

Village of Bergen  
Planning Board Meeting  
January 15, 2025

**Planning Board Attendees:**

Rene' Vurraro, Chairperson  
John Schuck  
Carol Walker  
Vickie Almquist  
Barbara Zinter, Secretary

Meeting Opened at 7:00pm by Chairperson Vurraro.

**Approval of meeting minutes:**

A motion to approve the meeting minutes of the Planning Board meeting held on September 18, 2024, was made by Carol Walker and seconded by John Schuck. The motion carried by the following vote:

Chairperson Vurraro – aye  
John Schuck – aye  
Carol Walker -- aye

Chairperson Vurraro shared information that was learned from attending the most recent Winter Webinar series put on by NYCOM. In particular, the information from the training on “Understanding Article 78: Drafting Decisions That Will Withstand a Legal Challenge.” This has resulted in the cinching up of some of our current procedures. There will be a more formal process for notification and follow-up for those board members when they are appointed to ensure that timelines are met for signing their oath of office. The Village has already begun the posting of public hearings on their website. There will also be a more formal process for the filing of board decisions with the Village Clerk.

In addition, the role of the Planning Board's alternate members was discussed. Currently, New York State's definition of alternate members details their role to be recognized as a member with voting rights by the Planning Board's Chairperson in the event a full member is unable to participate due to a conflict of interest. Chairperson Vurraro has suggested that this role be expanded by the Village Board through a local law which also provides for the alternate member to be granted voting rights in the event of a full member's absence in order to reach a quorum. As always, the alternate member is able to participate in discussions and deliberations regardless of their voting status. This will not change.

Recognizing that attending training courses is an important mechanism for the Planning Board members to obtain current knowledge of practices and procedures to ensure proper decisions are made, Chairperson Vurraro encouraged everyone to attend at

least the minimum four hours of training mandated by New York State. To assist in this achievement, the board discussed holding training courses at some of the meetings where there may not be formal business to discuss.

Our next regular meeting of the Planning Board is scheduled for February 19, 2025, at 7pm. The deadline for submissions is February 10<sup>th</sup>.

### **Adjournment**

**A motion to adjourn was made by Carol Walker and seconded by John Schuck.  
The motion carried by the following vote:**

Chairperson Vurraro – aye  
John Schuck – aye  
Carol Walker -- aye

The meeting was adjourned at 7:42pm

Respectfully submitted,

Barbara Zinter  
Village of Bergen Planning Board Secretary

**Completed Training Hours for the year June 2024 through May 2025 as of January 2025**

**Chairman Rene' Vurraro – 25.75 hours carryover + 4 = 29.75**

1.5 hours complete – Helping Communities Manage COVID-19 8/27/2020  
1 hour complete – Bring Back Main Street with Small-Scale Manufacturing 9/1/2020  
1 hour complete – CDRPC Spring 2021 Webinar 4/6/2021  
1 hour complete – Clean Energy Communities 2.0 4/13/2021  
1.5 hours complete – Solar, Zoning, and Comprehensive Plans 4/20/2021  
1.5 hours complete – From Dutch Charters to Village Dissolutions 4/22/2021  
2 hours complete – Planning Board Overview 5/4/2021  
1.5 hours complete – Intermunicipal Planning for Local Efficiency 5/6/2021  
1 hour complete – Intermunicipal Cooperation: Building Code Enforcement 5/11/2021  
1.5 hours complete – Hot Topics in Planning from A to Z 5/18/2021  
1 hour complete – Regulating Cannabis Operations 12/7/2021  
1 hour complete – Ethics for ZBA and Planning Board Proceedings 12/9/2021  
1 hour complete – Planning and Zoning Hot Topics and Case Law Update 12/14/2021  
1 hour complete – Genesee County Smart Growth Plan 2022 Review 8/23/2022  
1 hour complete – Understanding New Procedures for Videoconferencing 11/17/2022  
1 hour complete – Planning and Zoning Fundamentals 12/1/2022  
1 hour complete – Dealing with Airbnb: Permissible and Impermissible 12/8/2022  
1 hour complete – An Update on Cannabis Legalization 12/15/2022  
2 hours complete – Planning Board Overview 1/11/2023  
1 hour complete – Planning and Zoning Primer 11/30/2023  
1 hour complete – SEQRA: Demystifying the State's Environmental Review 12/7/2023  
1 hour complete – Pre-Existing Nonconforming Uses 12/14/2023  
1 hour complete—The Open Meetings Law 11/19/2024  
1 hour complete—Understanding Article 78: Drafting Decisions That Will Withstand a Legal Challenge 12/3/2024  
1 hour complete—Ethics for ZBA and Planning Board Proceedings 12/10/2024  
1 hour complete—Parking: How It Impacts Community Development and How to Do It Right 12/17/2024

**Vickie Almquist – 9 hours carryover + 0 = 9**

2 hours complete – Planning Board Overview 1/11/2023  
6.5 hours complete – Livingston County 2<sup>nd</sup> Annual Solar Tour 9/22/2023  
1 hour complete – SEQRA: Demystifying the State's Environmental Review 12/7/2023  
1 hour complete – Pre-Existing Nonconforming Uses 12/14/2023

**David Burke – 0 hours carryover + 0 = 0**

0 hours complete –

Kate Milliman – **0 hours carryover + 0 = 0**

0 hours complete –

John Schuck – **5 hours carryover + 4 hours = 9**

5 hours complete – Spring Local Government Workshop 5/16/2024  
4 hours complete—Introduction to Land Use Law and NYS Environmental Quality Review Act 10/30/2024

Carol Walker – **0 hours carryover + 0 = 0**

0 hours complete –

Barbara Zinter – **117 hours carryover + 10 hours = 127**

8 hours complete – Fall 2016 Local Government Workshop 11/16/16  
8 hours complete – Spring 2018 Local Government Workshop 5/18/18  
1 hour complete – Powers and Duties of the ZBA 6/28/18  
1 hour complete – Comprehensive Plan and Zoning Law Update 10/25/18  
8 hours complete – Fall 2018 Local Government Workshop 11/14/18  
1 hour complete – Variances 1/24/2019  
1 hour complete – The Village Attorney's Role 4/25/19  
6.75 hours complete -- Spring 2019 Local Government Workshop 5/17/19  
2 hours complete – Zoning Law 101 11/20/19  
2 hours complete – Comprehensive Planning 5/27/2020  
2 hours complete – Blight: Strategies and Tools for Local Governments 6/10/2020  
1.5 hours complete – Walkability and Health Part I 6/11/2020  
2 hours complete – Short Environmental Assessment Form Walkthrough 6/16/2020  
1.5 hours complete – Walkability and Health Part II 6/25/2020  
1.5 hours complete – Missing Middle Housing 7/28/2020  
1.5 hours complete – Parking Reform Made Easy 8/4/2020  
1.5 hours complete – Helping Communities Manage COVID-19 8/27/2020  
1 hour complete – Bring Back Main Street with Small-Scale Manufacturing 9/1/2020  
2 hours complete – Zoning Board of Appeals Overview 10/22/2020  
1 hour complete – Climate Change and Community Resilience 4/2/2021  
1 hour complete – Agriculture and Climate Resiliency 4/9/2021  
1 hour complete – Clean Energy Communities 2.0 4/13/2021  
1 hour complete – Changing Climate and Infrastructure 4/16/2021  
1.5 hours complete – A New Approach to Parks and Rec System Planning 4/16/2021  
1.5 hours complete – Solar, Zoning, and Comprehensive Plans 4/20/2021  
1.5 hours complete – From Dutch Charters to Village Dissolutions 4/22/2021  
1 hour complete – Resilient Landscapes 4/23/2021  
1 hour complete – Finger Lakes National Heritage Area 4/27/2021  
1.5 hours complete – On Haudenosaunee Land in Our Region 4/29/2021  
1 hour complete – Open Government Issues in Planning and Zoning 4/29/2021

2 hours complete – Planning Board Overview 5/4/2021  
 1.25 hours complete – Battery Energy Storage Systems 101 5/5/2021  
 1.5 hours complete – Intermunicipal Planning for Local Efficiency 5/6/2021  
 1 hour complete – Intermunicipal Cooperation: Building Code Enforcement 5/11/2021  
 0.5 hours complete – Marijuana Regulation for Local Governments 5/11/2021  
 1 hour complete – NYSDEC Giant Hogweed Control Program 5/13/2021  
 1.5 hours complete – Hot Topics in Planning from A to Z 5/18/2021  
 2 hours complete – Hot Button Land Uses 5/18/2021  
 1.25 hours complete – Battery Energy Storage Systems: Fire Safety 5/19/2021  
 1.25 hours complete – Battery Energy Storage Systems: Zoning & Permitting 6/2/2021  
 1.25 hours complete – Battery Energy Storage Systems: Decommissioning 6/16/2021  
 1.25 hours complete – Battery Energy Storage Systems: Taxation & Assess 6/30/2021  
 1.5 hours complete – The Evolving World of ADU Regulations 7/7/2021  
 1.5 hours complete – Parks as Community Infrastructure 9/9/2021  
 1.5 hours complete – Minute Taking and Other Essential Duties for Board Secretaries and Clerks 12/7/2021  
 1 hour complete – Regulating Cannabis Operations 12/7/2021  
 1 hour complete – Ethics for ZBA and Planning Board Proceedings 12/9/2021  
 1 hour complete – Planning and Zoning Hot Topics and Case Law Update 12/14/2021  
 2 hours complete – Enforcement of Zoning and Other Local Laws 12/14/2021  
 4 hours complete – Zoning Board Overview and Skills that Make Great Land Use Board Members 12/15/2021  
 1 hour complete – Fair Housing Considerations for Municipalities 12/16/2021  
 2 hours complete – Zoning Board of Appeals Overview 1/11/2022  
 1 hour complete – Genesee County Smart Growth Plan 2022 Review 8/23/2022  
 1 hour complete – Understanding New Procedures for Videoconferencing 11/17/2022  
 1 hour complete – Planning and Zoning Fundamentals 12/1/2022  
 1 hour complete – Dealing with Airbnb: Permissible and Impermissible 12/8/2022  
 1.5 hours complete – County Referral 12/14/2022  
 1 hour complete – An Update on Cannabis Legalization 12/15/2022  
 2 hours complete – State Environmental Quality Review Act Basics 12/21/2022  
 2 hours complete – Planning Board Overview 1/11/2023  
 1 hour complete – The Roles of Planning and Zoning Boards in Community 2/23/2023  
 1 hour complete – Making a Good Record: Minutes, Findings, and Decisions 9/22/2023  
 1 hour complete – Planning and Zoning Primer 11/30/2023  
 1 hour complete – SEQRA: Demystifying the State's Environmental Review 12/7/2023  
 1.5 hours complete – Site Plan Review 12/13/2023  
 1 hour complete – Pre-Existing Nonconforming Uses 12/14/2023  
 1.5 hours complete – Amending Zoning 12/20/2023  
 2 hours complete – Planning Board Overview 1/10/2024  
 2 hours complete – Zoning Board of Appeals Overview 1/17/2024  
 1 hour complete—The Open Meetings Law 11/19/2024  
 1 hour complete—Understanding Article 78: Drafting Decisions That Will Withstand a Legal Challenge 12/3/2024  
 2 hours complete—Farmland Protection and Agricultural Viability 12/9/2024  
 1 hour complete—Ethics for ZBA and Planning Board Proceedings 12/10/2024

2 hours complete—Floodplain Regulation for Local Review Boards 12/16/2024 1 hour complete—Parking: How It Impacts Community Development and How to Do It Right 12/17/2024 2 hours complete – Zoning Board of Appeals Overview 1/24/2025
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Vacant – **0 hours complete**

0 hours complete –
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