MONTOURSVILLE BOROUGH PLANNING COMMISSION
MARCH 4, 2026, MEETING MINUTES

Attending:

Planning Commission (PC) Members: Bob Weaver, Chairman, Tony Salvatori, Chris Reed, Bryan Pauling and Erik Martinez
Donna Taggart, Borough Manager
Nicholas Grimes, Solicitor
Borough Residents Bob Brown, Deb Brown, Marie Pena
Borough Council Members Don Boyles and Marshall Winters

Weaver called the meeting to order at 7:02pm. All guests were asked to sign the sign-in sheet.

Roll call - members of the Planning Commission were introduced to the audience.

Motion to approve agenda. Two changes offered by Weaver – addition of the 2025 Annual Report for review/approval and approval of the proposed By-laws. Motion by Pauling, second by Salvatori and unanimous approval.

Motion to approve the minutes of the January 7, 2026, PC Meeting by Reed, second by Salvatori and unanimous approval.

Reports: None

Old Business

- Lyter Land Development plan. The PC reviewed this at our November 2025 meeting. Weaver reported for the PC information that the conditions for approval have been satisfied and final approval granted. It was reported construction has started.

New business:

- Weaver reported Zoning Officer Tom MacDonald was not in attendance due to a conflict in schedule and due to the fact he had no official submissions to come before the PC.
- The 2025 Annual Report to Borough Council reviewed and approved. Motion by Pauling, second by Salvatori, and unanimous approval.
- Weaver shared highlights from a recent webinar "Building a Strong Planning Commission" that he attended January 28, 2026. It was presented by the PA Municipal Planning Education Institute, a collaboration of the American Planning Association and the PA State Association of Boroughs. He told the PC he felt it was an important opportunity to improve the work of the PC. The Municipalities Planning Code (MPC) was reviewed as part of the webinar. Of particular relevance was Section 207 on Conduct of Business. Two items suggested as responsibilities of the PC were filing an Annual Report and preparing By-laws. The PC was not aware of these responsibilities. The Annual Report is a mandatory requirement and was addressed previously in this meeting. By-Laws are optional. Proposed By-laws are the next topic.

- Discussion/approval of Draft #1 PC By-laws. A template for By-laws was provided as part of the above-mentioned webinar. Weaver used that template to create draft #1. He believes it will be a best practice and even though not required will provide guidance and instruction for members of the current PC as well as future members. He added two articles to the template document to address Financial Disclosure required by the Public Official and Employee Ethics Act and a Code of Conduct. He explained the MPC addresses organization and structure for the PC but not Financial Disclosure and Code of Conduct. Significant discussion occurred. Salvatori made a motion, second by Pauling to adopt the By-laws as presented. Additional discussion occurred. Martinez had the most concerns. He suggested more members on the PC. He had concerns with the Code of Conduct. Weaver asked for public comment before calling for a vote. Bob Brown and Marshall Winters both spoke in favor of adoption. Marie Pena was not supportive of adoption. Chris Reed and Tony Salvatori mentioned they were supportive of adoption. Erik Martinez noted he had some edits he would like to propose. To permit him time to do so the motion and second to approve were withdrawn and adoption tabled. Erik Martinez will note his edits, provide to Weaver for distribution to the PC as Draft #2 for discussion at a future meeting.

Public Comment

- Weaver asked if anyone else had comments or topics for the PC. None offered.

There being no other business, the regular meeting was adjourned at 7:55pm.

The PC met for an Executive Session with solicitor Grimes to discuss personnel matter. PC did not reconvene publically.

Minutes reported by Bob Weaver