

MINUTES

REGULAR COUNCIL MEETING December 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. Public Hearing
6. Citizen Correspondence/Personal Appeals - Agenda Items
7. Reports of Committees
8. Business Not Ready for Action or No Action Needed
9. Old Business
10. Introduction of Ordinances and Resolutions
11. Consent Agenda
12. New Business
13. Added Items
14. Citizen Correspondence/Personal Appeals - Non-Agenda Items
15. Adjournment

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

ITEM 2. ROLL CALL (Attendance)

<u>COUNCIL MEMBERS</u> <u>& MAYOR</u>	PRESENT	ABSENT	<u>OFFICERS</u>	PRESENT	ABSENT
LEWIS	<u>X</u>	<u> </u>			
JARRETT	<u>X</u>	<u> </u>	Chief of Police	<u>X</u>	<u> </u>
KARAFINSKI	<u>X</u>	<u> </u>	Solicitor	<u>X</u>	<u> </u>
LEARN	<u>X</u>	<u> </u>	Engineer	<u> </u>	<u>X</u>
MOCCIA	<u>X</u>	<u> </u>	DPW Foreman	<u>X</u>	<u> </u>
TROIANI	<u>X</u>	<u> </u>	Reporter(s)	<u>D. Muscato</u>	<u>(PE)</u>
WOZNIAK	<u>X</u>	<u> </u>	Fire Chief	<u>X</u>	<u> </u>
MAYOR BURKE	<u>X</u>	<u> </u>	Code Enforcement	<u>X</u>	<u> </u>
Borough Manager	<u>X</u>	<u> </u>			

ITEM 3. REVIEW & APPROVE CURRENT AGENDA:

Discussion - Borough Manager asked to correct Item 10.6 to reference 2021 IPMC

Motion: Mr. Learn Second: Mr. Karafinski

All in favor, agenda approved with noted correction.

ITEM 4. PRESENTATION:

1. Resolution 2025-07: Honoring and Commending Code Enforcement Officer Greg Harkins on the Occasion of His Retirement

Discussion: Resolution was read by Council President

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

All in favor, resolution approved.

ITEM 5. PUBLIC HEARING

1. Hearing No. 1 will be on the application of Brayden A. Kile and Mark A. Kile (MABA Holdings 2, LLC), PO Box 483, Mifflinville, PA 18631, for a conditional use of the Borough of Berwick Zoning Ordinance, Section 503.4 "Conditional Uses". Applicant is requesting to construct a three-story multi-family building, consisting of eleven (11) units, on property located at 822 Washington Street, Berwick, PA 18603. Said property is located in an R-3 High Density Residential Zoning District.

ITEM 6. Citizen Correspondence / Personal Appeals - Agenda Items

None

ITEM 7. REPORTS OF COMMITTEES

MAYOR: Mayor Tim Burke - Noted a fantastic holiday season for the community, including providing help to ~500 people.

ENGINEER: Quad 3

SOLICITOR: Attorney Frank Kepner

PERSONNEL: Tom Moccia, Nelson Learn, Jay Jarrett

LEGAL AND FINANCE: Tom Moccia, Nelson Learn, Jay Jarrett - Borough Manager reminded that next meeting is reorganization, and that officers will need to be elected.

PARKS AND RECREATION: Teresa Troiani, Ray Karafinski, Jay Jarrett

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

STREETS, PARKS, & BUILDINGS: Jack Kyttle - Thanks given to DPW for work done in preparation of Riverfest.

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

CODES, RECYCLING, & ORDINANCES: Nelson Learn, Tom Moccia, Ray Karafinski

- Thanks given to Friends and Ferals for assistance with animals during recent condemnation of a home.
- Noted that rats at Spring Garden Ave. property, frequently referenced at Council, were treated by exterminator
- Will add potential emergency demolition of 5th Avenue property to future agenda
- Question on steps that can be taken to enforce better compliance at local mobile home parks
- Discussed any potential fallout to local rent-to-own properties

SAFETY: Bob Lewis - Extensive discussion about the safety of events on local roads, especially Market Street, specifically at the intersection of Market and 9th Streets

POLICE: Chief Reagan Rafferty - Report provided

FIRE: Chief Bill Coolbaugh - Wants to meet with Fire and Water Committee in new year to discuss possible fire police issues/solution. Recap on Wreaths Across America. No update on sale of old ladder truck. Met with FD workers comp rep.

BAJSA REPORT: See Report

ITEM 8. BUSINESS NOT READY FOR ACTION:

1. 343/345 LaSalle Street Demolition - Borough Manager discussed potential to partner with Columbia County on this project, and save 2/3 of the cost in the process. Also discussed possibility of moving forward outside of CDBG. Will add to future agenda.

ITEM 9. OLD BUSINESS:

None

ITEM 10. APPROVAL OF ORDINANCES AND RESOLUTIONS:

1. Resolution 2025-08 - Authorizing the Chief of Police to Assign Light-Duty Work to Injured Police Officer

Discussion: None

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

All in favor, resolution approved.

2. Resolution 2025-09 - Adopting a Fiscal Policy

Discussion: Borough Manager reminded that this, along with the next two, are outcomes of a recent program audit from DCED, recommending these steps be taken.

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

All in favor, resolution approved.

3. Resolution 2025-10 - Adopting the "Vendor, Subcontractor, and Subrecipient Verification Process" as Official Policy

Discussion: None

Motion: Ms. Wozniak Second: Ms. Troiani ☒ Approved, ☐
Denied, ☐ Tabled

All in favor, resolution.

4. Resolution 2025-11 - Adopting Federal Awards Administration Policies and Procedures

Discussion: None

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

All in favor, resolution approved.

5. Ordinance 2025-09 - Vacating an Alley

Discussion: Borough Manager reminded that this is the unopened extension of Chestnut Street below Canal Street

Motion: Ms. Troiani Second: Ms. Wozniak ☒ Approved, ☐
Denied, ☐ Tabled

All in favor, ordinance approved.

6. Ordinance 2025-10 - Adopting the 2021 International Property Maintenance Code

Discussion: Borough Manager reminded of correction to 2021 IPMC, from original posted agenda saying 2025.

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

All in favor, ordinance approved.

ITEM 11. CONSENT AGENDA

1. Consider and take action to approve all items on the Consent Agenda, as follows:

- a. Approve the minutes of the December 1, 2025 Meeting of Council
- b. Approve payment of the 2025 December bill listing
- c. Withdraw the conditional offer of employment to Mr. Kurt Rauch
- d. Expand current Civil Service testing/hiring process to include Academy Cadet Candidates
- e. Approve the CDBG FFY 2024 CAPER
- f. Authorize Borough Manager to advertise for open position with the Department of Public Works
- g. Enter into agreement with Pitney Bowes for use of a mail postage meter at a monthly rate of \$83.68

Discussion: None

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

All in favor, consent agenda approved.

ITEM 12. NEW BUSINESS

- 1. Consider and take action to issue a conditional offer of reinstatement to Officer Kyle Trenholm, effective January 1, 2026, contingent upon successful completion of MPOETC certifications, testing, and Civil Service requirements

Discussion: Chief Rafferty provided timeline to get Officer Trenholm back on the street, noting mid- to late-January was realistic.

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

All in favor, motion approved.

ITEM 13. ADDED ITEMS

None

ITEM 14. Citizen Correspondence / Personal Appeals - Non-Agenda Items

None

Following adjournment, Council will meet in executive session to discuss specific Police Department personnel. No action will be taken following this executive session.

ITEM 15. ADJOURNMENT: Motion: Mr. Learn Second: Mr. Moccia

Meeting adjourned.