

**VILLAGE OF FREEVILLE BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
MEETING MINUTES**

The Annual Organizational Meeting of the Village of Freeville was held on April 5, 2022 at 7:11 p.m. at Village Hall.

Present: Mayor David Fogel, Trustees: Miles McCarty, Jason Cuykendall, Diana Radford, Stephanie Ortolano; Clerk-Treasurer: Heather Murray

Election Results:

Trustee Cuykendall motioned to accept the Certificate of Canvass from the March 15, 2022 Village Election, Trustee Ortolano seconded the motion. All members present voted aye.

Total Number of Ballots Cast:	27
Total Number of Ballots Cast for Diana Radford:	27
Total Number of Ballots Cast for David Fogel:	27
Total Number of Ballots Cast for Miles McCarty:	27
Total Number of Ballots Cast for Arthur Marchese:	26
Total Number of Write-Ins:	0

Appointments:

Deputy Mayor: A motion was made by Trustee Radford to appoint Jason Cuykendall as Deputy Mayor for a one year term 6/1/2022–5/31/2023. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Clerk-Treasurer: A motion was made by Trustee Cuykendall to appoint Heather Murray as Clerk-Treasurer. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Deputy Clerk: A motion was made by Trustee Cuykendall to appoint Deborah Rude as Deputy Clerk. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Planning Board Member: A motion was made by Trustee Radford to appoint Ryan Maher as Planning Board Member. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Zoning Board Member: A motion was made by Trustee Radford to appoint Anusuya Rangarajan as Zoning Board Member. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Designate Official Bank and Newspaper:

A motion was made by Trustee Radford to designate First National Bank of Dryden as the official bank. Trustee Cuykendall seconded the motion. All members present voted aye. Motion passed.

A motion was made by Trustee Radford to designate The Ithaca Journal as the official newspaper. Trustee Cuykendall seconded the motion. All members present voted aye. Motion passed.

Meeting Schedule:

- ❖ Village Board of Trustees - Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to designate the following meeting date: 1st Tuesday of each month at 7:30 p.m.
- ❖ Village Planning Board - Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to designate the following meeting date: 4th Thursday of each month at 7:00 p.m.
- ❖ Zoning Board of Appeals - Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to designate the following meeting date: 4th Tuesday of each month, as needed, at 7:30 p.m.
- ❖ Village Court - Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to designate the following meeting date: 1st Wednesday of each month at 11:00 a.m.

Offices to Expire: The following offices to expire in this official year are as follows:

- ❖ Trustee, two year term presently held by Jason Cuykendall
- ❖ Trustee, two year term presently held by Stephanie Ortolano

Village Election Day will be held on Tuesday March 14, 2023 from noon to 9:00pm at the Village Hall.

Payment in Advance of Audit: Motion was made by Trustee Cuykendall, seconded by Trustee Ortolano; all members present voted aye and motion carried to authorize payment in advance of audit, on claims for certain expenses for utility bills, postage, and any bills that penalties would be added if payment was delayed.

Training Resolution: Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to authorize municipal officials and employees to attend training school, conferences, and seminars conducted for the benefit of the Village, at the Village expense as determined by the Village budget and upon approval by the Board of Trustees.

Mileage Resolution: Motion was made by Trustee Ortolano, seconded by Trustee Radford; all members present voted aye and motion carried to authorize a mileage allowance at the Federal rate 58.5 cents per mile for actual and necessary travel expenses related to attendance of training school, conferences, and seminars conducted for the benefit of the Village.

Budget Policy: Motion made by Trustee Cuykendall to adopt the Budget Policy on file in the Village. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Employment Policy: Motion made by Trustee Cuykendall to adopt the Employment Policy on file in the Village. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Procurement Policy: Motion made by Trustee Cuykendall to adopt the Procurement Policy on file in the Village. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Petty Cash Funds: Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to adopt a revolving Petty Cash Account for the following:

- ❖ Village Justice - \$50
- ❖ Clerk-Treasurer - \$75 in the General Fund and \$25 in the Sewer Fund

Sewer Grievance Day - Motion was made by Trustee Radford, seconded by Trustee Ortolano; all members present voted aye and motion carried to adopt a Sewer Grievance Day to hear complaints on sewer billings. For fiscal year 2022–2023, Sewer Grievance Day will be Tuesday June 7th, 2022 from 7:15–7:30 p.m.

Fee Schedule: Motion was made by Trustee Ortolano, seconded by Trustee Radford; all members present voted aye and motion carried to adopt the attached Fee Schedule.

Trustee Cuykendall motioned to adjourn the meeting. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed. Meeting adjourned at 7:18 p.m.

Respectfully Submitted,

Heather Murray
Village Clerk-Treasurer