

Planning Board Minutes DRAFT 4/6/26  
April 6, 2026  
6pm

The meeting was opened at 6:20pm, by Chair John Owens

Present: John Owens, Gary Simpson, Kathy Clemens and Sandy Pierce Absent: Dick Schutt

Minutes: Gary moved to approve minutes, John seconded by, Sandy abstained

Public Comments: concern to follow up with the town clerk to ensure we are complying with the open meetings law with agenda, minutes, etc are posted on the website with the 2 week time frame. Kathy will send and follow up to have the minutes posted, Also, DRAFT and date will be listed on the minutes sent. Also, at the same time, the approved minutes for the prior months meeting will be sent as well.

New Items to Discuss: Discussion ensued on potential new members. Sandy has potential young people to attempt to get involved. Communication between members will continue to be worked on. Sandy moved to request the Town Board to have the town clerk post the Planning Board email address on the Town website, on the Contact Information section, for the purpose of the public to have access to the Planning Board members; seconded by Gary, all ayes.

Ongoing/Old Items: Survey on line and hard copies match Discussion was held on the mailing process for the survey. Mailing lists that will be used to address envelopes will include: voter list, assessment roll mailing labels, USPS labels, and in person at community events. Survey methods were also discussed. Motion made by Kathy to request the Real Property Tax Services-mailing list, seconded by John, all ayes. John made a motion to have Sandy to request mailing labels from USPS for Plymouth residents, seconded by Gary, all ayes. Sandy moved to approve both the digital and hard copy survey instruments; seconded by Gary, all ayes.

Announcements/Education/Updates Sandy shared the nonprofit news with members, Kathy recommended taking the NYS Local Government Training Program Courses for Local Officials: Comprehensive Planning (1.5hrs) After a discussion we agreed that the training will be done over the next 2 months. Breaking the training into 2 segments. May and June 2026.

Mail, Notices. & Other Odds and Ends: the letter from the non profit, Sandy Pierce, Lambs Quarters Inc.

Board Discussion Workshops for Comprehensive Plan over next 2 months.

Wrap-Up Next meeting will be May 4, at 6pm; training at 5pm.

Motion to adjourn by Gary, second by Sandy, all ayes.

Open Meetings Law Training Session  
April 6, 2026 5pm

Hearing:

- Public allowed to comment
  - The convening of a public body for the purpose of conducting public business
  - Quorum is the majority of the total membership, members can attend by video conference
  - Open Meetings Law, Article 6
  - Rules of Procedure can be established by local law
  - Site Visit, recommend going to visit with less than quorum, just to gather facts
  - Comply with open meetings law: bulletin Board, provide access, place in paper (3 days in advance if known a week before) Notify press at the same time you notify participants
    - Paper, Bulletin Board, Website
  - Email notification page to subscribe,
  - Organizing the meeting:
    - Agenda
    - Reserve room of adequate size
    - Arrange for equipment
    - Invite experts and public officials
    - Confirm attendance of members
    - Distribute background material
  - Announcements from the Chair
    - Meeting format
    - Agenda changes
    - Public hearings
    - Ability of Public questions
    - Ability of public to comment
  - Executive Session
    - Public Safety
    - Protect Identity
    - Criminal Investigations
    - Actual Litigation
    - Collective Negotiations
    - History of a person
    - Exams
    - Property Negotiations
      - Motion to go into session and reason, then pass the resolution with majority of Board
  - Audio and Video Recording requirements can be set by the Board to keep the meeting safe for the public (cords, stationary stands)
  - Meeting minutes Open Meeting available must be available within 2 weeks of meeting (draft); and one week after an Executive Session
- Hearing

- Zoning Board of Appeals
- Controversial issues
- Publish in newspaper: date, time and location, nature of action, location of property (statutes will determine which paper and timeframe)
- Neighboring properties do not need to be notified of hearings, with exceptions
- Hearing Rules and Procedures need to be adopted locally
- Applicants role, Questions from the public, handling disruptive, answer questions or just receive information to consider
- Record or video hearings with minutes. Identify selves if speaking, be respectful
- Hearing cannot limit who speaks, can limit time to speak