

**Town of Pavilion
Planning Board Meeting
4/8/2014**

Present: Chairman Dean Davis, Rob LaPoint (Vice Chair), Ed Hollwedel, Craig Prucha, Don Brooks, Kevin Conklin, Sue Kinney, ZEO/CEO Dan Lang, Matthew Mahaney (Zoning Compliance) and Clerk: Jennifer Davis

No one additional was in attendance of the meeting.

Chairman Dean Davis called the meeting at 7:02. At this time everyone rose and recited the Pledge of Allegiance.

The minutes from the March 11th meeting were reviewed. Chairman Davis asked if there were any questions or suggestions for the minutes. Craig Prucha pointed out the misspelling of his name. That will be corrected. No other comments or suggestions were added. Chairman Davis motioned to approve the minutes from the March 11th planning board meeting with the correction.

Craig Prucha seconded the motion.

The motion passes with the following roll call vote:

Dean Davis- Yes	Rob LaPoint- Yes
Ed Hollwedel- Yes	Craig Prucha- Yes
Don Brooks- Yes	Kevin Conklin- Yes
Sue Kinney- Yes	

The next topic on the agenda was to discuss the proposal of updated board equipment. Chairman Davis met with Shawn (from Hurricane: the computer company) took a look at the building for some ideas of how to set up the new equipment. Chairman Davis also talked to Jamie Cleveland about some options/places to locate the equipment. There are a few possible options with the way the building currently stands. A justice is asking for a renovation of the court room, but nothing has been decided on yet. If the building were to be renovated, the placement would potentially change, but Chairman Davis offered some ideas. There is a box like feature built in one back corner of the room that could be used for the equipment if a vented door and lock could be added. The equipment will hopefully be able to be used by other town boards

as well. Each would have a specific password to log in with. It is up to the town board to make the decision on if/how the equipment will be shared. Cindy (Town Clerk) has a computer that is still an XP and will need to be updated. Chairman Davis forwarded her the information for Hurricane, the company that created the quote for the updated equipment. A microphone would be mounted in the ceiling. The tower would be in a locked room. A wireless mouse and keyboard would be used so it could be placed at any members' seat to use. The projector would be mounted on the ceiling.

The projection screen could be placed in multiple locations. It could be placed in the doorway (separates the front justice area from the chairs for the audience). A problem with that placement is if there is an audience, they will not be able to view the screen. Other possible locations are the very back wall, or side walls. The side wall with the chalk board is the most desirable place agreed by all members.

Kevin Conklin questions who will be responsible for the set up of all equipment. Chairman Davis responds that Hurricane has put a line in the quote for labor which includes installation of all the equipment. Any of the wiring that may need to be done will most likely be hired out by the town board.

Dan Lang wonders if there are any grants out there that could potentially help fund this project. Dan is willing to look into this idea some more and see if he can find anything. He also suggests talking to Shawn from Hurricane and see if he has any prior experience with any grants from previous jobs.

Kevin Conklin also questions what the warranty will be on this equipment. In the quote it states a 3 year warranty on computer. Dean Davis states that they have a 1 year warranty on install but it is not written on the quote. Kevin suggests that a line is added to the contract/quote when the time comes, with more information on the warranty so the town is fully covered.

Dean Davis also suggests that depending on how the town goes about purchasing from Hurricane they may get a better deal on some of the equipment and labor (if more is purchased). Dean also suggests that the town may already have virus protection and that may not need to be purchased with the equipment. The quote covers everything we may possibly need for a

general price, but things may and will most likely change once it goes to the board.

Ed Hollwedel wonders about the price/amount of cables that are quoted. He is unsure how this can be quoted when the set up is not even decided. Dean Davis assures that the quote is just an estimate and rough figure to present to the board. A more accurate price will be given once the set up is figured out.

Kevin Conklin questions as to whether this project will have to be out to bid. Chairman Davis is unsure. Dan Lang suggests that he does not believe it does because of the low dollar amount. Dean Davis and Dan Lang are both confident in the work of this company and feel that they are a great choice.

ZEO/CEO Dan Lang suggests that in order to practice with the program, outside of the training available (as part of the 10 hours of labor on the last line of the proposal), he will come up with fictitious cases that will allow the planning board members time to use the new program and software. This will allow for smoother meetings when it is time to use the software.

Chairman Davis asks overall, how does the planning board feel about the quote/proposal? Kevin agrees with the quote as long as it is a working budget. Dean brings up the point that there is not a printer quoted in the proposal. He wonders about using the existing one. Kevin questions the price of a new printer. Dean says that a suitable one for this purpose should be down in the \$400. The board agrees we should get a quote for a suitable printer to add to the quote as an option. This will increase the budget to approximately \$4,000. An updated proposal will be drawn up and reviewed next meeting.

The topic of the meeting then switched over to a discussion of professional memberships and professional development opportunities. Kevin Conklin brought this idea up as something to add into our budget. There are multiple meetings locally as well as across the state. Kevin and Ed both feel that these are valuable meetings to attend for training purposes and feel they should be placed into the budget. There are many options from Albany, Saratoga Springs to NYC. Chairman Davis asked that someone look up the information on how much a trip to Saratoga Springs would cost for 2 members to attend (approximately) so it could be added to the budget. This approximation would look at the cost of hotel for 2 nights, travel (300+ miles) and the registration cost of the meeting itself. Kevin Conklin will look into this and report back to

the board at the next meeting. Matthew Mahaney suggested looking at the conferences on NYPF.org. It was also discussed that for any local meetings attended, conference fees and mileage can be claimed to the town but you will not get paid for your time. That is a part of your salary (stated by Chairman Davis).

Ed Hollwedel wondered about how training hours are being tracked. Chairman Davis informed that Cindy (town Clerk) takes care of this now. He is unsure of how she does it but would invite her to come to the next meeting to talk with the board about this subject to clarify. He will also ask her to bring the records that she currently has so all members can know where they stand at the time being.

Chairman Davis reminds all members that the June meeting will be the last meeting to work on the budget because it is due to the town by July so everyone needs to keep the budget in mind and keep working on it as a team.

The meeting is turned over to ZEO/CEO Dan Lang. He states that there have been 4 permits since the March meeting and there are many pending including a single family dwelling. 2 of the permits were additions to homes, 1 was a pole barn, and the last was to Paparonis for some updating. There will be a stone venire on the front, roof lift, concrete pillars and other safety features improved as well as looks. There is no change of the footprints, so only a building permit is necessary. Hoping to start construction next month. Planning board is not currently involved.

A lot of new home talk around the area as well. The biggest topic is about water and getting municipal water to where people want to build homes.

A lot of work is being done on violations including demolitions. Martinez case on route 20 is a big run around still but there is progress being made. As for Weber's case, Steven Weber has paid all of his fines and is in the process of completing community service. There is still talk of a jury trial.

When ZEO/CEO Dan Lang returns from vacation, he is going to check in with Paul Tillotson. He has been in contact with him with no luck. A permit application has finally been put in but nothing else has been done for the building construction that is currently being done. It is a life safety issue and needs to be addressed. He is not following the law right now. The question of

when and why stamped drawings are needed is reiterated in the newsletter which will hopefully clear up some of the uncertainty and questions. Agricultural is exempt from a stamped set of drawings but a set of plans and drawings is still necessary to make sure it meets code.

They are trying hard to work on neighbors' complaints about violations and Dan Lang and company do everything they can do to reach out to these neighbors and get complaints resolved without a big fuss being made.

Chairman Davis questions Dan Lang on why the process changed about planning board reviewing anything the ZBA would have to act on. Dan Lang states that it is not a required part of the process for a recommendation. It can be done if the Planning Board and Zoning Board agree that it should be done. It has to be everything or nothing if it is done. This process helps the ZBA because the views of the Planning Board are holistic and could be beneficial to them (stated by Dan LaPoint). One problem with this process is it can slow down the process but joint meetings could always be held in order to keep the process moving faster and to help with time restraint. It also keeps the Planning Board more involved and in the loop. ZEO/CEO will talk with the Zoning Board about this process going back to the way it was before.

Chairman Davis opens up the floor to the board members. Chairman Davis asks if anyone has any ideas for the newsletter? Some ideas that were suggested include the talk of the budget for new equipment. Ed Hollwedel and ZEO/CEO Dan Lang both suggest talking about the Planning Board itself. What do we do? Why are we here? What requires the Planning Board to be involved? Members and training. These are a few ideas that Dean will add to the Planning Board's section of the newsletter.

At 8:01, Chairman Dean Davis makes a motion to close the April 8th 2014 Planning Board meeting.

The motion was seconded by Sue Kinney.

The motion passes with the following roll call vote:

Dean Davis- Yes	Rob LaPoint- Yes
Ed Hollwedel- Yes	Craig Prucha- Yes
Don Brooks- Yes	Kevin Conklin- Yes
Sue Kinney- Yes	

