

**TOWN OF SMITHVILLE
PLANNING BOARD MEETING MINUTES
WEDNESDAY, FEBRUARY 1, 2023**

I. CALL TO ORDER: Board member Kehl called the meeting to order at 6:30 p.m.

II. ATTENDANCE:

Planning Board Members Present: Marie Kehl, Dakota Warren, Joshua Brigham, and Donna Marie Utter, Clerk.

Planning Board Members Absent: Fred Heisler, Jr., Robert Brooks

Others in Attendance:

III. OATHS OF OFFICE

Town Clerk, Alison Owens, administered the Oaths of Office to new Board member, Joshua Brigham, Dakota Warren, and Clerk, Donna Marie Utter prior to the meeting.

IV. REVIEW/APPROVAL OF MINUTES:

- A motion to approve the minutes from the meeting held on January 4, 2023, was made by Board member Warren, seconded by Board member Kehl. All members voted aye; motion carried.

IV. NEW BUSINESS:

- No new business.

V. OLD BUSINESS:

1. Community Survey: Board member Kehl reported that Alison was able to shrink the survey down to two pages instead of four. She suggested that we could now mail out the surveys rather than send a letter and have the community pick-up surveys at other locations. A slip of paper could be added to the survey stating where additional surveys could be picked up if needed. Surveys will be made available at the Town Office, Mills Feed Store, Chenango Carpet and the Smithville General Store. Board member Kehl has also obtained stamps and the labels to be used for mailing. The Planning Board has a box and a half of envelopes for use and if more are needed, they can be obtained from Alison and she will charge the Planning Board for any costs associated with them as well as making the needed copies.

Board member Kehl and Clerk Donna Utter will meet next Thursday at 1:00 p.m. to stuff envelopes and mail out the surveys. The Clerk will go to the Town Office ahead of the meeting to make the needed copies.

All Board members were in agreement of the above-mentioned process.

VI. ADJOURNMENT: There being no further business to be discussed, a motion was made by Board member Warren, seconded by Board member Brigham, to adjourn the meeting at 6:48 p.m.

Next Planning Board Meeting is Wednesday, March 1, 2023 at 6:30 p.m.

Respectfully submitted,
Donna Marie Utter, Clerk
Smithville Planning Board