

**South Waverly Planning Commission
Regular Meeting
March 25, 2026**



CALL TO ORDER

The meeting was called to order at 6:00 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, Chris Wood (absent), Chris McConnell

Solicitor: Attorney Jonathan Foster

Public: No members of the public present

PUBLIC COMMENTS AND QUESTIONS

No public comment was offered.

READING AND APPROVAL OF MINUTES

Motion to **ACCEPT THE MEETING MINUTES FROM JANUARY 28, 2026.**

Motion made by Tim Hickey, seconded by Ron Chamberlain.

Vote: Unanimous approval.

Motion carried.

UNFINISHED BUSINESS (IF ANY)

Status Update – 2026 Comprehensive Plan

The Planning Commission reported that the resident survey has been distributed with Borough tax bills, along with instructions for obtaining a paper copy and accessing the survey via QR code. It was noted that approximately 30 responses have been received to date. The Commission discussed extending the survey timeframe and expanding outreach efforts, including potential distribution with sewer bills and promotion through local radio and newspaper. No action was taken.

Borough eCode360 Updates – Smoke Shop Ordinance

The Planning Commission discussed the status of the Smoke Shop Ordinance and other pending updates within eCode360, maintained by General Code. The Commission noted that certain adopted ordinances have not yet been submitted for codification. It was reported that the Borough Secretary had not previously been trained on the process for submitting ordinances to General Code and is currently working to compile and submit outstanding updates. Tim Hickey indicated he would follow up with the Borough Secretary regarding the status of these submissions.

NEW BUSINESS

Member Update

Chris McConnell (Mystic Lane) was welcomed as a new member of the Planning Commission.

Review of §395-3 and §395-4

The Planning Commission reviewed §395-3 and §395-4 and approved draft language to be forwarded to Solicitor Jonathan Foster for review. The draft will be returned to the Planning Commission for final approval prior to submission of a formal recommendation to Borough Council.

Motion to **APPROVE DRAFT LANGUAGE FOR §395-3 AND §395-4 AND AUTHORIZE SUBMISSION TO SOLICITOR FOR REVIEW.**

Motion made by Tim Hickey, seconded by Ken Bentley.

Vote: Unanimous approval.
Motion carried.

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. Chair Wayman indicated she would confirm whether any changes are proposed as part of the renewal. No action was taken.

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 6:56 p.m.

NEXT MEETING

April 29, 2026 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted,
Ken Bentley