

**Town of Romulus Planning Board**  
**Romulus Town Hall 1435 Prospect St. Willard NY, 14588**  
**Meeting Minutes November 14, 2022**

**Call to Order 6:05 p.m.**

**Guest:**

Albert Lester

Levi Byler

Noah Stoltzfus

**Members:**

Tom Bouchard, Chairperson – Present

Janet Lynch - Present

Cindy Meckley – Present

Michele Bulley – Present

Mark Schott - Present

Kate Sinicropi - Present

Pat Morell, Town Attorney – Present – Excused early due to other commitments.

**Pledge of Allegiance and Moment of Silence**

**Approval of Minutes of October 2022 Meeting Minutes:**

Corrected Subdivision Application Jeff Monroe - Kinde Rd updated to Kennedy Rd

A motion was made to approve October minute corrections.

Motion by: Kate Sinicropi                      Seconded by: Michelle Bulley/Motion Carried

**New Business:**

**Comprehensive Plan Review and Recommendation -**

MRB and Labella have submitted proposals to the Romulus Planning Board (available electronically). Due to time constraints, a review committee was not assembled.

The proposal provided by MRB was generalized, noting that the comparable Towns cited in their review were much larger than the Town of Romulus; it was also said that MRB is a larger company with offices outside of the State of New York. No timeline for the completion of the Comprehensive Plan was provided.

Labella provided a comprehensive, transparent proposal geared toward smaller communities, citing a solid relationship with Farmland Protection. Labella has previously worked with the Town of Romulus to implement local Zoning changes. Labella has taken a proactive role in the Willard DOC site, including hosting campus tours and proposing another public tour in the future. Labella provided a nine-month timeline to complete the Comprehensive Plan, including completing the Seeker needed for the Comprehensive Plan.

It is the recommendation of the Board to hire Labella to provide the Comprehensive Plan Review.

Motion by: Tom Bouchard

Seconded by: Kate Sinicropi/Motion Carried without objection.

### **Complete Streets Initiative -**

The Romulus Town Board announced Wednesday, November 9, 2022, that the Town had been awarded the Healthy Schools Mini-Grant valued at \$5000.00. This grant will offset the cost of sidewalk upgrades in the Town of Willard and the Town of Romulus. The lack of infrastructure on the border with the Town of Romulus and the Village of Ovid on Rt 96 and Rt. 96A has been noted.

### **Willard Task Force -**

The first meeting of the Seneca IDA is at 1:00 p.m. Monday, November 21, 2022, at the Willard Church Hall; this meeting is by invitation only. A steering committee of Stake Holders will be assembled.

### **Subdivision application Levi Byler -**

Mr. Byler and his son-in-law Noah Stoltzfus were in attendance.

This motion was tabled last month due to an incomplete application; parts one and two of the Seeker have since been submitted, including previously provided sealed maps.

With consideration of the property location on State Rt. 96 this matter will need review by the Seneca County Planning Board. It was noted that the proposed plans would result in the formation of a Flag Lot, citing that The Town of Romulus Zoning has regulations for setbacks for this type of subdivision which would be reviewed pending the Seneca County Planning Board approval. A motion was made to table this application pending setback measurements.

Motion by: Cindy Meckley

Seconded by: Michelle Buley /Motion Carried

### **Addendum Byler Subdivision -**

After seeking guidance from Town of Romulus Code Officer Tim Dorn and Town Attorney Pat Morell, it was determined that the application is sufficient to send to The Seneca County Planning Board for review.

The application was hand-delivered to Harriet Haynes on October 6, 2022, for review at the December County Planning meeting. Janet Lynch notified Noah Stoltzfus of this action.

**Other New Business:**

**Willard DOCS Campus -**

Tom Bouchard has contacted the NYS Government Affairs office seeking guidance regarding the utilities and associated fees needed to sustain the campus buildings during the winter months.

**Mr. Albert Lester (in attendance) -**

Janet Lynch introduced Mr. Lester to the Town of Romulus Planning Board; Al has expressed interest in filling the currently vacant seat on the Planning Board. The board advised Mr. Lester to send a letter of interest to the Romulus Town Board, as their approval is needed to appoint new members.

**Workshop Days Tuesday, November 15, 2022-**

Historical Society: 2:00 p.m. – 2:30 p.m.

NY State Historical: Society 7:00 p.m.

**The Next Town of Romulus Planning Board Meeting is December 5, 2022**

**Old Business:**

**Planning Board Member Training -**

Town of Romulus Board members are up to date on required training.

**Bill Karlsen Memorial –**

The Planning Board has been unable to contact Mr. Cook regarding completing the memorial plaque.

**Other Old Business:**

**Kanagy Solar Farm Project –**

It was noted that due to Agricultural Zoning, this project would require a special use permit. This project will be added to December 5, 2022, Town of Romulus Planning Board meeting business.

**The Next Town of Romulus Planning Board Meeting is December 5, 2022:**

This will be the end-of-year meeting; Romulus Planning Board of Officers nominations will be reviewed for January 2023 roles. It was noted that Janet Lynch might take the part of Chairperson, and Tom Bouchard may move into the co-chair role, freeing Tom up to focus on the Comprehensive Plan Review process. Motion to adjourn.

Motion by: Cindy Meckley

Seconded by: Kate Sinicropi at 7:18 p.m./Motion Carried.

**Respectfully Submitted,**

**Mark C. Schott**

