

Town of Burlington Planning Board
Otsego County, NY

Minutes of August 11, 2021

- Present: Cliff Fitch, Gary Czerkies, Andrea Long, Peter Smith, Jo Salo

Call to Order- 6:04

Pledge of Allegiance

Minutes – July 7th (regular meeting) and July 12 (Emergency Meeting) minutes were read and approved with changes to date of the Emergency Meeting.

Old Business –

- The Agricultural Data Statement from the Ferguson's subdivision was received and filed by the *Town of Burlington Planning Board before August 11, 2021.*
- Discussed again the necessity of following proper protocol regarding subdivisions. When following protocol correctly the business of subdivisions occurs smoothly and efficiently for both the applicant and planning board. Proper protocol:
 - Secretary of planning board receives a subdivision request either by phone or email
 - Secretary provides interested party with Initial Subdivision Proposal and other paperwork deemed necessary
 - Secretary lets other board members know about request. Once completed paperwork is returned secretary distributes to other board members.
 - At the next regular planning board meeting discussion and possible resolution occurs
- Website – Deb Wengert is now in charge of the Town's website. Jo S. is feeding Planning Board information to Deb to put on the website. Did add a statement about Subdivisions request going to the Planning Board Secretary.
- Forms - will continue to keep Code of Ethics notice on the Initial Subdivision Proposal. As soon as it is updated it will be added to the Planning Board's webpage

New Business –

- Greising Family Trust Subdivision - on Aug. 5 Secretary Jo Salo spoke to Susan Gelatt from Schlather and Birch's office regarding a subdivision request by the Greising Family Trust on Dog Kennel Road. Jo sent a PDF of Initial Subdivision Proposal and Agricultural Data Statement to Susan Gelatt. The forms were completed and sent back via email on Tues. Aug. 10 along with sketch maps of the proposed subdivision. Copies were forwarded to board members (Gary, Pete, and Andrea). Cliff was called to inform him of the request prior to the Planning Board meeting.
- At this meeting we approved the subdivision Tax map # 125.00-1-16.01 at 484 Dog Kennel Road, Burlington Flats, NY as a Simple Split
- Next meeting September 15, 2021

Adjourned – 6:55 pm

Respectfully submitted by
Jo Salo, Secretary