

**Sherburne Town Planning Board Minutes**  
**April 2024**

**Present:** Brian Guldry, Mike Janitz, Angela Jones, Stephanie Staley

**Guests:** Rowena Krumb, Charlie Mastro

**Start:** 7:10 PM

Note: No minutes to review for March 2024 because no quorum nor matters to discuss.

- Updates: Denise Boise resigned from the Planning Board. Town Planning Board approved on March 12, 2024, Town Board Accepted resignation on March 13, 2024.
- Brian Guldry motioned to approve February 2024 minutes, Angela Jones seconded motion.
- DEC Delayed, MVED at a standstill. Contact Anthony preparing to build the community group, however has to wait for online portal access to submit data to proceed.
- No contract yet regarding comprehensive plan.
- Anthony may have the Google document listing Sherburne residents willing to participate in our survey- need to confirm moving forward.
- Mike Janitz requested Anthony provide a contract by our next meeting to expedite comprehensive planning process.
- Brian Guldry and Charlie Mastro noted economic issues at county level.
- Board brainstormed economic development initiatives to identify and address local needs.
- Stephanie Staley suggested utilizing frameworks such as the CDC's Adverse Childhood Experience framework and prevention measures to include in future plans.

Brian Guldry motions to adjourn meeting, Angela Jones seconds. Meeting adjourned at 7:35 PM.

**Sherburne Planning Board Meeting**  
**May 14, 2024**

**Attendees:** Mike Janitz, Stephanie Staley, Brian Guldy

**Absent:** Angela Jones, Holly Crouch

**Guests:** Charlie Mastro, Rowena Krum

Meeting called to order at 7:04 pm

***\*\*NOTE: No Quorum for this meeting\*\****

Reviewed April 2024 Minutes, board will approve minutes at June 11<sup>th</sup> 2024 meeting provided there is a quorum.

Mike Janitz provided update on comprehensive plan. Anthony is planning on attending the June 11<sup>th</sup> 2024 meeting to get the comprehensive plan moving forward.

No further business was discussed

The meeting was adjourned at 7:28 pm.

Town of Sherburne, NY

## Planning Board Minutes

September 10, 2024

Attendance: Holly Crouch, Brian Guldry, Stephanie Staley, Angela Jones

Absence:

Guests: Rowena Krum, Charlie Mastro, Sandy Sanger, Teri Doing, Jeremy Loveland

Meeting Called to order at 1903

- No August minutes to review as not enough members attended for quorum.

### Discussion

- Discussion: Sandy Sanger, Teri Doing and Jeremy Loveland are interested in joining the Sherburne Planning board. Mr. Mastro reviewed the highlights of the board member responsibilities including 4 hours of annual training.

### Old Business

- Charlie Mastro updated the board on the status of the proposed new Solar farm on Castle Hill.

Motion to adjourn meeting by Brian Guldry second by Stephanie Staley at 2000

*Dave Carter*

**SHERBURNE TOWN PLANNING BOARD**  
**One Canal Street**  
**Sherburne, NY 13460**

Minutes of Meeting  
November 12, 2024

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, November 12, 2024, in the Town Office. Meeting called to order at 7:00 PM.

Present: Holly Crouch, Brian Gurdy, Angela Jones, Dave Carter, Sandy Sanger, Stephanie Staley

Absent:

Guests: Rowena Krum, Town Supervisor Charlie Mastro, Anna Geyer, Anthony Marris-Swann

APPROVAL OF MINUTES

No August minutes to review, as not enough members attended for quorum.

Approved September 10, 2024, Minutes. Motion Angela Jones, Second Stephanie Staley, carried.

OLD BUSINESS

Solar Farm: Supervisor Mastro reported that site drilling will be conducted and a pilot proposal will be prepared for the 4-MW solar farm to be located on Castle Hill Road. Stephanie inquired as to community fund and possible negative impact of the solar farm. Supervisor Mastro reported no significant negative impact, aside from aesthetics, and that he would like to request funding for EMS. Supervisor Mastro will work with the town's attorney on details of a proposal. Tax benefit to the town will only be about \$1,500 a year.

NEW BUSINESS

Supervisor Mastro welcomed new member Dave Carter and guest Anna Geier. There is one opening remaining on the board. Supervisor Mastro requested and Stephanie Staley agreed to serve as chairperson of the board.

Comprehensive Plan: Supervisor Mastro introduced Anthony Marris-Swann from MVEDD, who then updated members of the board of the status of the comprehensive plan. Under the DEC grant, reporting must be completed on their portal, and to date there have been some issues with portal as well as understaffing at DEC. MVEDD recently submitted a plan for the Village of West Winfield on DEC's portal, and the plan is still pending agency approval. This experience should be beneficial when posting to the portal for Sherburne. Mr. Marris-Swann indicated that board would need to convene one or more steering committees to work on various components of the



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comprehensive plan. Supervisor Mastro informed him that the board would invite community members to sit on committee(s) once the final vacancy on the planning board has been filled. Steering committees can be formed by contacting people who showed interest on the survey conducted in 2021. Survey results were tabulated by a Cornell student; however, the board has lost contact, and results were not digitized at the time. Ms. Staley offered to contact a student at Colgate who might be interested in tabulating the results, but had concerns with overstepping bounds with faculty and/or administration. Mr. Marris-Swann indicated that MVEDD can perform this service as part of their contract, with no payment due up front.

Angela Jones made a motion, seconded by Dave Carter, to allow Mr. Marris-Swann to take hard copies of the surveys back to MVEDD, scan them, and return hard copies at the next meeting of the planning board along with a quote for results to be tabulated by MVEDD. Motion carried.

Supervisor Mastro indicated that he has yet to receive a contract from MVEDD. Mr. Marris-Swann will send a copy of the contract that was executed between MVEDD and the Village of West Winfield. Mr. Marris-Swann reminded Supervisor Mastro that MVEDD requires proof of insurance (liability and workers compensation). Supervisor Mastro indicated that insurance certificates were already sent and should be on file. Mr. Marris-Swann had written up a job description for the Village of Westfield's steering committee and can send it to everyone on the board. Additionally, in the future he will include Hannah at MVEDD, who is very knowledgeable on the topic of broadband,

Next meeting: December 10, 2024, at 7:00 PM, in the Sherburne Town Building

Meeting was adjourned at 8:20 PM.

Respectfully submitted

Sandy Sanger  
Board Secretary

Approved: \_\_\_\_\_

## SHERBURNE TOWN PLANNING BOARD

One Canal Street  
Sherburne, NY 13460

Minutes of Meeting  
December 10, 2024

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, December 10, 2024, in the Town Office. Meeting called to order at 7:08 PM by chairperson Stephanie Staley.

Present: Holly Crouch, Dave Carter, Sandy Sanger, Stephanie Staley

Absent: Brian Guldy, Angela Jones

Guests: Rowena Krum, Town Supervisor Charlie Mastro, Anthony Marris-Swann (MVEDD)

### APPROVAL OF MINUTES

Motion to approve November 12, 2024 minutes by Dave Carter, second Holly Crouch, carried.

COMPREHENSIVE PLAN: Anthony Marris-Swann from MVEDD updated members of the board of the status of the comprehensive plan. Hard copies of surveys have been scanned by MVEDD, data has been tabulated and emailed to Stephanie Staley and Supervisor Mastro, and hard copies returned to Supervisor Mastro. Mr. Marris-Swann has reviewed the data from the surveys and provided a summary to the board, noting that in some cases, for example broadband issues, data may be outdated. Out of 96 completed responses, 61 respondents were female, and 28 male. 38 respondents indicated that they reside in the village, and 51 responded that they reside outside the village. 87 percent responded that they were homeowners, and 10 percent responded that they were renters. Median age of respondents was 67. Many respondents noted that Sherburne's municipal electric company is a big asset, as well as Sherburne's school district. Areas of concern included poor or lack of internet service, junk code enforcement, particularly on the north end of Sherburne and the cotton mill building. Other assets mentioned by respondents included Sherburne's public library, good street lighting, and good snow-plowing and road maintenance. Some respondents mentioned the desire for a farmers' market in Sherburne. Possible addition of a meat-processing plant in Sherburne met with nearly equally divided responses, as did rentals and affordable housing. As to the possibility of merging the town and the village, 28 responded that more information would be needed: 27 percent responded favorably, 17 percent responded negatively, and 10 percent indicated that only municipal services should be merged. Of those who responded to the survey, 11 indicated that they would be interested in working on a committee to follow up on a new comprehensive plan. Mr. Marris-Swann indicated that he will soon provide a more complete summary and infographics.

The next step to be taken by the planning board is to form a steering committee. Those of the 11 interested respondents still living in Sherburne would be a starting point for forming the committee, and a number of additional names were mentioned by board members with an eye towards finding a well-rounded cross section of residents (those with school-age children,



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business owners, farmers, etc.) Some names up for consideration include Shelly Soloway, Leonard Bosshammer, Dianne Daugherty, Kyle Angle, Kirstie Hackett, Brenda Crandall, Denise Boise, Chris Hoffman, Dave or Lori Harmon, Taylor Morris, Dan or Kayla Buckley, and Anna Geier.

Consensus was reached on the following action items:

- Stephanie Staley will draft a letter, for approval of the board, inviting residents chosen for consideration to serve on a steering committee.
- By the next planning board meeting, each member of the board will attempt to find two additional possible candidates for the steering committee, including demographic information, occupation, and contact information on each candidate.
- Members of the steering committee will most likely be expected to attend approximately six meetings, and time and place of meetings may be voted on by the committee at their first meeting.

Mr. Marris-Swann indicated that any individual's work time with regard to the comprehensive plan, outside of planning board meetings, should be recorded for the purpose of the grant. Additionally, the initial meeting of the steering committee should be publicly posted 30 days in advance, in order to comply with sunshine laws.

Supervisor Mastro recommended the possibility of adding an eighth goal to the comprehensive plan, to foster and encourage cooperation between the town and the schools.

Regarding contract from MVEDD, Mr. Marris-Swann's recent email contains a copy of the work plan and budget prepared by MVEDD for the Village of West Winfield. MVEDD is awaiting approval of its contract with West Winfield. He will then send a copy of that contract, which Supervisor Mastro can review, as that contract will be used as a boilerplate for Sherburne's contract.

Motion to adjourn by Holly Crouch, seconded by Sandy Sanger. Meeting adjourned at 8:34 PM.

Next meeting: January 14, 2025, at 7:00 PM, in the Sherburne Town Building

Respectfully submitted

Sandy Sanger  
Board Secretary

Approved: 