

**Village of Cold Spring  
Historic District Review Board  
Meeting Minutes – June 1, 2022**

The Village of Cold Spring Historic District Review Board held a Meeting via videoconference as per Chapter 1 of NYS Laws of 2022 on Wednesday, June 1, 2022. Members present: Chair Al Zgolinski, Vice Chair Sean Conway, Andrea Connor, Todd Seekircher, and Lloyd DesBrisay. A. Zgolinski called the meeting to order at 7:37 p.m.

**Public Comment** - None

**Board Business**

**Update on the “Open Meetings Law” and HDRB scheduling**

S. Conway addressed revisions to the NYS Open Meetings Law (“OML”). Previously, in order for a public meeting to take place remotely or digitally, the location of all of the Board members had to be public and the meeting open to the public. The revisions to the OML provide that only a quorum of the Board need be physically present at the meeting location. This OML modification gives the Board the ability to conduct a form of “hybrid” meeting, where three (3) members are physically present in the Village Hall, which now has the technology to conduct such meeting. A member who cannot physically attend due to certain circumstances can still participate remotely. Applicants and members of the public may still appear remotely. S. Conway noted that the Emergency Declaration expires on either June 13<sup>th</sup> or 14<sup>th</sup>, but could still be extended.

S. Conway noted that the VBOT recently has conducted hybrid meetings using the new equipment, including the May 25<sup>th</sup> Fjord Trail Presentation.

Given the uncertainty of the Emergency Declaration, and recognizing that a meeting must be conducted in the manner in which it is posted, S. Conway suggested that the Board pre-emptively cancel the June 15<sup>th</sup> meeting. The Board will have only a thin quorum, as both S. Conway and T. Seekircher will be away. He further noted that, because the Board is meeting this date, technically it does not have to meet on June 15<sup>th</sup>. S. Conway stated that, should the Board decide to cancel the June 15<sup>th</sup> meeting, notice of cancellation should be posted to advise applicants that the next opportunity to meet will not be until July.

S. Conway also clarified that whenever the Board is meeting to discuss business, there must be quorum and the Board must follow the revised provisions of the OML.

## **Update on Design Standards**

Board Members agreed to continue working on the Design Standards at a non-voting Board session on June 8, 2022.

## **Approval of Minutes**

Additional Voting Session 05-18-2022 (AZ, SC, ACH, TS)

S. Conway made a motion to approve the Minutes as submitted. T. Seekircher seconded the motion and it passed 4-0-1-0 (L. DesBrisay abstained).

## **Update on Discussion of ZBA/HDRB/Planning Board Application Sequencing**

Discussion continued on application referral sequencing in cases where an applicant is referred to more than one Board by the Code Enforcement Officer ("CEO"). It appears at this point the Board referral sequencing has not been formally changed.

S. Conway stated he talked to Jeff about the technological aspect of the process but has not spoken to the Mayor about any formal change in the referral process itself. Keeping in mind that applicants are entitled to simultaneous Board review, S. Conway outlined the proposed process as follows:

- Prior to a referral being issued, the three (3) Board Chairs will review the application;
- Board Chairs would then advise the Village Clerk that the referral be issued in a determined order based upon the facts as set forth in the application.

This process, which would vary on a case-by-case basis, would provide the applicant with guidance as to the most efficient means of getting through the referral process.

## Adjournment

S. Conway made a motion to adjourn. T. Seekircher seconded the motion and it passed  
unanimously. Meeting adjourned at 8:29 p.m.

Submitted by Karen Herbert



July 6, 2022

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Al Zgolinski, Chair

Date