

**Town of Smithville
Planning Board Meeting Minutes
Monday, January 12, 2015**

Planning Board Members: Chairperson, Jackie Centerwall, Shane Butler, Doug Garner, Robert Brooks and Neil Pease; Clerk, Suzette Valachovic

Planning Board Members in Attendance: Chairperson, Jackie Centerwall, Shane Butler, Robert Brooks and Doug Garner.

Planning Board Members Absent/Excused: Neil Pease

Others in Attendance: Ken Whitmore

Jackie Centerwall called the January 12, 2015 Planning Board Meeting to order at 7:08.

1. Review and Approval of Minutes.

December 8, 2014 minutes were presented for approval. Chairperson Jackie Centerwall asked for a motion to approve the December 8, 2014 meeting minutes, motion made by Doug Garner, 2nd by Shane Butler, Vote unanimous, December 8, 2014 meeting minutes approved.

2. New Business.

- Ken Whitmore presented a surveyor map of property he is in the process of purchasing. Mr. Whitmore has presented to the Planning Board on the recommendation of his surveyor. Mr. Whitmore advised the board that the parcel in question is a portion of property obtained by his uncle at an auction and there were originally 3 separate parcels. After reviewing a prior survey and Board discussion, it is determined this does not qualify as a subdivision under the Town of Smithville Subdivision Law; 1 parcel being divided into 3 or more parcels, this purchase will create two (2) parcels, therefore there is no need for an application for a subdivision and the matter needs no further Planning Board action. In the event that there is a need Mr. Whitmore can request written confirmation of the Board decision by notifying Chairperson Jackie Centerwall.

3. Old Business.

- Community Survey update. Surveys are being returned via US Mail, hand delivered and a few electronically. The surveys received in paper format must be manually entered into the electronic Survey Monkey. Chairperson Jackie Centerwall has asked for assistance to accomplish this task. Shane Butler and Doug Garner have volunteered to assist. Chairperson Jackie Centerwall will initially enter some surveys then give instructions to assist the volunteers of the process. Those surveys which have comments noted in areas that the survey does not allow text cannot be entered into the electronic Survey Monkey. After reviewing the surveys, it may be determined that those comments are compiled into a word document. Doug Garner suggested that the Planning Board publicize a statement that the surveys should be returned by February 28th and will prepare a draft and forward it Chairperson Jackie Centerwall in order that it can be posted on the Town website and in the Chenango American newspaper.
- Site Plan Review Law - update. The Town Board has scheduled a Public Hearing for February 16, 2015 at the regular Board Meeting. A notice will be posted on the website

and in the Chenango American newspaper. It is important that the Planning Board have representation at the Public Hearing in order to answer questions, if needed. Chairperson Jackie Centerwall will be out of town for the February Planning Board Meeting and the Town Board Meeting and Robert Brooks will not be able to attend the Public Hearing scheduled for February 16, 2015 at the regular Town Board Meeting however, Shane Butler and Doug Garnar will be able to attend and assist the Town Board at the Public Hearing.

- Road Preservation Law Review - draft review.
 1. Chairperson Jackie Centerwall made the requested changes to the draft of the Town Law pursuant to the discussion from December's meeting.
 2. Chairperson Jackie Centerwall addressed that on the worksheet, items need to be compared with the proposed law to ensure consistency, i.e. the start/complete date, bond amount. It was also discussed if a separate permit was required once the Superintendent approved the worksheet or is his signature sufficient for a permit. It was further determined that a separate permit would not be required as Section IV, paragraph 3 states "the Worksheet will then be approved by the Town Highway Superintendent and becomes the Work Permit".
 3. Section IV, paragraph 5, discussion was had regarding whether the use of the words "shut down" at the end of the paragraph should be replaced with "cease and desist".
 4. Section III, paragraph 1, discussion was had whether concrete trucks which bring in concrete for slabs/basements and trucks which bring in manufactured homes need to be included. After further discussion, it was determined that the paragraph as written would include such vehicles, as it states "commercially contracted activity" and "commercial contractors."
 5. The proposed law will be presented to the Highway Committee and the Town Board.

Chairperson Jackie Centerwall asked for a motion to present the proposed Road Preservation Local Law to the Highway Committee and the Town Board. Motion was made by Doug Garner, 2nd by Shane Butler, vote unanimous, motion approved.

- Fee Schedule. A draft of the proposed fee schedule was reviewed. It was discussed that the proposed Road Preservation Local Law notes under Section V - Fee a non-refundable fee ... in the Town of Smithville Fee Schedule. Town of Smithville currently does not utilize a fee schedule. Section V – Fee would need to be removed or modified before the law can be passed. The Planning Board has made prior recommendation to the Town Board to adopt the use of a fee schedule. The Fee Schedule could be in print form as well as posted to the Town's website. Chairperson Jackie Centerwall asked for a motion to present the Fee Schedule to the Town Board. A motion was made by Doug Garner to present the Fee Schedule to the Town Board, 2nd by Shane Butler, vote unanimous, motion approved.
- Chairperson Jackie Centerwall provided the members with a copy of Stueben County's Road Use and Repair Agreement. Members were asked to review and consider the possibility of incorporating a similar "repair agreement" into the proposed Town of Smithville Road Use Law.
- The Town Board appointed and accepted Neal Pease for the open position of Planning Board Member.

5. Adjournment. Jackie Centerwall asked for a motion to adjourn; motion made by Robert Brooks, 2nd by Shane Butler. Vote unanimous, motion approved.

Meeting adjourned at 8:03

Planning Board meetings are scheduled for the second Monday of every month, at 7:00 p.m. at the Smithville Community Center.

Next Planning Board Meeting is Monday, February 9, 2015 at 7:00 p.m.

PLANNING BOARD 2015 SCHEDULE:

~~January 12th~~ -

March 9th

May 11th

July 13th

September 14th

November 9th

February 9th

April 13th

June 8th

August 10th

October 12th

December 14th

Respectfully submitted,
Suzette Valachovic
Planning Board Clerk.