

Town of Romulus Planning Board

Town Hall, Willard, New York

December 3, 2018

Roll Call

Tom Bouchard, Chair

Bill Karlsen

Al Nivison

Mary Joslyn

Sue Ellen Balluff

Cindy Meckley

Kate Sinicropi

Guests: Pat Morrell, Town Attorney

Pledge of Allegiance/Moment of Silence

Approval of November 19, 2018 minutes. Change resignation effective Dec. 31, 2018, from Dec. 1st, 2018 per Tom. On page 2, under New Business, change to clarify Sue Ellen received a phone call and sent Tom an email. Motion to accept as corrected by Al, seconded by Sue Ellen. Motion unanimously approved.

New Business

Subdivision application from Andrew Herkovic & Kathy Hudson. We have received the Ag. data document. The Map will be dropped off to county. Sue Ellen needs to recuse herself at the Public Hearing as she has had discussions with them about the sale of the property. Motion to forward complete application to the Seneca County Planning Board for their review by Mary and seconded by Al. Motion unanimously approved. Motion to set Public Hearing for January 7th, 2019 by Cindy and seconded by Bill. Motion unanimously approved. Tom will draft the public notice to be sent out.

Alternative Planning Board member. Pat Morrell, attorney, explained the issues. State Law says Town can do a local law. Existing state law says alternate will act when there is a conflict of interest. The Planning Board can use an alternate if we have less than 4 individuals as we need 4 members for a quorum. Discussion. The local law can be written to allow for other than conflict of interest. Do you want to allow for replacement for a quorum or for more than that? (such as Town of Orchard Park by laws) Pat suggests some type of recommendation from the Planning Board to the Town Board. Discussion. Sue Ellen made the motion that the Planning Board recommend to the town board to adopt a local law for alternate members on the Planning Board and consider alternates for the ZBA as well. Cindy seconded the motion. Motion unanimously approved.

Training Webinars. Tom noted the webinar on SEQR 6-8:00pm online Dec. 20th or in Waterloo at the County Office Bldg. Check you email for dates and topics.

Public Hearing notification. Dave Kaiser, Supervisor, did not return Tom's phone call. Discussion regarding who at Town will do this, the letters to neighbors, Public Notices etc. The Town is responsible to contact neighbors within 500 feet per the Town attorney. Discussion. Tom will do the letters and notification for the Herkovic & Hudson subdivision. He will notify Varick due to the proximity of the town lines. Motion by Mary that the Town provide administrative support for notification of Public Hearings and other Planning Board procedures as needed. Seconded by Sue Ellen. Motion unanimously approved.

Special Use Permit fee. Tom reported that the last time the fee schedule was done was 2002. The Town Board sets fees in January and now is the time to let them know reported Pat. Copies, mail etc. is expensive and time consuming for Special Use Permit, and subdivision applications. Motion by Sue Ellen to recommend that the Town Board consider increasing the fee for the Special Use Permit and Subdivision applications to \$50.00 due to the increased cost of processing the applications. Seconded by Bill. Motion unanimously approved.

Election of Officers 2019 Slate of Officers: Sue Ellen Balluff as Chair, Bill Karlsen as Vice Chair and Mary Joslyn as Secretary. Motion to accept the slate of officers by Tom, seconded by Al. Discussion. Mary provided a huge thank you to Tom for all his hard work this year and previously. Motion unanimously approved.

Old Business

Packets for the Special Use Permit and Subdivision application. Tom has been working on these. We have a Check list for the Planning Board and Special Use Permits have a checklist. We need a checklist for the Subdivision packet and a checklist for the Planning Board to insure we have covered everything. Discussion. Motion by Cindy to accept the subdivision and special use packets. Seconded by Sue Ellen. Motion unanimously approved.

Mr. Gifford, who lives on 6899 State Rte. 96, wants to do a subdivision per a phone call to Tom.

Solar panels – no new information.

Comprehensive Plan. – Tom would like our drafts for our parts.

Motion to adjourn by Cindy, seconded by Mary. Unanimously approved. Adjourned 8:17 pm.

Respectfully submitted,

Kate Sinicropi, Sec.