MINUTES

REGULAR COUNCIL MEETING
September 15, 2025
6:00PM Council Meeting

THE BUSINESS OF THE COUNCIL SHALL BE CONDUCTED IN THE FOLLOWING ORDER:

1. Call to Order by presiding officer
   Moment of silence, Pledge of Allegiance.
2. Roll Call (if quorum is not present, the meeting shall thereupon be Adjourned to a specific date by the majority vote of those present)
3. Review and approval of agenda.
4. Presentation
5. Citizen Correspondence/Personal Appeals – Agenda Items
6. Reports of Committees
7. Business Not Ready for Action or No Action Needed
8. Old Business
9. Introduction of Ordinances and Resolutions
10. Consent Agenda
11. New Business
12. Added Items
13. Citizen Correspondence/Personal Appeals – Non-Agenda Items
14. Adjournment

ITEM 1. CALL TO ORDER BY PRESIDING OFFICER: Council President Robert Lewis

ITEM 2. ROLL CALL (Attendance)

COUNCIL MEMBERS & MAYOR	PRESENT	ABSENT	OFFICERS	PRESENT	ABSENT
LEWIS	X				
JARRETT	X		Chief of Police	X	
KARAFINSKI	X		Solicitor	X	
LEARN	X		Engineer		X
MOCCIA	X		DPW Foreman	X	
TROIANI		X	Reporter(s)	Pete Kendron (PE)	
WOZNIAK	X		Fire Chief		X
MAYOR BURKE	X		Code Enforcement		X
Borough Manager	X				

ITEM 3. REVIEW & APPROVE CURRENT AGENDA:

Discussion – Correction to meeting date and Item 11.7

Motion: Mr. Learn Second: Mr. Karafinski

All in favor, agenda approved with noted corrections.

ITEM 4. **PRESENTATION**: Shannon Calluori, Hailstone Economic – Berwick Zoning Updates

ITEM 5. **Citizen Correspondence / Personal Appeals – Agenda Items**

- Don Smith, Spring Garden Avenue – Noted that he previously wasn't able to place an accessory dwelling unit on his property due to zoning rules, and is supportive of seeing this changed. Further noted the need to explore unintended consequences before any major changes are made to stormwater system in west end of Berwick. Further questioned whether there were any updates on hiring a replacement for Greg Harkins; it was noted that this was an action item later in the agenda.
- Eddinger Family, Park Place Village – Family was notified that they were required to get rid of ducks, due to Borough ordinance. Asked if there was any way to keep. It was noted that there was a letter from a doctor naming these as emotional support animals. Council elected to allow them based on this, while also noting that roosters, due to recorded public nuisance, would not be an allowable emotional support animal in the Borough.

ITEM 6. **REPORTS OF COMMITTEES**

MAYOR: Mayor Tim Burke

ENGINEER: Quad 3

SOLICITOR: Attorney Frank Kepner

PERSONNEL: Tom Moccia, Nelson Learn, Jay Jarrett

LEGAL AND FINANCE: Tom Moccia, Nelson Learn, Jay Jarrett

PARKS AND RECREATION: Teresa Troiani, Ray Karafinski, Jay Jarrett – Questions were asked on what is being done to protect recent investments in Sponsler Park. Discussion was had on a camera system, as well as increased police patrol in the area. It was also noted that increased lighting would be online in the coming days.

EMERGENCY MANAGEMENT: Greg Harkins, Jeri Wozniak, Teresa Troiani, Jay Jarrett

STREETS, PARKS, & BUILDINGS: Jack Kyttle

FIRE AND WATER: Jeri Wozniak, Ray Karafinski, Bob Lewis

CODES, RECYCLING, & ORDINANCES: Nelson Learn, Tom Moccia, Ray Karafinski – Noted committee's recommendation on hiring in the Codes Department, as per items 11.3 and 11.4.

SAFETY: Bob Lewis

POLICE: Chief Ken Strish – Recommendation from both Police Committee and Mayor Burke to move forward with promoting Acting Chief Reagan Rafferty to permanent Chief of Police, effective at the retirement of Chief Strish. Will add to future agenda.

FIRE: Chief Bill Coolbaugh – Councilman Moccia noted recent criticism of fire department's responses to calls. Noted the tax increase that would be required to have a full-time, paid department. Further noted that our current volunteers do a great job, and anyone who feels otherwise is welcome to volunteer.

BAJSA REPORT: See Report

ITEM 7. BUSINESS NOT READY FOR ACTION:

1. Theater/Concerts – Borough Manager provided a recap of last concert of the season, which had to be moved to Berwick Theater due to inclement weather. Also presented the idea of moving summer Concerts to Sponsler Park; asked Council to at least think it over as we begin planning for next year.

2. BAJSA/Test Track Park Land Use – Borough Manager reviewed request from BAJSA. Discussed the Borough's need for the land it currently uses for its recycling center, making sacrificing the land difficult.

3. West End Stormwater – Borough Manager noted that engineer was unable to attend due to a family emergency, and will hold off on further discussions until a future meeting.

4. Alley Vacation Request – Borough Manager presented request. After hearing no objection, will work on letters to bordering property owners, with an ordinance to be considered for advertisement at a future meeting.

5. DCED Payback – Borough Manager provided update. Hopes to have something to take action on a next meeting.

ITEM 8. OLD BUSINESS:

None

ITEM 9. APPROVAL OF ORDINANCES AND RESOLUTIONS:

None

ITEM 10. CONSENT AGENDA

1. Consider and take action to approve all items on the Consent Agenda, as follows:
    a. Approve the minutes of the August 18, 2025 Meeting of Council
    b. Approve payment of the September 2025 bill listing, as presented
    c. Accept donation of parts and labor, at a value of $5,287.83, from Northeastern Automated Technologies, Inc., for the installation of Berwick Police Department Audio System
    d. Set 2026 Riverfest dates for October 9-11, 2026
    e. Designate Cooper Electric Invoice #S059547367.001, in the amount of $467.43, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    f. Designate Cooper Electric Invoice #S059581905.002, in the amount of $677.98, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    g. Designate Cooper Electric Invoice #S059581905.001, in the amount of $399.91, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    h. Designate Fastenal Invoice #PABLM214481, in the amount of $34.23, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    i. Designate Fastenal Invoice #PABLM214350, in the amount of $185.94, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    j. Designate 84 Lumber Invoice #0282-584206, in the amount of $34.26, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
    k. Designate Cole’s Hardware Transaction #0120568986UQGR, in the amount of $26.76, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund from CDBG funds
    l. Designate Don E. Bower Invoice #2000, in the amount of $3,499.12, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund from CDBG funds
    m. Designate Don E. Bower Invoice #2031, in the amount of $2,326.11, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund from CDBG funds

Discussion: Chief Rafferty provided a brief explanation of item (c).

Motion: **Mr. Learn** Second: **Ms. Wozniak** ☒ Approved, ☐ Denied, ☐ Tabled

All in favor, consent agenda approved.

ITEM 11. NEW BUSINESS

1. Consider and take action to accept, with regrets, the retirement of Narcotics Officer Philip Mainiero, effective August 30, 2025

   Discussion: None

   Motion: **Mr. Jarrett** Second: **Mr. Karafinski** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

2. Consider and take action to approve request of Retired Officer Philip Mainiero to be granted ownership of his assigned service firearm, pending completion of all required legal transfer steps

   Discussion: Confirmation from Chief Rafferty that this is standard practice.

   Motion: **Mr. Jarrett** Second: **Mr. Moccia** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

3. Consider and take action to hire Michael Downs as a full-time Codes Enforcement Officer, at a starting rate of $55,000/year, effective 9/23/2025

   Discussion: Borough Manager explained interview process, with Codes Committee reinforcing that this was their recommendation as well.

   Motion: **Mr. Moccia** Second: **Mr. Learn** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

4. Consider and take action to accept submitted proposal of Larry C. Frace Inspections, LLC, to serve as the zoning/permitting officer for the Borough of Berwick, effective January 1, 2026

   Discussion: Some concerns were discussed. Borough Manager and Codes Committee discussed how these concerns were answered during the interview process, and that all parties came away satisfied. Also noted that this does not need to be permanent; if it's determined that it's not working after 4-6 months, we can cancel and go back to doing zoning/permits internally.

   Motion: **Mr. Moccia** Second: **Mr. Jarrett** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

5. Consider and take action to appoint Joseph Buffone, Sr. to the Borough of Berwick Planning Commission, effective immediately

Discussion: Discussed whether whoever was appointed in item 11.6 could serve as an alternate until Ms. Grey was finished, which Borough Manager confirmed was allowed and appropriate.

Motion: **Mr. Jarrett** Second: **Mr. Moccia** ☒ Approved, ☐ Denied, ☐ Tabled

All in favor, motion approved.

6. Consider and take action to appoint Gene Moisey to the Borough of Berwick Planning Commission, effective December 1, 2025, dependent on receiving the planned resignation of Berwick Planning Commission Member Bette Grey, with alternate status being granted in the interim

   Discussion: None

   Motion: **Mr. Jarrett** Second: **Mr. Moccia** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

7. Consider and take action to complete the alley running parallel to and between the 800 block of Monroe Street and LaSalle Street as follows: millings to be placed now, with the section to be added to a paving project next year.

   Discussion: Mr. Kyttle recommended laying down millings now, and adding to a paving project next year.

   Motion: **Mr. Karafinski** Second: **Mr. Learn** ☒ Approved, ☐ Denied, ☐ Tabled

   All in favor, motion approved.

ITEM 12. ADDED ITEMS

None

ITEM 13. Citizen Correspondence / Personal Appeals – Non-Agenda Items

None

ITEM 14. ADJOURNMENT: Motion: Mr. Karafinski Second: Mr. Learn

Meeting adjourned.