

## Town of Richford Planning Board

MINUTES – February 3, 2016

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PRESENT – Victoria Nuzzo, John Schwartz, Emilie Stuhlmiller, Chuck Merrill, Bill Stell, Joe Kral

ABSENT – Doris Caskey

GUEST – Charles Davis

Meeting started at 7:06 pm. Reviewed the January 2016 minutes. Merrill moved and Stell seconded to accept the minutes. Unanimously approved.

### OLD BUSINESS

Discussion about purchasing the projection system. Merrill will go to Best Buy and Staples with the list of what we want, get their costs, and will get a firm cost quote. He will then inform Schwartz, and will obtain the tax exempt letter and a check from Supervisor Davis and then make the purchase. Maximum to be spent is \$558; this is remaining from the 2015 budget. The 2016 budget is \$1700.

Davis's official email is 'cdavis@richfordny.com'. Clerk Lyke would like to have a list of board member names town e-mail addresses.

Discussion about Code of Ethics; Davis stated that it will be easier to have Planning Board members sign in March rather than January, as there is so much work involved in the early part of the year. Planning Board members signed the Code of Ethics in the middle of 2015, so they are current.

Discussion about the Information Sign. Kral reported he could buy a portable information sign for ~\$50 that could be placed at the 4-way stop. This is less expensive than trying to make one from scratch. Richford Fire Department has a sign – Stell suggested asking if we could use it. This would be to advertise Planning Board and Town Board meeting dates, any public hearings, other Town business. Stell said the best place to advertise is at the trash truck – a colorful sign posted at the truck a week or two before the meeting or event is very effective. Nuzzo suggested using both locations – the Fire Department location and the trash truck. Stell is working with an Eagle Scout looking for a project; Davis suggested sprucing up the trash truck with a display poster and roof.

Discussion about the FOIL request form. Caskey stated last month she would update the draft final form and send to Clerk Lyke for her approval, who will then present it to the Town Board for approval and use. Caskey was not present to report on the progress, so the matter is tabled until next month.

Discussion about the letter for sidewalk maintenance.. Caskey was not present to report on the progress, so the matter is tabled until next month.

Discussion about the Cornell Grant Application results. Schwartz stated that information is expected in a while.

Discussion about the Official Town Roads list/map. Davis indicated he had the one produced by NYS. He also has prepared a map, and a list, of Town Roads. This will be presented to the Town

Board once the new projector is installed. The Town Board will then adopt the final version as the official Town Roads map.

No work has progressed on the application forms for Site Plan Review and Subdivision. Stell suggested having the new attorney (Nick Canizio) review both laws, and the Junk Storage Law, to determine if any updates or improved language is needed.

#### NEW BUSINESS

Discussion about printing address labels. Schwartz suggested having Clerk Lyke prints these. Davis stated that was possible, but the list needs to be updated after every newsletter is sent, to be current. Nuzzo stated Clerk Lyke was overworked already and that the Planning Board should do this work.

Five PO box labels were returned, so next time we will print 5 fewer PO box labels. Schwartz will be responsible for maintaining the address list and will also print the labels. Davis suggested that the Planning Board submit a voucher for stamps (and labels when needed) at the Town Board meeting prior to sending the newsletter. Davis said he would print the labels on his laser printer and will charge the Town for the ink.

Stell emphasized that the newsletter is a good way to inform local residents of funds and grants available for many projects. He stated that there is currently \$500 million dollars in grants available in the Southern Tier. Stell stated that Governor Cuomo has placed \$300 million in the environmental fund – he suggested that knotweed control would be a good use for such funding.

Schwartz said he would contact the individual (Mr. Winkley) who would conduct an aquifer study for the Town, as prioritized in the 2015 Comprehensive Plan Update. This would be at no expense to the Town; it is covered by federal funds.

Schwartz moved, Kral seconded, to close the meeting. Passed unanimously. Meeting closed at 8:24 pm.