

**Village of Central Square  
3125 East Avenue  
Central Square, New York 13036**

**Planning Board Meeting January 16, 2014**

The Village of Central Square Planning Board met at the Village Hall on January 16, 2014. Members in attendance were Chair Steve Williams, Co- Chair Maryellen Commisso and Burt Alm, absent were Zita Bookman and Barb Davis. Guest present were CEO Rolf Beckhusen, Trustee Heather Stevens and Secretary Kim Cusson.

**CALL TO ORDER:** The Planning Board was called to order by Chairperson Steve Williams followed by the Pledge of Allegiance. The meeting was opened at 7:03P.M.

**OLD BUSINESS:**

**Steve Williams:** As we review the minutes from the November 21, 2013 Planning and Public Hearing Meeting there are corrections to be made. The secretary Kim Cusson was given the copy to make the changes. The Planning Board also wanted to make an amendment for the minutes on October 17, 2013. Steve: We left the Public Hearing opened and let it continue till last month and then last month we accepted the continued meeting and then we closed the Public Hearing.

**Burt Alm:** I believe you are correct. Maryellen requested that the secretary check for the public Hearing closing. Steve Williams moved to approve the minutes as amended for October 17, 2013, Burt Alm seconded and all in favor "Aye" by show of hand it was a unanimous approval of the minutes as amended.

**NEW BUSINESS:**

**Steve Williams:** The Guest present will talk to the Planning Board about the possibility of having a Secretary for the Planning Board and The Zoning Board. Heather Stevens will advertise in the paper the qualifications of the secretary. Steve Williams would like someone qualified for the position and knows the steps

of what has to take place. CEO Rolf Beckhusen will get the steps or the outlines you need for the Planning Board.

**Heather Stevens** will read the job descriptions as follows for the secretary position.

**Heather Stevens as per TUG Hill position description.**

**Responsibilities include:**

1. Send notice of meetings and public Hearings to newspapers of General circulation in the Town.
2. Notify Planning Board member of the upcoming meetings.
3. Record minutes of all Planning Board meetings and Public Hearings. The minutes of the meetings shall cover the important portions of the meeting and shall include a record of motions, proposals and actions. This record must contain the vote of any matters and how each member voted including any absentness.
4. Makes minutes of all meetings and Public Hearings available to the Public in accordance with the provisions of the Freedom of Information Law within two weeks of such date of the meeting.
5. Files all decisions of the Planning Board on site Plans, special permits and sub divisions with the Village Clerk within five business days after such decision is rendered.
6. Mails a copy of the Planning Board decisions to the applicants.

**Qualifications are:**

- 1.) High school diploma.
- 2.) Village Board needs to decide how many years of secretarial experience.
- 3.) Some familiarity with the Planning Board.

**Compensation there is two options:**

- 1.) Dollars per hour.
- 2.) Dollars per Planning Board meeting.

**Steve Williams:** It would be my opinion that my addition, is to make it a requirement that the secretary and the CEO collaborate and provide detailed meeting procedures. Examples were given. Steve felt it should be documented that in the agenda should be step by step. Maryellen Commisso agreed that if we knew what was coming at each meeting it would help. Burt Alm: Commented in addition to this part of the job description would be to do letters as requested by the Planning Board to other boards or amenities that we have to have communications with. Maryellen and Steve both thought Burt's recommendation was a good idea.

**Heather Stevens:** Justify and pay her to include any supporting documentation in advance to the Planning Board so they could come into the meeting prepared ahead of time.

**Burt Alm:** Does the job description you include communicating with the county level? It should be delegated to the secretary to make the communications necessary on behalf of the Board.

**Heather Stevens:** The secretary should work closely with the Code Enforcement Officer to help with the paperwork process to get everything filed, everyone notified and where we are at in the steps. If there is missing information the secretary should be able to follow up on some of this.

**Burt Alm:** Recommends that the Code Enforcement Officer could be at the meetings for advisement of the codes for consultation.

**Steve Williams:** I am tabling the carport review and definition in advice of the CEO till when we can discuss the carport review. Steve moved to adjourn the meeting; Maryellen seconded the meeting and all in favor by show of hands it was a unanimous decision. The Planning Board meeting was closed. The next meeting scheduled will be February 20<sup>th</sup>, 2014.

Respectfully Submitted,

Kim Cusson  
Village Secretary