

VILLAGE OF FREEVILLE BOARD OF TRUSTEES
MEETING MINUTES
October 03, 2023

A regular meeting of the Village of Freeville Board of Trustees was held on October 03, 2023, at the Village Hall.

Call to Order: Mayor McCarty called the meeting to order at 7:30 pm

Present: Mayor Miles McCarty; Trustees: David Fogel, Diana Radford, Stephanie Ortolano, Jason Cuykendall; Code Enforcement Official Casey Drader; Clerk-Treasurer Heather Murray; Public Works Superintendent Patrick Brennan; Village Engineer Jeffrey Tubolino (joined via phone).

Privilege of the Floor: No Comments were heard at this time.

Minutes: Trustee Cuykendall motioned to approve the September 5, 2023 Board of Trustee Meeting Minutes. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Public Works: Superintendent Brennan discussed the improvements at the wastewater treatment plant—Village engineer Jeffrey Tubolino joined the conversation by phone. Discussion was also held regarding brush drop off at the Village barn. Trustee Cuykendall motioned to approve the Public Works Report. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Treasurer: Trustee Fogel motioned to approve the Treasurer Report. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Code Enforcement: Trustee Cuykendall motioned to approve the Code Enforcement Report. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Zoning Board: Trustee Ortolano motioned to approve the July 10, 2023 Zoning Board Meeting Minutes. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Justice Report: Trustee Ortolano motioned to approve the August 2023 Justice Report. Trustee Fogel seconded the motion. All members present voted aye. Motion passed.

Clerk: Trustee Ortolano motioned to approve the Clerk Report. Trustee Fogel seconded the motion. All members present voted aye. Motion passed.

Vouchers: Trustee Cuykendall motioned to approve abstract #1023. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Old Business:

DEC / WWTP: Discussion was held regarding DMR reporting and the WWTP SPDES permit limits.

Land Use Law: Discussion was held regarding updating the Land Use Law.

New Business:

Village Fee Schedule - Application Fee Cap: Trustee Radford motioned to approve the attached fee schedule. Trustee Fogel seconded the motion. All members present voted aye. Motion passed.

FY 23-24 Budget Modifications (Donation Revenue): Trustee Cuykendall motioned to accept the following FY 23-24 Budget Modifications:

Budget Modification to account for receipt of unanticipated \$2,500.00 gift/donation revenue designated for Parks Contractual (A7110.4):

Revenue Account	From	To	Difference
A2705 Gifts and Donations Income	\$ 0.00	\$ 2,500.00	\$ 2,500.00↑

Expense Account	From	To	Difference
A7110.4 Parks Contractual	\$ 11,480.00	\$ 13,980.00	\$ 2,500.00↑

Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Resolution - Records Audit: Trustee Radford motioned to approve the following resolution:

WHEREAS, The Board of Trustees of the Village of Freeville wishes to comply with the requirements of Section 2019-a of the Uniform Justice Court Act,

NOW, THEREFORE, BE IT:

RESOLVED that the Board of Trustees hereby acknowledges and accepts the following audit of the Freeville Village Court records, conducted by Mayor McCarty, Trustee Cuykendall, Trustee Radford, Trustee Fogel, and Trustee Ortolano on September 25, 2023 at Village Hall at 8:30am.

Trustee Fogel seconded the motion. All members present voted aye. Motion passed.

Set Date - Village Records Audit: The Village records audit was set for Tuesday December 5th, at 7:00p.m.

Executive Session - Personnel Matters: Trustee Fogel motioned to enter into executive session for personnel matters regarding the Public Works Aide position at 8:58 p.m. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed. Trustee Cuykendall motioned to exit the executive session at 9:03 p.m. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Trustee Cuykendall motioned to adjourn the meeting. Trustee Fogel seconded the motion. All members present voted aye. Motion passed. Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Heather Murray
Village Clerk-Treasurer

Village of Freeville - Fee Schedule

Landowners are responsible for contacting the Code Official (CO) before any work is performed in the Village.

Information regarding the fee schedule and process:

- A **non-refundable Application Fee** is due when the application is submitted (Fowl Permits are exempt from all Application Fees). The Application Fee will be \$25 or 10% of the final Permit Fee, whichever amount is greater. The Application Fee will be capped to a maximum amount of \$1,500. The Application Fee is separate from the Permit Fee, and is enacted to cover the cost of reviewing the application only.
 - In the Application stage, the applicant will be responsible for all **additional fees** for applications that require the Village to hire a third party service (i.e. engineering, consulting, legal, or other specialist). A refundable deposit of \$2,500 is required when the CO estimates a project may require third party services. If the amount is more, the applicant will be notified of the additional expense and can decide if they want to continue with the application. All additional expenses must be paid before permit is issued. Any extra deposit money will be returned when the permit is issued.
 - **Fire Victim Fee Waiver:** application fees/building fees shall be waived for repairs or replacement of structures for fire victims, but applications still must be filed with the CO.
- **Building Permit/Zoning Fees** are due in full upon approval of application.
 - In the Permit stage: the owner will be responsible for all **additional fees** for applications that require the Village to hire a third party service (i.e. engineering, consulting, legal, or other specialist). A refundable deposit of \$2,500 is required when the CO estimates a permit may require third party services. If the amount is more, the owner will be notified of the additional expense. All additional expenses must be paid before the Certificate of Occupancy/Completion is issued. Any extra deposit money will be returned when the project is completed.
 - All Building Permits are issued for one year, and must be renewed at a cost of half the original Permit Fee if the project is incomplete upon expiration.
- **New Sewer Hookups:** cost will be estimated by the Village, and applicants will be required to pay the amount in full before work begins.
- **Fire Victim Fee Waiver:** Sewer O&M charges shall be suspended for utilities not currently in use due to structure fire. A prorated amount will be assessed to bill if dwelling is habitable again between sewer billing cycles.

BUILDING FEES:

New construction (First 1500 sq. ft. & under)	\$.45/sq. ft.
New construction (additional sq. ft. over 1500)	\$.25/sq. ft.
Garage & outbuildings	\$100
Wood Stove	\$50
Pool/Hot Tub/Sauna	\$50
Deck/Utility Shed/Misc.	\$40
Roof Replacement Permit	\$75
Addition to existing building (First 500 sq ft or less)	\$.45/sq. ft.
Addition to existing building (additional sq. ft. over 500)	\$.25/sq. ft.
Demolition Permit	\$100
Disability Ramp	No Charge
Green Energy Production – Small Scale	\$100
Green Energy Production – Large Scale	\$25,000 per megawatt according to the nameplate output rating
Cellular Tower	\$500
Residential Appliance (HVAC, Furnace, etc.)	\$30
Sign application	\$35
Fowl Permit (1 st year)	\$20
Fowl Permit Renewal (2 nd & subsequent years)	\$5
Any unlisted construction (\$1000 or less)	\$75
Any unlisted construction (over \$1000)	\$75 + \$3 per \$1000 over
Renewal Fee (Exception: Large Scale Green Energy Renewal is same as original fee)	Half of original permit fee
Penalty for work performed without a permit	Additional 50% of the permit fee

ZONING FEES:

Variance Application	\$60
Special Permit	\$30
Site Plan Review	\$80
Lot line change (Moving of one lot line between two properties and it remaining two properties)	\$75
Lot Consolidation (Taking two or more adjacent tax parcel and combining them into one tax parcels)	\$400
Minor Subdivision (as defined in Sect 603.02 of Land Use Code)	\$400
Major Subdivision (as defined in Sect 603.01)	\$1000
Planned Unit Development (PUD)	\$1000

OTHER VILLAGE FEES:

Sewer Permit Application	\$100
Sewer Hookup / Tap On Fee	Actual Village Cost, Minimum \$500
Purchase of Land Use and Development Code	\$40
Purchase of Local or Sewer Laws (Each)	\$40
Life Safety Inspections	No Charge
Tax Search	\$15
Returned Check	\$20