

Summit Hill Borough Council
April 14, 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, Marlene Basiago, Solicitor Robert Frycklund and Mayor Karen Ruzicka were in attendance. President Wargo (excused due to illness). Edward Kane and Lacey Gonzalez were absent.

Jared Soto, Carbon Chamber & Economic Development and Vice Chair of the Panther Valley Blueprint Community, gave a brief presentation. He explained the purpose of the Chamber. They are going into the communities, getting to know what the communities are working on, how they can assist from a municipality level and becoming more aware of the businesses that are operating in the community. They will focus on the status of how a business is doing, if they need assistance with business retention, are they looking to expand workforce development and things they can offer through their affiliations they have to make sure they are supporting businesses in the community. The Chamber is a marketing entity so they will help promote the business. Small Business resources they have is they offer loans for small businesses through the Carbon County Industrial Development Authority, which can offer a 2% loan below prime rate. They also have a revolving loan. Anyone that has had a loan through them, paid off the loan, and wants to continue to expand, they can offer them more money. First time loans are up to \$50,000 and the revolving loans are up to \$100,000. Once a month Wilkes University Small Business Development Center comes to their office. You can set up a one-hour appointment with the representative to discuss the development of a business plan and look at projections. They want to move forward and reach out to see what kind of engagement they can have and what the goals are. They are not there to tell you what to do but to offer the resources that would be in your best interest.

Economic Development is now shifting towards Community Development. How within the community are you being affected by the Quality of Life. Things like transportation, housing, and childcare are important and can lead to someone's ability to live and get to work. They hosted the first Carbon County Housing Summit a few weeks ago. They discussed affordable housing because you can bring businesses into the area but if there is not affordable housing, they will look at other places to do the jobs. They want to make sure these things are available for the communities.

Floor –

1. Pat Williams, 313 East White Street, expressed concern about potholes in East Summit Avenue. She also mentioned the amount of dogs and piles of feces in Memorial Park. The borough wants to beautify the park, but it will not happen if people keep taking their dogs in the park. Vice President Weber stated that it is an issue all over town, but you also need to catch the culprits.
2. Gina Filer, 24 West Walter Street, expressed her concern about dogs running at large all over town. There are borough ordinances and laws that people are not following; something needs to be done. She cannot walk her small dog without her husband because of the fear of being attacked. She has also dealt with a neighbor's dog that has come onto her porch multiple times and barked through the door at her dog, in its own house. Residents have stated that they have been attacked and it is becoming an issue. She stated that it is beyond the time to cite the careless owners who are putting their dogs and fellow residents in the community at risk. There are more people who are choosing to walk their dogs unleashed. This poses a risk even if the dog is well trained. Even if they are good with other people, you do not know how they are with other dogs. There are more people not picking up after their dogs even though the borough provides bags at multiple station throughout town. Are citations being issued for this, if so, what about dogs that are unattended. As more people move into town, it is important that the borough sets the standard high by actively enforcing their ordinances and leash laws. Unfortunate events have happened in Lansford and

Summit Hill needs to be faithful in citations so that these events do not travel up to us. Those events resulted in the death of two beloved pets. Laws mean nothing if they are not enforced. On her way to the meeting, she saw a few people in the park with their dogs unleashed. Kids are practicing in the baseball field by the borough garage, and it is covered in excrement. It is not only gross, but also a health hazard. Chief Woodward stressed that people need to call the police when these things happen. If they are not made aware of it, they cannot address it. As far as the state leash law states that a dog does not need to be on a leash if it is under the owner's control. But the Borough does have an ordinance that requires all animals must be leashed at all times. He understands her concern and is concerned as well. If it is the first time that an owner's dog is loose, they will give them a warning. If it keeps happening, they will be cited.

Councilwoman Basiago mentioned that she has seen people take their dogs to Memorial Park and to Ginder Park and allow their dogs to run free. She is wondering if this is allowed. If not, then people need to call the police when it happens. Vice President Weber said they will look at the information she provided and will do what they can to address the issues. He also reiterated that people need to call the police when it is happening so it can be addressed.

3. Mary Ann Szczecina, 221 West White Bear Drive, inquired about who is responsible for enforcing the Quality-of-Life ordinance because the property down in White Bear is out of control. Is he being cited for it and if not, why is he getting away with it. Vice President Weber said it is a borough ordinance, but it is enforced by the police. He knows that the property owner has been cited many times but not sure how current he has been. Cleaning up the property is another issue. An ordinance was passed, which gave the ability to go on to the property to clean it up. It has not been used yet. Kira Steber explained that in the past Lehigh Engineering has sent Notice of Violations to this person monthly, he pleads not guilty, they go to the magistrate, if found guilty, he pays the fine, but you still cannot make him clean up the property. Chief Woodward noted that the police were at the property on April 8th, however, there is nothing in the description of the QOL that fits it. There is nothing under the definition of garbage, hazard waste, household hazardous waste, indoor furniture, or rubbish. It says wood, which would apply to the property. There is clutter on the property but without a clear definition of accumulation, which the ordinance lacks, there is no violation at this time. There are things that fall under the Property Maintenance Code, which is enforced by Lehigh Engineering. The fines are much higher than the boroughs but unfortunately, even if he pays the fines, there is nothing that forces him to clean up the property. He sees it himself and receives many calls about the property and does not want to excuse it. But some people's ideas for decorating are not the same as ours.

Minutes – Motion was made by Marlene Basiago and seconded by Sherri Buzik to approve the meeting minutes from the March 2 and March 10, 2026 Council meetings. 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 \$1,177.83 and from Carbon County was \$133.31. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to accept the mayor's report for the month of March 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

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

Planning and Zoning – Motion was made by Marlene Basiago and seconded by Sherri Buzik to accept the Planning and Zoning report for the month of March 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

UCC, Code Enforcement and Rental Inspection Reports – Councilwoman Buzik questioned the last entry on the Code Compliance Report. There was a citation filed on January 21, 2026 and would like to know when

the next visit is planned for this property or will anything be done with it. Kira Steber stated that a hearing was scheduled but it was postponed. Councilwoman Buzik also questioned a property that is listed on the Rental Inspection Report. There is a property that failed two inspections and there are tenants still living on the property. Kira Steber stated that she spoke with Dana after the last meeting and she is following up with phone calls letting property owners know they are past the 30-day period, must have the issues fixed and get another inspection scheduled. They are having the same issues as Lehigh Engineering where messages are being left but no one will return the calls or they do talk to them, they say they will get it done and they are never heard back from. Councilwoman said that they are allowed to cite the property owner for noncompliance. Vice President Weber said they can cite but it will not resolve the issue. They can also have the water shut off because of the sewer issue but then the tenants will have to move out. He will make a phone call to Ralph to get more information on the status of the property. **Motion was made by Marlene Basiago and seconded by Joan Morana to accept the UCC, Code Enforcement and Rental Inspection reports for the month of March 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Work Leader Report – Councilwoman Basiago mentioned that last year there was a list of hours that we shared with the other communities. We shared more hours than the other communities, so what do we do about it. Vice President Weber said they will need to look at the numbers and meet with the other communities to discuss. Councilwoman Basiago also asked if two separate jobs could be given to the borough workers, so they are not working together all the time unless it is a major job that they both need to do it. Vice President Weber said they can do it but for safety reasons you just have to make sure if someone gets hurt there is someone else there. A brief discussion took place about the paving list and potholes that need to be addressed. **Motion was made by Sherri Buzik and seconded by Joan Morana to accept the Work Leader report for the month of March 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 March 2026. Total collected was \$1,614.27 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 March 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 March 2026. Total EIT submitted was \$17,745.36 with a commission of \$306.99 and postage charges of \$63.82. Total LST submitted was \$481.76 with a commission of \$9.88 and postage charges of \$6.75. Total DLT submitted was \$135.70 in delinquent Occupation Assessment Tax and \$55.00 in Per Capita Tax. **Motion was made by Marlene Basiago and seconded by Joseph Weber to accept the Wage Tax report for the month of March 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Delinquent Garbage Collection Report – Creditech submitted their Delinquent Garbage Collection Report for the months of February and March 2026. Total collected for February 2026 by Creditech was \$228.12, with a commission of \$48.03 and amount due to the borough of \$108.09. Total collected for March 2026 by Creditech was \$183.12, with a commission of \$33.98 and amount due to the borough of \$149.14. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to accept the Delinquent Garbage Collection report for the months of February and March 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Receipts – Total receipts received for the month of March 2026 were \$208,768.07. **Motion was made by Sherri Buzik and seconded by Joan Morana to accept the Receipts for the month of March 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

Bills – General Fund \$192,213.10, Local Services Tax \$16.63, Community Center \$541.56, Street Lighting \$4,722.31, Sanitation Account \$51,601.95, Rental Property Account \$2,534.00, Liquid Fuels Account \$3,354.57 and Sewer Fund of \$50,000.00. **Motion was made by Marlene Basiago and seconded by Sherri**

Buzik to pay the bills from March 11 – April 14, 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Committee Reports

Police Committee – Chief Woodward mentioned that one application was received for the full-time position and they will be moving forward with testing.

Infrastructure Committee – Councilwoman Basiago mentioned that they have not been receiving the reports from the Water Authority and will talk to the board about it.

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

- a. Spring Flowers Paint & Sip – April 24th from 6:00 – 8:00 p.m. with a cost of \$35 per person
- b. Memorial Day Breakfast sandwich sale – May 25th prior to the parade
- c. Selling T-shirts on Memorial Day for the 250 Anniversary of America
- d. 250th Anniversary of America – Will be working with the Fire Co. Looking for volunteers to help the day of 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.
- e. Townwide Yard Sale – July 11th

She also mentioned that Easter on the Hill went well and the Pysanky Egg class was a success. The Recreation Commission is going to donate \$500 towards the purchase of mulch for the parks. Kathy Gieniec mentioned that the 911 Center should be notified of the flyover because in the past people have called and said there was a plane on fire. Ms. Gieniec also stated that they will pay to have the floors at the community center done.

Motion was made by Sherri Buzik and seconded by Joan Morana to approve the request from the Recreation Commission to hold the annual townwide yard sale on Saturday, July 11, 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Building Committee – Kira Steber stated that the current cleaning person needs to give up cleaning the municipal building but will continue doing the community center. She said the new person may also want to consider being an alternate for the community center. Council agreed to advertise the position on the Borough's website and Facebook page.

Emergency Services Committee – Councilwoman Buzik noted that we are currently in a countywide burn ban. It went into effect on April 14th and was posted on the Fire Co.'s Facebook page.

Upcoming events for the Fire Co.

- a. Food Truck Festival, Vendor Event, Basket Raffle and Cornhole Tournament – May 23rd from 11:00 a.m. – 6:00 p.m. Looking for basket donations, which can be dropped off Monday and Thursday night. If interested in the Cornhole Tournament, reach out on Facebook or stop at the Fire Co. The cost is \$40 per team. Vendors can find the application on Facebook.

She mentioned that anyone who is on Facebook should look at the Fire Co.'s Facebook page. As they do training and other things, photos are posted.

Special Purpose Parking Committee – Councilwoman Buzik mentioned that the committee would like to table Application No. 03 submitted on 03-02-2026. Application No. 4, the committee would like to speak to Council. Vice President Weber said they were recently informed that any discussion about a person's handicap application cannot be discussed in a public forum. It is recommended to be discussed in an executive session

to protect the borough. The discussion will be moved to the end of the meeting so that they can go into an executive session and discuss it further.

Motion was made by Marlene Basiago and seconded by Joan Moarana to table Application No. 03 until further information can be gathered. Motion opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Sherri Buzik and seconded by Joseph Weber to accept the Committee Reports for the month of March 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Communications –

- a. Request from Stephanie Petrucci and Heath Fasching to use the gazebo in Ludlow Park for a wedding ceremony on Friday, October 9, 2026 from 4:00-6:00 p.m. They are also asking for permission to decorate the gazebo the night before and then clean up the day after. **Motion was made by Marlene Basiago and seconded by Joseph Weber to grant permission to Stephanie Petrucci and Heath Fasching to use the gazebo from Thursday, October 8 until Saturday, October 10, 2026 for a wedding ceremony.** Motion opened for comment; none made. Motion carried unanimously by Council.

Councilwoman Basiago asked if the gazebo will be painted before Memorial Day. It was to be painted last year and was not done.

Motion was made by Sherri Buzik and seconded by Joseph Weber to accept communications from March 11 – April 14, 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Old Business -

1. Councilwoman Morana questioned the \$50 cost for line painting and asked how they came up with the cost. She added that she can paint three lines in front of her house in five minutes. The cost started at \$10, increased to \$25 and now it is \$50. Kira Steber stated that she believes the cost was rolled over from the fee schedule for the handicap renewal. Councilwoman Basiago said there is the cost of the workers and the materials. Councilwoman Morana said she is already paying their labor because she pays their salary. Solicitor Frycklund added that painting lines do not benefit the entire community so that is why the salary is included in the cost. Councilwoman Morana asked to see the breakdown of the cost.

Councilwoman Basiago had additional items in the fee schedule to discuss.

- Administrative Fees – Returned Check Fees. It should be raised to \$35.00 per check.
- Civil Service – Application Fee. It was suggested to decrease the fee from \$50 to \$40.
- Dumpsters – The borough is giving 30 days, and the fee is based off the size of the dumpster. Other communities charge an initial fee and give two weeks. If they require additional time after the two weeks, they charge an additional \$25.

Councilwoman Morana expressed that they are supposed to be charge fees to recoup the cost to the borough and not gouge the people. A brief discussion took place regarding the amount of time given to someone to have a dumpster on the street. Ms. Steber added that if a person has a dumpster for 30 days and needs to extend the timeframe, they need to come back to reapply and pay the fee again.

- Hearing Fees – Appeals Board. Other communities charge \$550 for residential and \$600 for commercial.

- Hearing Fees – Planning Commission – Other communities charge \$1,000 per each hearing. If the full amount was not used, the remainder would go back to the applicant.
- Hearing Fees – Zoning Hearing Board – Other communities charge \$550.
- Hearing Fees – Property Maintenance Appeals Board. Other communities charge \$350 for residential and \$400 for commercial.
- 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 or \$75.
- Rental of Property/Buildings/Parks – Community Center. A brief discussion took place about the cost of cleaning, supplies, electricity, etc. Ms. Steber added that they might consider adding a fee to use the kitchen.
- Street Opening Permit Fees – Do the fees that are being charged include the permit fee. Ms. Steber explained that the fee that is being charged includes the application fee, costs incurred by the engineer and any costs if the borough would need to fix the road. Councilwoman Basiago would like to know the cost of material if the borough would have to repair/replace the street.

Councilwoman Buzik stated that she still has questions on the Rental Inspection fees and will need to get answers before they can discuss any further.

2. Councilwoman Basiago asked if they could do a trial run to have no parking on the West side of North Walnut Street from Ludlow to White Street like what they did on Ludlow by the park. At the last meeting it was mentioned that a traffic study would need to be done but not sure why. Solicitor Frycklund explained that if it is permanent, a study must be done. Under the experimental regulation, this can be done for 90 days. Under the vehicle code, most local traffic regulations require you to have a traffic study on file with the municipality. The engineer would need to conduct the study. The purpose is to ensure traffic flow and safety. You must maintain at least 20 feet for emergency vehicles. There is no way around it. Signage must be posted to notify people. Temporary signs can be placed for 90 days. Vice President Weber suggested talking to the engineer about it.

New Business –

1. An email from Jeffrey McCauley, President of the September 11th National, requesting to install signage along the 911 Trail route in Summit Hill Borough. A signage plan was provided for Council’s review. The Alliance will need to utilize the borough right of way to install signs. They have the funding to purchase and install signage but need approval for the location of its placement, as shown in the plan. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to grant permission Jeffrey McCauley of the September 11th National Memorial Trail Alliance to utilize the borough right of way to install signage for the trail.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. Councilwoman Basiago inquired about holding monthly committee meetings again and to discuss the goals for the year. Ms. Steber said it would be a second Council meeting because all of Council will be in attendance. Vice President Weber said he is on board with it but with the understanding that it will not be a full-blown Council meeting. It will be to discuss new and old business and any issues they may have. Council agreed to hold a second meeting on the last Thursday of each month starting at 6:30 p.m. starting in April.
3. Kira Steber noted that the 2nd day of Spring Cleanup will be on Saturday, April 18, 2026 for West side of town, Laurel Drive and East and West Mountaintop Road. 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. Electronic Recycling will be on Saturday, May 16, 2026 from 7:00 – 11:00 a.m. with the drop off along the Ginder Field. ID is required.

4. Vice President Weber mentioned that on April 25, 2026 will be Clean Up Pocono. The Blueprint Community group and volunteers will be cleaning up on the Summit Hill – Lansford Hill and on the White Bear Hill. There is a rain date of May 2, 2026. Councilwoman Buzik notified Council that the Fire Dept. did approve to assist with traffic control.

Motion was made by Marlene Basiago and seconded by Joan Morana to go into an Executive Session at 8:10 p.m. to discuss special purpose parking applications. Motion opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Sherri Buzik and seconded by Marlene Basiago to enter back into Regular Session at 8:59 p.m. Motion opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Sherri Buzik and seconded by Marlene Basiago to deny Special Purpose Parking Application No. 04. Motion opened for comment; none made. Motion carried unanimously by Council.

Motion was made by Marlene Basiago and seconded by Sherri Buzik to adjourn the meeting at 9:00 p.m. until the next meeting of the Summit Hill Borough on May 12, 2026. Motion opened for comment; none made. Motion carried unanimously by Council.

Joseph Weber
Council Vice President

Kira Steber
Secretary/Treasurer