

**TOWN OF SCHUYLER PLANNING BOARD
DECEMBER 6, 2017 MINUTES**

Chairman Paul Thomas called the workshop meeting to order at 6:00 PM in the Board Room at the Schuyler Town Office, 2090 State Route 5, Utica, NY 13502. Other Planning Board members present were Vice Chair Donna Salamone, Victor Costanza, James Digristina, David Fusillo, Jean Finster, Michael Ritter, and Alternate Member Daniel Tripoli. This constituted a full membership of the Planning Board and Alternate. Other Town officials present were Supervisor Kenneth M. Dodge, Councilman-Deputy Supervisor Anthony J. Lucenti, Codes Officer Philip Green, and Bette Szesny, who serves as Recording Secretary. Also present was Town resident Richard Finster.

MINUTES: NOVEMBER 1, 2017 WORKSHOP MEETING

Motion by David Fusillo, seconded by Donna Salamone to approve the minutes of the November 1st Meeting as presented; all in favor. Motion carried.

PLANNING/ZONING TRAINING SEMINAR

Bette Szesny stated the training program was held at the Town Office on November 29th from 6 to 10 PM, with Robert Freeman, Executive Director of the NYS Committee on Open Government, providing a presentation on Freedom of Information in municipal government for Part I, and Steve DiMeo, President of Mohawk Valley Edge, presenting an update on the NANO Center and Economic Development strategies that are being implemented to bring new companies into the Mohawk Valley for Part II, with both presentations proving to be interesting and informative. The seminar was well attended by municipal officials from Herkimer and Oneida Counties.

PLANNING BOARD MEMBERS' VOUCHERS

Vouchers for attendance stipends will be mailed out to each member and will be audited at the Town Board's December 20th Year End Meeting.

WORKSHOP SESSION RE: CONTINUANCE — DEVELOPMENT OF A MASS GATHERING LAW

Anthony Lucenti reported the Town attorney has reviewed the Cornwall law and the comments/recommendations generated by the Planning Board at the November meeting, and he agrees it would meet the needs of the Town of Schuyler's intent to control undesirable situations at mass gatherings.

Mr. Lucenti then presented a proposed application for the Mass Gathering Law, largely modeled after the Town of Cornwall's law, though some points were taken from those of other municipalities. The workshop members reviewed the entire text of the proposed document, and the following suggestions were offered by the Planning Board:

- Any established business exceeding their occupancy quota must fill out an application (Sect. F).
- In Section G regarding Inspection prior to the start of an event, add the word "scheduled" to "there will be no inspection the day of the event." This allows officials to inspect the venue at any time, to ensure all criteria have been met.
- Section H — Non-compliance with Permit, re-word as follows: "If, the town Board or its designee determines that any of the items as a condition of the permit are not adhered to, or if any insurance or surety bonds shall be terminated prior to the completion of the event, then this permit shall thereupon immediately be terminated by action of the Town Board/designee."
- Certification of insurance must include the Town (as well as the facility / owner) be named as an additional insured.
- A provision should be included exempting the Town from any liability.
- A check list should be developed to ensure all criteria have been addressed and met at the time of approval of the permit.
- A provision should be added to impose a fine in the event the number of attendees exceeds the permitted occupancy of the venue, and/or the stated number of attendees listed on the permit. This would require adding a line to the current application for bookings at the Town Park, to require the number of people that will be attending.
- All Permits issued upon approval of the application should be displayed at the event, listing the specific criteria for the approval.

Mr. Lucenti stated he will update the application to include the above revisions. The secretary will revise the Cornwall law to include these revisions together with identification of the law as that of the Town of Schuyler, and ultimately revise the Cornwall law, incorporating all modifications, which may include sections taken from other municipalities'

Mass Gathering Laws and/or any additional modifications that may be decided upon by the Planning Board at the next meeting. It is anticipated the Planning Board will finalize the process at their January meeting, with a referral to the Town Board to follow.

**UPDATE: WESTGATE HEIGHTS
SUBDIVISION APPLICATION**

Anthony Lucenti reported he spoke to the applicant's engineer, Don Ehre, who informed him the project will move forward when all aspects of the engineering plans are completed to the satisfaction of the involved agencies.

Mr. Costanza said it is important for the Town to follow up on all approved applications so as to ensure compliance with all stipulations are followed.

ADJOURNMENT

There being no further business to come before the Planning Board, the meeting was adjourned at 6:50 PM, when the Board and others present enjoyed a holiday gathering and refreshments.

— Bette Szesny, Recording Secretary