

**TOWN OF SCHUYLER FALLS  
ZONING BOARD OF APPEALS  
REGULAR MEETING 11-21-2022**

The regular meeting of the Zoning Board of Appeals was called to order at 6:30 p.m. by Chairman Frank Dorrance.

Roll Call	Present	Absent
Frank Dorrance (Chairman)	X	
Rick Hazen (Vice-Chairman)	X	
Tim Aubin	X	
Michael Emde	X	
Ryan Smith	X	
Kelsi Russell (Alternate)	X	

Others Present: Richard Donah, Tom Murnane

Mr. Dorrance moved on to the second item on the agenda. Approval of the August 2022 meeting minutes. Mr. Dorrance made a motion to approve the August 2022 minutes as written. The motion was seconded by Mr. Aubin.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice-Chairman)			X
Rick Hazen	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith			X
Kelsi Russell (Alternate)	X		

Motion Passed

Mr. Dorrance moved on to the next item on the agenda, Appeal 22-004, a use variance. Mr. Murnane discussed an email, that was generated about this appeal by Mr. Emde. He explained that the agenda and press release are not the most important, instead it is that the sign has been posted. Mr. Aubin mentioned that the board would not be able to take any action on the appeal because it has to be referred to the County Planning Board. The board has not heard back from the county on this matter at this time. Mr. Murnane expressed that the address has to be correct, if there is no address on the application, from this point forward the property parcel number will be utilized so there is no error with the address. Further discussion took place on this matter and various other details. Mr. Murnane expressed that if we had county feedback and the applicant was present the board could likely proceed, but the applicant is not present and he needs to be here in order to answer any questions the board may have. Without the applicant present, the board really cannot take any action. Mr. Emde expressed

some details which led to his questioning of the address. Mr. Aubin questioned if there was another appeal/variance filed on this property. Further discussion took place on this matter about the zone the property is in as well as other matters. Mr. Murnane expressed that the only action we could take as the Zoning Board of Appeals would be to table the application until the board gets the response from the county and the applicant is present at the meeting. Mr. Dorrance made a motion to table appeal 22-004 until we have heard back from the county, the agenda will be updated, and the applicant be present to answer any questions. The motion was seconded by Mr. Hazen.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice-Chairman)	X		
Rick Hazen	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion passed.

Mr. Dorrance moved on to the next item on the agenda, organizational matters. Mr. Dorrance made a motion that Zoning Board of Appeals take place on the third Monday of every month at 6:30 PM, at the Town Hall, unless otherwise notified. The motion was seconded by Mr. Aubin.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice-Chairman)	X		
Rick Hazen	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Dorrance made a motion to appoint Mr. Murnane as the Town of Schuyler Falls Zoning Board of Appeals attorney for the 2023-2024 term. The motion was seconded by Mr. Hazen.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice- Chairman)	X		
Rick Hazen	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Dorrance moved on to the next item to appoint Kelsi Russell as the Town of Schuyler Falls Zoning Board of Appeals Secretary. Mr. Dorrance made a motion to appoint Kelsi Russell as the Town of Schuyler Falls Zoning Board of Appeals secretary for the 2023-2024 term. The motion was seconded by Mr. Emde.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice- Chairman)	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Dorrance moved on to the next item on the agenda to appoint the Zoning Board of Appeals chairman. Mr. Hazen made a motion to appoint Mr. Dorrance as Chairman of the Zoning Board of Appeals for the 2023-2024 term. The motion was seconded by Mr. Aubin.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice- Chairman)	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Dorrance moved on to the next item on the agenda to appoint a Vice-Chairman. Mr. Dorrance made a motion to appoint Mr. Hazen as Vice-Chairman for the Zoning Board of Appeals. The motion was seconded by Mr. Aubin.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice-Chairman)	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Murnane brought up some minor details. The board discussed things like a calendar of meetings. Mrs. Russell brought up that she will be updating the ZBA files in the near future. The board has asked that any board members with an expired term be updated and reappointed. The board also has discussed that the clerical duties have changed since the board went to a digital format. Mr. Dorrance made a motion that the board have the clerical work hours, schedule, and pay updated to reflect the current needs of the board using electronic format.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice-Chairman)	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Mr. Dorrance moved on to the next item on the agenda, Old Business. Mr. Dorrance then moved on to the next item on the agenda, New Business.

Old Business: Discussion took place on this matter. Discussion took place on a possible article 78 for a previous decision as well as various other minor details and updated matters.

New Business: Discussion took place. Mr. Emde questioned how to attend the training in New York City. Discussion took place about what he would need to do to attend.

Mr. Dorrance made a motion to adjourn the Zoning Board of Appeals meeting. The motion was seconded by Mr. Hazen.

Roll Call	Aye	Nay	Abstain
Frank Dorrance (Chairman)	X		
Rick Hazen (Vice- Chairman)	X		
Tim Aubin	X		
Michael Emde	X		
Ryan Smith	X		
Kelsi Russell (Alternate)			X

Motion Passed.

Respectfully Submitted,

Kelsi Russell