

**TOWN OF FORESTPORT
PLANNING BOARD MEETING MINUTES
For
January 12, 2015
Planning Board
6:30 P.M.**

**12012 Woodhull Road
Forestport Town Hall**

PLANNING BOARD MEETING MINUTES

January 12, 2015

6:30 P.M.

MEMBERS PRESENT:

TJ Entwistle, Chairman

Mary Rieth

Ginger Swasey

Paul Rejman

MEMBERS ABSENT:

Thomas Althoff, Co-Chairman

Kim Kratzenberg, Secretary

1. Call Meeting to Order:

- The January 12, 2015 Planning Board Meeting was called to order at 6:30 P.M. by Chairman Entwistle.

2. Pledge of Allegiance:

- Recited

3. Review and Approve Minutes:

A. December 8, 2014 Regular Planning Board Meeting Minutes

** A motion was made by Member Swasey and seconded by Member Rieth to approve the December 8, 2014 Planning Board Meeting Minutes as presented.

The vote went as follows:

TJ Entwistle – YES
Mary Rieth – YES
Paul Rejman – YES
Ginger Swasey – YES
Tom Althoff – ABSENT

NOTE: The Chairman changed the order of the Agenda to let Mr. Andy Getty speak about Sewer Dye Testing. (see 5A below)

4. Subdivision / Parcel Line Adjustment Activity / Merge:

A. Renee Lee – 3 lot subdivision:

- 8.001-1-34.1
- A public hearing was held on November 10, 2014 at 6:00 P.M.

- Renee Lee filed the final subdivision maps in the Oneida County Clerk's Office.

** A motion was made by Member Rejman and seconded by Member Swasey to remove the Lee matter from the Agenda. The vote went as follows:

TJ Entwistle – YES
 Mary Rieth – YES
 Paul Rejman – YES
 Ginger Swasey – YES
 Tom Althoff – ABSENT

B. Allan Woodruff / Tim Hulser – 2 lot subdivision:

- 13.000-1-13.1
- Tim Hulser was present for this matter.
- The Planning Board Secretary instructed the Board to review their “green packet”.
- Mr. Hulser proposed a 2 lot subdivision of 13.000-1-13.1 owned by Mr. Alan Woodruff. The Planning Board Secretary stated to the Board that she had spoken with Mr. Woodruff and he was in the process of emailing a letter to the Board stating that he is giving Mr. Hulser permission to represent this matter.
- The Board spoke of the 49.5’ easement deeded to this piece of property (copy on file).
- Mr. Hulser is awaiting a subdivision map from Surveyor, Dwayne Frymire. He will give it to the Board as soon as he gets it.
- Mr. Hulser has completed his Short SEQR Form.
- This matter must go for a 239 review because it is within 500’ of a state or county highway. The Planning Board Secretary will prepare the packet and deliver it to County Planning for their review.

** A motion was made by Member Rieth and seconded by Chairman Entwistle to schedule and hold a public hearing for the proposed 2 lot subdivision of Woodruff/Hulser being located at tax map no. 13.000-1-13.1 on February 9, 2015 at 6:15 P.M. The vote went as follows:

TJ Entwistle – YES
 Mary Rieth – YES
 Paul Rejman – YES

Ginger Swasey – YES
Tom Althoff – ABSENT

5. Old Business:

A. Sewer Dye Testing:

- Andy Getty was present to discuss the benefits of this program and the positive role it has played within the Town of Webb.
- Mr. Getty gave a brief history going back to the 50s and 60s stating that Homeowner's and Lake Associations were created to get a handle on the raw sewage that was being encountered within the Chain of Lakes.
- The dye testing program has proven to be very successful with the cooperation of the Town of Webb and the Associations working hand in hand to keep the local water quality at its best. Mr. Getty stated that the program definitely needs the support of the Town Board.
- He stated that the dye testers should be very knowledgeable of all types of septic systems and understand the workings of all of them. The tester is a representative of the Town and should be very professional.
- Mr. Getty stated that the program will take time and "knowledge" is the key (separation distances, soils, slopes, etc.)
- The Town of Webb's program is run by the Code Enforcement Office with a hired summer tester. The Codes Office works hand in hand with the tester and if ever there is problem the Codes Office handles the litigation end of it.
- The financial end of the program is that the Lake Associations and the Town split the cost 50/50 which averages out to be around \$17.00 per test/site per year.
- The Board spoke of possibly finding a college intern to do the dye testing.
- Chairman Entwistle stated that the White Lake Association has chosen to begin the dye testing on their lake in 2015 but hopes that in the near future the other lake associations and the Town will jump on board with this great program. Water quality is very important to maintain to its highest standards.

B. Proposed Local Law regarding Illegal Subdivisions:

- The Planning Board Secretary directed the Board to review the “orange” packet.
- Chairman Entwistle asked the Board to explore this idea and possibly do some research regarding the after effects and how a town handles illegal subdivisions.
- The Board had asked the Planning Board Secretary to pair up with the Assessor’s Office to possibly create a letter/notification to be sent to the Seller/Buyer/Attorneys involved with the transfer of properties when an illegal subdivision comes into the Assessor’s Office. The “DRAFT” notification/letter was reviewed and a few changes were discussed.
- Chairman Entwistle and the Planning Board Secretary are scheduled to meet with the Oneida County Clerk on Tuesday, January 20, 2015 to discuss this matter.
- The Planning Board Secretary has email the Town Attorney and asked for his attendance at the February 9, 2015 Planning Board Meeting to discuss “illegal subdivisions. Mr. Earl will be in attendance.
- The information from Phil Street of the Tug Hill Commission regarding “illegal subdivisions” was handed out for the Board’s review. Chairman Entwistle has asked for the Board’s input into this matter.

C. Amend Section 6.3 of the Site Review Law:

- Discussion took place regarding possible wording for an amendment to the Site Review Law. (Section 6.3 and the Lot Frontage definition)
- It was agreed upon that Section 6.3 of the Site Review Law did not need to be amended but what does need to be amended is “Lot Frontage” within the Appendix A – Definitions portion of the Site Review Law.
- The Planning Board Secretary emailed Attorney Earl requesting his legal opinion and suggestions for possible wording regarding this matter. Mr. Earl sent the following language back to the Board “In the case where a lot does not have existing road frontage and the lot adjoins a body of water, the lot frontage shall be the portion of the lot abutting the water body.”

- The Board would like to see the above wording added to what is already existing under “Lot Frontage” in the Town of Forestport Site Review Law.
- Chairman Entwistle will bring this proposed amendment to the Town Board at their January 21st meeting for their review and approval.

** A motion was made by Member Rejman and seconded by Member Swasey to approve the recommended wording for the amendment/addition to “Lot Frontage” within Appendix A of the Town of Forestport Site Review Law. The vote went as follows:

TJ Entwistle – YES
 Mary Rieth – YES
 Paul Rejman – YES
 Ginger Swasey – YES
 Tom Althoff – ABSENT

D. Certified Mail Reimbursement:

- Chairman Entwistle stated that the Code Enforcement Officer has expressed his concern with the cost of certified mail and serving summons to alleged violators. He would like to see these costs added to the court fees or fines when someone is found guilty. Why should the rest of the taxpayers have to pay for this?
- Attorney Earl will be present at the February Planning Board Meeting as well as Brad Smith, Code Enforcement Officer to discuss this matter with all.

6. New Business:

A. 2015 Meeting Dates for the Planning Board and Town Board:

- The Planning Board Secretary has provided the Board members with a new list of 2015 Meeting Dates for the Town Board and the Planning Board.

B. Appointment of Chairman & Co-Chairman:

- Since there is a Planning Board Member absent from January’s meeting, the Members present wish to have Mr. Entwistle continue on as Chairman until the February meeting when the appointment for Chairman & Co-Chairman will take place for the 2015 year.

- This matter will be tabled until the February 9, 2015 Planning Board Meeting.

C. 2015 Hours for the Planning Department:

- Winter Hours:
November 1st – March 31st:
Monday & Tuesday 9:00 – 4:00; Thursday 8:00 – 4:00
- Summer Hours:
April 1st – October 31st:
Monday, Tuesday & Thursday 8:00 – 4:00

D. NYS Dept. of Environmental Conservation:

- The Notice regarding electronic waste dated December 12, 2014 was discussed.

E. SOLA:

- The Planning Board Secretary provided the Board Members with a Notice from SOLA regarding new Officers and contact information.

F. NYS Tug Hill Commission:

- Local Government Day
- Thursday, March 26, 2015 @ JCCC
- See handout
- Reserve early
- Chairman Entwistle has already completed his application as well as Secretary Kratzenberg.

G. January Webinars:

- The Planning Board Secretary forwarded an email to the Planning Board Members from Guy Sassaman regarding Webinars offered during January.
- Chairman Entwistle spoke of the two webinars that he was a part of last month.

7. Open Discussion:

A. VIEW:

- View, the Multi-Arts Center has invited Employees from the Town of Forestport, Webb and Inlet to join them for a winter open house on Tuesday, January 20, 2015 from 4-7 P.M.
- RSVP to 315-369-6411 ext. 210 or email BGetty@ViewArts.org

8. Adjourn Meeting:

** A motion was made by Member Rejman and seconded by Member Swasey to adjourn the January 12, 2015 Planning Board Meeting at 8:12 P.M. The vote went as follows:

TJ Entwistle – YES
Mary Rieth – ABSENT (left prior to adjournment)
Paul Rejman – YES
Ginger Swasey – YES
Tom Althoff – ABSENT