



VILLAGE OF JOHNSON CITY

MUNICIPAL BUILDING
243 MAIN STREET • JOHNSON CITY, NY 13790
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Village Board

Gregory Deemie, Mayor
Clark Giblin, Deputy Mayor
John Walker, Trustee
Martin Meaney, Trustee
Benjamin Reynolds, Trustee

Minutes of the Village of Johnson City Special Meeting of the Village Board held on Monday, July 19, 2021 at 6:00p.m. at Village Hall Training Room and via Zoom Video Conferencing

Present: Gregory Deemie, Mayor
Clark Giblin, Deputy Mayor
John Walker, Trustee
Martin Meaney, Trustee

Also Present: Cheryl Sacco, Legal Counsel
Keegan Coughlin, Legal Counsel
Cindy Kennerup, Clerk/Treasurer
Joshua Holland, Director of Public Services
Robert Blakeslee, Fire Marshal
Marina Lane, Town of Union Senior Planner
Mari Giurastante, Grant Writer

Absent: None

Mayor Deemie called the Special Meeting to order at 6:00 pm.

Mayor Deemie led the Pledge of Allegiance.

1. PLEDGE OF ALLEGIANCE

2. NEW BUSINESS

Mayor Deemie stated this meeting is to figure out how the Village is going to move forward with Planning and steps to make this happen.

- Fire Marshal Blakeslee is willing to help.
- Marina Lane of Town of Union has been Planner for the last ten years.
- Attorney Keegan Coughlin has been the Planning and Zoning rep for several years.
- Josh Holland is involved because he is the Director of Public Services
- Mari Giurastante was hired for Planner, but has been the Grant Writer. We made it a Planner position because a Planner does writing and grant administration.

The big concern is we didn't budget for a Director of Planning or other positions within the Planning Department.

- American Rescue Plan Act funding
- Job Offers, Advertisements, Hire an agency temporarily

Marina Lane explained what her Planning job entails as Project Coordinator.

- Help people through the Application process
- Working with Code, Attorney Coughlin

Need to have knowledge of:

- Zoning Code
- State Environmental Regulations
- Procedure
- Interpretation of Code
- Property partitions
- Rezoning

Projects

- Works with Applicant, Attorney and Code Department to complete application
- Go over steps required, site plan, special permit, aquifer permit, variances, advisory opinions to Zoning Board, if property is subject to a 30-day review.
- Knowing how to coordinate the steps and what dates for timeline of project.
- Environmental Assessment Forms
- Make sure the project meets zoning code, whether its permitted or not, how many parking spaces.

Attorney Coughlin stated the Village of Johnson City is unique in that they are busier than most municipalities in the area. Some municipalities do both Planning and Code with one secretary shared among departments. That would not work in Johnson City. Dee was the only one doing the interpretation side for the Village. The Code Enforcement Officer will need to be involved in interpretation. He said as far as SEQRA it doesn't need to happen, but helps.

Trustee Walker discussed:

- Study done a couple years ago about bringing code back to the Village.
- Job descriptions from when code and planning were in the Village of Johnson City

Trustee Meaney spoke about when Fire Department handled code. He suggested finding a flow chart of what the Departments used to have.

Trustee Giblin stated there is a lot more going on now than there was.

Mari Giurastante

- Job Descriptions of Planning and Code Enforcement Officer
- Creating a position
- Village of Endicott using Engineering firms

Attorney Coughlin advised the Board what Endicott does with Code Enforcement and Planning.

Fire Marshal Blakeslee spoke about

- Building Inspection Licensing
- Village of Endicott
- Spending 80-90% on Planning

Joshua Holland advised the Board that he would be willing to step in and help with SEQRA. It is important to have one person do what Marina does.

Mayor discussed posting of planning job and how the Town of Union posted the position.

Ms. Giurastante suggested advertising the Director of Planning and subbing out the Grant Administration is to a grant firm rather than The Agency.

Mayor Deemie, Trustee Meaney, Trustee Giblin and Attorney Coughlin discussed Planning and Code positions, job descriptions and software.

Mayor Deemie suggested going into executive session to discuss what direction the Board wants to go.

Ms. Lane spoke regarding permits.

Ms. Giurastante talked about three proposals she got from engineering firms. She will send them along to the Board.

Ms. Lane asked that Town of Union be notified of any development projects so something that just happened with Liam Burns doesn't happen again. Ms. Lane spoke about 258 Main Street and 246 Main Street.

Ms. Giurastante asked to be notified with that anything with regard to grants.

Mayor Deemie advised the Board about the Code meeting tomorrow at 5:00pm.

EXECUTIVE SESSION #1

A motion to enter executive session at 7:23 pm to discuss planning, personnel, contracts and salaries was made by Trustee Meaney and seconded by Trustee Giblin. The motion carried with all those present voting in the affirmative.

A motion to exit executive session at 8:04 pm was made by Trustee Giblin and seconded by Trustee Meaney. The motion carried with all those present voting in the affirmative.

5. ADJOURNMENT

Mayor Deemie adjourned the meeting at 8:05pm

Cindy Kennerup
Village Clerk/Treasurer