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| **Attendees** | **Board:** C. Ptacek-Chair, R. Tressler, J. Long, M. Louy, E. Petrillo,  A-M. Sheehan, I. Bonin-Clerk/Secretary | **Public:** D. WorthingtonD. Albrecht**Presenter**:Pamela Landi |
| **Topic** | **Discussion** | **Next Steps** |
| Site Plan Review**TRAINING** | * Training presentation Pam Landi. 6:30 pm -7:20 pm
* Hand-outs provided
 | Ms. Landi to send hand-outs via email |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present
* Meeting called to order 1925
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| 2. Minutes Review  | * Motion to approve by B. Tressler. Second by M Louy. Minutes approved 5-0 .
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| 3. Public Hearing | * Public Hearing- None
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| 4. Application and Sketch Plans | David Albrecht/Loretta Greenholtz- #1-23* Small parcel purchase of 0.7 acres from adjacent landowner Jill Nadolski. This purchase would increase parcel to 1 acre and reduce adjacent land owners parcel from 1.7 to 1.9. Extending northern property line adjacent to J Harrington
* Questions
	+ Confirm location of septic.
	+ 50% expansion would be in her best interest to keep
	+ This will be an “unbuildable lot “as it is “land locked”. Homeowners intention is an “unbuildable” lot
	+ Falls under sub-division as acreage is greater than 0.25 acres
	+ Following process for sub-division, will need Survey Plat completed, fees paid, public notice posted 14 days prior to meeting and final approval by Planning Board.
	+ Will include in survey addressing if there is a “right of way” included in acquired acreage.

J Long made motion to accept sketch plan. Second by B. Tressler. **Role Call** Ptacek- Yes M Louy- Yes J Long- Yes E Petrillo B Tressler- Yes. D. Worthington # 2-23* 2023-002
* Presented sketch plan
* .02 piece total acreage adjusted which is 0.1 for each land owner. This would fall under lot line adjustment.
* Will be a “lot line adjustment” not subdivision
* No public hearing is required, however there will be a fee of $100 (2 lots) as well as a Survey Plat submitted for final approval. This then can be signed off in one meeting.
* One of the lot owners must submit in writing the sub division review process be waived and send to planning board due to being under a quarter acre
* Provide surveyor Plat and include on plat “lot line adjustment”
* Motion J Long to accept presented sketch plan. Second by M Louy. **Role Call** M Louy – Yes J Long – Yes B Tressler- Yes C Ptacek – Yes E Petrillo- Yes. Approved 5-0
 | Provide homeowners with form for JN to complete “affidavit.”Irene to provide next 3-6 meeting dates to Mr. Worthington and Mr AlbrechtReturn original sketch plan to Mr. Worthington |
| 5. Subdivision in progress/Hold over apps. | * Drinkwine application on hold. No response received since letter sent 4.4.23
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| 6. Chairman’s Report | * 7:50 Bob Tressler dismissed

Norbut update* Sub-Division Process
	+ Lapsed on filing time by 37 days.
	+ Received phone call 4/4/23 to Chair from Norbut Project Manager. Missing surveyor certification letter. Mr. Ptacek explained he would bring this update to the next Planning Board meeting and also discuss with council.
	+ Mr. Ptacek reached out to Leah 1 week ago. Received email Friday and read by Chair today. (refer to memorandum)
	+ Per legal counsel can accept extension OR have Norbut resubmit
	+ Per advice, can redate and sign and submit again. Per legal this is a “low risk”. Maps reviewed by Board.
	+ Date received 4/12/2023
	+ If starts over, can board legally waive the process.
	+ No material changed, don’t want to minimize oversight of missing date. Discussed pros and cons of moving forward vs starting over? Discussion regarding concern this could set precedence.
	+ Questions for Counsel
		- Does it set a precedent?
		- If someone misses date for any reason could it be implied expectation that board will grant extension?
		- Is re-signing plat same as extension? Can give 6 month extension. What is procedural justification signing new date/signature? Do we need to pass resolution to support why chair would re-sign plat?
		- If Norbut Solar is required to reapply can Board “waive” the process up to the resolution (including public hearing)?
	+ Timing and procedure
		- If plat signed by Chair will not need to come back to full Board next month. If Board needs more information on procedure need to hold on signing and bring back to May meeting for further Board discussion and resolution.
	+ Per Mr. Ptacek recommends more info on procedure and impact on future processes. Chair will follow up with counsel within next two weeks to talk to counsel and State. If Mr. Ptacek is satisfied with response will sign and send back to Norbut Solar.
	+ Motion made by M Louy for Chair to follow up with Leah and Monica Ryan NYSDOS. J Long second. **Role call** . C Ptacek- Yes M Louy- Yes E Petrillo- Yes J Long- Yes
	+ If Chair is satisfied with answers from counsel and state will sign plat and share with town board at May meeting (5/15/23)
* Decommissioning plan details still need to be presented to the Town Board
	+ NYS ag and market is good plan to reference. May have other plans in NY chair will make a recommendation to town on going with NYS ag and marketing

Open Position* Encourage board members to seek interested candidates.
 | Chuck will follow up with NorbutMichelle to look up DEC and Cornell. Chuck interested to what they are doing to the ground (compaction, cleaning conduits)Send questions to Counsel.  |
| 7. Clerk/Secretary Report | Training * 4/20 4 hours
* Tonight’s presentation one hour (4/23)
* Ms. Landi presented 1 hour training to board Fall of 2022. Secretary to look at minutes for topic and time

May meeting * falls on Memorial Day.
* Board discussed and agreed to reschedule May meeting to May 30th.
 | Irene to complete training spreadsheetIrene to send email regarding Ed Petrillo’s attendance day-long training Saratoga.  |
| 8. Old Business | * **Fee Schedule**
	+ Bring final updates of fee schedule to May meeting for full planning approval to then present to Town Board June meeting
	+ Ms. Louy to provide to secretary and will be included in next meeting packet
 | Clerk to upload documents onto Town Web Page |
| 9. New Business  | Completed Training with Pamela Landi prior to Business meeting. Board members will receive ONE hour of training credit for presentation |  |
| Adjournment | * Motion to adjourn 2059 by J. Long second by E Petrillo. Approved 5-0
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**Next Board Meeting May 30, 2023**