MINUTES

REGULAR COUNCIL MEETING
December 1, 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. Business Not Ready for Action or No Action Needed
7. Old Business
8. Introduction of Ordinances and Resolutions
9. Consent Agenda
10. New Business
11. Added Items
12. Citizen Correspondence/Personal Appeals – Non-Agenda Items
13. 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)	D. Muscato (PE)	
WOZNIAK	X		Fire Chief	X	
MAYOR BURKE	X		Code Enforcement		X
Borough Manager	X				

ITEM 3. REVIEW & APPROVE CURRENT AGENDA:

Discussion – Borough Manager noted that a correction was needed to text in Ordinance cited in item 9.j. Requested approval of agenda include phrase, “with noted correction,” to item 9.j. Both made with this addition.

Motion: Mr. Jarrett Second: Mr. Learn

All in favor, agenda approved with noted addition.

ITEM 4. PRESENTATION: Leslie Hosterman, SEDA-COG – CDBG FFY 2024 CAPER Public Hearing

ITEM 5. Citizen Correspondence / Personal Appeals – Agenda Items

- Don Smith, Spring Garden Avenue – Question on IPMC Ordinance. Questioned why Code Blue is on the agenda.
- Tracy Larish, Nescopeck – Noted that her organization, Community Resource Connections (CRC), is new, and is trying to make Code Blue happen with a Zoning exception.
- Patrick Naus, 201 S. Mercer Street – Questioned why notice for Code Blue Zoning Hearing isn't being mailed to residents who live further than 200 feet from the proposed site.
- Tracy Larish – Feels that problems at Code Blue are minimal. Noted that there would still be an option for the public to comment at the scheduled Zoning Hearing.
- Don Smith – Questioned why there are so many people locally in need of Code Blue, and where they are coming from.
- Frank Spaid, 132 E. 1st Street, Mifflinville – Discussed how the definition of "homeless" is complicated, and how it's not just people living on the streets.
- Rob Boyer, 1132 Salem Boulevard – Introduced himself as the president of CRC. Clarified that the only activity happening at Eagle Hose Company is an overnight soup kitchen.
- Brooke, Iron Street – Had two CRC clients sleep at her home overnight recently, said they are not bad people.
- David Hiller, 306 E. 11th Street – Felt Council can't let people freeze and die.
- Monique Harmon, 316 E. 11th Street – Professional history of working with homeless people, explained why getting an accurate count can be difficult.

ITEM 6. BUSINESS NOT READY FOR ACTION:

1. Conditional Use Hearing – Borough Manager explained that there would be a hearing at next meeting for a multi-family residential building that is three or more stories tall.

2. Around the Table

   a. Fire Chief – There is a potential buyer for old ladder truck, will keep Council updated.
   b. Councilman Moccia – Questioned if it was allowed to have a designated space for video recording during Council meetings.
   c. Police Chief – Discussed ways to make the Civil Service process smoother, while encouraging more candidates.

ITEM 7. OLD BUSINESS:

None

ITEM 8. APPROVAL OF ORDINANCES AND RESOLUTIONS:

1. Resolution 2025-06: Setting the 2026 Millage Rate
   Discussion: None

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

   All in favor, resolution approved.

ITEM 9. CONSENT AGENDA

1. Consider and take action to approve all items on the Consent Agenda, as follows:
   a. Approve the minutes of the November 17, 2025 meeting of Council
   b. Accept, with regrets, the retirement of Officer Brandon Shultz, effective December 4, 2025
   c. Approve purchase of Kubota utility vehicle, as described in C. H. Waltz and Sons, Inc. Quote #2922251, in the amount of $25,346.41, to be purchased utilizing Capital Projects interest gains
   d. Approve 10-8 Emergency Vehicle Service upfit estimate #14128, in the amount of $24,194, for the upfitting of a 2025 Chevrolet Tahoe
   e. Authorize Chief of Police to negotiate multi-year agreement for Lexipol Policy Management, with annual cost not to exceed quoted annual subscription price in Lexipol quote #Q-179936
   f. Approve Civil Service Commission recommendation to amend Civil Service Commission Rules and Regulations Section 4.4 to read, "Applications will be accepted for individuals that are 19 years of age or older with prior paid public safety experience. All other applicants must have reached their 21st birthday prior to being eligible to receive a conditional offer of employment. All successful applicants shall reside within the Borough of Berwick or within 25 air miles of the borough border withing six (6) months of the completion of the probationary period.
   g. Approve Civil Service Commission recommendation to amend Civil Service Commission Rules and Regulations Section 4.8.a to read, "Found to have furnished incomplete, inaccurate, misleading, or false information on the official application or in response to any portion of the hiring process or previous Berwick hiring process,"
   h. Approve Civil Service Commission recommendation to amend Civil Service Commission Rules and Regulations Section 4.8.e to

read, “Found to have failed a previous Berwick police background investigation, or having withdrawn from a previous hiring process pending rejection or disqualification.”

i. Authorize the Civil Service Commission to begin a police patrol officer hiring process for Entry-Level, Lateral Transfer, and Part-Time police officers.
j. Approve advertisement of Ordinance 2025-06, Vacating an Alley
k. Approve advertisement of Ordinance 2025-07, Adopting the 2021 International Property Maintenance Code
l. Approve Separation & General Release Agreement between Berwick Borough and Scott Sienkiewicz, and authorize signature of the same

Discussion: Clarification requested and provided on the current size of the Police Department.

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

All in favor, consent agenda approved.

ITEM 10. NEW BUSINESS

1. Consider and take action to accept draft contract format for academy cadet, setting a weekly stipend rate of $800.

   Discussion: Borough Manager and Police Chief discussed through process that led to proposed rate.

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

   All in favor, motion approved.

2. Consider and take action to approve conditional offer of employment to Kurt Rauch as a sponsored academy cadet, and authorize entering into an academy cadet contract with the same.

   Discussion: Borough Manager provided certified list of candidates from Civil Service, noting that Mr. Rauch had veterans’ preference status.

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

   All in favor, motion approved.

3. Consider and take action to approve conditional offer of employment to James Dalton as a sponsored academy cadet, and authorize entering into an academy cadet contract with the same.

   Discussion: Borough Manager provided certified list of candidates from Civil Service, noting that Mr. Dalton was the only name remaining.

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

All in favor, motion approved.

4. Consider and take action to appoint Donald Kishbaugh to a five-year term on the Berwick Area Joint Sewer Authority board beginning January 1, 2026.
   Discussion: Borough Manager noted that four letters of interest were submitted, and it would be up to Council how to proceed. Mr. Kishbaugh spoke first, explaining his experience. No other candidates elected to speak. Council President Lewis opened the floor for nominations. Mr. Kishbaugh was nominated by Mr. Moccia, seconded by Mr. Jarrett. Mr. Biacchi was nominated by Ms. Wozniak, but did not receive a second. Hearing no other nominations, a motion to close nomination was made by Mr. Learn, seconded by Mr. Moccia, and nominations were closed.

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

   All in favor, motion approved.

5. Consider and take action to approve the Borough of Berwick 2026 Municipal Budget.
   Discussion: None

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

   All in favor, motion approved.

6. Consider and take action to set and advertise the 2026 Borough of Berwick Council Meeting Schedule as follows: First and Third Mondays of each month at 6:00 p.m., with no meeting on Labor Day, and all first Mondays to be held on an as-needed basis.
   Discussion: Discussed how Borough Manager would notify public of meetings not being held.

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

   All in favor, motion approved.

7. Consider and take action to grant temporary emergency zoning approval to the property at 325 S. Mercer Street, Berwick, to serve as a Code Blue Drop-In Center, through December 18, 2025, and to authorize granting of a temporary Certificate of Occupancy for the same, with

stipulations as follows: follow same restrictions put in place last season.

Discussion: Discussion on balancing out wanting to take steps to ensure public safety, while also reinforcing previously-stated notice that emergency approval granted last winter would be a one-time occurrence. Discussed that a Bloomsburg Code Blue shelter exists, and that transportation to Bloomsburg is available. Also discussed that the all-night soup kitchen is available for people to get out of the cold, even if they are not able to sleep.

Motion: **Ms. Troiani** Second: ______ ☐ Approved, ☐ Denied, ☐ Tabled

Motion died for lack of a second. No action taken.

ITEM 11. ADDED ITEMS

None

ITEM 12. Citizen Correspondence / Personal Appeals – Non-Agenda Items

- Don Smith – Discussed ongoing concerns with neighboring property.
- Tracy Larish – Thanked Ms. Troiani for speaking in favor of Code Blue. Pointed out that soup kitchen does not require staying all night, while Code Blue could. Clarified that no CRC clients currently go to Bloomsburg.
- Frank Spaid – Corrected that there are Berwick people in Bloomsburg Code Blue.
- Draven Herring, Iron Street – Critical of Council/Mr. Moccia for treatment of homeless individuals.

ITEM 13. ADJOURNMENT: Motion: Mr. Jarrett Second: Mr. Moccia

Meeting adjourned.