MINUTES

REGULAR COUNCIL MEETING
August 18, 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)	Jack Kendron (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 the addition of Item 7.3 as an item for discussion only.

Motion: Mr. Karafinski Second: Mr. Learn

All in favor, agenda approved.

ITEM 4. PRESENTATION: None

ITEM 5. Citizen Correspondence / Personal Appeals – Agenda Items

- Ken Watts, 827 LaSalle Street – Request to improve alley in rear of property, connecting pavement that comes part way through the block from either side. Mr. Kyttle will work on an estimate for Council to consider.

ITEM 6. REPORTS OF COMMITTEES

MAYOR: Mayor Tim Burke - None

ENGINEER: Quad 3 - None

SOLICITOR: Attorney Frank Kepner - None

PERSONNEL: Tom Moccia, Nelson Learn, Jay Jarrett - None

LEGAL AND FINANCE: Tom Moccia, Nelson Learn, Jay Jarrett - None

PARKS AND RECREATION: Teresa Troiani, Ray Karafinski, Jay Jarrett - None

EMERGENCY MANAGEMENT: Greg Harkins, Jeri Wozniak, Teresa Troiani, Jay Jarrett - None

STREETS, PARKS, & BUILDINGS: Jack Kyttle - None

FIRE AND WATER: Jeri Wozniak, Ray Karafinski, Bob Lewis - None

CODES, RECYCLING, & ORDINANCES: Nelson Learn, Tom Moccia, Ray Karafinski – Borough Manager provided update on status of search for new code enforcement officer. Also provided update on inspection of home under consideration for demolition.

SAFETY: Bob Lewis - None

POLICE: Chief Ken Strish - None

FIRE: Chief Bill Coolbaugh - None

BAJSA REPORT: See Report

ITEM 7. BUSINESS NOT READY FOR ACTION:

1. 1600 Fairview Ave. Stormwater – Borough Engineer discussed various scenarios and options. Was still waiting on plans from BAJSA, but will bring more complete options, with cost estimates, to 9/15 meeting.

2. Ber-Vaughn Entrance – Borough Manager provided letter from Briar Creek Borough noting confusion on exact ownership of entrance to park. Will work on researching further.

3. 827 LaSalle Street Alley – No further discussion.

ITEM 8. OLD BUSINESS:

None

ITEM 9. APPROVAL OF ORDINANCES AND RESOLUTIONS:

1. Ordinance No. 2025-05: Vacating an Unopened Alley
   Discussion: Borough Manager described which of the three alleys in question this was.

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

   All in favor, ordinance approved.

2. Ordinance No. 2025-06: Vacating an Unopened Alley
   Discussion: Borough Manager described which of the three alleys in question this was.

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

   All in favor, motion approved.

3. Ordinance No. 2025-07: Vacating an Unopened Alley
   Discussion: Borough Manager described which of the three alleys in question this was.

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

   All in favor, motion approved.

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 4, 2025 meeting of Council
   b. Approve payment of the August 2025 bill listing
   c. Approve payment of Northeast Industrial Services Corp. Pay App #2 for CDBG Removal of Blighted Structure at 433 East Fifth Street, in the amount of $2,753.25, to be paid utilizing CDBG funds

d. Authorize Borough of Berwick Civil Service Commission to begin patrolman hiring process
e. Authorize Borough Manager to request letters of interest for soon-to-be-open position on the Planning Commission
f. Approve the Borough of Berwick 2026 Non-Uniformed Pension Plan Minimum Municipal Obligation, in the amount of $136,940
g. Approve payment of Peters Consultants, Inc. Invoice #11498882 for CDBG Demolition Projects, in the amount of $5,890.40, to be paid utilizing CDBG funds
h. Approve payment of Peters Consultants, Inc. Invoice #11499199 for CDBG Demolition Projects, in the amount of $2,231.25, to be paid utilizing CDBG funds
i. Approve payment of Peters Consultants, Inc. Invoice #11499344 for CDBG Demolition Projects, in the amount of $1,443.75, to be paid utilizing CDBG funds
j. Approve payment of Peters Consultants, Inc. Invoice #11498519 for CDBG Demolition Projects, in the amount of $4,270.95, to be paid utilizing CDBG funds
k. Designate Agway Invoice #057005, in the amount of $191.98, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
l. Designate Don E. Bower Inc. Invoice #1936, in the amount of $1,023.73, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
m. Designate Don E. Bower Inc. Invoice #1905, in the amount of $1,934.75, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
n. Designate Cooper Electric Invoice #S057745995.007, in the amount of $6,516.81, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
o. Designate Erdman's Tree Nursery & Co. Invoice #7044, in the amount of $4,500, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
p. Designate Larry's Lumber Invoice #2507-646041, in the amount of $247.50, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
q. Designate Lowe's Transaction #810252576, in the amount of $26.03, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
r. Designate Pennsylvania Aluminum Invoice #6745, in the amount of $375, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds
s. Designate Riverview Block, Inc. Invoice #18432, in the amount of $147.75, as for the CDBG-Sponsler Park Project, to be reimbursed to the General Fund by CDBG funds

Discussion: None

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

All in favor, consent agenda approved.

ITEM 11. NEW BUSINESS

1. Consider and take action to approve changes to Borough of Berwick Civil Service Commission Rules and Regulations, as recommended by the Civil Service Commission at its August 14, 2025 meeting
   Discussion: Borough Manager explained proposed changes and their purpose.

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

ITEM 12. ADDED ITEMS

None

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

- Dane Sorenson, 1922 Spring Garden Avenue – Complaint about property across the street from his home.
- Jay Davis, Spring Garden Avenue – Complaint about same property as previous speaker.
- Kim & Shawn McCreary, 1932 Spring Garden Avenue – Complaint about same property as previous two speakers.

ITEM 14. ADJOURNMENT: Motion: Ms. Wozniak Second: Mr. Learn

Meeting adjourned.