

**VILLAGE OF FREEVILLE**  
**PLANNING BOARD MEETING MINUTES**  
**September 24, 2024**

A Regular Meeting of the Village Planning Board was held at the Village Hall, 5 Factory Street, Freeville, NY on Tuesday, September 24, 2024.

**Present:**

Chairman Tom Cavataio, Members Yosef Al Shoffe, Melanie Allen, Ryan Maher, and Sean O'Brien and Deputy Clerk Deborah Rude. Absent were Vice Chairperson Diane Eaton and Member Juan Vazquez-Leddon.

**Call to Order:**

The Meeting was called to order at 7:10 pm by Chairman Cavataio.

**Privilege of the Floor:**

Mayor McCarty was present just to introduce himself to new Members.

**Discussions:**

Chairman Cavataio discussed the reasoning behind adding members to the Planning Board (going from five Members to seven). He also brought up training requirements for Members, and discussed the role of the Planning Board and the Board of Trustees, and the Planning Board's role in updates to the Land Use and Development Code.

Deputy Clerk Rude informed the Planning Board that the updates to Article 1 of the Land Use Development Code, which Planning Board Members voted on at the August 27 meeting, have been filed with the New York Department of State.

**Approval of Minutes:**

Member Maher made a motion to approve the minutes from August 27, 2024. Member Allen seconded the motion, all Members present voted Aye.

**Discussions:**

Members discussed the Comprehensive Plan, as they are currently working to update it and have compiled data from a recent survey of residents of the Village.

Members discussed the role of Code Enforcement and the interaction between the Planning Board and the Code Official.

Members briefly discussed recent projects in the Village, as well as potential projects.

Members discussed upcoming meeting dates, and the need to reschedule due to the holidays. All are available on the fourth Tuesday of November, so that meeting will remain as scheduled. The December meeting was moved to 12/17; Member Maher made a motion to approve the meeting date change, and Member Allen seconded the motion, all Members present voted aye.

**Adjournment:**

Member Maher made a motion to adjourn the meeting; Member Allen seconded the motion, all Members present voted Aye. The meeting adjourned at 8:25 pm.

**Next Scheduled Meeting:**

The next scheduled Planning Board Meeting will be held on Tuesday, October 22, 2024 at 7 pm.

Respectfully submitted,

Deborah Rude  
Deputy Clerk  
Village of Freeville