

**MINUTES OF THE  
BOROUGH OF TOPTON PLANNING COMMISSION MEETING  
Monday, January 17<sup>th</sup>, 2022**

The regular quarterly meeting of the Borough of Tipton Planning Commission was called to order by Chairman Pro Tem Leo Scott at Borough Hall, 205 South Callowhill Street, Tipton, PA 19562 at 7:02 PM. Present were Commissioners Bruce Meitzler, Julie Pummer, Daniel Schlegel, and Leo Scott and Borough Manager Stacy C. Milo. Commissioner Andrew Kelhart was absent.

The Pledge of Allegiance was performed.

**ELECTION OF OFFICERS**

Chairman Pro Tem Scott opened the floor to nominations for Chairman. Mr. Schlegel nominated Mr. Scott, seconded by Mr. Meitzler. The motion to appoint Mr. Scott as Chairman of the Planning Commission for 2022 passed unanimously.

Chairman Scott opened the floor to nominations for Vice Chair. Mr. Schlegel nominated Ms. Pummer, seconded by Mr. Meitzler. The motion to appoint Ms. Pummer as Vice Chair of the Planning Commission for 2022 passed unanimously.

Chairman Scott opened the floor to nominations for Secretary. Mr. Scott nominated Ms. Milo. The motion to appoint Ms. Milo as Secretary of the Planning Commission for 2022 passed unanimously.

**APPROVAL OF MEETINGS**

Chairman Scott suggested dates for 2022 quarterly meetings of the Commission to be the second Wednesday of April, July, and October. Ms. Milo explained that an advertisement had been run and a new advertisement would need to be run changing the quarterly meetings to April 13, July 13, and October 12, 2022. The meeting dates were changed to the second Wednesday of April, July, and October at 7:00PM by a motion of Mr. Scott, seconded by Mr. Meitzler, passed unanimously.

**NEW BUSINESS**

Chairman Scott reviewed the initiatives for the first quarter of 2022 including the review of the Eastern Berks Comprehensive Plan considering the changes to municipalities participating and the 2020 U.S Census. Mr. Scott also discussed items for review for Borough Council being time-sensitive and needing to be proactive. Mr. Scott discussed reviewing the planning documents that govern the Planning Commission, which include the Comprehensive Plan, the Municipal Planning Code, the Borough's Zoning Ordinance, SALDO, and Act 537 Plan, to get familiar with these documents. Mr. Scott also supported getting the pulse of the community through surveys, etc. to try to plan and get plans done. Mr. Scott will be distributing training materials between quarterly meetings to the commissioners and welcomes ideas from the commissioners of other ideas and training.

Chairman Scott provided an overview of the proposed Borough Council Ordinance regarding deploying small wireless facilities and the purpose of such small wireless facilities. There will be no impacts to the Planning Commission after the adoption of the ordinance. The Borough Council needs the Planning Commission's recommendations regarding the proposed ordinance at this time and may need review of amendments to the ordinance in the future and the potential for design standards, which may require comments from the Planning Commission.

The Planning Commission discussed the proposed ordinance as presented by Borough Council's Solicitor Joan London.

The Planning Commission Secretary was directed to communicate the following to Borough Solicitor London by a motion of Mr. Meitzler, seconded by Mr. Schlegel, passed unanimously:

Upon their review of 1) the comments received from the BCPC and 2) the draft ordinance itself, the Borough of Tipton Planning Commission submits the following comments:

1. BCPC Comment # 1 – The Tipton Planning Commission agrees with this comment and asks the Borough Solicitor to recommend what section of the Zoning Ordinance would receive the revised language and advise if cross reference to other sections are appropriate;
2. BCPC Comment #2 – The Tipton Planning Commission agrees with including other Public ROW's into this but not sure about generating an exhaustive list and asks the Borough Solicitor to recommend some language here for all to consider;
3. BCPC Comment #5 – The Tipton Planning Commission agrees with this but not sure where the Borough would/should exactly place the language; Borough Solicitor to recommend the location and nature of the text the Borough should provide;
4. Since fee structure is defined by FCC and Commonwealth, the Tipton Planning Commission recommends no less than \$500 penalty (Section 10);
5. The Tipton Planning Commission recommends adding "Borough-owned utilities" in definition of Right-of-Way (Section 3);
6. The Tipton Planning Commission recommends adding "municipal authority" in the definition of Utility Facility (Section 3) since the Borough Municipal Authority provides water/sewer utilities throughout the Borough;
7. The Tipton Planning Commission recommends adding to Section 3 a definition of "shot clock": deadline for applications.

### **PUBLIC COMMENTS**

None

### **OLD BUSINESS**

None

### **ADJOURNMENT**

The Planning Commission adjourned at 7:33PM on a motion by Mr. Schlegel, seconded by Ms. Pummer. The next Planning Commission meeting will be held on April 13, 2022, at 7:00PM.