

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

The Annual Organizational Meeting of the Village of Freeville was held on April 1, 2025 at 7:20 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:

All members present accepted the Certificate of Canvass from the March 18, 2025 Village Election:

Total Number of Ballots Cast:	52
Total Number of Ballots Cast for Stephanie Ortolano:	48
Total Number of Ballots Cast for Ronald Szymanski:	4
Total Number of Write-In Ballots Cast for William Olson:	45

Appointments:

Deputy Mayor: A motion was made by Trustee Fogel to appoint Stephanie Ortolano as Deputy Mayor for a one year term 6/1/2025–5/31/2026. Trustee Cuykendall seconded the motion. All members present voted aye. Motion passed.

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

Planning Board Member: A motion was made by Trustee Cuykendall to reappoint Melanie Allen as Planning Board Member. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed.

Planning Board Member: A motion was made by Trustee Cuykendall to appoint Naomi Cator Szymanski 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 Cuykendall to reappoint Marcus Griffith 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 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 Radfrod, 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 Radfrod, seconded by Trustee Ortolano; 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 Radfrod, seconded by Trustee Ortolano; all members present voted aye and motion carried to designate the following meeting date: 1st Monday of each quarter, at 7:00 p.m.

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

- ❖ Trustee, two year term presently held by David Fogel
- ❖ Trustee, two year term presently held by Diana Radford
- ❖ Mayor, two year term presently held by Miles McCarty

Village Election Day will be held on Tuesday March 17, 2026 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 Fogel, 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 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 Fogel to adopt the Budget Policy on file in the Village. Trustee Cuykendall seconded the motion. All members present voted aye. Motion passed.

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

Procurement Policy: Motion made by Trustee Ortolano 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 Fogel; all members present voted aye and motion carried to adopt a revolving Petty Cash Account for the following:

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

Sewer Grievance Day - For fiscal year 2025–2026, Sewer Grievance Day will be Tuesday June 3rd, 2025 from 7:15–7:30 p.m.

Fee Schedule: Motion was made by Trustee Cuykendall, seconded by Trustee Ortolano; all members present

voted aye and motion carried to adopt the revised Fee Schedule.

Trustee Cuykendall motioned to adjourn the meeting. Trustee Ortolano seconded the motion. All members present voted aye. Motion passed. Meeting adjourned at 7:31 p.m.

Respectfully Submitted,

Heather Murray
Village Clerk-Treasurer