

**TOWN OF OTEGO**  
**Planning Board**  
PO Box 468, 3526 State Hwy 7  
Otego, New York 13825  
607-988-2698

**Public Notice:**  
**Planning Board Secretary**

Responsibilities include:

Taking of minutes at Planning Board meetings on the third Tuesday of every month at 7:00 pm. Transcribing and making corrections of minutes. Typing official account of minutes and submitting to Planning Board Chairman for publication. (1-3 pages average).

Preparation of letters to residents/other officials on the results of Planning Board actions or decisions.

Keep an updated file on the education courses/credits accrued by all the planning board members during the year.

Keep a list of all actions taken by the Otego Planning Board during the year for the annual report, due in January of the following year.

Other responsibilities could be added as needed. Average monthly time is variable depending on activity of the planning board during the month. Normally runs from 2-4 hours per month. Current pay is \$15.75 per hour.

Please send letter of interest and experience to:

Town of Otego - Town Clerk / Planning Board Chairman  
P. O. Box 468  
Otego, NY 13825  
or email to: [otegotownclerk@stny.rr.com](mailto:otegotownclerk@stny.rr.com)

You may contact Lois Chernin, Planning Board Chairperson at (607) 988-7470 if you have questions.