

# **New Haven Planning Board Minutes**

## **Held Wednesday, March 18, 2026**

### **Call to Order**

Chairperson Karen Valentino called the March 18, 2026, Planning Board Meeting to order at 6:00 PM at New Haven Town Hall.

### **Roll Call/Pledge of Allegiance**

- Present: Planning Board members – Karen Valentino, Mike Cutuli, Bettie Jo Cronk, Allen Chase, Rhea Keller Knittel and Cindi Giovo, Secretary to the Planning Board.
- Absent: Ron Marsden, Building Inspector/Code Enforcement Officer
- Also, in attendance were Carl Schmidt, Town Attorney; Dan Gibbs, Town Constable; and members of the public.
- All stood, faced the flag and recited the Pledge of Allegiance.

### **Approval of Previous Minutes**

Motion to accept the February 18, 2026, Planning Board Minutes was made by Mike Cutuli. Seconded by Bettie Jo Cronk.

Karen Valentino, abstain; Mike Cutuli, aye; Bettie Jo Cronk; aye; Allen Chase, aye; and Rhea Keller Knittel, aye. Motion carried.

### **Reports**

#### **2026 Planning Board By - Laws**

Motion made by Allen Chase to accept the 2026 Planning Board By – Laws as written. Seconded by Bettie Jo Cronk.

Karen Valentino, aye; Mike Cutuli, aye; Bettie Jo Cronk; aye; Allen Chase, aye; and Rhea Keller Knittel, aye. Motion carried.

Secretary Cindi Giovo noted on the March 17, 2026, Town Board meeting the Board approved the resignation of Planning Board, Melissa Windey. Then the Town Board appointed Rhea Keller Knittel as the replacement for the Planning Board position.

### **2026 Chairperson Nominations**

Karen Valentino nominated Allen Chase as Chairperson for the 2026 calendar year.

Allen Chase spoke on a few points (if he was to be the Planning Board Chairperson) and emphasized he would not be able to be present at all Planning Board meetings.

With that in mind, he stated he would need a person/secretary to collect all the documents needed for him. He said the present emailed Planning Board documents would need to be placed in files instead of individually attaching to the Planning Board group email.

In addition, he suggested using a personal electronic device at all the Planning Board meetings to read the documents instead of having paper copies.

He recommended the Planning Board meetings would be televised real-time (using a device to zoom onto the television presently in the meeting room) so that residents didn't need to record during the meeting.

He would also allow public comment at every Planning Board meeting.

Mike Cutuli nominated Karen Valentino as Chairperson, which she stated she would not accept.

Karen Valentino also nominated Mike Cutuli as Chairperson, which he declined.

Motion made by Mike Cutuli to nominate and recommend Allen Chase to the Town Board for appointment as Planning Board Chairperson for the 2026 calendar year. Seconded by Karen Valentino.

Karen Valentino, aye; Mike Cutuli, aye; Bettie Jo Cronk; aye; Rhea Keller Knittel, aye; and Allen Chase, aye; and verbally accepted the nomination. Motion carried.

For the April 21, 2026 Town Board meeting, the Planning Board will inform them of the 2026 Planning Board Chairperson nomination.

### **2026 Vice Chairperson Appointment**

Karen Valentino made a motion to appoint Mike Cutuli as the 2026 Vice Chairperson. Seconded by Bettie Jo Cronk.

Karen Valentino, aye; Bettie Jo Cronk; aye; Allen Chase, aye; Rhea Keller Knittel aye; Mike Cutuli, aye; and verbally accepted the appointment. Motion carried.

## **2026 Local Government Conference – Full day training on Tuesday, April 21, 2026 at Turning Stone Conference Center**

Secretary, Cindi Giovo reported that Town Clerk, Jen Woolson has registered the following Planning Board members and received confirmation on the payment for: Cindi Giovo, Karen Valentino, Allen Chase and Rhea Keller Knittel.

### **Old Business**

#### **Town of New Haven Local Laws Pertaining to Building Site Plan Review**

The Planning Board agreed to finalize Article III – APPLICATION and REVIEW PROCEDURES SECTION 3.30 – Submission of Application for Site Plan Review as written from the February 18, 2026 meeting.

Continuing, the Planning Board reviewed Article III – SECTION 3.36 PERFORMANCE BOND REQUIREMENTS and SECTION 3.37 REIMBURSABLE COST; with Building Code Officer, Ron Marsdens' written comments about leaving each section as written; the Planning Board members agreed.

The Planning Board members made some changes to SECTION 3.38 FEE SCHEDULE as recommended by Building Code Officer, Ron Marsden. He wrote to the Planning Board... “all applications in Mexico are required to pay an application fee of \$25.00 and the applicant pays for the mailings.”

Secretary Cindi Giovo stated the Town of New Haven does not charge any application fee and does not charge legal notice mailings to be mailed to adjoining properties within the 1000' of the applicant's property.

After discussion, the Planning Board agreed to include an application fee of \$25.00 and to charge \$50 for the legal notice mailings in SECTION 3.38 – FEE SCHEDULE.

Therefore, it will read as follows:

#### **SECTION 3.38 – FEE SCHEDULE**

**The Planning Board requests the Town Board to update the fee schedule.**

All fees required to be paid in accordance with this **Local Law** shall be contained in a fee schedule, to be set by the Town Board **and will include: an application fee of \$25 and a charge of \$50 for the legal notice mailings.**

After reviewing SECTION 3.40 – PUBLIC NOTIFICATIONS, then discussing and considering Building Code Officer, Ron Marsdens' opinion to take out B. in SECTION 3.40 – PUBLIC NOTIFICATIONS; at next month's meeting, the Planning Board will revisit the following:

#### **SECTION 3.40 – PUBLIC NOTIFICATIONS**

**Remove B. totally which states:**

**The property may also have a sign posted on it indicting that the property is undergoing site plan review....and shall remain posted until the Planning Board has reached its decision.**

The Planning Board will keep A and C as worded in SECTION 3.40 – PUBLIC NOTIFICATIONS.

**Adjournment:**

With no other business before the Board, a motion was made by Bettie Jo Cronk. Seconded by Karen Valentino to adjourn the meeting at 7:32 PM. All in favor. Motion carried.

Respectfully submitted,

Cindi Giovo

New Haven Planning Board Secretary

POSTING ON WEBSITE DISCLAIMER: THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE PLANNING BOARD. PLEASE REFER TO NEXT MONTH'S MINUTES FOR ANY AMENDMENTS, CHANGES, OR MODIFICATIONS AND APPROVAL.