

## **SHERBURNE TOWN PLANNING BOARD**

**One Canal Street  
Sherburne, NY 13460**

**Minutes of Meeting  
February 11, 2025**

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, February 11, 2025, in the Sherburne Firehouse meeting room, located at 15 West Street, Sherburne, NY. Meeting called to order at 7:00 PM by chairman Stephanie Staley.

**Present:** Holly Crouch, Dave Carter, Angela Jones, Sandy Sanger, Stephanie Staley, Brian Guldry  
**Guests:** Rowena Krum, Town Supervisor Charlie Mastro, Anthony Marris-Swann (MVEDD)

**APPROVAL OF MINUTES:** Motion to approve January 14, 2025 minutes by Angela Jones, second Holly Crouch, carried.

Mr. Mastro distributed copies of the following documents to board members:

- Planning Board Overview, published by NYS Department of State, Division of Local Government Services
- Town of Sherburne Comprehensive Plan Vision Statement, Goals and Action Steps

**COMPREHENSIVE PLAN:** Mr. Marris-Swann distributed copies of Comprehensive Plans with Sustainability Elements Planning Book Provided by Mohawk Valley Economic Development District, Inc. (MVEDD). Mr. Marris-Swann provided materials for gathering ideas at the public meeting to be held at 7:30 PM: Whiteboard, town map, index cards, post-it notes, and pens. He also indicated that any hours worked by planning board members, outside of regular planning board meetings, can be added as an in-kind match for the purposes of reporting under the DEC grant. The public meeting is one example of outside hours, and the planning board should keep track of additional hours worked. Mr. Marris-Swann and Ms. Staley then discussed the following agenda for the public meeting:

1. Ms. Staley will welcome visitors and ask them to sign attendance sheet
2. Ice breaker activity
3. Introduction of individual board members
4. Mr. Marris-Swann will provide information with regard to comprehensive plans, Sherburne's DEC grant, and MVEDD's role in revising the current plan.
5. Anyone interested in joining the steering committee can fill out an index card with the following information:
  - Name
  - Address, phone number, email address
  - Occupation
  - Age group
  - Area(s) of interest: Agriculture/Environmental, Economy/Business, Education/Culture, Health, Infrastructure/Transportation/Housing

- Anyone who hasn't filled out the 2021 survey who would like to see a copy of it may write "Survey" on the card, and a copy will be emailed to them.

Mr. Marris-Swann reported that MVEDD will host a website for Sherburne, which will service as a "landing page" for information. Members of the planning board will be provided with a password to access various files within the website. The website address will be: sherburnecomplan.com

The public informational meeting with regard to the steering committee was called to order at 7:30 PM (minutes attached). Following the informational meeting, planning board members reached consensus that index cards submitted at the public meeting would be reviewed at the next meeting of the planning board, and then the board would assign each person on the steering committee to the appropriate area of interest for the work on a subcommittee.

No new business, unfinished business, or announcements.

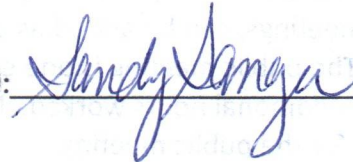
Motion to adjourn by Holly Crouch, seconded by Angela Jones. Meeting adjourned at 8:18 PM.

Next meeting: March 11, 2025, at 6:30 PM, in the Sherburne Firehouse meeting room

Respectfully submitted

Sandy Sanger  
Board Secretary

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





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

**Minutes of Public Informational Meeting**  
**February 11, 2025**

A public informational meeting of the Sherburne Town Planning Board was held on Tuesday, February 11, 2025, in the Sherburne Firehouse meeting room, located at 15 West Street, Sherburne, NY. Meeting called to order at 7:30 PM by chairman Stephanie Staley.

Present: Holly Crouch, Dave Carter, Angela Jones, Sandy Sanger, Stephanie Staley, Brian Guldry  
Guests: Rowena Krum, Town Supervisor Charlie Mastro, Anthony Marris-Swann (MVEDD)  
Additional guests – attendance sheet attached

Ms. Staley opened the meeting by introducing herself and asking members of the Town Planning Board to introduce themselves. Ms. Staley explained that Sherburne's Comprehensive Plan is a guideline or framework of goals for the community, noting that the Planning Board needs feedback and input from the community in order to complete the Comprehensive Plan. Ms. Staley read aloud the Town's vision statement from the previous Comprehensive Plan.

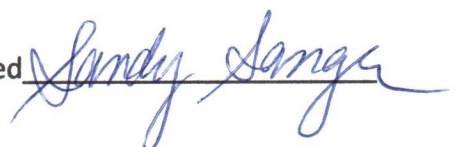
Ms. Staley then introduced Mr. Marris-Swann of Mohawk Valley Economic Development District, Inc. (MVEDD), the consultant hired by the town through a grant from DEC to complete the Comprehensive Plan. Sherburne's Planning Board is reaching out to the community to provide feedback for the plan with regard to goals for Sherburne. New York State Department of Environmental Conservation awarded Sherburne a \$55,000 grant, and the Town has contracted with MVEDD as a consultant to drive the process of revising the Comprehensive Plan. The grant contains several requirements, one of which is to incorporate sustainable elements in the plan, for example, supporting alternative modes of transportation. Funds from the grant are also being matched by the Town with in-kind contributions, such as labor. For that reason, the Planning Board is required to keep track of any hours spent working on the Comprehensive Plan, outside of its regular monthly Planning Board meetings. For the purposes of the grant, the hourly rate for each person working on the plan will be calculated at minimum wage.

When asked about transparency, Mr. Marris-Swann and members of the Planning Board responded that regular updates on the Board's progress on the Comprehensive Plan will be provided in articles submitted to The Sherburne News and will also be uploaded to a website to be hosted by MVEDD. For more in-depth reporting, newspaper articles will direct readers to the website, and any readers without a computer or internet access may visit the public library to use computers and internet there, at no charge. Meeting visitors were encouraged to complete their information on the index cards provided, which most did.

There being no further business to discuss, a motion was made by Holly Crouch and seconded by Angela Jones, and the meeting was adjourned at 8:18 PM.

Respectfully submitted,  
SANDY SANGER, Board Secretary

Approved







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

Minutes of Meeting  
March 11, 2025

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, March 11, 2025, in the Town Office. Meeting called to order at 7:23 PM by chairman Stephanie Staley.

Present: Dave Carter, Sandy Sanger, Stephanie Staley, Brian Guldy

Absent: Holly Crouch, Angela Jones

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

APPROVAL OF MINUTES: Motion to approve February 11, 2025, regular meeting minutes by Brian Guldy, second Dave Carter, carried.

Motion to approve February 11, 2025, public meeting minutes by Dave Carter, second Dave Carter, carried.

COMPREHENSIVE PLAN:

Sandy Sanger developed a spreadsheet to be used for recording hours worked by planning board members and steering committee members. Hours worked at planning board regular meetings will not be included. Only hours worked on preparing the comprehensive plan should be included. Anthony will put the spreadsheet on a public drive so that all members may record hours worked.

All present agreed that the February 11 public meeting was well attended, information was generally well received, and the majority of those in attendance are willing to participate in steering committee activities. Following the public meeting, Anthony Marris-Swann of MVEDD scanned all of the response cards that were completed by meeting attendees. Anthony also reported that Stephanie Staley received an email from Jill Nelson, who was unable to attend the public meeting, indicating her interest in joining the steering committee and noting business/economy as her area of interest.

After reviewing responses, the board agreed on 12 respondents to serve on subcommittees as follows:

Agriculture/ Environment	Business/ Economy	Education/ Cultural Affairs	Health
Anna Geier David Jemzura *	Sidney Wallace Scott Larchar Jill Nelson	Gayle Hellert Jenni Larchar Celia Palmiter	Angel Noble Elena Casscles Dee Weaver

# Sherburne Town Planning Board Meeting Minutes

March 11, 2025

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\*Kelly Steward, whose areas of interest are business/economy and education/cultural affairs, will most likely be placed in one of her desired subcommittees, provided one of the above respondents would be willing to switch to the agriculture/environment subcommittee.

Steering committee members will be contacted by Stephanie Staley, who will invite them to a public meeting to be held in the firehouse meeting room at 7:30 PM on April 8, 2025, following the regular 7:00 PM meeting of the planning board. Dave Carter will contact fire department to reserve meeting room. Since the steering committee meeting is a public meeting, Anthony will write the meeting announcement and submit it to The Sherburne News for publication.

Consensus was reached for the following plans for the April 8 steering committee meeting:

- Once formation of all subcommittees is finalized, subcommittees will break out to begin work, choose dates to meet, and report meeting dates back to the board.
- Subcommittees would each have a designated chair or lead person to facilitate meetings and report back to the planning board.
- Members of the planning board will work as liaisons with subcommittees.
- Anthony will provide each subcommittee with curated prompts to guide them in their work, along with other instructions to provide assistance.
- Subcommittees will be encouraged to seek assistance, guidance, and information from community members and business people so that they will be best informed and able to make their recommendations for goals to be included in the comprehensive plan.
- Possible locations for future subcommittees can include but are not limited to the firehouse meeting room, public library, or community churches.
- Future subcommittee meetings may or may not be held publicly, at the discretion of each subcommittee.

Mr. Marris-Swann shared copies of various comprehensive plans completed in other communities.

No new business, unfinished business, or announcements.

Motion to adjourn by Brian Guldý, seconded by Dave Carter. Meeting adjourned at 8:40 PM.

Next meeting: April 8, 2025, at 7:00 PM, in the Sherburne Firehouse meeting room

Respectfully submitted,  
Sandy Sanger  
Board Secretary

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

*Sandy Sanger*  
4/8/25





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

**Minutes of Sherburne Town Planning Board/Comprehensive Plan Steering Committee Meeting**  
**April 8, 2025**

A public meeting of the Sherburne Town Planning Board's Comprehensive Plan Steering Committee was held on Tuesday, April 8, 2025, in the Sherburne Firehouse meeting room, located at 15 West Street, Sherburne, NY. Meeting called to order at 7:30 PM by chairman Stephanie Staley.

**Present:** Holly Crouch, Dave Carter, Sandy Sanger, Stephanie Staley  
Steering Committee Members (see attendance sheet, attached)

**Absent:** Brian Gully, Angela Jones

**Guests:** Rowena Krum, Town Supervisor Charlie Mastro

Ms. Staley opened the meeting by thanking members of the Steering Committee for their interest in helping complete the revision Sherburne's Comprehensive Plan. Ms. Staley reminded committee members that their task is to identify issues and goals for Sherburne, along with possible solutions to help Sherburne meet those goals. Mr. Mastro distributed printed copies of Vision Statement, Goals and Action Steps, excerpted from Sherburne's 2004 Comprehensive Plan. Additionally, Sandy Sanger emailed complete copies of the 2004 Comprehensive Plan to all steering committee members present. Sandy Sanger then announced subcommittee assignments for all members of the steering committee, as follows:

Agriculture/ Environment	Business/ Economy	Education/ Cultural Affairs	Health
Anna Geier David Jemzura Kelly Steward	Sidney Wallace Scott Larchar Jill Nelson	Gayle Hellert Jenni Larchar Celia Palmiter	Angel Noble Elena Casscles Dee Weaver

The steering committee broke out into subcommittees for the remainder of the meeting, and members of the Planning Board circulated among the subcommittees to answer any questions. Ms. Staley informed subcommittees of the scope of their work:

- Identify a schedule for their work: dates, time and place of future meetings.
- Meet for a total of three months.
- Brainstorm goals and objectives to be included in the revised comprehensive plan.
- Speak with community stakeholders to help identify goals for Sherburne and possible actions and steps that can be taken to reach those goals.
- Stakeholders may include residents of Sherburne, as well as business owners in Sherburne, including those business owners who reside outside of Sherburne.
- All ideas will be welcome for consideration.

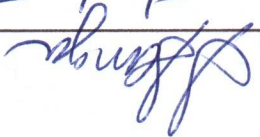
At the conclusion of the breakout session, each subcommittee reported their meeting schedule to Ms. Staley.

No new business, unfinished business, or announcements.

Motion to adjourn by Holly Crouch, seconded by Dave Carter. Meeting adjourned at 8:30 PM.

Respectfully submitted

Sandy Sanger  
Board Secretary

Approved:   
5/13/25



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

Minutes of Meeting  
May 13, 2025

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, May 13, 2025, in the Town Office. Meeting called to order at 7:00 PM by chairman Stephanie Staley.

Present: Dave Carter, Brian Guldry, Angela Jones, Sandy Sanger, Stephanie Staley  
Absent: Holly Crouch  
Guests: Town Councilperson Rowena Krum, Town Supervisor Charlie Mastro  
John Leonard

APPROVAL OF MINUTES: Motion to approve April 8, 2025, regular meeting minutes by Ms. Jones, second Mr. Carter, carried.

Motion to approve April 8, 2025, steering committee meeting minutes by Mr. Carter, second Ms. Jones, carried.

COMPREHENSIVE PLAN:

Ms. Staley introduced visitor John Leonard, who offered suggestions for a more prominent online presence for the Town of Sherburne, promoting events and places of interest in Sherburne.

www.sherburnecomplan.com: Ms. Sanger reported that, when recently she checked the website being developed by MVEDD to promote progress on the Comprehensive Plan, it still appeared to be "under construction."

MVEDD Contract: Mr. Mastro reported that MVEDD has indicated that the proposed contract had been forwarded to DEC for approval. The most recent copy he has received from MVEDD still lists West Winfield as one of the parties instead of Sherburne. Mr. Mastro has again requested a correct and finalized copy of the contract from MVEDD. General consensus of the Planning Board is that there is a lack of communication from MVEDD regarding the status of their work on behalf of Sherburne. While the Planning Board and the steering committee are making good progress, appropriate support and guidance from MVEDD seems lacking. Of particular concern is the absence of any MVEDD staff at the Planning Board's regular meetings on April 8 and May 13, as well as the meeting of the Planning Board with the steering committee also held on April 8. Ms. Staley will send an email to Anthony Marris-Swann requesting improvement.

Subcommittee Progress: Ms. Staley has met with two of the subcommittees, which have expressed interest in topics as follows:

- Agriculture/Environment: Subcommittee member David Jemzura suggested that a public lake would be an asset for the Town, to bring in additional tourism. The Planning Board briefly discussed the possibility of promoting the Town's reservoir located on East Hill Road, together with Rexford Falls and the nearby gorge and park as attractions.
- Business/Economy: Topics discussed included a possible incubator program, landlord issues, and housing for employees of local businesses.
- Education/Culture: Ms. Staley will request that Planning Board member Holly Crouch, who is a retired teacher, meet with and provide guidance, as needed, for this subcommittee.

The Planning Board will encourage subcommittees to continue meeting and bringing forth ideas and potential goals to be included in the comprehensive plan. Mr. Mastro suggested that Sal Testani from Commerce Chenango may be a good resource for Business/Economy advice. Mr. Carter suggested the addition of nursing and medical facilities in Sherburne. Other ideas discussed included financial incentives for new businesses, encouraging financial literacy courses in the school district, a Temp agency, more job fairs, improved transportation, job training, and job search training.

NEW BUSINESS: Ms. Staley reported that a parcel of property located partially in Sherburne and partially in Earlville would have two separate deeds and will most likely not be brought up to the Planning Board at this time, as initially believed. Mr. Mastro reminded the board of the rules for subdivisions, any property being divided into two parcels does not come under planning board jurisdiction. Any parcel being divided into three or more parcels within a five-year period must come before the planning board.

No other new business, unfinished business, or announcements.

Motion to adjourn by Mr. Carter, seconded by Ms. Jones. Meeting adjourned at 8:10 PM.

Next meeting: June 10, 2025, at 7:00 PM, in the Sherburne Town Building

Respectfully submitted,  
Sandy Sanger  
Board Secretary

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



**SHERBURNE TOWN PLANNING BOARD**

**One Canal Street  
Sherburne, NY 13460**

Minutes of Meeting  
July 8, 2025

A regular meeting of the Sherburne Town Planning Board was held on Tuesday, July 8, 2025, in the Town Office. Meeting called to order at 7:00 PM by chairman Stephanie Staley.

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

Absent: Brian Guldy

Guests: Town Councilperson Rowena Krum, Town Supervisor Charlie Mastro  
John Leonard, Pat Lawrence, Ada Noble, Mindy Cole, Galen Blum

APPROVAL OF MINUTES: Motion to approve June 10, 2025, regular meeting minutes by Ms. Jones, second Ms. Crouch, carried.

NEW BUSINESS: Planned discussion regarding perspective site plan review associated with a prospective land sale was tabled, since it did not involve subdividing the land parcel into three or more lots.

Ms. Staley introduced Mindy Cole, Outreach Director of Chenango County Office of Aging. Ms. Cole distributed several flyers and brochures while discussing the various services, assistance, and resources offered by the agency, including but not limited to in-home aide services, consumer-directed in-home aides, respite, adult day services, home delivered meals, senior centers (Sherburne center, located on Knapp Street, is open Monday, Wednesday and Friday, from 10:00 AM to 2:00 PM, serving lunch at noon), nutrition counseling, health insurance counseling and assistance, legal services, health promotion, caregiver support and information, case management, outreach, public education, and personal emergency response systems (PERS). Two key staff members at the Sherburne location include Deb, who is in charge of nutrition services, and caregiver coordinator/case manager Beth. The agency will also be present at Chenango County Fair's Senior Day on August 7.

Ms. Krum inquired how the presentation by Ms. Cole at the planning board meeting was relevant to the comprehensive plan. Ms. Staley replied that by collecting data and feedback from subcommittees and through working cooperatively with local agencies with regard to food insecurity, all information gathered will be included in the comprehensive plan and will help educate constituents and inform future grant-writing efforts.

Ms. Staley introduced John Leonard, who shared information on options available to residents with regard to Walmart+ grocery delivery services and a Walmart business account, in which a large number of families can participate by paying a share of the \$500 annual fee.

Ms. Staley introduced Galen Blum, who expressed her concern for lower middle-class families and seniors whose income is just above the threshold to qualify them for Medicaid, SNAP, or other services.

Ms. Staley asked, on behalf of the subcommittee on education, for board consent to hold a town hall to gather additional input from Sherburne residents. Due to concerns about there being no proposed agenda, specific topics to be discussed, or details on logistics of the proposed town hall meeting, the request was tabled.

COMPREHENSIVE PLAN: Ms. Staley has received the health subcommittee's recommendations for goals to be included in the comprehensive plan.

Ms. Staley will ask remaining subcommittees to submit their recommendations before the August planning board meeting. To date, all of the subcommittees, with the exception of the agriculture committee, have kept her up-to-date on their progress.

Ms. Staley reported that she has heard from several constituents regarding specific issues that they wish to see addressed in the comprehensive plan. Following discussion, the board was reminded that the revised comprehensive plan should be similar to the existing plan in that, rather than specific action steps to be taken, it should list goals that the Town should be striving to accomplish. For example, the goal of improving safety and security for the community is preferable over the objectives of specific security and safety measures to be taken. Ms. Sanger shared the following comparison of goals vs. objectives: "Goals are broad, overarching aims or desired outcomes, while objectives are specific, measurable steps to achieve those goals."

Mr. Carter excused himself from the meeting at 8:45 PM.

ANNOUNCEMENTS: Ms. Staley reminded the board of upcoming training on August 20, at SUNY Morrisville. Mr. Mastro added that training for planning board members is required by law.

Ms. Staley distributed handouts with regard to methods of building trust through helpful communication.

No other new business, unfinished business, or announcements.

Motion to adjourn by Ms. Crouch, seconded by Ms. Jones. Meeting adjourned at 9:00 PM.

Next meeting: August 12, 2025, at 7:00 PM, in the Sherburne Town Building

Respectfully submitted,  
Sandy Sanger  
Board Secretary

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