

**Minutes of Meeting
January 9, 2023**

Chairman Schaffer called the meeting to order at 7:00pm

Roll Call:

Present: Walter Garrow
Arthur Kroening
Matt kroening
Michael Schaffer (Chairman)

Planned Absence: Matthew Klettke

General Business:

Motion to approve Board minutes of December 12, 2022, was made by a. Kroening, Seconded by M. Kroening.

- Ayes – M. Schaffer, A. Kroening, M. Kroening
- Abstain – W. Garrow

Motion to appoint W. Garrow, Vice Chairman for the year 2023, was made by M. Schaffer, Seconded by A. Kroening

- Ayes – M. Schaffer, A. Kroening, M. Kroening
- Abstain – W. Garrow

The Town of Wheatfield Town Board, at this re-organization meeting, held, January 2, 2023, appointed Melissa Germann as Secretary of the Zoning Board of Appeals.

Pursuant to the Town of Wheatfield Zoning Code, Chapter 44, Section 2(E): The members of the Zoning Board of Appeals shall make the appointment of the Secretary by majority vote:

Motion to appoint Melissa Germann, Secretary of the Zoning Board of Appeals for the year 2023, made by W. Garrow, Seconded by A. Kroening.

- Ayes – Unanimous

Chairman Schaffer read aloud a list of ZBA secretary duties. There are 5 items on this list for the secretary to complete for each meeting. A motion to approve the ZBA secretary duties made by M. Kroening, Seconded by A. Kroening

- Ayes – Unanimous

There has not been a job description in the past for the secretary. This new list of duties is a good succession plan moving forward for the Zoning Board of Appeals.

Hearings Held: None

Next meeting: January 23, 2023 @ 7:00pm, Town Hall, Upper Level

Public Hearings: 7:05pm – 7288 Ward Rd – John & Veronica Miller

A motion to adjourn: Motion made by A. Kroening, Seconded by M. Kroening. Ayes: unanimous

Respectfully Submitted,
Melissa Germann, Secretary

ZBA Distribution Listing

Town Supervisor
Building Dept

Town Board
Planning Board

ZBA members
Town Clerk