

**Town of Pavilion  
Planning Board Meeting  
12/10/2013**

Present: Chairman Dean Davis, Rob LaPoint, Kevin Conklin, Larry Dagan, Craig Prucha, ZEO/CEO Dan Lang, and Debby Worthington

Chairman Dean Davis called the meeting to order at 7:07 PM. At this time, everyone rose to Pledge Allegiance to the Flag.

Chairman Davis started with a review of the November 12, 2013 Meeting Minutes. Chairman Davis noted that in the November Meeting it was stated that the Martinez home is on Pavilion Center Road, so when he proof read the typed minutes from Debby he fixed the minutes to reflect the true address which is on Route 20 before he emailed the minutes out. Everyone read them over and a motion was made by Craig Prucha to accept the minutes as written with the changes to the Martinez home address. Kevin Conklin seconded the motion.

The Motion passes with the following Roll Call Vote:

Dean Davis- Yes	Rob LaPoint- Yes
Kevin Conklin – Yes	Craig Prucha – Yes

ZEO/CEO Dan Lang gave updates for the Town:

- Been doing inspections over on house on Hutchins Street, that is moving right along
- Received a few complaints about vehicles around town.
- Somebody anonymously sent a letter to Ted Howard asking what we are doing about the abandoned houses around town and if we are working on it.
- Permits have slowed down
- Dan has been also been working on the end of the year reports, trying to get everything sent over to the state. This is the first year the that Town of Pavilion is going to be sending 1203 reports with all of the documents to NYS.
- The Weber trial date did get postponed to January.
- Abandoned homes was briefly discussed. A master plan will be put together to hopefully start in January. The minutes from November reflect that we are actively working on getting a plan together.

Next, Chairman Davis asked Larry if he learned a lot at the Training that he attended – The Fall Local Government Workshop on November 15, 2013. Larry stated that the training was a good session and very helpful for the initial introduction. A copy of the training certificate will be sent to the Town Clerk by Chairman Davis.

Chairman Davis moved on to the way minutes are recorded. Edgar Hollwedel did some research on the process. He had gone to a training and asked a few people at the training. Chairman Davis read an email that was sent from Mr. Hollwedel. Christopher Eastman and John David Woods from NYS responded to his questions and explained how minutes should be written with an example. Chairman Davis feels that we are doing it correctly and feels very confident in the way that we do the minutes. The board agrees that we continue to do the minutes as we do them now. Chairman Davis states that the minutes after they are typed are shown on the website. It does state on the website that they are unapproved minutes and then they become approved or updated and amended in the next following meeting minutes. He also states that in doing some research in the last few weeks he realized that the minutes do need to be available to the public within 2 weeks of the Planning Board Meeting. We will do our best to make this happen in the future.

The next topic was the power and duties of a planning board member and an alternate planning board member. An email was sent to the board members before the meeting regarding the duties of an alternate member. The email was proof of a resolution from the Town Board of Pavilion approving and stating the role of the alternate member and how the member will be established. Chairman Davis Read this aloud to all members. As it states the alternate cannot vote unless there are less than four members attending the meeting. The planning board members discussed and agree that they would like the alternate member to be able to become a voting member in case of one member being absent. The alternate member does need to be sworn in to be able to vote. It is also stated that the alternate member is required to have the training and the person has the same knowledge the other members have. The planning board members discussed this and unanimously agreed that this is what they would like to be changed in the alternate member's roles and duties. Dean will work on drafting a letter to send to the Town Board stating that as a planning board body we believe an alternate should have voting rights when we are short one member from our seven member board. Chairman Davis will send out a rough draft of the letter as a proof in email from to the board and we as a group will finalize it in the next meeting to be sent to the Town board. It will be up to the Town Board to decide if we will be able to move forward with this change.

Chairman Davis then asked the board if they looked over the duties of each member of the planning board. Everyone stated that they did look it over and refreshed themselves on the roles and duties of a member. Chairman Davis asks all members if there are any questions. Everyone stated that that they had none. Chairman Davis brought up about a comprehensive plan. We still need direction from the town board before we take action and look into it. He will discuss it in the upcoming months with Ted Howard and the town board if they would like us to pursue a comprehensive plan in the upcoming year and for us to move forward with it.

Chairman Davis asks if there is any other questions or topics that anyone would like to discuss. Everyone says no.

Chairman Davis made a motion to close the meeting at 7:36 PM and Craig Prucha seconded the motion.

The Motion passes with all of the members all saying "I" to close the meeting.

The Board welcomes Felipe Oltamari from Genesee County Planning. He will be doing a training session and SEQR updates to start immediately. The following members are in attendance:

- Dean Davis, Chairman
- Rob Lapoint, Vice Chair
- Kevin Conklin, Member
- Craig Prucha, Member
- Larry Dagan, Alternate Member
- Dan Lang, ZEO/CEO

Respectfully submitted,

Debby Worthington

Sue Kinney arrived for training at 7:47 and joined the group, session ended about 9:35 pm  
Added by Dean Davis