

**MINUTES OF THE
BOROUGH OF TOPTON PLANNING COMMISSION MEETING
WEDNESDAY, January 24, 2024**

1. In attendance
 - a. Planning Commission
 - Leo Scott
 - Julie Pummer
 - Bruce Meitzler
 - Dan Schlegel
 - b. Public
 - Maryellen Monaghan
 - Ethan Polinsky (President, Topton Borough Council/Alternate PC Member)
2. Call To Order (7:02 PM)
3. Pledge to the Flag:
4. Reorganization:
 - a. Chairperson – Leo Scott – Bruce Meitzler Motion, Dan Schlegel Second, Unanimous
 - b. Vice Chair - Julie Pummer – Bruce Meitzler Motion, Dan Schlegel Second, Unanimous
 - c. Secretary –Stacy Milo’s stated that workload is currently preventing her from accepting the role of Secretary, primarily regarding meeting minutes. The group discussed the tasks of the secretary and the potential interest of Terry Hook to do the work.
 - The scope of the Secretary will be dependent on the tasks identified in the PC’s Bylaws (per Julie Pummer) and any other callouts in the municipal ordinances.
 - This issue was tabled for further consideration and research. Mr. Polinsky will investigate Terry’s Hook’s interest and Leo will review the bylaws and ordinance requirements, discuss with her if possible.
 - A future motion for secretary will be held until the next scheduled meeting.
 - For now, Leo Scott will manage meeting minutes and continue work with Stacy to manage public notice and scheduling of meetings.
5. New Business
 - a. Eastern Berks Joint Comprehensive Plan
 - Leo Scott updated the group with the current schedule.
 - Leo Scott asked Mr. Polinsky if the resolution will be on the 2/12 schedule. Mr. Polinsky will reach out to the Borough Council asking for final review of the draft resolution to provide it to the solicitor for drafting and adoption on 12/12.

- Leo Scott will prepare a final informational email to Borough Council regarding the plan and requesting that the resolution be signed at the meeting of the Council on 2/12
- b. Planning Commission 2024 Schedule
- Leo Scott explained that with three members being on the Eastern Berks Joint Comprehensive Plan committee, a monthly commitment, regular PC meetings should be set from quarterly back to “as needed” in 2024.
 - Motion – Bruce M, Second – Dan S, Unanimous vote.
6. Old Business
- a. Draft By-Laws – Discussion of By-Laws draft provided by Joan London on 1/19/2023.
- Dan Schlegel, who was the only PC member with questions, indicated he was satisfied with Ms. London’s response.
 - One question came up in discussion as far as the reference to Ordinance No. 365, dated October 3, 1966 in the by-laws. PC Members would like to ask the borough solicitor to verify the ordinance number and date reference before adoption.
 - Leo Scott will reach out to Joan London with an email regarding.
 - A motion was made and accepted to adopt the draft resolution (19L6814.docx from the email on 1/19/2023) pending verification of the ordinance number referenced – Second by Julie Pummer, Unanimous vote.
7. PC Discussion
- a. Discussion on PC Membership
- The number of PC members remains low into 2024.
 - Dan Schlegel is considering stepping off the committee due to his 2024 workload and conflict with other commitments.
 - Julie Pummer indicated that it may be beneficial to reach out to Jeff Schriver (former member) to see if he would consider signing back in.
 - Ethan Polinsky indicated that he would remain as Alternate member from council.
 - Maryellen Monaghan expressed interest when asked by the PC – Leo Scott will follow up with her regarding.
8. Adjournment (7:35 PM)

Respectfully Submitted,

Leo Scott
Chair