

**Town of Rotterdam Planning Commission
Minutes of January 7, 2025, Meeting**

The Rotterdam Planning Commission held a meeting on Tuesday, January 7, 2025 at 7:30 p.m. at the Rotterdam Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306.

Present:	Kimberly Ricker Scannell, Chairman Lynn Flansburg, Vice Chairman Clark Collins Wayne Calder Joseph Miglucci Danielle Ciampino Peter Comenzo, Town Planner Stephen Valiquette, Attorney Marlo Carter, Secretary	Excused: Joseph Signore
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Chairman Scannell called the workshop to order at 7:00 p.m.

Attendance was taken and it was determined that there was a quorum.

Ms. Scannell: We need a motion to approve the summary minutes of December 17, 2024.

Mr. Collins: I will make that motion.

Mr. Calder: I seconded the motion.

Ms. Scannell: Are there any questions on the motion? Please call the vote.

Ms. Carter: Mr. Collins?

Mr. Collins: Yes.

Ms. Carter: Mrs. Flansburg?

Mrs. Flansburg: Yes.

Ms. Carter: Mr. Calder?

Mr. Calder: Yes.

Ms. Carter: Mr. Miglucci?

Mr. Miglucci: Yes.

Ms. Carter: Ms. Ciampino

Ms. Ciampino: Recuse.

Ms. Carter: Chairman Scannell?

Ms. Scannell: Yes.

Motion carried.

Ms. Scannell: We need a motion to appoint a Planning Commission Vice-Chairman for the year 2025.

Mr. Collins: I make a motion to appoint Lynn Flansburg as the Planning Commission Vice-Chairman for the year 2025.

Ms. Scannell: I second the motion.

Are there any questions on the motion? Please call the vote.

Ms. Carter: Mr. Collins?

Mr. Collins: Yes.

Ms. Carter: Mrs. Flansburg?

Mrs. Flansburg: Yes.

Ms. Carter: Mr. Calder?

Mr. Calder: Yes.

Ms. Carter: Mr. Miglucci?

Mr. Miglucci: Yes.

Ms. Carter: Ms. Ciampino

Ms. Ciampino: Yes.

Ms. Carter: Chairman Scannell?

Ms. Scannell: Yes.

Motion carried.

Waivers:

1. **Niagara Mohawk – Schermerhorn Road.** The applicant requests a Waiver of Site Plan review to install a control enclosure, equipment upgrades, replace fence, install a retaining wall, install gravel road and stormwater treatment yard on existing utility substation for customer reliability on a ±10.59-acre parcel.

Motion was made by Mr. Collins to approve the Wavier conditioned on the following:

1. Compliance with all NYS Building and Fire Codes.
2. Applicant shall obtain a Building Permits for proposed improvements and be issued a Certificate of Completion.

Mrs. Flansburg seconded the motion, and the vote resulted in unanimous approval of the motion.

Meeting adjourned at 7:14 p.m.

Next meeting scheduled for January 21, 2025.

Respectfully Submitted,

Marlo L. Carter
Planning Commission Secretary



Town of Rotterdam
Office of the Planning Commission

Kimberly Ricker Scannell, Chairman
Peter J. Comenzo, Senior Planner

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Resolution Number Planning Commission 1-2025
Moved by Mr. Collins, Seconded by Ms. Scannell
Appointment of Vice Chairman for 2025

At the regularly scheduled caucus meeting of the Rotterdam Planning Commission held on Tuesday, January 7, 2025 Chairman Scannell called for a motion to appoint a Vice Chairman for the Rotterdam Planning Commission; and,

WHEREAS, Mr. Collins made a motion to appoint Mrs. Flansburg as Vice Chairman for the Rotterdam Planning Commission retroactive to January 1, 2025 through December 31, 2025; and,

WHEREAS, Ms. Scannell seconded the motion; and,

WHEREAS, the motion passed unanimously with all members present; **NOW**,

IT IS HEREBY RESOLVED, that the Rotterdam Planning Commission has appointed Mrs. Flansburg as Vice Chairman of the Rotterdam Planning Commission from January 1, 2025 until December 31, 2025.

Peter J. Comenzo
Senior Planner

Kimberly Ricker Scannell
Planning Commission Chairman