a.m. - 6:00 p.m. to help support the Carbon County Animal Shelter. There will be no dogs on site but would like to have collection sites for donations. They would also like to have a food truck on site with proceeds going to the shelter. They do not see the need for police to assist unless Council feels otherwise. **Motion was made by Marlene Basiago and second by Alan Kruslicky to approve the request from the Knights of Columbus of the Panther Valley to hold an event to help support the Carbon County Animal Shelter on August 10, 2025 from 11:00 a.m. - 6:00 p.m.** Motion was opened for comment; none made. Motion carried unanimously by Council.

- Request from the Residents of the 100 block of South Chestnut Street for permission to close down the block on July 4, 2025 for a potluck with neighbors and to allow safety for the children. Council discussed the request and asked for more details like times, will they be setting up tables on the street and wonder why two residents did not sign the request. President Wargo mentioned that they make it clear that fireworks are not allowed. **Motion was made by Edward Kane and seconded by Alan Kruslicky to table the request until further information is obtained regarding the event.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Alan Kruslicky and seconded by Edward Kane to accept communications for the month of April 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

**Old Business -**

1. President Wargo said a meeting was held with the rental inspector to discuss the rental inspection process with will be starting soon. There were questions about the procedures that were laid out. One thing they did not have was a Notice of Violation document, which had been provided. Solicitor Frycklund stated that he already reviewed it, but the issue is who will administer the NOV, the program administrator or the Code Enforcement Officer. He said Borough Council has the right to designate anyone to issue the violation. Whoever issues the violation will need to be able to testify if it will go in front of the magistrate. He said it would be easier for him if Officer Strauss issued the NOVs because then they would not have to change the ordinance. President Wargo stated that when it comes time to issue the NOV it would be up to Officer Strauss' schedule. She would just need to report back to the administrator as too when the violation was served. **Motion was made by Edward Kane and seconded by Marlene Basiago to approve the Notice of Violation form for the Residential Rental License program.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. President Wargo stated that an Owner's Affidavit of Family Occupancy has been provided by Solicitor Frycklund, which goes along with the term "family" as defined by the IRS. Councilwoman Basiago mentioned that in the document it mentioned certificate and it should be license. Councilman Kane stated that it says "I" on the affidavit and was wondering if there were multiple people would they have to change it to "We." Solicitor Frycklund explained it would be difficult to do an affidavit for a group of people. They would need one person who is on the deed to complete the affidavit. **Motion was made by Marlene Basiago and seconded by David Wargo to approve the Owner's Affidavit of Family Occupancy document for the Residential Rental License program with the changes.** Motion was opened for comment; none made. Motion carried unanimously by Council.
3. President Wargo said they need to advertise the amendment to Chapter 450 to clear up the discrepancy with parking in the allies during a snow/ice storm. Chief Woodward asked for clarification of the change that is being made. **Motion was made by Marlene Basiago and seconded by Edward Kane to advertise Ordinance No. 05-2025 amending Chapter 450 - Vehicles and Traffic.** Motion was opened for comment; none made. Motion carried unanimously by Council.
4. President Wargo stated that Councilwoman Gonzalez was working on gathering information regarding short term rentals but has not provided anything yet. Ms. Steber provided information to Council regarding short term rentals in the new zoning ordinance. President Wargo read what is written in the zoning ordinance. If Council wants to add things to the ordinance, they will need to discuss it when the zoning ordinance comes before them for review. It is the proper forum to address it. Pat Williams asked if there is anything that will address parking like they would need to provide so many parking spaces for the unit. President Wargo said there are regulations to address that, but this is just information for Council. Jason Zellin asked if someone would be required to get permits for a short-term rental. President Wargo said that once the new ordinance is adopted, it will require permits for the rentals.

5. President Wargo said that they currently do not have any documentation regarding an Amusement Tax Ordinance so they will discuss it next month.
6. President Wargo mentioned that they have been talking about what they can do with the borough's old Christmas lights. Councilwoman stated that she spoke to Brain at Holiday Decor and he said the current lights would go for around \$20-\$25 each. President Wargo said that one thing to consider is donating the lights to the Coaldale Borough.
7. President Wargo said that at the last meeting they discussed a letter that was received regarding a possible exemption to the rental property ordinance. The letter states that they purchased a property to help a neighbor in need. The property has now become a rental property even though there is no rent being paid. They discussed similar situations last month and they talked about a life estate or affidavit. He asked what Council would like to do in situations like this. Councilman Kane asked how long it would take to redo a deed to add a person added to the deed. Solicitor Frycklund said that you can have the person listed in the deed of transfer or in a separate standalone life estate. However, these situations are rare. President Wargo said that he was told that this person is already listed in the deed, but they still would need to provide the borough with the information. Councilman Kruslicky said that deeds are public knowledge, and anyone can look it up. President Wargo mentioned that it should be the homeowner's responsibility to provide the information, not the office staff to research it. Solicitor Frycklund explained that they would be subject to the licensing program unless they can produce a deed or standalone life estate which gives the person an interest in the property not just a tenancy. It would not be an exemption because it falls outside of it, but it would be their responsibility to prove it. President Wargo stressed that there is nothing in the ordinance to provide for this. Solicitor Frycklund said that it does not need to be in the ordinance because they are not leasing the property. Ms. Steber said to clarify, the person would need to show the deed or a life estate to be excluded from the program and asked if they are allowed to make a copy of the document to keep on record. Solicitor Frycklund said that is correct and gave a further explanation of the process. He also said there are no issues making a copy of it for the file.

#### New Business –

1. **Motion was made by Marlene Basiago and seconded by Alan Kruslicky to adopt Resolution No. 04-2025 to Exempt 501(c)(3) Non-Profit Organizations from the payment of renewal fees to maintain Special Purpose Parking.** Motion was opened for comment; none made. Motion carried unanimously by Council.
2. Ms. Steber stated that she spoke with the borough workers about getting new signs and they felt it was unnecessary to spend money on signs because he is going to black out the lines for angle parking and repaint lines for parallel parking. **Motion was made by Alan Kruslicky and seconded by Marlene Basiago to adopt Resolution No. 05-2025 to establish permanent parallel parking along the south side of the 200 block of West Ludlow Street.** Motion was opened for comment; none made. Motion carried unanimously by Council. Jason Zellin asked if they black out lines after a handicap sign is removed. Ms. Steber said they should be but if it was during winter or colder months they will not because it is too cold for the paint to stick.
3. President Wargo said that they had discussed amending the International Property Maintenance Code ordinance to adopt the 2021 version last year, but it never made it back on the agenda. **Motion was made by Marlene Basiago and seconded by David Wargo to create an ordinance to adopt the 2021 version of the Property Maintenance Code.** Motion was opened for comment; none made. Motion carried unanimously by Council.

4. President Wargo said a section has been added to the new zoning ordinance regarding Electric Vehicle Charging Stations. The information was provided for Council's review and can be discussed in the public forum when it is held.
5. President Wargo mentioned a recommendation that was received from Earl Heldberg, a BMS Financial Consultant, to increase the bond for the Borough's Treasurer, Kira Steber. Council agreed that they would like to see quotes for increasing the bond to \$150,000 and \$200,000 before making any decisions. **Motion was made by Alan Kruslicky and seconded by David Wargo to table the discussion until prices are received for increasing the bond.**
6. President Wargo stated that it has been brought to his attention that there may be some businesses in town that are not permitted. Every business in town should have a zoning permit on file. In a commercial area most require a zoning permit. This is something that the Zoning Officer would have to compile information for them to make sure there are valid permits for businesses. Part of the problem is that if a business has been here for 50 years, they will never have a zoning permit because they are grandfathered in before the zoning ordinance was adopted in the early 80s. Does Council feel it is worth looking at. Councilman Kruslicky asked how many businesses they feel are still open from the early 80s. President Wargo stated that transferring a business does not shut it down. Ms. Steber explained that the issue is not with those that are transferring a business but those that are opening a new business. President Wargo said that he knows within the last year or so there are at least 2-3 businesses who opened without permits. They do not have to make any decisions tonight. He wanted to bring it to everyone's attention so they could think about it. Moving forward, any business that opens should not be opened without a zoning permit. Ms. Steber added that depending on what they are doing, they will need to get permits through Lehigh Engineering as well.

**Motion was made by Marlene Basiago and seconded by Edward Kane to enter into an Executive Session to discuss Personnel Matters at 7:14 p.m.** Motion was opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Alan Kruslicky and seconded by Marlene Basiago to enter back into regular session at 7:36 p.m. Motion was opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Edward Kane and seconded by David Wargo to adjourn the meeting at 7:37 p.m. until the next regular meeting of the Summit Hill Borough on June 10, 2025.** Motion was opened for comment; none made. Motion carried unanimously by Council.

David Wargo  
Council President

Kira Steber  
Secretary/Treasurer