Otsego Lake Township Planning Commission
Approved Minutes for December 4, 2025
Planning Commission Meeting
Meeting Location- Otsego Lake Township Hall

Call To Order- Chairperson Miller called the meeting to order at 7 PM.

Roll Call: Present- Al Blackburn, Josh Carlson, Nora Corfis, Tim Miller, Denise Pallarito (Twp. Bd. Member), Leo Sensabaugh, Tom Totten Absent- None

One member of the public also present

Pledge of Allegiance: Led by Chairperson Miller

Public Hearings: None

Persons Requested By The Commission To Attend This Meeting: None

Conflict Of Interest: Do Commissioners Or Any Commissioners Feel Other Commissioners May Have A Conflict On Any Matter Addressed On This Agenda? None noted

Housekeeping Business:
1. Next Planning Commission Meeting to Be Determined
Next Scheduled is January 8, 2026

Public Comments, Communication Concerning Items On The Agenda And Additions To The Agenda: Chairperson Miller requested adding Proposed Language for Battery Energy Storage Systems received from Otsego County Land Use Services under new business. Al Blackburn requested adding OLT Planning Commission By-Laws under new business. A motion was made by Denise Pallarito to approve the amended agenda of the two additions and to also include correcting the date on the agenda for the Election of Planning Commission Officers for 2026. Leo Sensabaugh seconded the motion. No discussion. A voice vote was taken and passed unanimously.

Approval of Minutes of November 6, 2025: Leo Sensabaugh made a motion to accept the minutes as presented. Tom Totten seconded the motion. No discussion. A voice vote was taken and passed unanimously.

Unfinished Business and reports:
1. Draft Master plan Update: Discussion on Future Land Use Map was clarified, and was tabled until the next meeting. Denise Pallarito will request NEMCOG to email the complete OLT Master Plan Draft prior to the next scheduled meeting in January. Denise Pallarito will forward the entire draft to Commission Members electronically FOR INDIVIDUAL REVIEW ONLY to prepare for discussion at the next meeting.

New Business:
1. Battery Energy Storage Systems Proposed Language. A brief discussion reviewing section 21.50.1.1 Site Selection identified numerous questions. A motion was made by Denise Pallarito to request an extension from Land Use Services to allow time for Commission Member's to review the proposed language. Tim Miller seconded the motion. No further discussion. A voice vote was taken and passed unanimously. Al Blackburn will send a request for extension to Land Use Services.

2. Planning Commission:
a. Recommendation for Reappointment/Appointment of Otsego Lake Twp Planning Commission.
i. No open positions are currently available.
ii. Two current positions are expiring, Al Blackburn and Leo Sensabaugh.

iii. Three applications were received to fill two available three year terms from January 1, 2026- Dec 2028. Two applications were received from currently appointed members, Al Blackburn and Leo Sensabaugh. The third application was received from a new interested party, Will Horsell.

Josh Carlson made a motion to recommend to the OLT Supervisor the reappointment of Al Blackburn to the OLT Planning Commission. Tom Totten seconded the motion. No discussion. A roll call was taken- Nora Corfis- Yes, Denise Pallarito- Yes, Al Blackburn- Abstain, Tom Totten- Yes, Tim Miller- Yes, Leo Sensabaugh- Yes, Josh Carlson- Yes. Motion passed.

Josh Carlson made a motion to recommend to the OLT Supervisor the reappointment of Leo Sensabaugh to the OLT Planning Commission. Tom Totten seconded the motion. No discussion. A roll call was taken- Leo Sensabaugh-Abstain, Josh Carlson- Yes, Tom Totten- Yes, Tim miller- Yes, Al Blackburn- Yes, Denise Pallarito- Yes, Nora Corfis- Yes. Motion passed.

b. Election of Planning Commission Officers for 2026-
Discussion regarding the commission by-laws allowing the election of officers for 2026 to be held in December 2025. In past years, the Planning Commission has waived the provision of the Otsego Lake Township Planning Commission By-Laws to hold the election in January. Denise Pallarito made a Motion to waive the provision in the Otsego Lake Township Planning Commission By-Laws (item 4.1.) that officer elections be held in January 2025 as per the agenda. Tom Totten seconded the motion. no discussion. A voice vote was taken and passed unanimously. CLARIFICATION It was then noted the motion approved had a typo error on the agenda stating the election would be waived from December 2025 to January 2025, which should have stated January 2026. Denise Pallarito made a motion to reconsider the motion to hold the election of OLT Planning Commission Officers at the December 4, 2025 OLT Planning Commission Meeting. ~~No second to the motion, motion failed~~. Tom Totten seconded the motion. No further discussion. A voice vote was taken and passed unanimously. Denise Pallarito made a motion to waive the OLT Planning commission election of officers at today's December meeting, and hold the election of officers at the January 2026 OLT Planning Commission meeting. Josh Carlson seconded the motion. No further discussion. A voice vote was taken and passed unanimously.

c. 2026 Meeting Schedule Review/Adoption:
Leo Sensabaugh made a motion to approve the 2026 meeting Schedule as presented. Tom Totten seconded the motion. No discussion. A voice vote was taken and passed unanimously.

d. OLT PC Rules of Operation:
OLT PC Rules for Conducting Meetings
OLT PC Rules for Conducting Public Hearings required by the Applicant
OLT PC Rules for Conducting Public Hearings required by the Planning Commission
Leo Sensabaugh made a motion to approve the OLT PC Rules of Operation as presented. Tom Totten seconded the motion. A voice vote was taken and passed unanimously.

e. Budget Recommendations for 2025-2026:
Tom Totten recommended approval of the submitted budget request for the OLT Planning commission for 2026 as presented. Al Blackburn seconded the motion. No discussion. A voice vote was taken and passed unanimously.

f. Annual Planning Commission Report Review (DRAFT)
The 2025 Annual Planning Commission draft was presented, and additional recommendation's were made.

g. OLT Planning Commission By-Laws.
Al Blackburn suggested the need to review and recommend potential updates to the OLT Board. The matter was tabled until next month for Commission Members to review the By-Laws for further discussion.

Public Participation: Randy Stouts commented on County Business

Reports, if any, Regarding Planning and Zoning From Each Member Of The Commission: Al Blackburn reminded Commission Members to bring the Battery Energy Storage Systems Proposed Language handout to the next meeting for further discussion.

Township Board Representative- Denise Pallarito provided a Township update

Otsego County Planning Commission- Nora Corfis provided a County Planning Commission update

Otsego County Zoning Board of Appeals- Tim Miller stated nothing to report

Chairperson Miller adjourned the meeting at 8:21 PM

Respectfully submitted,

Al Blackburn

Al Blackburn, OLT Planning Commission Secretary
Amended minutes were approved at the January 8, 2026 meeting.