

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

The Annual Organizational Meeting of the Village of Freeville was held on April 2, 2024 at 7:15 p.m. at Village Hall.

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

Election Results:

Trustee Cuykendall motioned to accept the Certificate of Canvass from the March 19, 2024 Village Election, Trustee Radford seconded the motion. All members present voted aye.

Total Number of Ballots Cast:	21
Total Number of Ballots Cast for Diana Radford:	19
Total Number of Ballots Cast for David Fogel:	21
Total Number of Ballots Cast for Miles McCarty:	21
Total Number of Write-Ins:	0

Appointments:

Deputy Mayor: A motion was made by Trustee Fogel to appoint Jason Cuykendall as Deputy Mayor for a one year term 6/1/2024–5/31/2025. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

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

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

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

Zoning Board Member: A motion was made by Trustee Fogel to reappoint Michael Whalen as Zoning Board Member. Trustee Radford seconded the motion. All members present voted aye. Motion passed.

Designate Official Bank and Newspaper:

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

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

Meeting Schedule:

- ❖ Village Board of Trustees - Motion was made by Trustee Fogel , seconded by Trustee Radford; 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 Fogel, seconded by Trustee Radford; all members present voted aye and motion carried to designate the following meeting date: 4th Tuesday of each month at 7:00 p.m.
- ❖ Zoning Board of Appeals - Motion was made by Trustee Fogel, seconded by Trustee Radford; all members present voted aye and motion carried to designate the following meeting date: 1st Monday of each quarter, at 7:00 p.m.
- ❖ Village Court - Motion was made by Trustee Fogel, seconded by Trustee Radford; 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 18, 2025 from noon to 9:00pm at the Village Hall.

Payment in Advance of Audit: Motion was made by Trustee Cuykendall, seconded by Trustee Radford; 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 Fogel; 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 Fogel, seconded by Trustee Radford; all members present voted aye and motion carried to authorize a mileage allowance at the standard Federal rate 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 Fogel seconded the motion. All members present voted aye. Motion passed.

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

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

Petty Cash Funds: Motion was made by Trustee Fogel, seconded by Trustee Cuykendall; all members presents 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 - For fiscal year 2024–2025, Sewer Grievance Day will be Tuesday June 4th, 2024 from 7:15–7:30 p.m.

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

Trustee Fogel motioned to adjourn the meeting. Trustee Radford seconded the motion. All members present voted aye. Motion passed. Meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Heather Murray
Village Clerk-Treasurer