

**TOWN OF JACKSON  
PLANNING BOARD MEETING  
April 2, 2019**

The Town of Jackson Planning Board met on Tuesday, April 2, 2019 at the Town Hall at 7:00 pm for the regular monthly meeting with the following people in attendance:

**Board members:**

- Noel Hanf, Chairman
- Irene Headwell
- Mark Mahoney
- Amy Maxwell
- Cheryl Record
- Nick Rowland
- John Tully

**Others present:**

- Mike Durrin

**PLANNING BOARD MEMBER**

On March 6, 2019 the Town Board appointed Nick Rowland to fill the remaining three-years of Doug Gordon's seven-year term. Prior to the start of this meeting, the Clerk swore in Mr. Rowland. We're excited to have Nick on board and welcome him to the Jackson Planning Board team!

**MINUTES**

A **motion** was made by Mahoney, seconded by Tully to approve the March 5, 2019 meeting minutes as written. Motion carried in favor 5-0 with Record and Rowland abstaining.

**SEXUAL HARASSMENT TRAINING**

Every employer in New York State is required to adopt a sexual harassment prevention policy. The Town of Jackson adopted a Harassment Policy (which includes sexual harassment) in July 2018 which was a model provided to the Town by the Town's insurance carrier, NYMIR.

Part of the Town's requirement is that every individual either elected, appointed, hired or volunteer is required to attend a sexual harassment training. Some people may have already had the training through another town, a job or a volunteer role. If so, proof of the training needs to be given to the Town Clerk so that one's name can be checked off for completion. For those who still need the training, there will be course offered by Washington County Safety Coordinator Ashlee Zinn on Wednesday, April 24<sup>th</sup> at 12noon at the Jackson Town Hall. It's expected to last about 40 minutes.

It's understandable if the April 24<sup>th</sup> date is not conducive to one's schedule. The Clerk will try to make people aware of other locations/dates. In addition, Ms. Zinn has stated that she has developed an online course for those who can't attend a group training. The Clerk will obtain that information and pass it along.

## **MICHAEL DURRIN**

Sutherland Road resident Mike Durrin attended the Planning Board meeting to state that he would like a boundary line adjustment (BLA) of his property which is located on both sides of Sutherland Road. He wishes to adjust the boundary so that he retains all lands on the west side of Sutherland Road and then convey the lands on the east side of the road to his son whose riverfront property abuts Mr. Durrin's riverfront land. Mr. Durrin had already spoken to both the Town Supervisor and the Town Clerk prior to the Planning Board meeting and was told a subdivision would be needed. To qualify for a BLA: (a) The line cannot move more than 100 feet at either or both ends from where it currently is and no more than two (2) acres is involved in the total adjustment between parcels; (b) No new lot is created; and, (c) No new non-buildable lot is created. The lands east of Sutherland Road are approximately seven (7) acres thus eliminating the option for a BLA. Mr. Durrin has been given all of the paperwork for a minor subdivision.

## **COMPREHENSIVE PLAN**

Chairman Hanf and the Clerk had a conference call with Trish Burke from the Department of State about offering a program in Jackson for the Planning Board (and hopefully, the Town Board) about developing a comprehensive plan (CP). Ms. Burke had already read the March 2014 draft prior to the phone conference and made a number of suggestions. She also stated that there maybe funds available through Ag & Markets, and the American Farmland Trust to help rural agricultural communities with developing a CP. In addition, she forwarded the Town of Ledyard's CP to Jackson. She felt it had similar characteristics to Jackson. The Board will review the document.

Cheryl Record recommended that the Board take the most frequent responses from the survey completed in 2015 and identify questions that the residents could respond to in order to help determine specific goals for the CP. They also discussed what methods should be used to get input from the public without a formal mailing.

**NEXT MEETING:** Tuesday, May 7<sup>th</sup> at 7:00 pm

**Adjourned** at 8:25 pm

Respectfully submitted,

Tammy Skellie-Gilbert  
Planning Board Clerk