

**TOWN OF SMITHVILLE  
PLANNING BOARD MEETING MINUTES  
WEDNESDAY, JANUARY 4, 2023**

**I. CALL TO ORDER:** Board member Kehl called the meeting to order at 6:32 p.m.

**II. ATTENDANCE:**

**Planning Board Members Present:** Fred Heisler, Jr., Marie Kehl, Dakota Warren, and Donna Marie Utter, Clerk.

**Planning Board Members Absent:** Robert Brooks

**Others in Attendance:**

**III. REVIEW/APPROVAL OF MINUTES:**

- A motion to approve the minutes from the meeting held on December 7, 2022, was made by Board member Heisler, seconded by Board member Warren. All members voted aye; motion carried.

**IV. NEW BUSINESS:**

No new business.

**V. OLD BUSINESS:**

**1. Community Survey:** Board member Kehl has purchased the stamps needed to mail out the letter regarding the survey. She has also checked and secured sites to help distribute the survey: Mills Feed Store, Chenango Carpet; and will also check with the Book Store and Smithville General Store for help distributing the survey. Having surveys available at the Pancake Breakfast on January 14<sup>th</sup> was also discussed. Board member Kehl will work with Donna Utter, Clerk, to accomplish this.

Board members reviewed a letter drafted by Board member Kehl to be sent out explaining the survey. An addition to the letter stating that " a legally adopted Comprehensive Plan makes the community eligible for many state and federal grants" was suggested. The letter will be prepared by the Clerk and then Board member Kehl and the Clerk will notify other Board members on a date set for stuffing letters into envelopes for mailing and anyone available can attend and help.

**VI. ADJOURNMENT:** There being no further business to be discussed, a motion was made by Board member Warren, seconded by Board member Heisler, to adjourn the meeting at 7:00 p.m.

**Next Planning Board Meeting is Wednesday, February 1, 2023 at 6:30 p.m.**

Respectfully submitted,  
Donna Marie Utter, Clerk  
Smithville Planning Board