

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

The Annual Organizational Meeting of the Village of Freeville was held on May 5, 2020, via Zoom Conference Call.

Present: Mayor David Fogel, Trustees: Jason Cuykendall, Miles McCarty, Lotte Carpenter, Diana Radford; Clerk-Treasurer: Heather Murray

Appointments:

Deputy Mayor: A motion was made by Trustee Radford to appoint Jason Cuykendall as Deputy Mayor for a one year term 6/1/2020–5/31/2021. Trustee Carpenter seconded the motion. All members present voted aye. Motion passed.

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

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

Meeting Schedule:

- ❖ Village Board of Trustees - Motion was made by Trustee Radford, seconded by Trustee McCarty; 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 Carpenter, seconded by Trustee Cuykendall; 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 Carpenter, seconded by Trustee Cuykendall; all members present voted aye and motion carried to designate the following meeting date: 3rd Tuesday of each month, as needed, at 7:30 p.m.
- ❖ Village Court - Motion was made by Trustee Cuykendall, 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: Motion was made by Trustee McCarty, seconded by Trustee Cuykendall; all members present voted aye and motion carried to designate the following offices to expire in this official year:

- ❖ Trustee, two year term presently held by Jason Cuykendall
- ❖ Trustee, two year term presently held by Lotte Carpenter

Village Election Day will be held on Tuesday March 16, 2021 from noon to 9:00pm at the Village Hall.

Payment in Advance of Audit: Motion was made by Trustee Radford, seconded by Trustee Carpenter; 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 Cuykendall, seconded by Trustee McCarty; 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 McCarty, seconded by Trustee Radford; all members present voted aye and motion carried to authorize a mileage allowance at the Federal rate 57.5 cents 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 Radford to adopt the Budget Policy on file in the Village. Trustee Carpenter seconded the motion. All members present voted aye. Motion passed.

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

Procurement Policy: Motion made by Trustee Cuykendall to adopt the Procurement Policy on file in the Village (revised 2020). Trustee Carpenter seconded the motion. All members present voted aye. Motion passed.

Petty Cash Funds: Motion was made by Trustee Carpenter, seconded by Trustee Radford; 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 - Motion was made by Trustee Radford, seconded by Trustee Carpenter; all members present voted aye and motion carried to adopt a Sewer Grievance Day to hear complaints on sewer billings. For fiscal year 2020–2021, Sewer Grievance Day will be Tuesday June 2nd, 2020 from 7:15–7:30 p.m.

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

Trustee Radford motioned to adjourn the meeting. Trustee McCarty seconded the motion. All members present voted aye. Motion passed. Meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Heather Murray
Village Clerk-Treasurer