

## Town of Richford Planning Board

MINUTES – November 4, 2015

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

GUESTS – Jill McEvoy and Joe Kral listened in by teleconference.

Meeting started at 7:04 pm. Reviewed the October 7, 2015 minutes. Stell moved and Merrill seconded to accept the minutes. Unanimously approved.

### OLD BUSINESS:

Discussion about the elections. The Board offered congratulations to Davis on his election as Supervisor, and condolences to Stell on his loss for Town Board.

Davis reported on newsletter mailing: 450 were printed. 430 were mailed (334 to Richford addresses, 75 to PO boxes, 21 out-of-town addresses). Thirteen newsletters were returned, and 20 newsletters were available as hand-outs. Davis will build a rack to place the extra newsletters at the garbage truck. Davis stated that he will need to hand off the newsletter functions to a Planning Board member. Nuzzo stated that a Planning Board member should also work with Davis on managing the website. Clerk Lyke will help with this as well. Davis discussed some of the changes he had made to the website.

Davis reported on the Oct 21 County Planning Board review of the draft Comprehensive plan. Davis, Nuzzo and 2 Town Board members (Ken Miller and Roberta Holcomb) attended the public meeting. Nuzzo indicated that part of a sentence would be altered to correct an error (removing the erroneous statement that the Town owns the street lights). The representative from Newark Valley (Jim Tornatore) congratulated Richford on the work conducted and the agreement between Town Board and Planning Board. After a very short discussion the plan was approved as corrected. Stell suggested that the Planning Board review the Comprehensive Plan annually and make notes on what progress has been made during the past year. Nuzzo proposed and John seconded to send the Comprehensive Plan to the Town Board and request that they schedule a public hearing at the December Town Board meeting. Davis will send this out.

Discussion about advertising the Public Hearing. Kral suggested a sandwich board outside the Town Hall and Stell suggested placing information at the garbage truck. Davis suggested that the Town Board can send the information to local papers as a press release. Caskey offered to place a poster at Holcomb's garage. Stell suggested putting the required ad in two issues, rather than just the required one issue, of the Courier.

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. Nuzzo suggested that the Planning Board help the Town Board prepare a resolution stating that property owners are required to keep the sidewalks snow-free. Discussion about the form this would take. If a homeowner does not keep the sidewalk snow-free how will this be handled? Stell emphasized that for the first year it is important that no salt is placed on the new cement. Will need to research the property owners, and send a registered letter to each owner stating the requirement to maintain, and the penalties. There will be problems with DOT plowing Hwy 38 and putting snow on the sidewalk – the property owner will need to keep the sidewalks open. Davis stated he would research other Towns' ordinances and modeling a local ordinance. He will take this on. Merrill stated that the ordinance should apply to all sidewalks in the town, not just the new ones on Hwy 38.

Merrill researched application forms for the Site Plan Review and Subdivision Laws and found hundreds, but all towns had zoning. He looked up NYS guidelines but they were not easily applicable. He will keep looking. Stell stated there are 40 properties and 37 homes for sale in Richford. Schwartz suggested that Site Plan application is more critical than Subdivision. Discussion and agreement that the Subdivision Application form is needed first. Davis suggested working on this at the next meeting.

## NEW BUSINESS

Schwartz presented info on the Design Connect Cornell application. This is a program conducted by Cornell for local Towns. He contacted the group about the Graded School – making it a usable building. He had a positive response: “the project sounds like it will fit into the scope”. Schwartz has prepared an application form for this project. He presented it the Planning Board and members discussed the application. Schwartz will revise and email back to everyone.

Nuzzo suggested also applying for advice on beautifying the four corners, as indicated in the Comprehensive Plan. Short discussion, and agreement that it would be a good project. Nuzzo stated she did not have time to prepare the application and inquired if anyone would be able to do this. No one volunteered, so it will be considered for the next application round.

Discussion about the successful Trunk or Treat festivity at Rawley Park October 30. Well over 100 children with their families attended. Everyone agreed that part of the success was having a family-oriented activity.

Davis mentioned that the Town should have forms for a FOIL request, and knowledge about the appropriate procedure to respond to a FOIL request. Clerk Lyke is the FOIL officer – she would like to know what parameters to use to determine sensitive vs public information.

Davis discussed the 2015 budget. He estimates that there is approximately \$300 unspent in the current budget. He suggested that this be used to purchase a projector for the Town, to use for meetings, training meetings, speakers, etc. Agreement that this is a good idea. Schwartz will research and bring the information to the next meeting. Stuhlmiller needs to submit the latest voucher for stamps.

Davis moved, Merrill seconded, to close the meeting. Passed unanimously. Meeting closed at 8:57 pm.

