



**Town of New Lebanon  
Planning Board of Minutes – unapproved  
April 16, 2025**

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**Present:** Elizabeth Brutsch, Planning Board Chairperson  
Jim Carroll, Planning Board Member  
Becky Segal, Planning Board Member  
Monte Wasch, Planning Board Member  
Joshua Young, Planning Board Member  
Greg Hanna, Planning Board Member

**Absent:** Steve Muse, Planning Board Member

**Attendees:** Cynthia Elliott, Zack Andringa, Cissy Hernandez, Stephanie Ferradino, Esq.  
(Attorney for the NLPB – via video conference)

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**I. Call To Order**

Chairperson Brutsch called the meeting to order at 7:02 PM.

**II. Approval of Minutes**

Motion to approve minutes of Regular Meeting Minutes March 19, 2025 made by Board Member Carroll, second Board Member Hanna.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

**III. Public Hearing**

**Case No. PB-2025-005 – Sassafra Museum – Minor 2-Lot Subdivision -TM# 30.-1-9.3**

The floor was open to members of the public for comment. No comments were made. Chairperson Brutsch requested if public comments were provided to Planning Clerk; no comments were received. A motion to thereby close the Public Hearing was made by Board Member Segal and seconded by Board Member Carroll. Public Hearing was closed at 7:04PM.

**IV. Regular Meeting**

**PB-2025-005 – Minor 2-Lot Subdivision - TM#30.-1-9.3**

Property Owner: The Sassafras Living Trust

Agents: Cynthia Elliot

Cynthia Elliot presented the previously requested map of the proposed minor subdivision. application. The board discussed boundary line running through the existing driveway, where the existing curb cut is located. Board Member Carroll requested a note to be added to the map referencing the shared driveway. Board Member Segal questioned as a previous special permit was issued for the existing lot had been issued, if the special permit would be transferred as well to the proposed new parcel. Attorney Ferradino indicated the special permit would not transfer as the use of the property would revert to a vacant land parcel once subdivision is complete. Board Member Young read all pertinent questions pertaining to the SEQR form and Board completed the questionnaire.

Motion to approve the completed SEQR form was made by Board Member Hanna. Board Member Carroll seconded and approved by the following vote.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

Board Member Carroll read the proposed draft decision document approving the application and made a motion to approve the draft decision as written. Board Member Segal seconded. Surveyor Cythina Elliott questioned that if noted maps were provided, if the map could be stamped and signed by Chairperson Brutsch upon receipt or if said maps would need to be reviewed by the Planning Board in its entirety. An additional motion was made by Board Member Carroll to allow Chairperson Brutsch to stamp and sign said maps upon receipt. Board Member Hanna seconded the motion and both were approved by the following vote.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent

Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

**PB-2025-008 – Darrow School – Expansion of existing hiking and mountain bike trails  
- TM#29.-1-17**

Property Owner: Darrow School

Agents: Zack Andringa

Zack Andringa presented the application and answered questions regarding the proposed project. A discussion was had as to why a site plan review was necessary in this instance, as an exemption may be able to be applied in this case, as the trail expansion project did not seem to meet the threshold for site plan review criteria. Attorney Ferradino and Chairperson Brutsch assisted in defining why the site plan and preliminary was necessary. Board Members asked questions pertaining to environmental concerns (i.e. trash receptacles) and lighting of the expanded paths. Mr. Andringa indicated that no additional receptacles will be provided beyond what exists currently adjacent to the parking area and no lighting is currently planned on being installed. Discussion of Public Hearing date commenced between the Board Members and Mr. Andringa as well as the Planning/Zoning Clerk. A request for a potential earlier Public Meeting was made by Mr. Andringa and approved by The Board. With guidance from the Planning/Zoning Clerk, a motion to set a public hearing for May 7, 2025 at 7:00PM was made by Board Member Hanna, seconded by Board Member Segal and carried by the following vote.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

**V. Board Discussion**

Chairperson Brutsch opened discussion topics regarding Town Board recommendations and revisions as to Local Law No. 2 of 2025 and Local Law No. 4 of 2025. Chairperson Brutsch opened discussion regarding Alternate Members of the Planning Board. No questions were posed by the Board Members. A motion was made by Board Member Hanna to make the recommendation the law be adopted as written and allow Chairperson Brutsch to correspond with the Town Board stating the same. A second motion was made by Board Member Carroll and was carried by the following vote.

Chairperson Brutsch Aye  
Board Member Carroll Aye

Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

Discussions regarding the updates as to Telecommunication sections were made, with referrals now laying with the Planning Board with the proposed revisions to Local Law No. 4. No other questions followed. A motion was made by Board Member Young to make the recommendation the Town Board adopt the law as written and allow Chairperson Brutsch to correspond with the board stating the same. A second motion was made by Board Member Hanna and was carried by the following vote.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

Chairperson Brutsch discussed a year-to-date training, of which all Members have now met the required four (4) hour requirement. Attorney Ferradino requested any further and future training opportunities from the NYPF to be passed on to her and the other members as well.

## **VI. Adjournment**

Motion to adjourn the meeting made at 7:59pm by Board Member Carroll and seconded by Board Member Hanna.

Chairperson Brutsch Aye  
Board Member Carroll Aye  
Board Member Hanna Aye  
Board Member Muse Absent  
Board Member Segal Aye  
Board Member Stall Aye  
Board Member Young Aye

Respectfully submitted,

Courtney Potter  
Planning/Zoning Clerk