

**Summit Hill Borough Council**  
**January 5, 2026, 6:30 p.m. Borough Hall**

The reorganization meeting of the Summit Hill Borough Council was held at the above time and place with Mayor Karen Ruzicka presiding.

Karen Ruzicka announced her resignation from her Council seat effective immediately, as she will be taking the position of Mayor.

All new members of Council, as well as the Tax Collector, were sworn into office by Mayor Ruzicka.

**Roll Call** – Joseph Weber, David Wargo, Sherri Buzik, Edward Kane, Marlene Basiago and Mayor Karen Ruzicka were all present. Lacey Gonzalez and Solicitor Robert Frycklund were absent.

Mayor Karen Ruzicka asked for nominations for President of Council. Marlene Basiago nominated David Wargo for President. Mayor Ruzicka asked if there were any other nominations; there were none. **All were in favor of David Wargo for President of Council.**

Mayor Karen Ruzicka asked for nominations for Vice-President of Council. David Wargo nominated Joseph Weber for Vice President. Mayor Ruzicka asked if there were any other nominations; there were none. **All were in favor of Joseph Weber for Vice President.**

Mayor Ruzicka turned the meeting over to President David Wargo.

**Yearly Appointments**

1. **Motion was made by Joseph Weber and seconded by Edward Kane to appoint Marlene Basiago as the President Pro Tem who presides over Council when both the President and Vice President are absent.** Motion opened for comment; none made. Motion carried unanimously by Council.
2. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to appoint Kira Steber as Borough Secretary, Treasurer, Garbage Fee Collector, Sewer Transmission Fee Collector, Administrative Officer for the Police and Borough Pension Fund, Administrative Officer for the Borough's CDBG and Home Grant monies with a salary that is set in her current contract.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. **Motion was made by Joseph Weber and seconded by Edward Kane to appoint Robert Frycklund as the Borough's Solicitor at a rate of \$125 per hour.** Motion opened for comment; none made. Motion carried unanimously by Council.
4. **Motion was made by Joseph Weber and seconded by Marlene Basiago to retain Jim Thorpe Neighborhood Bank and PLGIT as the depositories for the Borough Funds.** Motion opened for comment; none made. Motion carried unanimously by Council.
5. **Motion was made by Marlene Basiago and seconded by Edward Kane to appoint Todd Woodward as the Borough's Chief of Police with a salary that is set in his current contract.** Motion opened for comment; none made. Motion carried unanimously by Council.
6. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to appoint Shawn Hoben as the Borough's Fire Chief at a rate of \$400 per year.** Motion opened for comment; none made. Motion carried unanimously by Council.

7. **Motion was made by Sherri Buzik and seconded by Marlene Basiago to appoint Kevin Steber as the Borough's Emergency Management Coordinator at a rate of \$300 per year.** Motion opened for comment; none made. Motion carried unanimously by Council.
8. **Motion was made by Marlene Basiago and seconded by Edward Kane to appoint Ian Farrell as the Borough's Sewage Enforcement Officer for 2026 at rates set by his fee schedule.** Motion opened for comment; none made. Motion carried unanimously by Council.
9. **Motion was made by Joseph Weber and seconded by Sherri Buzik to appoint Scott Beiber as the Sewage Enforcement Officer alternate for 2026 using the same fee schedule as Ian Farrell.** Motion opened for comment; none made. Motion carried unanimously by Council.
10. **Motion was made by Edward Kane and seconded by Marlene Basiago to appoint Kelly Jamison as the Zoning Hearing Board and Planning Commission Solicitor at a rate of \$100 per hour.** Motion opened for comment; none made. Motion carried unanimously by Council.
11. **Motion was made by Joseph Weber and seconded by Marlene Basiago to appoint AARO Consulting, Inc. as the Borough's Consulting Engineer for 2026 with rates set by their fee schedule.** Motion opened for comment; none made. Motion carried unanimously by Council.
12. **Motion was made by Joseph Weber and seconded by Sherri Buzik to appoint Lehigh Engineering as the Borough Building Code Official, Uniform Construction Code Administration, Code Administrator and Rental Inspectors for 2026 with the rates set by their fee schedule.** Motion opened for comment; none made. Motion carried unanimously by Council.

### Expiring Terms

1. President Wargo stated that there were no letters of resignation received.
2. Summit Hill Water Authority – President Wargo stated that three letters of interest were received from David McAndrew, George Ruzicka and Joseph Bohovich. **Motion was made by Marlene Basiago and seconded by Sherri Buzik to appoint David McAndrew to the Summit Hill Water Authority for a 5-year term with the term expiring December 31, 2030.** Motion opened for comment; none made. Motion carried unanimously by Council.
3. CLSH Sewer Authority – President Wargo stated that two letters of interest were received from Michael Kokinda and George Ruzicka. **Motion was made by Marlene Basiago and seconded by Joseph Weber to appoint Michael Kokinda to the CLSH Sewer Authority for a 5-year term with the term expiring December 31, 2030.** Motion opened for comment; none made. Motion carried unanimously by Council.
4. Planning Commission – President Wargo stated that no letters of interest were received. Nathan Halenar expressed that he would like to be put back on the commission. **Motion was made by Joseph Weber and seconded by Edward Kane to appoint Nathan Halenar to the Summit Hill Planning Commission for a 5-year term with the term expiring December 31, 2030.** Motion opened for comment; none made. Motion carried unanimously by Council.
5. Zoning Hearing Board – President Wargo stated that one letter of interest was received from Thomas Tkach. **Motion was made by Joseph Weber and seconded by Sherri Buzik to appoint Thomas Tkach to the Summit Hill Zoning Hearing Board for a 3-year term with the term expiring December 31, 2028.** Motion opened for comment; none made. Motion carried unanimously by Council.

6. Civil Service Commission – President Wargo stated that two letters of interest were received from William Walker and George Ruzicka. Councilwoman Basiago asked what the Civil Service Commission does. President Wargo explained that they oversee the hiring process for full-time police, they also govern any disciplinary actions, and they make recommendations to Borough Council as to what to do or not do with promotions, demotions, hiring, firing and any personnel changes in the police department. As a borough, they are required to abide by their recommendations. It is a citizen appointed board to make sure that it is impartial and that there is no political sway. Councilwoman Basiago also asked if it would be a conflict of interest to appoint George Ruzicka to the commission since Karen Ruzicka is our current Mayor and his wife. Kira Steber called Solicitor Frycklund to verify if there was a conflict of interest. He stated that he would need to do some research but feels that it would not be. If they chose to appoint him and he found out something different by the next meeting, he would ask that the motion be rescinded and someone else would need to be appointed. **Motion was made by Marlene Basiago and seconded by Joseph Weber to appoint William Walker to the Summit Hill Civil Service Commission for a 6-year term with the term expiring December 31, 3031.** Motion opened for comment; none made. Motion carried unanimously by Council.
7. President Wargo stated that they have vacant seats that need to be filled. They will be looking for letters of interest for three seats on the Appeals Board and three seats on the Recreation Commission.

New Business -

1. Open Council Seat - President Wargo said there is an open seat on Council. The term is a 2-year term, and they will be accepting letters of interest to fill the position. Someone needs to be appointed within 30 days from tonight. He added that it is important to know that they do read the letters aloud, so the public knows what people are proposing in their letters. **Motion was made by Joseph Weber and seconded by Sherri Buzik to advertise letters of interest for the 2-year seat on Council with letters being accepted until 4:00 p.m. on January 13, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

**Motion was made by Edward Kane and seconded by Marlene Basiago to adjourn at 7:01 p.m. until the next regularly scheduled meeting of the Summit Hill Borough on January 13, 2026.** Motion opened for comment; none made. Motion carried unanimously by Council.

David Wargo  
Council President

Kira Steber  
Borough Secretary