

**MEETING FOR ZONING AND PLANNING
July 29, 2020**

PRESENT

Councilman Juan Pagan
Planning Chairman Jay Warren
Zoning Chairman Scott Pagano
Deputy Town Clerk Kyle Bentley
Code Enforcement Officer Ryan Mourer

ABSENT:

Councilman Jay Bishop

Councilman Pagan began the meeting at 4:45 pm.

Councilman Pagan discussed the resignation of the recent Zoning Secretary. He discussed options for the future for the zoning and planning department. He discussed the possibilities of the chairman working along side the Code Enforcement officer in scheduling meetings and writing the legal notices. Councilman Pagan also talked about the possibility of the Deputy Town Clerk taking over the position as the Zoning Secretary.

All parties agreed that the Deputy Town Clerk would be the best person to take over the position. All agreed that this position requires someone that's in the office, who can oversee the incoming day to day project submissions and screen the daily phone calls in regards to these project submissions.

Code Enforcement Officer Ryan Mourer stated that he would be more than willing to assist the Deputy Clerk in taking on this new position.

Chairman Warren agreed and also stated he was willing to assist the Deputy Clerk.

Chairman Pagano also agreed and stated he would help in any way he was able to.

Code Enforcement Officer Ryan Mourer went on to discuss the future of zoning and planning meetings. He was looking for suggestions on how to move forward with meetings given the current circumstances of the world. He stated that many individuals are not happy to hear there we are closed indefinitely; people want a date to anticipate when they can schedule construction and start projects. He stated that we could have a real mess on our hands if we do not figure out a way to proceed forward. He stated that there are a number of zoning and planning projects. He asked about the possibility of proceeding forward using Zoom and getting a TV. He even discussed the possibility of DFT coming to set everything up for us for the first time.

The Code Enforcement Officer also stated that he feels that now is the right time to find out who is comfortable meeting and who is not. He also stated that we need to figure out whether we need to utilize alternates and whether any alternates need to be appointed to either of the boards.

Councilman Pagan stated that there is a gentleman, Mr. Tarnowski, who was interested in becoming an alternate on the zoning board. Councilman Pagan stated that he would look into whether he was appointed or if he still needs to be appointed.

Councilman Pagan also explained to Mr. Mourer that the Town Attorney Jeffery Passafaro stated that if they were to proceed forward using zoom as the way to meet for zoning and planning, that the Town would have to hire a court stenographer to record the meetings word for word.

Code Enforcement Officer Ryan Mourer stated that other Townships locally are using zoom as their way to meet and are not required to use a court stenographer. He stated he would reach out to the Town Attorney for clarification on this.

Councilman Pagan stated that until August 5th when the Governor of New York makes a ruling regarding municipalities and meetings, that no meetings could be scheduled. It is only after this date that we can make a decision about how to proceed forward.

Code Enforcement Officer asked if scheduling tentative dates was possible depending on what the Governor decides.

Councilman Pagan was in agreement with Mr. Mourer about getting dates ready since all parties were together.

Chairman Warren stated that Wednesday August 19th at 5pm would be a good date to tentatively schedule a planning meeting.

Chairman Pagano stated that Thursday August 20th at 5pm would be a good tentative date for zoning meetings.

Code enforcement Officer Ryan Mourer stated that he would try to get as many meetings as possible in one given day, so that the number of meetings is more limited. He stated each individual could wait in their car until we call them in. So then following the social distancing guidelines the state has issued will be easier.

Deputy Town Clerk agreed to reach out to both boards to get a discussion going about these dates and who would be comfortable coming in for a meeting.

Code Enforcement Officer Ryan Mourer stated that in the meantime he would prioritize the projects he has that are waiting for a meeting. He stated that he would send all parties the checklists for both the Planning meetings and zoning meetings, so no one's time will be wasted.

All parties were in agreement about all topics discussed.

Councilman Pagan agreed to bring to the board's attention, the need to appoint an alternate to the zoning board.

Councilman Pagan also stated he would also talk to the board about the Deputy Town Clerk taking on the Zoning Secretary position.

Code Enforcement Officer Ryan Mourer stated he would talk to Council regarding how to proceed forward with zoning and planning meetings.

DATED 07/30/2020

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The meeting closed at 5:50pm.

Respectfully submitted,

Kyle Bentley
Deputy Town Clerk