Local Law #9 of 2026
A Local Law Establishing Training Requirements for Members of the Planning Board and Zoning Board of Appeals

Section 1. Legislative Intent
The purpose of this Local Law is to establish clear, consistent training requirements for members of the Village of Freeville Planning Board and Zoning Board of Appeals, to ensure all members possess the knowledge necessary to perform their duties responsibly and in accordance with New York State law and Village regulations.

Section 2. Applicability
This Local Law applies to all appointed members of the Village of Freeville Planning Board and Zoning Board of Appeals, including alternate members where applicable.

Section 3. Annual Training Requirements
A. Each member shall complete a minimum of four (4) hours of training each training year.
B. The training year for each member shall begin on the date of their appointment or reappointment and shall end on the day prior to the anniversary of that appointment in the following year.
C. Training may be completed at any time during the training year.

Section 4. Acceptable Training Formats
Members shall satisfy their annual training requirements through webinars, online courses, virtual workshops, in-person classes, conferences, or seminars, provided that the subject matter relates directly to planning, zoning, land use, municipal law, environmental review, or the duties of the respective board. No member shall be required to travel to complete training, though members may attend in-person training at their own discretion.

The Village Clerk shall forward to all members any training announcements or opportunities received from Tompkins County, the New York State Department of State, or other recognized municipal training providers. Members may also independently locate additional training opportunities, so long as the content is relevant to their board responsibilities.

Section 5. Documentation of Training
Members shall provide documentation verifying completion of each training activity. Acceptable documentation includes certificates of completion, confirmation emails from training providers, quiz or test results, or written verification from the instructor or organization. Screenshots of Youtube videos or similar informal viewing evidence shall not be accepted.

All documentation must clearly state the date the training was completed, the number of training hours earned, and the name of the training provider or instructor. Members shall submit this documentation to the Village Clerk within thirty (30) days of completing the training, and the Clerk shall maintain these records as a part of the Village's official files.

Section 6. Carryover Excess Training Hours
If a member completes more than four (4) hours of training within a training year, the additional hours may be carried over to the following training year. Carryover hours may not be applied retroactively to prior years.

Section 7. Failure to Complete Required Training
If a member does not complete the required training in a timely manner and makes no apparent effort to do so, the Mayor may initiate the removal process. The Mayor shall first issue a written warning to the member identifying the training deficiency and establishing a deadline by which the member must complete at least one and one-half (1.5) hours of training. If the member fails to meet this requirement by the stated deadline, the Mayor shall issue a written notice of intent to remove the member from their position.

Upon issuance of such notice, the matter shall be scheduled for a public hearing at which the member may present reasons for the failure to complete training and a plan for achieving compliance. Following the hearing, the Board of Trustees shall vote on whether the member shall be removed. A member removed for failure to complete training may be deemed ineligible for future appointments to any Village board or committee.

Section 8. Recordkeeping
The Village Clerk shall maintain a record of all training completed by each member, including documentation submitted and hours carried over from prior years. These records shall be available for inspection by the Mayor and Board of Trustees.

Section 9. Severability
If any clause, sentence, paragraph, subdivision, or part of this Local Law shall be adjudged invalid by a court or competent jurisdiction, such judgment shall not affect the remainder of this Local Law.

Section 10. Effective Date
This Local Law shall take effect immediately upon filing with the Secretary of State.