

**South Waverly Planning Commission
Regular Meeting
January 28, 2026**



CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Chair Ken Bentley. A quorum was established.

ATTENDANCE

Chair: Ken Bentley

Vice Chair: Tim Hickey

Secretary: Joel Hunt

Members: Mike Bronson (absent), Ron Chamberlain, Erin Wayman (absent), Chris Wood (absent)

Solicitor: Attorney Jonathan Foster

Public: No members of the public present

Guest: None

PUBLIC COMMENTS AND QUESTIONS

No public comment was offered.

READING AND APPROVAL OF MINUTES

Motion to **ACCEPT THE MEETING MINUTES FROM NOVEMBER 26, 2025.**

Motion made by Joel Hunt, seconded by Ron Chamberlain.

Vote: Unanimous approval.

Motion carried.

UNFINISHED BUSINESS (IF ANY)

- **Status Update – 2026 Comprehensive Plan**

The Planning Commission confirmed that the resident survey has been finalized following Commission review and has been transmitted to Borough Council for consideration.

Next steps include Borough Council review of survey distribution methods and resident communication, including a cover letter and related outreach. Upon distribution, survey results will be compiled and reviewed, followed by additional public engagement meetings as part of the Comprehensive Plan update process.

- **Borough eCode360 Updates – Smoke Shop Ordinance**

The Commission discussed the status of the Smoke Shop Ordinance within eCode360, maintained by General Code. Discussion focused on the need to update the Borough's online code to ensure it accurately reflects all currently adopted ordinances.

Solicitor Jonathan Foster indicated that he would contact Julie Lewis to inquire about the status of the Smoke Shop Ordinance update and any other pending code updates requiring submission to General Code.

NEW BUSINESS

- **Reorganization – Election of Officers for the 2026 Term**

CHAIR

Motion to **NOMINATE ERIN WAYMAN AS PLANNING COMMISSION CHAIR.**

Motion made by Tim Hickey, seconded by Ron Chamberlain.

Vote: Unanimous approval.

Motion carried.

VICE CHAIR

Motion to **NOMINATE TIM HICKEY AS PLANNING COMMISSION VICE CHAIR.**

Motion made by Ken Bentley, seconded by Ron Chamberlain.

Vote: Unanimous approval.

Motion carried.

SECRETARY

Motion to **NOMINATE KEN BENTLEY AS PLANNING COMMISSION SECRETARY.**

Motion made by Joel Hunt, seconded by Tim Hickey.

Vote: Unanimous approval.

Motion carried.

- **Annual Report to Borough Council – 2025
(Pursuant to Section 207 of the Pennsylvania Municipalities Planning Code)**

Motion to **APPROVE THE 2025 ANNUAL REPORT AND AUTHORIZE ITS SUBMISSION TO BOROUGH COUNCIL.**

Motion made by Tim Hickey seconded by Joel Hunt

Vote: Unanimous approval.

Motion carried.

ANNOUNCEMENTS

- No new announcements

ADJOURNMENT

Motion to **ADJOURN THE MEETING.**

Motion made by Tim Hickey, seconded by Ron Chamberlain.

Vote: Unanimous approval.

Motion carried.

The meeting was adjourned at 7:00 p.m.

NEXT MEETING

February 25, 2026 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted,
Ken Bentley