

**MINUTES OF THE
BOROUGH OF TOPTON PLANNING COMMISSION MEETING
WEDNESDAY, JANUARY 11, 2023**

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 Solicitor Joan London, and Borough Manager Stacy C. Milo. Also in attendance was Michelle Lorah, Borough Council President, as a member of the public.

The Pledge of Allegiance was performed.

REORGANIZATION/ELECTION OF OFFICERS

Mr. Scott introduced Solicitor London. Solicitor London acted as chair and opened the floor to nominations for Chairman. Mr. Meitzler nominated Mr. Scott, seconded by Mr. Schlegel. The motion to appoint Mr. Scott as Chairman of the Planning Commission for 2023 passed unanimously.

Solicitor London 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 2023 passed unanimously.

Solicitor London opened the floor to nominations for Secretary. Mr. Meitzler nominated Ms. Milo, seconded by Mr. Schlegel. The motion to appoint Ms. Milo as Secretary of the Planning Commission for 2023 passed unanimously.

Solicitor London passed the meeting over to Chairman Scott.

APPROVAL OF MINUTES

Mr. Schlegel made a motion to approve the minutes of October 12th, 2022. Ms. Pummer seconded the motion. The motion passed unanimously.

NEW BUSINESS

Appointment of Interim Planning Commissioner: Mr. Scott discussed the need of having five commissioners and filling the opening left with the resignation of Mr. Kelhart. Mr. Scott requested guidance from Ms. London, who consulted the Municipal Planning Code. Ms. Milo stated that Borough Council had been informed of and has accepted the resignation. Ms. Lorah informed the commissioners that the topic of the Planning Commission, its vacancy, and the acceptability of having a member of Borough Council on the Commission will be discussed at the next Borough Council meeting. Ms. London supported having a Borough Council member on the Commission since this allows Council to receive information about the Commission and its meetings first hand. The commissioners discussed this matter further.

Establishment of By-Laws: Mr. Scott explained that the Planning Commission does not currently have by-laws and Ms. London had provided the example of by-laws from Mount Joy Borough, which is of comparable size and configuration as Tipton. Mr. Schlegel made a motion to

authorize the Borough Solicitor to draft by-laws, based on the Mount Joy Borough sample with the change to quarterly meetings, for distribution by electronic mail for adoption at the next Planning Commission meeting. Mr. Meitzler seconded the motion. The motion passed unanimously.

Letter to Brandywine Heights Area School District: Mr. Scott discussed sending a letter to the school district annually to request prior notification of projects expected to occur the following year, as well as notify or remind the school district of a policy to provide at least 60 days for the commission to review written requests outside of those indicated in the SALDO. Mr. Meitzler made a motion to direct the Secretary to prepare such a letter, have each commissioner sign the letter, and mail the letter to the school district. Ms. Pummer seconded the motion. The motion passed unanimously.

OLD BUSINESS

Update on Planning Commission Budget for 2023: Mr. Scott reviewed the adopted 2023 budget line items for the Planning Commission.

Update on Training Opportunities for 2023: Mr. Scott reviewed the community planning course and a zoning course offering by Albright University CELG and PMPEI. Mr. Scott supported commissioners to consider enrolling in such courses, especially knowing our upcoming project of the joint comprehensive plan update.

Review of Sample Municipal Source Water Protection ordinances: Mr. Scott introduced sample ordinances provided to the commissioners by PA DEP. The Commissioners requested more time to review the samples, to table any recommendation to Borough Council, and to place this on the next commission's meeting agenda for April.

Review of Joint Comprehensive Plan – Comments on Chapters 1-5: Mr. Scott suggested that the commissioners familiarize themselves with the previous plan, including its demographics, areas of the plan that will change due to changes in the community, and revisions to the plan, since it is a large document and Berks County will be requesting the plan to be updated in the next year. Mr. Scott stated that he will contact Berks County Planning Commission to request they attend the April meeting to explain what the BCPC's approach will be to the plan, e.g. need for a community survey. Ms. London stated that BCPC may be able to financially support a survey. Mr. Scott supports having a community survey performed.

PUBLIC COMMENTS

There were no comments.

PLANNING COMMISSION DISCUSSION OF TOPTON PARADES BLANKET REGULATION

Mr. Scott stated that the commissioners previously discussed the topic of the Borough having an ordinance to regulate the placement of blankets along a parade route. Mr. Meitzler supports such an ordinance due to safety concerns. The commissioners discussed having an ordinance and

Hamburg's ordinance. Mr. Meitzler will forward Hamburg's ordinance to the secretary to distribute to the commissioners.

ADJOURNMENT

The Planning Commission adjourned at 7:38PM with a motion by Mr. Schlegel, seconded by Ms. Pummer. The next quarterly Planning Commission meeting is scheduled for April 12th, 2023.

Respectfully Submitted,

Stacy C. Milo

Planning Commission Secretary, Borough Manager and Borough Secretary