

**January 16, 2019**

**6:30 PM** The regular meeting of the Wheatfield Planning and Zoning Board was called to order at the Wheatfield Town Hall, by Chairman Walt Garrow.

Present: Susan Eberwein, Walt Garrow, Melissa Germann, Mike Polek, Don Proefrock.  
Also present: Tim Zuber – Town Engineer, Wendel.

Moved by S. Eberwein, Seconded by D. Proefrock to approve the meeting minutes of December 19, 2018. There was not a meeting on January 2, 2019 due to no applications being received.  
Motion unanimously approved.

**Summary of Agenda**

No applicants on the agenda.

**Administrative Board Business for 2019**

Walt Garrow informed the group that the Town Board re-appointed Mike Polek as a Planning Board member for another 5 year term and the Town Board re-appointed Walt Garrow as the Planning Board Chairman for another year.

The Planning Board had discussions and voted to appoint internal board positions:

1) **Vice Chairman.** Motion made by D. Proefrock, Seconded by M. Polek to nominate Susan Eberwein.

Motion made by Melissa Germann, seconded by Walt Garrow to nominate Melissa Germann.  
Voting Results: Yeas for Eberwein: Eberwein, Polek, Proefrock. Yeas for Germann: Germann.  
Abstentions: Garrow. Susan Eberwein was appointed as Vice Chair for 2019.

2) **Secretary.** Motion made by M.Polek, Seconded by S.Eberwein to appoint Francine Boore as the secretary.

Voting Results: Yeas: Eberwein, Germann, Polek, Proefrock. Nays: None. Abstentions: Garrow.  
Francine Boore was appointed as Secretary for 2019.

3) **Acting Secretary** (new position). Motion made by D. Proefrock, Seconded by S. Eberwein to appoint Mike Polek as the acting secretary.

Voting Results: Yeas: Eberwein, Germann, Polek, Proefrock. Nays: None. Abstentions: Garrow.  
Mike Polek was appointed as Acting Secretary for 2019.

The group reviewed and discussed the following documents:

- 2019 Planning Board Schedule
- 2018 Planning Board Attendance Roster
- Planning Board Member Contact Information
- The running List of Special Use Permits

The 2019 Planning Board Meeting Schedule was unanimously approved.

**6:52 PM** End of Planned Administrative Tasks for 2019

**Other Board Business**

The Board discussed a call the building department received from Pellicano's Marketplace that recently had a site plan approved for the construction of a new facility. The prior applicant called because the designs have changed and the size of the structure is decreasing, and they wanted to know if they needed Planning Board approval for change to site plan. Wendel performed a cursory review of the changes and no further requirements were needed. Walt Garrow called the Pellicano's point of contact, the changes were discussed with the group and they were requested to come to the next Planning Board meeting to have the new plans officially reviewed.

**7:50 PM** Motion made by M. Polek, Seconded by W. Garrow to adjourn the meeting. Motion unanimously carried.

Next meeting: February 6, 2019.

Sincerely submitted,  
Mike Polek - Acting Secretary