

**MINUTES OF THE  
BOROUGH OF TOPTON PLANNING COMMISSION MEETING  
WEDNESDAY, OCTOBER 12<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 7:00 PM. Present were Commissioners Leo Scott, Bruce Meitzler, Julie Pummer, Daniel Schlegel, Borough Manager Stacy C. Milo, and Borough Secretary Courtney M Corona.

The Pledge of Allegiance was performed.

**APPROVAL OF MINUTES**

Mr. Meitzler made a motion to approve the minutes of April 13<sup>th</sup>, 2022 and July 13<sup>th</sup>, 2022. Mr. Schlegel seconded the motion. The motion passed unanimously.

**NEW BUSINESS**

Mr. Schlegel made a motion to appoint Courtney M. Corona as Planning Commission Secretary. Mr. Meitzler seconded the motion. The motion passed unanimously.

Mr. Scott addressed the commission's most recent matter regarding the BHASD – Longswamp Township Land Development Waiver. Chairman Scott restated that he believes that all future requests from any entity shall require the Planning Commission to have at least one week to review and then hold a meeting to discuss and formulate questions and comments. Mr. Meitzler added that the school district contacted the Planning Commission at the last minute, and they expected the Commission to jump through hoops to be able to get it done. Ms. Milo stated that currently the school district was considering outdoor renovations, which would not require a plan submission, for the Middle School. Ms. Milo stated that the district met with the borough and the Borough Engineer to explain what was being considered since the district wanted to discuss potential renovations with the borough prior to any work being finalized by the district. Mr. Scott suggested that the commission require that land use submission requests be given to the commission for at least 90 days to review. Mr. Scott requested that the commission send the school board a letter to inform the district they are aware of their new request.

In regards to the 2023 Borough budget, Mr. Scott informed the commission that he requested funding for 8 hours of Borough Solicitor and 8 hours of Borough Engineer time. He requested this in case the commission deems it necessary for either person to attend their meetings due to submissions or plans they may need to review. Mr. Scott suggested that the commission create by laws. Mr. Meitzler agreed and said that a document like that could protect the commission in the future. Ms. Milo stated that by laws are a good idea because it would streamline the procedure for residents to follow and how to gather all the documents that are necessary to submit. Mr. Scott also stated that he requested money in the budget for the commission to participate in trainings. He suggested that the commission look into the PMPEI course for "*Building a Strong Planning Commission.*" Ms. Milo stated that at this point, the budget is still flexible and that the commission could make additional requests for education funding if they see fit.

Mr. Scott then asked the commission what they believe their goals for 2023 should be. He stated that he believes the commission should take a thorough look through the Eastern Berks Joint Comprehensive Plan (2015) for the Borough of Topton and District and Rockland Townships. Mr. Scott suggested that the commission read and familiarize themselves with the first five chapters for the January 2023 meeting. He suggested that once everyone has a chance to read it, the commission should compile their comments and have a good handle on the document. Mr. Scott suggested that the commission do their best to try and find a new Planning Commission member. He asked Ms. Milo if the borough has pursued any other methods of finding anyone. Ms. Milo informed the commission that the borough put an advertisement/message on the electronic sign and in newsletters. Mr. Scott encouraged the whole group to ask anyone they deem fit if they would be interested in serving.

Mr. Meitzler gave his suggestions on what he believes the commission should accomplish in 2023. He believes the commission should encourage Council to pass ordinances that were shared between Ms. Milo and the commissioners. Mr. Scott agreed that suggesting these ordinances would be a good goal for 2023. All the commissioners recommended adding these ordinances to the Planning Commission agenda for January to discuss them at length.

The commission asked Ms. Milo to request that the Borough Solicitor attend their January 11, 2023 commission meeting to begin discussing creating by laws.

### **OLD BUSINESS**

Ms. Milo informed the commission that they will need to plan their quarterly meetings for the 2023 calendar year. The Commission agreed to keep their meetings the second Wednesday of the month every quarter for 2023. Mr. Meitzler made a motion to schedule the Planning Commission meetings for January 11<sup>th</sup>, April 12<sup>th</sup>, July 12<sup>th</sup>, and October 11<sup>th</sup>, 2023. Mr. Schlegel seconded the motion. The motion passed unanimously.

Mr. Meitzler asked Ms. Milo if Council has thought about passing an ordinance regarding the placement of blankets and chairs along the TCOC Halloween Parade route prior to the parade. Ms. Milo informed the commission that Council has not considered such an ordinance and that the parade is not run by the borough but is run by TCOC. Mr. Schlegel informed the commission that the borough should have the right to remove any items in their right of way on the roadways. Mr. Meitzler said that many other municipalities have ordinances stating that parade items cannot be placed along the route more than 24 hours in advance. He does not believe Council would be stepping on TCOC's toes by passing an ordinance of this sort to not place items along the route in the right-of-way more than 24 or 48 hours prior to the parade. Mr. Meitzler argued that it would be in the best interest of Council because the fire company and/or ambulance corp may need to access a property or fire hydrant that is being blocked by chairs or blankets.

### **ADJOURNMENT**

The Planning Commission adjourned at 7:34pm with a motion by Mr. Schlegel, seconded by Ms. Pummer. The next quarterly Planning Commission meeting is scheduled for January 11<sup>th</sup>, 2023.