

**MINUTES OF THE  
BOROUGH OF TOPTON PLANNING COMMISSION MEETING  
Wednesday, April 13<sup>th</sup>, 2022**

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

Commissioners Daniel Schlegel and Andrew Kelhart were absent.

Ethan Polinsky (Borough Council) was also in attendance.

The Pledge of Allegiance was performed.

**APPROVAL OF MINUTES FROM JANUARY 17<sup>TH</sup> MEETING**

Borough Manager Milo provided copies of the minutes from the January 17<sup>th</sup> Reorganization and Regular Meeting. The minutes were reviewed with no comment. A motion to approve the minutes was made by Mr. Meitzler and seconded by Ms. Pummer. The motion was approved unanimously.

**NEW BUSINESS**

**1. Report on Actions Related to the BHASD – Longswamp Township Land Development Waiver:**

Chairman Scott presented the Longswamp Township Land Development waiver request submitted by Brandywine Heights Area School District for review and comment by Borough Council in March of 2022. Chairman Scott indicated to the Planning Commission that, due to the timing constraints of the submission to Council, review and comment was needed prior to the commission being able to set up a meeting to discuss.

Chairman Scott reported that in lieu of scheduling a special meeting of the Planning Commission, he had reviewed the request and Berks County Planning Commission's (BCPC) comments submitted to Longswamp Township in February of 2022. Chairman Scott then reported to Borough Council he concurred with BCPC's comments and that there were no additional comments from the Planning Commission.

Chairman Scott concurred with the statements of Commission Members Pummer and Meitzler that all future requests shall require the Planning Commission to have at least one week to review, then hold quorum to discuss and formulate questions / comments to be issued to Borough Council.

The Commission Members directed the Secretary to send a communication to Borough Council and the BHASD that all future requests for Planning Commission review and comments shall be made with the expectation that the Planning Commission shall meet to discuss and compile their response.

## **2. Discussion of Additional Training Materials / Opportunities**

Chairman Scott presented the Planning Commission with a list of possible options for training offered by the Pennsylvania Chapter of the American Planning Association. Also included in this information package was PA Department of Community and Economic Development's PA Municipalities Planning Code and potential live training from the Berks County Center for Excellence in Local Government.

Commissioners Meitzler and Pummer indicated that it would be advantageous to consider scheduling any formal training for September or October in 2022 due to vacations and other potential scheduling conflicts that occur over the summer and winter months. Chairman Scott indicated that he would reach out to BCPC and other providers to discuss potential group training in the Fall of 2022.

## **3. Eastern PA Regional Comprehensive Plan:**

Chairman Scott indicated that BCPC will soon be gearing up to gather information related to the impending update of the Regional Comprehensive Plan. He also indicated that this activity may give the Borough the opportunity to focus on review and preparation of information that will inform the new version of the plan. As the Borough is nearly built out, considerations should be made regarding issues of community importance and that BCPC may be able to aid in developing strategies for more proactive planning in the coming years.

Chairman Scott indicated that he would reach out to the BCPC as well, for more information on their ability to assist and to discuss actions moving forward in gathering information in preparation of Comprehensive Plan Updates.

In the interim, the Regional Comprehensive plan should be reviewed by the Planning Commission. Manager Milo was tasked with the provision of the PA Municipalities Planning Code (MPC) and Regional Comprehensive Plan links to Commission members for review.

## **4. Additional discussion on other Items for the Quarter.**

Mr. Polinsky updated the Planning Commission on the various capital planning efforts being engaged by Borough Council. He had indicated that Council was moving forward with community improvements regarding signage and crosswalks on Weis Street, moving forward with the trail development along Toad Creek and the challenges to the Borough regarding next steps for the Community Pool. Mr. Polinsky also reported that there were openings in the Zoning Hearing Board, Borough Municipal Authority and several of the Borough committees.

Chairman Scott indicated that the Planning Commission would be pleased to provide aid in planning assistance at Borough Council's request.

No additional items of discussion were brought up for the quarter.

## **PUBLIC COMMENTS**

None

## **OLD BUSINESS**

None

## **ADJOURNMENT**

The Planning Commission adjourned at 7:50PM on a motion by Ms. Pummer, seconded by Mr. Meitzler. The next Planning Commission meeting will be held on Wednesday, July 13<sup>th</sup>, at 7:00PM.