

Village of Elmira Heights
Organizational Meeting Format
April 7, 2025

Members Present: Mayor Smith and Trustees Patelunas, Aiosa, Fuhlhage, & Churches

Officials Present: Judge Pelchar, Clerk Martone, CEO Sturgis, Street Superintendent Vanderhoff, Urban Renewal Director Julie Chevalier

Officials Absent: Attorney Pautz, Fire Chief Cadek, Police Chief Noonan

Others Present: Lisa Novitsky, Jean Erway Nichols, Frank Nichols

RECOGNITION OF THE FLAG

SWEARING IN OF OFFICIALS

Village Clerk Martone was ceremonially sworn in by Mayor Smith. She is replacing Robin Witkowski, who resigned from the position on January 3, 2025.

Trustee Churches was ceremonially sworn in by Mayor Smith. He is replacing Craig Southard for the remainder of his elected term which expires at the end of March next year.

Deputy Clerk Russell was to be ceremonially sworn in by Mayor Smith. She is replacing Amanda Martone as Deputy Clerk. Russell was not in attendance as she is recovering from surgery. Mayor Smith stated for the record that Deputy Clerk Russell was sworn in prior to this meeting.

CALL TO ORDER

Mayor Smith called the Organizational Meeting to order at 7:00 PM.

APPOINTMENT OF OFFICIALS

1. Appointment of Deputy Mayor:

Trustee Fuhlhage made a motion to accept the Mayoral appointment of Gary Patelunas as Deputy Mayor.

Seconded by Trustee Aiosa

Roll call vote: Trustee Patelunas	Abstain
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

2. Appointment of Acting Deputy Mayor:

Trustee Patelunas made a motion to accept the Mayoral appointment of Jared Aiosa as Acting Deputy Mayor.

Second by Trustee Fuhlhage

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Abstain
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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3. Appointment of Village Clerk:

Trustee Aiosa made a motion to accept the Mayoral appointment of Amanda Martone as Village Clerk from April 1, 2025 to April 1, 2026

Second by Trustee Patelunas

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

4. Appointment of Village Deputy Clerk:

Trustee Patelunas made a motion to accept the Mayoral appointment of Beth Russell as Deputy Village Clerk from April 1, 2025 to April 1, 2026

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

5. Appointment of Acting Village Justice:

Trustee Fuhlhage made a motion to accept the Mayoral appointment of Andrew Smith as Acting Village Justice from April 1, 2025 to April 1, 2026

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

6. Appointment of Village Attorney:

Trustee Aiosa made a motion to accept the Mayoral appointment of Daniel Pautz from Bond, Schoeneck, & King Law Firm as Village Attorney from April 1, 2025 to April 1, 2026.

Second by Trustee Fuhlhage

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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7. Appointment of Village Historian:

Trustee Patelunas made a motion to accept the Mayoral appointment of Jean Erway Nichols as Village Historian.

Second by Trustee Fuhlhage

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

DESIGNATIONS & APPROVALS

8. Designation of Committees:

Trustee Fuhlhage made a motion to accept the Mayoral designations of Committees.

Fire: Mayor Smith & Trustees Patelunas and Fuhlhage

Police: Trustee Patelunas & Mayor Smith

Street: Trustee Fuhlhage & Trustee Churches

Zoning / Code: Trustee Aiosa & Trustee Churches

Urban Renewal / Parks: Trustee Aiosa & Trustee Churches

Clerk: Mayor Smith

Second by Trustee Patelunas

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

9. Set Date and Time for next Organizational Meeting

Trustee Aiosa made the following motion:

WHEREAS it has been past practice to hold the annual Organizational Board meeting on the first Monday in April at 7:00 p.m.

NOW THEREFORE BE IT RESOLVED, that the Organizational Board meeting will be held on the first Monday in April at 7:00 p.m. (April 6, 2026)

Second by Trustee Patelunas

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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10. Set Date and Time for Regular Board Meetings

Trustee Patelunas made the following motion:

WHEREAS, it has been past practice to hold Regular Board meetings on the first Tuesday of the month at 7 p.m.

NOW THEREFORE BE IT RESOLVED, that the Regular Board meetings will be held on the first Tuesday of the month at 7:00 p.m., except when such day falls on a holiday, then the meeting will be held at the discretion of the Board.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

11. Designation of Official Newspaper

Trustee Fuhlhage made the following motion:

WHEREAS, there is no official newspaper in the Village of Elmira Heights and the Elmira Star Gazette has the largest general circulation in Chemung County.

NOW THEREFORE BE IT RESOLVED, that the Elmira Star Gazette be designated as the official newspaper in the Village of Elmira Heights

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

12. Designate Official Depository

Trustee Patelunas made the following motion:

WHEREAS, Chemung Canal has worked with the Village of Elmira Heights.

NOW THEREFORE BE IT RESOLVED, that Chemung Canal Trust Company be designated as the official depository for the Village of Elmira Heights.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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13. Authorization of Advance Payment of Claims

Trustee Aiosa made the following motion:

WHEREAS, the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and federal express charges.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and federal express charges.

Second by Trustee Fuhlhage

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

14. Authorizing to set fixed amount for mileage

Trustee Patelunas made the following motion:

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as a reimbursement to such offices and employees, who own their own personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees shall approve the reimbursement to such employees at the rate of 70 cents per mile as per Internal Revenue Service 2025 standard mileage rates.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

15. Authorization for attendance to school or conferences

Trustee Fuhlhage made the following motion:

WHEREAS, there is in the upcoming year, NYCOM conferences, training schools and association meetings; and,

WHEREAS, it is determined by the Board of Trustees that attendance of certain officials and employees by one or more of these meetings, conferences or schools benefit the municipality.

NOW THEREFORE BE IT RESOLVED, that the Mayor be authorized to allow certain officials and employees to attend schools, conferences, and meetings within the constraints of the budget approved.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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16. Approval of Holidays:

Trustee Patelunas to approve of Holidays for the year 2025-2026.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

17. Approval of Rules and Procedures for Meetings:

Trustee Aiosa to approve the rules for meetings per NYCOM rules.

Second by Trustee Fuhlhage

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

18. Approval of Procurement Policy:

Trustee Patelunas to approve the procurement policy.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

19. Approval of rate for Zoning Board members

Trustee Patelunas made a motion to approve a rate of \$25.00 per zoning board meeting for each zoning board member.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

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ADJOURNMENT

20. Trustee Patelunas made a motion to adjourn the Organizational meeting at 7:16 PM.

Second by Trustee Aiosa

Roll call vote: Trustee Patelunas	Aye
Trustee Aiosa	Aye
Trustee Fuhlhage	Aye
Trustee Churches	Aye
Mayor Smith	Aye

Respectfully Submitted By,

Amanda Martone
Village Clerk
Elmira Heights