

TOWN OF OXFORD PLANNING & ZONING COMMISSION

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
Phone: (203) 828-6512 · Email: pandz@oxford-ct.gov
www.Oxford-CT.gov



ORGANIZATIONAL MEETING

Minutes

Tuesday, November 16, 2021

7:30 PM – Main Meeting Room

S.B. Church Memorial Town Hall

The meeting is accessible online by using the following information:

Meeting Link:

<https://zoom.us/j/6727345461?pwd=d3NvbG8zWmNSWnlVQmgrZGdBNyt6dz09>

Meeting ID: 672 734 5461

Passcode: 588851

Join by Phone: +1 929 205 6099

A. Call to order

Vice-Chairman John Kerwin called the meeting to order at 7:30 PM.

B. Roll Call

Present: Joshua Dykstra, Pete Zbras, Dave Sauter, Pat Cocchiarella, Brett Olbrys, and Jesse Schremmer. Dan Wall attended the meeting remotely.

Also Present: Kevin McSherry, Land Use Counsel, Steve Macary, ZEO, and Jessica Pennell, Coordinator.

C. Pledge of Allegiance

D. Election of Officers

Commissioners noted the absence of a Vice Chairman as an officer of the Commission. Attorney McSherry advised the Commission on how to proceed.

Commissioner John Kerwin opened nominations for Chairman Pro Temp.

Commissioner Pat Cocchiarella nominated Commissioner John Kerwin as Chairman Pro Temp.

Second by Commissioner Dave Sauter.

Commissioner John Kerwin called for any other nominations. There were no other nominations.

Commissioner John Kerwin is Chairman Pro Temp by affirmation.

ELECTION OF CHAIRMAN:

Chairman Pro Temp John Kerwin opened nominations for Chairman.

Commissioner Brett Olbrys nominated Commissioner Pat Cocchiarella for Chairman.
Second by Commissioner Dan Wall.

Chairman Pro Temp John Kerwin called for any other nominations. There were no other nominations.

Commission Secretary Pat Cocchiarella is Chairman by affirmation.

Commissioner Pat Cocchiarella took his position as Chairman at this point during the meeting.

Commissioner Dave Sauter called for a point of order. He referred to the position of Vice Chairman and questioned it's absence from the slate of officers.

Chairman Pat Cocchiarella referred to state statutes and the Town Charter regarding the position of Vice Chairman.

Commissioners discussed the position of Vice Chairman, and agreed to bring it to a vote.

MOTION by Commissioner Pete Zbras to include the position of vice chairman as an officer of the Commission.

Second by Commissioner Dave Sauter.

Ayes (3), Nays (4).

Motion failed 4-3.

ELECTION OF SECRETARY:

Chairman Pat Cocchiarella opened nominations for Commission Secretary.

Commissioner Jesse Schremmer nominated Commissioner Brett Olbrys as Secretary.
Second by Commissioner Dan Wall.

There were no other nominations. Commissioner Brett Olbrys is Commission Secretary by affirmation.

E. Establish Meeting Dates and Times/Adopt regular meeting schedule

Jessica Pennell, Coordinator stated that she would draft the Regular Meeting schedule for the next meeting. She would base it on the 1st & 3rd Tuesdays of each month, and the meetings would commence at 7:30 PM.

F. Establish procedures for conducting meetings

1. Agenda format and preparation

MOTION BY Commissioner John Kerwin to keep the current agenda format and preparation procedures.

Second by Commission Secretary Brett Olbrys.

All (7) Ayes.

Motion passed unanimously.

2. Rules of order

MOTION BY Commissioner John Kerwin to table F. (2) to the next meeting.

Second by Commission Secretary Brett Olbrys.

All (7) Ayes.

Motion passed unanimously.

3. Style of minutes

MOTION BY Commissioner John Kerwin to set the style of the minutes as presented on page 3 of documents received from Jessica Pennell (Attachment A).

Second by Commission Secretary Brett Olbrys.

All (7) Ayes.

Motion passed unanimously.

G. Any other matter related to the efficient functioning, and organization of the Commission.

H. Adjournment

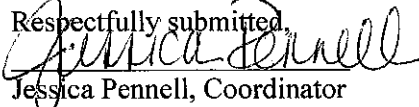
MOTION BY Commission Secretary Brett Olbrys to adjourn the Organizational Meeting.

Second by Commissioner John Kerwin.

All (7) Ayes.

Motion passed unanimously.

Respectfully submitted,



Jessica Pennell, Coordinator
Planning & Zoning Commission

21 DEC -2 PM 2:00
TOWN OF OXFORD, CT
Gregory A. West
TOWN CLERK