|  |  |  |
| --- | --- | --- |
| **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 conferenceComplete 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**