



Town of Knox Planning Board

Established 1822

P.O. Box 56 • Knox, New York • 12107 • Phone 518-872-2551 • www.knoxny.org

Minutes: August 8, 2019

Present: Bob Price, Todd Lagrange, Betty Ketcham, Deb Nelson, Tom Wolfe, Bill Pasquini

Absent: Kurt Johnson

Meeting called to order at 7:30pm.

Review of June and July minutes

1. June minutes were reviewed. Two grammatical errors were found.

Tom made a motion to approve June minutes with these changes, Deb seconded it, all in favor.

2. July minutes were reviewed. Some corrections were made to the wording of the minutes.

Deb made a motion to approve the minutes with these changes, Tom seconded it, all in favor.

Discussion regarding excused and unexcused absences of Planning Board members

1. In light of some recent Planning Board member absences, the number of allowable absences was reviewed and discussed.
 - a. Two absences in a calendar year does not mean automatic dismissal from the Board.
 - b. If a problem was to arise, it is brought to the Town Board for review.
 - c. The member is allowed to plead their case and if the Town Board deems the absences to be excusable, then they are allowed.
2. Deb wished to have on record that all Planning Board members receive the same level of professionalism. Tom reassured all Planning Board members that they would all receive the same level of courtesy when it relates to absences.

Continuing Education for Planning Board members

1. Tom sent an email regarding upcoming training for all Planning Board members.
 - a. Four hours per calendar year is required.
 - b. All Planning Board members completed the required training for 2019. Members will not be required until 2020 to complete the required training. New training opportunities are to be discussed again at the beginning of 2020.
 - c. If your job requires Planning training, please show proof of training to Tom for the record, this is an acceptable form of training.

Possible Proposal for the Town Board review

1. Tom presented a proposal that would allow Planning Board members to rotate attending meetings. Enough members would need to be present to have a quorum. This would only occur if there was nothing on the agenda.
2. Discussion amongst the members regarding if this proposal would be valuable to have. The Planning Board members were in agreement that they all planned to come to each meeting unless an unforeseen absence occurred.
3. No proposal to be presented to the Town Board at this time.

Deb made a motion to adjourn, Tom seconded it, all in favor.

Next meeting to be held September 12 2019 at 7:30pm.

Respectfully submitted,
Knox Planning Board Secretary Tiffany Snyder