

Minutes of the Sandy Creek Regional Planning Board

Wednesday, January 3, 2024

Sandy Creek Town Hall

Members Present: Larry Rice, Frank Dixon, Bill Joyce, Sybil Cummins, Richard Macheimer, Pat Macheimer and Shirley Rice

Also in attendance: Tom Guile, RayTenant, Allie Sherman and Tiffany Sherman

Prior to opening the meeting, Bill had to go to the Village Board meeting to present proposed amendments to the Solar Local Law. As Bill prepared to leave, Tom Guile et al arrived to discuss a modification to the original Site Plan for the Sandy Creek Redemption Center in order for a flower shop to be set up in the building located in the Village. No paperwork was provided by the petitioners. Larry stated that he had spoken with Tom Guile two weeks earlier and had told Mr. Guile to just come to the meeting. Bill physically opened the Site Plan Law to section 3.13 – Modification to An Approved Site Plan - and indicated to Larry that this was the section to be followed. Bill then left to go to the Village Board meeting. No record was kept of the ensuing discussion while Bill was at the Village Board meeting.

Larry Rice opened the meeting at 7:00 pm.

Upon Bill's return, he was informed that the Board had decided to hold a special meeting at some time in the future to accommodate the petitioner's request. Further, Sybil had agreed to find the original Site Plan for Sandy Creek Redemption Center. No paperwork was completed. It was made clear to all concerned from the Site Plan Law, that submission requirements must go through John Howland's office. Tom Guile stated that he had talked to John Howland prior to talking with Larry Rice and that John Howland also had said to just go to the next Planning Board meeting. The office hours for the C.E.O. were repeated several times in order to impress upon the petitioners that their next step was to contact John Howland, declare their intent, and process the proper paperwork. Upon receipt of the proper paperwork, the Planning Board will hold a special meeting, per the Board Chair, to accommodate the petitioner's request.

Discussion of the minutes of the meeting December 6, 2023 found that no changes were needed. A motion to accept the minutes as presented was made by Pat Macheimer, seconded by Shirley Rice. All voted in the affirmative and the motion carried.

Bill provided the Treasurers Report. Expenditures for the period ending January 3, 2024 included salaries for Board members of \$92.35 per person and 438.66 for Bill Joyce as Secretary/Treasurer; there was a payment of \$164.48 for EFTPS and a payment of 686.79 to Staples for the purchase of the Planning Board computer. A balance of \$3,700.00 remains in the account.

Correspondence included: A report from John Howland on Building Permits issued in the period of 11/01/23 to 12/07/23; A copy of the public notice concerning the Town Board changing it's meeting times from 7:00 pm to 6:00 pm for all future regular meetings of the Town Board; A flyer from the NYS Tug Hill Commission announcing the 33rd annual Local Government Conference at the Turning Stone Conference Center on May 2, 2024.

Per the planning Board Bylaws, a reorganization of the Board is required every 2 years at the first meeting of the year. Bill nominated Larry Rice for Chair, seconded by Frank, and all voted in the affirmative. Bill then nominated Frank Dixon for Vice Chair, seconded by Larry and all voted in the affirmative. Larry then nominated Sybil Cummins for Reporting Secretary, seconded by Frank and all voted in the affirmative. Larry then nominated Bill Joyce for the position of Secretary/Treasurer, seconded by Pat and all voted in the affirmative.

The annual requirement for NY State Sexual Harassment training was then fulfilled for 2024. All members were interactively involved in the training, encouraged to ask any questions and supplied with the appropriate form for reporting any incident of sexual harassment. The Planning Board followed the 2023 training video, filling out the worksheets as recommended and which will be on file with the Planning Board in the Town Office. A signature page of training completion will be supplied to the Town, the Village and a copy will also be kept in the Planning Board's files.

With no further business before the Board, a motion to adjourn was made at 8:35 pm by Sybil Cummins, and seconded by Pat Machermer. All voted in the affirmative and the motion carried.

At this point, Bill remembered that Pat Machermer will need to be re-appointed to the Planning Board for a new, three year term. She agreed and Bill will submit her name to the Town Board for re-appointment at the next regular meeting of the Town Board. Also to be re-appointed in February, 2024, is Larry Rice for the Village and Frank Dixon for the Town. Bill will contact them both to ensure they wish to be re-appointed prior to petitioning the respective Boards for the re-appointments.

Respectfully submitted by Sybil Cummins, Recording Secretary