

Job Description: Planning Board Secretary Duties (10 hours per week)

Attend all meetings for Planning Board

Set up meeting room prior to meeting. This involves the following:

- * Copies of agenda items for each Board member
- * Large sketch plats to be hung on wheeled tack board and placed in front of room
- * Projector should be set up with meeting agenda clearly visible for all attendants
- * On line maps and resources should be ready to be pulled up for viewing if need be.

Email/US mail meeting agenda and previous meeting minutes to all Board members 1 week prior to next meeting date

Prepare meeting agenda

Record all meeting minutes; if on tape, must be saved for 4 months

Post agenda and draft minutes on tack board in hallway; change from "draft" to "final" as they are approved at each meeting

Email Town Supervisor and web master for posting of final approved minutes

Print approved minutes on acid free paper and file in front office file cabinet. At year's end, compile the entire year and file in cabinets in back meeting room

Manage application process:

- provide applications to applicants;
- make sure applications contain all necessary documents;
- Provide Board with material for reviewing applications
- Collect fee from applicant; give money to Town Clerk and receipt to applicant
- Submit Preliminary Plat Application to Albany County Planning Board for referral, if applicable
- Legal notices typed and published
- Collect and review certified mail receipts for public hearing notice to adjacent property owners from applicant
- Stamp subdivision plats with appropriate stamp and have Chair sign as they are approved
- Sign approval resolutions, once reviewed by Board
- Distribute approved resolutions to CEO and Assessors – file copy in master book kept in CEO's office
- File stamped and signed mylar in map draw
- Follow up with applicant to be sure Albany County Tax Map filing form has been returned
- Create new file for each applicant; be sure to issue file number
- Update Planning Board spreadsheet of applicant file numbers
- Communicating with and/or sending appropriate documentation to Albany County Health Department, Albany County Planning Board, New York State DEC, NYS DOT, etc. when necessary

Inform Board of what is necessary for motion or vote to move the application through the process/meeting

Act as liaison between applicants, developers/land surveyors, and the Board

Written/verbal/electronic correspondence with applicants, developers/land surveyors concerning their application process and meeting agenda requirements

Ensure complete follow up with above noted organizations and keep Board and applicant informed

Written/verbal/electronic communication with Planning Board chairperson and attorney for every application concern/question/follow up

Provide training materials to all members to complete the required 4 hour minimum NYS training per year

Professional association and seminar attendance

Distribute mail to all members as received

Manage budget process from an administrative standpoint, which includes:

- Purchase office supplies as needed to complete job while staying within budget
- Post all office purchases on Planning Board spreadsheet to ensure staying within budget
- Prepare yearly Planning Board budget with the Board chairperson

Answer phones and assist other office personnel as required

Perform required research when Assessors' office brings a boundary line/tax mapping issue/discrepancy to the Board's attention

Mark on calendar each week/month; and make available to all Board members, office staff, and public; when available to answer questions concerning applications, hearings, meetings, researching files, etc.

In the future.....

Current Planning Board Secretary will be working with webmaster to compile a complete list of each application used during each process. These forms/applications will be available on line, as well as a brief direction paragraph on how to complete each one.

Once this is accomplished, the PB secretary will need to maintain the online site with the assistance of webmaster, ensuring that all forms and data are current and relevant

Current Planning Board Secretary is currently working on ERIS GIS mapping information for use in Planning Board meetings to review each parcel of land using map overlay software.

Once this is accomplished, the PB secretary will need to maintain; via voucher request, the yearly association fees (if any), and attend regular on line seminars to stay current with the system functions/requirements