

Town of Richford Planning Board

MINUTES – December 2, 2015

PRESENT – Charlie Davis, Bill Stell, Victoria Nuzzo, Doris Caskey, John Schwartz, Emilie Stuhlmiller, Chuck Merrill

GUESTS – Jill McEvoy and Joe Kral.

Meeting started at 7:05 pm. Reviewed the November 2015 minutes. Davis moved and Merrill seconded to accept the minutes. Unanimously approved.

OLD BUSINESS

Discussion about the 2015 budget – it is not clear how much is left as several bills have not been paid by the Town Board. Intention is to purchase a projector if there are sufficient funds. Davis will ask the TB to have Clerk Lyke buy the stamps for newsletter mailings beginning in 2016, so there will be no need to reimburse a PB member.

Discussion about the upcoming Public Hearing for the Comprehensive Plan Update, at 6:30 next Tuesday, Dec 8. Discussion about the Public Hearing for a new Post Office following the Comprehensive plan update public hearing. It is important to have residents present to show support for a new Post Office.

Discussion about development on seasonal roads. Davis emphasized that the Town needs to develop and adopt a Town Road list, indicating the official Town roads and the seasonal roads. Davis will meet again with Kevin McMahan to locate the wording that Caroline will not give out building permits for homes on seasonal roads. The Manov property is listed for sale for \$1.5 million – there is concern that this road is not improvable or plowable in winter. Stell suggested having the Highway Superintendent inform us what kind of maintenance these roads require, and if some are unimprovable.

Discussion about maintaining the new sidewalks installed this fall by NY DOT. DOT did not inform the Town that sidewalks would be replaced – notices were placed in mailboxes of the affected residences and businesses four days prior to construction. Caskey suggests making a pleasant request to keep sidewalks snow-free. Stell agrees that a letter should be sent to each owner as a friendly reminder to keep the sidewalks snow free and, for the first year, without applying any salt or ice-melting chemicals, including ashes and cinders. Caskey will write this letter.

Schwartz handed out the Design Connect application form. Suggestions for minor improvements. Schwartz intends to submit this tomorrow.

Schwartz researched different projectors. He suggests that this could be shared and funded by both the Planning Board and Town Board. A suitable projector runs \$400; a higher resolution projector is \$800. The Screen will cost \$64 and the projector ceiling mount is \$35. Therefore, the system will cost \$515 - \$915, depending on which projector is selected. The final cost may be less if purchased on sale.

Merrill presented two application forms for the Site Plan Review and Subdivision. Nuzzo volunteered to work on these with Merrill.

NEW BUSINESS

Davis brought a pre-stamped envelope that the County provides to Clerk Lyke for mailings. It may be worthwhile to investigate if we can get a bulk rate for mailings, and utilize these envelopes.

Davis discussed several meetings he attended the past few weeks, including Berkshire Town Board and Newark Valley Town Board meetings. He was informed that the Emergency Response Team from Newark Valley is now defunct and there is no emergency coverage for Richford at this time. Maine Emergency Squad is preparing a statement of need to include Richford. Currently, Maine is covering Richford for 911 medical calls. Davis reported that John Keener states there are 3 trained First Responders in Richford available immediately if requested by the 911 dispatcher. It is important to work through this process with 911 and the emergency responders to ensure care for Town residents. It is probable that the Maine responders will not be familiar with the local roads. Nuzzo suggested putting an article in the newsletter asking residents ensure that 911 has directions to each house.

Davis has worked with Clerk Lyle to develop a FOIL request. Clerk Lyke is the FOIL officer – she would like to know what parameters to use to determine sensitive vs public information. Discussion and editing of the draft FOIL request form. Caskey suggested adding a line for the requester to sign indicating receipt of the information. This form will be on the website once approved by the Town Board.

Discussion about nominations for 2016 offices of the Planning Board. Nuzzo volunteered to continue as secretary; Schwartz agreed to become Chair. Schwartz needs to be reappointed for a new term; he will submit a written request at the upcoming Town Board meeting. Kral will also request appointment to the Planning Board to fill Davis's seat, which ends Dec 31 2018. In January, the PB needs to send a press release to the Tioga County Courier listing the meetings for 2016 (Feb – Dec) and January 2017, and also post the same information in the Town Hall.

Davis discussed a training seminar, a webinar, available Dec 10 at 6:30 pm for Newly Elected Officials – What next? This will be held at the Richford Fire House.

Kral brought up a recent resident request for a sign informing residents of upcoming events. He offered to construct the sign. Nuzzo suggested finding a location for the sign and then designing.

Stell brought up potential to get a grant from NYSEG to convert to LED lights all interior spaces and the street lights. He volunteered to investigate how to lower the Town's electric rates.

Schwartz moved, Stell seconded, to close the meeting. Passed unanimously. Meeting closed at 9:03 pm.