

**South Waverly Planning Commission
Regular Meeting
October 29, 2025**



CALL TO ORDER

Meeting was called to order at 6:01p.m. by Ken Bentley
Quorum was established.

ATTENDANCE

Chair: Ken Bentley
Vice- Chair: Tim Hickey
Secretary: Vacant
Members: Joel Hunt, Mike Bronson, Chris Wood (absent), Erin Wayman, Ron Chamberlin
Solicitor: Attorney Jonathan Foster
Public: No Members of the public
Guest: No Guest

PUBLIC COMMENTS AND QUESTIONS

- No Formal Public Comment

READING AND APPROVAL OF MINUTES

Motion: **TO ACCEPT THE MEETING MINUTES FROM OUR MEETINGS ON 09/24/2025 and 05/28/2025**

Motion made by Tim Hickey, Motion seconded by Ron Chamberlin.

Vote: Unanimous approval

Resolved: Motion Carries

UNFINISHED BUSINESS (IF ANY)

Update 2015 Comprehensive Plan to 2025 Comprehensive Plan: Duane Naugle, Jr., Director, Community Planning, Grants and Mapping of Bradford County agreed to assist us in the updating of our comprehensive plan. This is free of charge. An MOA was signed by Roxanne Testen and Ken Bentley on 10/27/2025. The MOA was forwarded to Duane Naugle on 10/28/2025.

Erin Wayman led our first discussion tonight with the updating the plan. More work ahead.

Borough eCode360 Updates: Attorney Foster reiterated that updates to the eCode system are done by the Borough Secretary. Tim Hickey said that he would circle back with Julie on updating the eCode360, particularly the Smoke Shop changes.

NEW BUSINESS

Draft Planning Commission Guide - Understanding Roles and Responsibilities in Zoning and Land Use Decisions: A copy of the draft guide was handed out to commission members (as well as by email prior to meeting). Ken Bentley led a brief overview of the guide. The guide is meant to be a quick reference for commission members for Zoning and Land Use Decisions. Commission members were encouraged to review the guide and bring any questions to our next meeting to discuss.

Commission Secretary: The commission is in need of a Secretary. The Secretary's role (an important one) is largely taking notes during commission meetings, putting together our meeting minutes into a formal document and working with the Borough Secretary in posting our minutes on the Borough's website. The committee members had reluctance in taking on this role. Joel Hunt did suggest that Artificial Intelligence (AI) technology may be an option for the Commission. Joel agreed to take on the task of using AI to accomplish our required minute taking. Thanks Joel!

Motion: **USE ARTIFICIAL INTELLIGENCE (AI) DURING MEETINGS FOR MINUTE TAKING**

Motion made by Ron Chamberlin, Motion seconded by Tim Hickey.

Vote: Unanimous approval

Resolved: Motion Carries

ANNOUNCEMENTS

- No new announcements

ADJOURNMENT

- The meeting was adjourned at 7:04 p.m. Motion made by Tim Hickey , Motion seconded by Ron Chamberlin..

NEXT MEETING

- November 26, 2025 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted by: Ken Bentley