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| **Attendees** | **Board:** C. Ptacek-Chair, R. Tressler, J. Long, M. Louy, E. Petrillo, A-M Sheehan | **Public:**  K Juckett, D Juckett M Webster |
| **Topic** | **Discussion** | **Next Steps** |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present * Meeting called to order 6:33 pm |  |
| 2. Minutes Review | * Motion to approve M Louy Second by R Tressler * Approved 6-0 | Minutes approved with corrections |
| 3. Public Hearing | Juckett #05-2023   * Survey map reviewed. M Louy recused * Motion to approve E Petrillo and second by AM Sheehan * Approved 5-0. * Paperwork signed and sketch plans signed by Chair | Confirmed with landowners 90 day window to submit to County |
| 4. Application and Sketch Plans | NONE |  |
| 5. Subdivision in progress | NONE |  |
| 6. Chairman’s Report | * Present edited Guidelines at Jan Meeting and include list of “major changes” to the Town Board | Clerk to deliver TOC and list of changes |
| 7. Secretary Report | * Clerk unable to find contact for registration. Will reach out before next meeting * Conference Jan 31st (wed) * Summary of subdivisions and fees collect for 2023. Ideally get to Town Board by end of year | Register Board members for conference  Complete End of Year summary for Town Board |
| 8. Old Business | * Site Plan Review   + Look for items to include/exclude   + Site plan reg and law are two different documents   + Mobile home reg is a local law. Board cannot make a law that contradict state law |  |
| 9. New Business | * Discussion   + Page 5 Article 3 “procedure for filing”     - * State law does not support moving towards contracts/”for sale” until subdivision process completed and filed with County       * Need clarification prior to finalizing Subdivision Guidelines * Board membership   + B Tressler agreed to remain on board. Submit letter to Town Board for 7 years   + Unfiled vacancy remains and will need to be advertised. Candidate to have ag background to bring to the board | Follow up with state to address our questions around Law 334 and clarify process when land owner can list/enter into contract the property and remain consistent with state law  <https://www.nysenate.gov/legislation/laws/RPP/334> |
| Adjournment | * Motion to adjourn AM Sheehan 7:41 PM Sheehan, second by J Long. Approved 6-0 |  |

**Next Board Meeting Jan 29, 2024**