

***MINUTES OF THE
BOROUGH OF TOPTON PLANNING COMMISSION
SECOND QUARTERLY MEETING
WEDNESDAY, APRIL 10, 2024***

1. Attendees

a. Planning Commission

- Leo Scott
- Julie Pummer
- Bruce Meitzler
- Maryellen Monaghan
- Ethan Polinsky
(Alternate Member)
- Stacy Milo (Borough
Manager)

b. Public

- Monica Kunkel

2. Call To Order (7:00 PM)

3. Public Input: - None

4. Previous Meeting Minutes (01/24/2024) - Reviewed by the PC with no comment. Motion (Bruce M.) Second (Julie P.) - Unanimously approved.

5. Eastern Berks County Joint Comprehensive Plan Update

a. Leo Scott updated the PC on the status.

- i. Meeting held at Rockland Township Municipal building on Monday March 19th.
- ii. All municipalities except for Longswamp Township have agreed to participate.
- iii. Berks County Planning Commission Issued the MAP Grant Application on March 8th. Awards should be expected Late April, Early May.
- iv. the planning process would then begin in the summer
- v. A Target Date of June 9th was set tentatively.
 - 1. All members of the Advisory Committee (all present at this meeting) Confirmed their availability for this date.
- vi. Tipton Borough will provide Laura Mursch at BCPC with some background information to allow them a head start once approved.
 - 1. Zoning Map and or GIS Data - Stacy Milo to request from Barry Isett
 - 2. Contact Master List

6. Old Business

a. PC - Membership - Welcome to Maryellen Monaghan

b. Tipton Borough Planning Commission By-Laws

- i. PC Reviewed the Solicitor's Comments regarding updating the ordinance reference on the plan - should include both original ordinance number and codified ordinance section.
- ii. PC Reviewed the Solicitor's Response to Leo Scott's Question on adjusting the By-Laws to accommodate using members of the public to assist the PC Secretary (typically borough staff).
- iii. Motion to "Approve the By-Laws as advised by the Solicitor (Bruce M.), Second (Julie P.) - Unanimously approved.

- iv. PC Will notify the Solicitor to Update the By-Laws as advised and Sign at the next meeting.
- c. Topton Borough Planning Commission Secretary
 - i. Monica Kunkel has stated interest in assisting Stacy Milo in PC Secretary Duties, specifically in attending PC Meetings, taking notes, and preparing meeting minutes.
 - ii. PC reviewed, discussed the position and determined that after receipt of the By-laws to be revised by the solicitor to appoint the Secretary and Assistant at the next meeting.

7. New Business

- a. Receipt of Resubdivision Plan for 14 Haas Street and Lot line Adjustment Plan for 330 Weis Street.
 - i. Stacy Milo provided background documents to the PC members for review of the plans.
 - ii. Stacy Milo confirmed that she will send the letter stating that the Planning Commission will review both plans.
 - iii. Availability for the PC was verified and the following schedule was set for the PC's review of these plans.
 - 1. The official timeline for review of these plans and response to the applicants will be 90 days from this meeting - Tuesday July 9th, 2024.**
 - 2. May 1st** - The PC Will meet to provide review/comments to the applicants. The applicants will be invited to this meeting.
 - 3. June 12th** - The PC Will meet to review any replies from the applicants and to make recommendations to Borough Council.

- 8. **Adjournment** - Motion (Julie P.) Second (Bruce M.) Unanimously Approved - (7:36 PM)

Respectfully Submitted,

**Leo Scott
Chair**