

Draft Local law #1

Proposed Addition Section 39-1.2

Alternate Members

- A. This section is enacted to provide a process for appointing alternate members of the Planning Board.
- B. Two alternate members of the Planning Board may be appointed by the Town Board for terms of up to two years, with the terms to expire on December 31 of the second year after the date of their initial appointment.
- C. The Chairperson of the Planning Board shall designate an alternate to substitute for a member when such member is unable to participate on an application or matter before the Board owing to a conflict of interest or when a member notifies the Chair that he or she will be absent for two or more consecutive meetings. When so designated, the alternate member shall possess all the powers and responsibilities of such member of the Planning Board. Such designation shall be made by the Chairperson on a rotating basis commencing with the alternate first appointed by the Town Board following the effective date of this section. Each designation shall be entered into the minutes of the initial Planning Board meeting at which the substitution is made.
- D. Alternate members shall regularly attend the scheduled meetings and/or work sessions of the Planning Board to which they may be designated so as to be available for designation when required and to be familiar with the applications and/or matters pending before such Board.
- E. Alternate members shall serve without compensation.
- F. All provisions of state law relating to Planning Board member attendance, eligibility, vacancy in office, removal, compatibility of office and service on other boards, as well as provisions of any local law or ordinance relating to training and continuing education, shall also apply to alternate members.

Proposed Modification to Section 39-10 C (1) (e)

(e) Chairman shall inform members of the training and continuing education courses as required by New York State General Municipal Law for all planning board members, including alternates.

Proposed Modification to Section 39-10 C (3) (a) [3]

[3] Serving as custodian of the records of the Planning Board, including records of training and continuing education as required by New York State General Municipal Law for all planning board members, including alternates.

Proposed Addition to Section 116-67 A

A. Alternate Members

1. This section is enacted to provide a process for appointing alternate members of the Zoning Board of Appeals.
2. Two alternate members of the Zoning Board of Appeals may be appointed by the Town Board for terms of up to two years, with the terms to expire on December 31 of the second year after the date of their initial appointment.
3. The Chairperson of the Zoning Board of Appeals shall designate an alternate to substitute for a member when such member is unable to participate on an application or matter before the Board owing to a conflict of interest or when a member notifies the Chair that he or she will be absent for two or more consecutive meetings. When so designated, the alternate member shall possess all the powers and responsibilities of such member of the Zoning Board of Appeals. Such designation shall be made by the Chairperson on a rotating basis commencing with the alternate first appointed by the Town Board following the effective date of this section. Each designation shall be entered into the minutes of the initial Zoning Board meeting at which the substitution is made.
4. Alternate members shall regularly attend the scheduled meetings and/or work sessions of the Zoning Board of Appeals to which they may be designated so as to be available for designation when required and to be familiar with the applications and/or matters pending before such Board.
5. Alternate members shall serve without compensation.
6. All provisions of state law relating to Zoning Board of Appeals member attendance, eligibility, vacancy in office, removal, compatibility of office and service on other boards, as well as provisions of any local law or ordinance

relating to training and continuing education, shall also apply to alternate members.