

Ch. Calabro called the March 9, 2022 regular meeting of the Board of Zoning Appeals to order at 7:20 p.m.

Ch. Calabro stated that this meeting is being taped for transcription purposes only and the written minutes and attachments, if any, will serve as the official record of this meeting.

Roll Found: Calabro, Hoop, Zeleznak, Wrubel, Schrader - Mr. Schaefer is absent and Mr. Schrader has moved into his seat for this meeting.

Also in the audience: Trustee Augustine, Zoning Inspector Wilson and Trustee Swedyk attended virtually

Ch. Calabro asked if everyone had a chance to review the minutes from the February 9, 2022 Board of Zoning Appeals Regular Meeting and if there were any questions, comments, additions or deletions. There were none.

Ch. Calabro asked for a vote to approve the minutes from the February 9, 2022 Regular Meeting. The Board was polled and all were in favor, except Ms. Wrubel and Mr. Schrader abstained. The February 9, 2022 regular meeting minutes were approved 3-0.

Ch. Calabro stated that everyone should have a packet for the upcoming public hearing for a variance request. The public hearing is scheduled for March 23, 2022 and the site visit is scheduled for March 19, 2022. Ms. Wrubel stated she will not be able to attend the March 23 public hearing due to a prior commitment scheduled before her appointment to the Board.

Ch. Calabro stated there will be a regular meeting on April 13, 2022.

Zoning Inspector Wilson stated that he would like to let the new members know that the Saturday before the hearing they meet at Town Hall at 10:00 a.m. and then they drive out, either individually or together to the site. Zoning Inspector Wilson stated that he thinks the inspection is important to figure out what is going on and part of his job is to talk to the applicant to make sure they have stakes in the yard so they can visually see the location of the project. Zoning Inspector stated that he encourages them to attend.

Ch. Calabro stated they can do the site inspection on their own if they are not available the date of the schedule site inspection, but it is more convenient for the applicant and it is better to do it as a group. Zoning Inspector Wilson stated that there are two Canyon Creeks, and this one is in Wakefield, there is another by Boston Road, so if going on their own, be sure to go to the right location.

Ch. Calabro distributed updated contact information to everyone for their personal use. Ch. Calabro stated that she wanted to remind everyone about the Sunshine Law training. Ch. Calabro stated that Mr. Hoop printed out some dates that the training is available and they can attend either online or go in

person. Ch. Calabro stated that they should attend within 6 months and Trustee Augustine stated they should have the training completed by June. Mr. Hoop stated if they want to attend virtually there is one on 4/21 and one on 6/8, they are approximately 3 hours in length.

Ch. Calabro stated there is a change as far as payroll at the request of the Fiscal Officer. Each Board Member needs to determine the frequency of payroll for the Board Members, either quarterly or bi-annually, and there is a form that needs to be completed and signed. Ch. Calabro stated they used to get a check at the end of the year, but now they will get direct deposit and it's much easier. Trustee Augustine stated they determined direct deposit would be easier for everyone and they determine as a Board if they want to be paid quarterly or bi-annually. Ch. Calabro suggested they get paid bi-annually, but it doesn't matter to her.

It was agreed upon by all Board Members that they would be paid bi-annually and everyone signed the necessary form.

Ch. Calabro asked if there was anything else and there was nothing.

Ch. Calabro stated she would entertain a motion to adjourn the March 9, 2022 Regular Meeting. Ms. Wrubel moved and Mr. Schrader seconded. The Board was polled collectively and all were in favor.

The Regular Meeting was adjourned at 7:32 p.m.

Judi Stupka, Recording Secretary

Minutes Approved: _____, 2022

Josephine Calabro, Chairperson

Jeff Hoop, Vice-Chairperson

Dave Zeleznak, Member

Lindsey Wrubel, Member

Tom Schrader, Member