

## VILLAGE OF CAPE VINCENT PLANNING BOARD

September 19, 2023

The regular meeting of the Village of Cape Vincent Planning Board was held on September 19, 2023, in the Community Room at the Village Office. The meeting was opened by the Vice Chair, Willard Kirchgessner at 7 p.m. with the Pledge of Allegiance.

**Board Members Present:** Jeff Herpel, Chair - **Excused**  
Jeffrey Brooks  
Richard Hodge  
Willard Kirchgessner, Vice Chair  
Dave Wiley

**Visitors:** None

**Old Business:**

**Approval of the Minutes:**

- Board members reviewed the minutes of the August 15, 2023, meeting. Mr. Brooks made a motion to accept the minutes as written. Mr. Hodge seconded and the motion carried.

**New Business:** No new business

**Communications:** The Chair could not be in attendance but sent a note to the Board and asked that it be read at the meeting and included in the minutes.

*“Dear Planning Board:*

*According to our Village Zoning Law, Section 10.2, which outlines the ZEO's responsibilities, Section D requires the ZEO to refer appeal matters to the Planning Board. This is the ZEO's only responsibility to us. Section K requires the ZEO to report to the Village Board at regular meetings. These reports should be in the Village Board minutes, if I understand the NY State Open Meetings Law correctly. By accessing the Village Board minutes, we can be informed about what is going on in our village.*

*If we observe or are notified by village residents of suspected violations, we shall put the violation in writing and deliver two copies to Mary. One copy for the ZEO and the other to be read at the next Village Board meeting. This is how we can be effective as Planning Board members and village residents in regard to possible violations. We can also call ZEO, Cody Higgins, directly, but I feel that putting violations in writing will be more effective.*

*These are my suggestions, and I look forward to discussing them at our next meeting. Thank you, Jeff “*

**Item(s) for Information/Discussion:** None

**Privilege of the Floor:** None

**Next Meeting:** Tuesday, October 17, 2023, at 7 p.m., Community Room at the Village Office.

**Adjournment:** At 7:14 p.m. Mr. Hodge made a motion to adjourn; Mr. Wiley seconded and carried.

Respectfully submitted,

Kathleen M. Pierce  
Planning Board Secretary