

**Borough of Malvern
Planning Commission Regular Meeting Minutes
January 5, 2012
Approved Minutes**

A regular meeting of the Planning Commission was held on Thursday, January 5, 2012 at the Malvern Municipal Building. Members present included: Amy Finkbiner, David Knies, Chris Mongeau, Cecelia Oswald, Will Harley and Carroll Sinquett.

Chairman Mongeau called the meeting to order at 7:33 pm.

Approval of Minutes

Minutes from December 15, 2011 were tabled and will be reviewed at the next meeting.

New Business

Re-organization for 2012

A motion was made by Carroll Sinquett to have the officers for the previous year remain in their current positions. Dave Knies seconded the motion. The motion was unanimously approved.

The officers for 2012 are:

Chairman- Chris Mongeau	Secretary- Carroll Sinquett
Vice- Chairman- Dave Knies	Treasurer- Cecelia Oswald

Planning Commission By- Laws

A sub- committee was formed to formulate the Planning Commission by- laws. Member of the sub- committee were Carroll Sinquett, Dave Knies and Chris Mongeau.

The by- laws are intended to cover membership, officers and duties, meetings, attendance policies, and order of business. Along with that, the Planning Commission also established a list of expectations for its members in terms of participation, meeting attendance, and project - materials review, communication, and Master Planner Certification.

The Planning Commission reviewed the both documents.

A motion was made by Amy Finkbiner and Seconded by Cecelia Oswald to adopt the by-laws. The motion was unanimously approved.

The meeting was adjourned at 9 pm.

Recorded by Chris Mongeau