

**Village of Brewster
Planning Board Meeting Minutes
October 15, 2019**

BOARD MEMBERS IN ATTENDANCE:

Rick Lowell, Chairman
Rick Stockburger
Janet Ward
George Gaspar, Village Board Liaison

Chairman Lowell led the Board in the Pledge of Allegiance, whereupon the proceedings were called to order at 7:30pm.

REGULAR MEETING:

Boardmember Stockburger made a motion to open the regular meeting. This was seconded by Boardmember Ward and passed unanimously.

Chairman Lowell attended a class for the required hours needed for being a member of the Planning Board and the subject of the class was about keeping a good record. He learned the Minutes have to be posted in a public place like the website within 14 days of a meeting. He said the draft minutes get posted and at the next meeting the Board can amend and approve them. The class did not recommend taking verbatim taking of minutes. He said we should capture the gist of the conversation and information relevant to a Site Plan as well as the motions, votes, resolutions and approvals.

Boardmember Stockburger said the Village Code states we shall meet every month and we can get the Minutes approved much more rapidly by doing that. He said the Public should be able to come to these meetings and voice concepts. Chairman Lowell said his understanding is that applicants must apply to be heard before the Board but he will look into that. Boardmember Ward said some municipalities have a pre-application meeting, or a planning or zoning administrator or come before the Board with a preliminary idea because it allows you to have a better understanding of what the Board needs. Mr. Gaspar said he has had this conversation with Mr. Folchetti who said it is to meet monthly if necessary but you also don't want to go forever without having a meeting.

Boardmember Ward said I would like to discuss rules of order and how a meeting should be run. Chairman Lowell said I feel we have been successful in allowing people to say their piece and convey information.

The Board discussed the February 19, 2019 Minutes. The Motion to approve the Minutes from February 19, 2019 was introduced by Boardmember Stockburger, seconded by Boardmember Ward, and passed all in favor.

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The Board discussed the April 23, 2019 Minutes and found no pertinent issues. The Motion to approve the Minutes from April 23, 2019 was introduced by Boardmember Ward, seconded by Boardmember Stockburger, and passed all in favor.

Boardmember Stockburger made a motion to adjourn the meeting, seconded by Boardmember Ward, and passed all in favor.