

## April Planning Board Meeting

The April 28, 2020 the "regularly scheduled" Town of Portland Planning Board meeting was conducted outdoors in the Town hall parking lot, observing the "distancing rules" in compliance with the COVID-19 virus pandemic NYS executive order and CDC guidelines.

In attendance, Board members Chairman Harold Smith, Mr. Bob Patterson, Mr. Dan Larish and alternate board member Mr. Dale Carlson, forming a quorum and Code Enforcement Officer (CEO) Wendy Spinuzza. Absent: Board members, Mr. Dale Furman and Mr. David McIntyre. No public in attendance.

1. The meeting was called to order by Chairman Smith at 7:30pm, with the attendees reciting the United States of America Pledge of Allegiance. Mr. Carlson noted that the American flag was at half mast, honoring those who have lost their lives to the COVID-19 pandemic.

2. Mr. Patterson made a motion an seconded by Mr. Carlson to approve the business agenda.

Motion carried ( 4-0-0).

3. Mr. Patterson made a motion and seconded by Mr. Carlson to approve the February 2020 meeting minutes as recorded. Motion carried (4-0-0).

4. CEO Spinuzza presented (due to COVID-19 virus cancelation of the March 2020 meeting) a combined March 2020 and April 2020 report. Chairman Smith stated that he has seen a positive improvement in the organization and work flow of the Code Enforcement Office performed by CEO Spinuzza. Mr. Patterson requested and CEO Spinuzza agreed to provide the Planning Board with future monthly reports / information like the one that CEO Spinuzza produced for February 2020.

5. Mr. Larish made a motion and seconded by Mr. Carlson to approved the minor subdivision of +/- 0.19 acres property boundary from Baird and Miller, 2016-3463 to Van dyne 2671/959 on route 5, for the sole purpose of relocating / extending a driveway into property owned by Van dyne. See provided survey map. Motion carried (4-0-0)

6. No other business.

7. Mr. Carlson made a motion and seconded by Mr. Patterson to adjourn the meeting at 7:53pm. Motion carried (4-0-0)

Respectfully recording minutes by,

Mr. Larish