

**TOWN OF CLARKSON  
PLANNING BOARD MEETING  
January 3, 2017**

The Planning Board of the Town of Clarkson held their regularly scheduled meeting on Tuesday, January 3, 2017 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 7:00 p.m.

**PRESENT – Board Members**

Conrad Ziarniak, Chairperson  
John Jackson  
William Rowe  
Dave Virgilio  
Leslie Zink

**Support Board Members**

Richard Olson, Town Attorney  
J.P. Schepp, Town Engineer  
Chad Fabry, Bldg. Inspector

\*Excused

**CALL TO ORDER**

Conrad Ziarniak called the meeting to order at 7:00 p.m. and led all those present in the Pledge of Allegiance with a moment of silence honoring Veterans, military service members and first responders.

Discussion regarding lack of Building Department Coordinator and possible solutions.

Discussion proposing adopting electronic record technology for minutes via Web QA.

Discussion regarding paperless meetings.

Discussion regarding eliminating paper minutes and applications.

Discussion regarding Town Board suggestion about having site visits prior to meetings.

D. Virgilio suggested photo identification for Board Members to eliminate residents' concerns about people walking on their property.

C. Ziarniak discussed protocols and required notices for Planning Board meetings on site. He said he would call Web QA to discuss various issues including using Web QA to record Planning Board meetings, address changes, Tax ID # changes, and/or additions.

Discussion regarding continuing education requirements.

Discussion regarding uploading final drafts of minutes.

**MINUTES**

Motion by Dave Virgilio  
Seconded by William Rowe  
To approve the December 20, 2016 minutes.  
Motion carried, Leslie Zink abstained

**ADJOURNMENT**

Motion by Conrad Ziarniak  
Seconded by Dave Virgilio  
To adjourn the meeting.  
Unanimously carried

**1/3/17**

**NEXT MEETING**

The next regularly scheduled meeting of the Planning Board will be Tuesday, January 17, 2017 at 7:00 pm.

Respectfully submitted,

Conrad Ziarniak

*Approved 8/15/2017*