South Waverly Planning Commission
Regular Meeting
April 29, 2026

CALL TO ORDER
The meeting was called to order at 6:06 p.m. by Chair Erin Wayman. A quorum was established.

ATTENDANCE
Chair: Erin Wayman
Vice Chair: Tim Hickey
Secretary: Ken Bentley
Members: Mike Bronson (Absent), Ron Chamberlain (Absent), Chris McConnell
Solicitor: Attorney Jonathan Foster (Absent)
Public: Maria Winnicka (47 Pleasant St.)

PUBLIC COMMENTS AND QUESTIONS
Maria Winnicka (47 Pleasant Street) attended the meeting and expressed interest in the Comprehensive Plan survey results. Ms. Winnicka stated that she received the survey twice and completed it online. She noted that distribution with tax and sewer bills was effective and that residents did receive the survey.

The Commission acknowledged the feedback and discussed the goal of increasing participation.

Ms. Winnicka inquired about the Borough's prior garbage bidding process and whether the park continues to receive donations. The Commission provided a general overview of the prior garbage bidding process and confirmed that the park continues to accept donations.

READING AND APPROVAL OF MINUTES
Motion to **ACCEPT THE MEETING MINUTES FROM March 25, 2026**.
Motion made by Tim Hickey, seconded by Ken Bentley.
Vote: Unanimous approval.
Motion carried.

UNFINISHED BUSINESS (IF ANY)
Borough eCode360 Updates – Smoke Shop Ordinance
The Planning Commission revisited the status of the Smoke Shop Ordinance and other pending ordinance updates within eCode360, maintained by General Code, as previously discussed. The Commission noted that multiple adopted ordinances remain outstanding and have not yet been submitted for codification.

It was reported that the Borough Secretary had not previously received training on the submission process and is currently compiling outstanding ordinances for submission.

Tim Hickey stated he will follow up with the Borough Secretary to confirm the status of submissions and report back to the Commission.

The Commission will continue to monitor this item until all outstanding ordinances are submitted.

No formal action was taken.

Status Update – 2026 Comprehensive Plan

The Planning Commission received an update on the Comprehensive Plan resident survey. Erin Wayman presented survey results via PowerPoint.

The Commission noted that a total of 61 responses have been received to date, an increase from prior reporting.

It was reported that Borough Council has extended the survey deadline to May 19, 2026, to allow for additional participation. Paper surveys continue to be received.

Erin Wayman also reported that Borough Council plans to have a booth at Election Day to provide residents with another opportunity to complete the survey.

The Commission discussed continued outreach efforts to increase participation.

No formal action was taken.

Northern Bradford Crematory – March 1, 2026, DEP Permit Renewal Notice

The Planning Commission acknowledged receipt of a notice from Northern Bradford Crematory regarding the renewal of its Department of Environmental Protection (DEP) State Only Air Quality operating permit.

The Commission noted that the application pertains to continued operation of the existing facility and that a 30-day public comment period is in effect.

Erin Wayman confirmed, following coordination with the Borough Secretary, that no changes are proposed as part of the renewal and that the notice is a standard notification providing the Borough an opportunity to submit questions or comments.

No formal action was taken.

Review of §395-3 and §395-4

No updates were reported. Erin Wayman confirmed that the Solicitor, Jonathan Foster, has received the recommended ordinance language. The Commission is awaiting his review prior to forwarding formal recommendations to Borough Council.

No formal action was taken.

NEW BUSINESS

Planning Commission Membership Update

It was noted that Joel Hunt resigned on March 23, 2026, and Chris Wood resigned on April 27, 2026. Christopher McConnell and Laura Kelsall have been appointed to fill those vacancies.

Mr. McConnell was appointed to complete the unexpired term of Joel Hunt, ending December 31, 2029. Ms. Kelsall was appointed to complete the unexpired term of Chris Wood, ending December 31, 2027.

Ms. Kelsall was absent. Erin Wayman confirmed that she had contacted Ms. Kelsall to notify her of the meeting.

Right-of-Way Discussion for Recommendations to Borough Council

The Planning Commission discussed ongoing concerns related to the use of the street right-of-way for vehicle parking, particularly in areas where such use may be contributing to roadway and shoulder deterioration.

Members reviewed photographs illustrating conditions observed throughout the Borough, including rutting within the right-of-way, loss of vegetation, gravel migration, standing water, and deterioration along the roadway edge.

The Commission held a general discussion regarding these conditions and potential considerations for future recommendations.

The topic was tabled for further consideration at a future meeting.

No formal action was taken.

Emergency Access / No Parking Designation – Identified Areas

The Planning Commission acknowledged that concerns related to emergency access and potential no parking designations in certain identified areas are forthcoming.

No feedback has been received to date from the Police or Fire Departments.

The Commission will await input from the Police and Fire Departments prior to making any recommendation.

ANNOUNCEMENTS

No new announcements.

ADJOURNMENT

Motion to **ADJOURN THE MEETING**.
Motion made by Tim Hickey, seconded by Ken Bentley.
Vote: Unanimous approval.
Motion carried.

The meeting was adjourned at 7:09 p.m.

NEXT MEETING

May 27, 2026 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted,
Ken Bentley