

**TOWN OF NEW HARTFORD SPECIAL PLANNING BOARD MEETING  
MINUTES OF MONDAY, MARCH 23, 2009  
NEW HARTFORD PUBLIC LIBRARY MEETING ROOM  
#2 LIBRARY LANE (OFF OXFORD ROAD), NEW HARTFORD, NEW YORK  
(DOWNSTAIRS-BACK ENTRANCE)**

The Special Meeting was called to order by Chairman Jerome Donovan at 5:30 P.M. at which time the Pledge of Allegiance was recited. Board Members present were, Ellen Rayhill, Rodger Reynolds, Bob Wood and Peggy Rotton. Also in attendance were Councilman David Reynolds, Town Planner Kurt L. Schwenzfeier, AICP; Codes Enforcement Officer Joseph Booth, Town Engineer John Meagher, Superintendent of Highways Rick Sherman, and Dory Shaw, Secretary.

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Approval of the draft Planning Board minutes of December 8, 2008. Upon review of these draft minutes, motion was made by Board Member Peggy Rotton to approve as written; seconded by Board Member Rodger Reynolds. All in favor.

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**Charles T. Sitrin Healthcare, Sitrin Lane. Subdivision** approval. Tax Map #340.000-2-21.4; Zoning: Planned Development Institutional. Mr. Rick Wilson, CEO/Charles T. Sitrin Healthcare appeared before the Board as well as Mr. Larry Adler, representative of the Cameron Group, LLC.

Chairman Donovan explained that this application is for the sale of land from Charles T. Sitrin Healthcare to Cameron Group, LLC. Mr. Adler is a principal in the Cameron Group. The single family homes were part of the entire Sitrin campus. As a result of the sale, it requires a subdivision of the land. A Resolution addressing this has been handed to every Board Member which outlines the authority for this Board to proceed. Nothing has changed from the final subdivision of 2007 other than ownership – it is consistent with our Code. The intentions of Sitrin are being carried over to the new ownership. 55 years of age and older is the prime restriction on the residency.

Secretary Dory Shaw read the Resolution to everyone present.

Motion was made by Board Member Bob Wood to approve this Resolution; seconded by Board Member Rodger Reynolds.

At this time, Board Member Ellen Rayhill referred to the word occupies on Page 2, second paragraph – it should read occupied. This correction has been noted. She also

referred to Page 3, first Resolve - any changes to the plan – Chairman Donovan explained that Staff will review any changes in consult with the Planning Board Chairman.

Vote taken on motion:

Chairman Jerome Donovan – yes	Board Member Bob Wood – yes
Board Member Rodger Reynolds – yes	Board Member Ellen Rayhill – yes
Board Member Peggy Rotton – yes	

Motion **approved** by a vote of 5 – 0. (Resolution has been made a part of the file).

Mr. Rick Wilson, CEO for Charles T. Sitrin Healthcare, asked to address the Board stating that as they move forward with their development from the Master Plan, what would be the Town requirement for the next business, i.e., sewer, water, landscaping, etc. Do they have to file for a subdivision? Chairman Donovan stated that if they don't create it separately, it can be under Sitrin if consistent with Site Plan Approval, but advised Mr. Wilson to contact Staff further on this.

Mr. Wilson wanted clarification because of SEQR as mortgages require subdivisions. Chairman Donovan said no SEQR would be needed as long as the Site Plan hasn't changed and if only subdividing the land for financing or banking purposes, there should be no issue. However, he advised Mr. Wilson to contact Staff to get the direction on requirements.

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Motion was made by Board Member Peggy Rotton to go into Executive Session to discuss personnel related matters at 5:45 P.M.; seconded by Board Member Ellen Rayhill. All in favor.

Motion to come out of Executive Session by Board Member Peggy Rotton at 7:20 P.M.; seconded by Board Member Rodger Reynolds. All in favor.

The Board entered back into the Special Meeting at approximately 7:20 P.M. Members discussed proposed Planning Board Rules and Procedures drafted by Chairman Donovan. Board Member Rayhill was excused at 7:30 P.M. Further discussion and modification for proposed Rules and Procedures were postponed until the next Planning Board meeting.

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Town of New Hartford  
Planning Board Minutes  
March 23, 2009  
Page 3

Discussion of the next Planning Board meeting date commenced – it will be held on Monday, April 6, 2009 at the New Hartford Public Library, 5:30 P.M.

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There being no further business, the meeting adjourned at 7:50 P.M.

Respectfully submitted,

Dolores Shaw, Secretary  
Planning Board

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