

**South Waverly Planning Commission  
Regular Meeting  
September 24, 2025**



**CALL TO ORDER**

Meeting was called to order at 6:12 p.m. by Ken Bentley  
Quorum was established.

**ATTENDANCE**

Chair: Ken Bentley  
Vice-Chair: Tim Hickey (absent)  
Secretary: Ron Chamberlin  
Members: Joel Hunt, Mike Bronson (absent), Chris Wood (absent), Erin Wayman  
Solicitor: Attorney Jonathan Foster via phone  
Public: Roxanne Testen  
Guest: No guest this month

**PUBLIC COMMENTS AND QUESTIONS**

- No Formal Public Comment

**READING AND APPROVAL OF MINUTES**

MINUTES FOR 05/28/2025 NEED TO BE APPROVED AT NEXT MEETING

**UNFINISHED BUSINESS (IF ANY)**

- The commission discussed the 2015 Comprehensive Plan. The plan needs to be reviewed/updated every 10 years per MPC 301(c) and 302(d). The 2015 Comprehensive Plan is available online on the Borough's website.
- Roxanne Testen shared that Borough Council has approved and recommended that the Planning Commission begin the formal process of updating the 2015 Comprehensive Plan.
- Erin Wayman volunteered to chair the updating of the Comprehensive Plan.
- Ken Bentley shared that he has reached out via voicemail and email to Duane Naugle, Planning Director, Bradford County to see if the county can assist the commission updating the comprehensive plan. The county helped back in 2015. We are awaiting a response from the county.
- We discussed methods to capture public input via a survey. In the past, we used a surveymonkey type program. Other municipalities have used a QR code via their website.
- Roxanne Testen shared that she felt, as part of the comprehensive plan, we should look at efforts toward the revitalization/development within the Borough, particularly Keystone Ave, along with possible murals within the Borough like our neighboring municipalities.

**NEW BUSINESS**

- eCode Link: <https://ecode360.com/SO1377>  
Ken Bentley asked who is responsible for the updating of the Borough's eCode on the Borough website. Attorney Foster said that the updating of eCode falls to the Borough Secretary. There have been changes made to our ordinances that involve "smoke shops" If/when the new 'smoke shop' language has been finalized, the Borough's eCode will need to be updated.

**ANNOUNCEMENTS**

- Ron Chamberlin requested to step down as Secretary. The Secretary position is now vacant. We will need to fill this important role.

**ADJOURNMENT**

- The meeting was adjourned at 6:35 p.m. Motion made by Ron Chamberlin , Motion seconded by Joel Hunt.

**NEXT MEETING**

- October 29, 2025 at 6:00 p.m. at the South Waverly Borough Hall

Respectfully submitted by: Ken Bentley