

**MINUTES OF THE
BOROUGH OF TOPTON PLANNING COMMISSION MEETING
WEDNESDAY, April 12, 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, Daniel Schlegel, Emma Yeh, of Barry Isett & Associates, and Borough Manager Stacy C. Milo. Also in attendance were John Membrino, Michelle Lorah, Borough Council President as a member of the public, and Thomas Biltcliff, III.

Commissioner Julie Pummer was absent.

The Pledge of Allegiance was performed.

APPROVAL OF MINUTES

Mr. Schlegel made a motion to approve the minutes of January 11th, 2023. Mr. Meitzler seconded the motion. The motion passed unanimously.

NEW BUSINESS

Membrino Residential Lots - Final Plan Review:

Mr. Scott introduced the submission. Ms. Emma Yeh reviewed the engineer's report of review of plan submission. The Commissioners read comments from the engineer's report. The Commissioners reviewed and approved the letter with some minor corrections. The Commissioners discussed several comments as presented by each Commissioner and agreed that all were valid for the review. The Commissioners discussed and determined that without Berks County Planning Commission comments, no action can be taken by the Commissioners.

During public comment of the Membrino Request, Mr. Membrino requested that the Commissioners provide recommendation to approve and that there was no further need for review due to the settlement between Tipton Borough and Membrino. The original Borough signed and sealed plan was produced by the Borough Manager and reviewed by the Commissioners. Mr. Membrino provided a copy of the legal settlement document and this was reviewed by the Commissioners.

The Commissioners determined that further clarification and guidance on the issue was required from the Borough Solicitor and that continued review of this submission would occur at a special meeting of the Planning Commission in May, date and time to be advertised.

Letter to Brandywine Heights Area School District:

A letter to the superintendent of BHASD was signed by commissioners present at the meeting and scheduled to be mailed upon Ms. Pummer signing the letter. (The letter was mailed on April 19, 2023).

Appointment of Interim Planning Commissioner:

Mr. Scott requested that Ms. Milo notify the Borough Council of the continued Planning Commission vacancy and request the appointment of an interim commissioner.

Establishment of By-Laws:

An example of by-laws was provided by Solicitor Joan London for review in January of 2023. This matter was tabled until the October 11, 2023 meeting when all commissioners will be present.

Training Opportunities for 2023:

Mr. Scott discussed the current status of training and additional future training in 2023.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

The Planning Commission adjourned at 8:05 PM with a motion by Mr. Meitzler, seconded by Mr. Schlegel. The next Planning Commission meeting is scheduled for May 17th, 2023 to continue review of the Final Plan for the Membrino Residential Lots Minor Subdivision.

Respectfully Submitted,

Stacy C. Milo

Planning Commission Secretary, Borough Manager, and Borough Secretary