

Village Administrator Report, September 25, 2025

NY Forward Grant:

Spent some time working on the grant and returning calls regarding questions from a few of the applicants. We had two conference calls with the team and basically went over most of the village projects that we had submitted. The State recommended that we reduce the number of applicants that we submitted by combining them into I believe three separate applications from the original 6 that I had submitted. They felt that our chances were better if we had less applications. We have an LPC meeting September 23rd from 2:30 to 4:30 and then a public hearing at the Chittenango High School cafeteria from 6:00 PM to 8:00 PM. Reports on both of these to follow.

Canal Working Group:

I attended the working group canal meeting down at the Canal Boat Landing Museum. I was asked to explain how we did our campgrounds, and it seemed like all the other agencies that were attending were very envious of us and wished they could do the same thing. There were several of the groups that asked if they could reach out to me to further explain the process on how we accomplish this. Other issues discussed were how they could get better flow into the canal to make it more navigable. There is a report that is due in the next several months from the State which is supposed to answer some of these questions.

PERMA Training:

95% of our permit training has been completed for this year. I do have a few stragglers that I hope will get wrapped up within the next month.

DPW Radio System:

We will be updating the DPW radio system and propose using portable radios instead of mobile units. Because of the price of these units, we will only be buying 6 portables and purchasing mobile chargers that can go in the vehicles. By doing this, when an employee moves from one vehicle to the other he can take the portable with him and insert it into a new vehicle charger in that vehicle. These radios will be put on the county system which allows us to operate off the County license, and will also give us the availability with permission to be able to talk to other agencies like the Town of Sullivan and the Chittenango Fire Department in case of an emergency. These radios are on State contract and I'm working on putting an order together to be placed within the next week or so.

GPS Data system:

I'm working with a company to get a program written that will allow us to record all village assets with GPS coordinates. By doing this we will be able to track maintenance issues then any repairs that are done and also have data on when a sign or a culvert or a manhole is repaired or replaced. The company doing this work is the same company that the Town of Sullivan uses so that if we have questions, we can reach out to them for assistance. Most of the program has been written and we are waiting to get a license from the company to be able to operate the system.

DPW Equipment:

Both the new snowplow and street sweeper should be arriving within the next 30 to 60 days. Mark and Matt just recently took a trip to the dealership to lay out how the interior of the cabin is installed. That's the last piece of this truck that needs to be completed before delivery.

Lions Botanical Park:

DPW spent some time working in this park and have made some improvements. They put down runner crush under the picnic tables and leveled them up and added a storage area to keep supplies in an enclosed area attached to the restroom and out of public view. They also did some mulching.

Cradle Point Installs:

We have begun installing the cradle point in each one of our four patrol cars. These systems allow communication between the patrol car computers and the dispatch center instead of having to return to the station to get the data. We hope to have this work completed within the next week and then the units will be activated, and the county will work on getting us online.

Tuscarora Road:

The majority of Tuscarora Rd. has been lined, and we're just waiting for the county to come back and finish the section between the traffic light and the bridge.

Health and Safety Committee:

We had our quarterly health and safety committee meeting and noted that there were no near misses nor any sheets in any of the three boxes posted throughout village buildings. The attendance was good with the exception that there was not a representative from the Police Department and the Village Board.

Street Light Conversion LED:

Checked with CNY Regional Planning and Development Board on the status of our request for a complete inventory of National Grid owned lights so that we can work on the conversion of these to LED.

Burning Hollow Park:

The rehabilitation of this trail / park is pretty much completed with the exception of we're still missing some signage which has been ordered from Voss signs. We rebuilt and painted the deck over the pond, replaced all the benches with a more secure type using the concrete sides and pressure treated benches, replaced all of the signage and added a doggy station and trash can. If any of you have a chance you should really take a walk down there and see what the DPW has accomplished.

Tent Sites at Recognition Park

Still waiting for the bike repair station to come in and I still need to order the rules sign which will be posted once the sign comes in. Last week the DPW did install a sign board where we can post information that we want to get out to the campers. I'm currently working on writing a grant to install showers in the bathrooms which will be due by the middle of November. This grant is a 50/50 match and it's one of the items that campers first mentioned when we asked them what we can do to improve the site. We have had several more campers visit the site and again most all of the campers go up to Darlene's for breakfast which in turn is helping our business community.

Historic Kiosk:

Work on the kiosk in front of the library has been completed, and it was repainted to match the pavilion in Stickles Park.

Poolsbrook Sewer Agreement:

I am still waiting for the Town to get back with us regarding the agreement. The Town Attorney did state that he had some questions for me although he has not relayed those to me as of yet. I will get on the agenda for the next Town Board meeting to see if this is something that we can get wrapped up.

Creek Walk Section Three:

Applications have been submitted and we're just waiting for our response. At this point, due to the time that they must respond to our application we will never be able to make the initial deadline that was set for a ribbon cutting in October and November. I have notified Donna Lynch that this will have to be pushed back till the 1st part of next year.

Valley Acres Flooding Issue:

Forest has completed the survey work for Valley Acres and has told me that I should have something available by Thursday night's meeting. Once we get this data, I would assume the next step would be to pass it off to our engineer to see if there are any possibilities of correcting the problem.

Website Upgrade:

The village board's pictures have been updated along with information that changes weekly. We are also reworking all the village parks with new photos and descriptions to give a more accurate picture of what is out there today.

Colin still had a couple of projects to finish and then he and Jason need to get together so that the site can be transferred over to Jason's server. We did have a meeting with Jason and requested that he reach out to Colin and then we've wrapped this up.

Street Sign Project:

It looks like we will no longer be able to buy products from Core Craft which is from the state prison system due to an issue they have with guards refusing to work with prisoners. We did find another vendor that can duplicate the signs we have, and they are on a federal contract and we're just waiting to get a price for the signs that we have requested. Once we get that quote, we will be moving forward with finishing this project.

Generator Grant:

Grant has been submitted, and we are currently waiting on it to be awarded which should be in the fall.

Marketing Grant:

In July we submitted a grant request for up to \$50,000 which we will use towards our marketing portion of the New York Forward Grant. This money can be used if we are awarded the grant for the project.

DPW:

Trash and recycling collection Tue-Thursday

Brush pickup is occurring on Mondays

1st and 3rd Friday Bulk pickups

Worked on repairing several Village-owned streetlights

Mowing and trimming operation continues weekly

Trim back brush from intersections

CODE ENFORCEMENT REPORT

August, 2025

Jeff E. Geer - Code Enforcement Officer

Permits Costs

August

2025

<u>Permit</u>	<u>Number</u>	<u>Permit Cost</u>	<u>Construction Cost</u>	<u>Sewer</u>
New Homes	0	\$0.00	\$0.00	\$0.00
Two Family	0	\$0.00	\$0.00	\$0.00
Commercial Building	0	\$0.00	\$0.00	\$0.00
Commercial Addition	0	\$0.00	\$0.00	
Fence	3	\$240.00	\$32,666.00	
Sign	2	\$236.00	\$44,490.00	
Deck	2	\$112.00	\$5,805.98	
Storage Shed	2	\$0.00	\$6,512.76	
Accessory Structure	0	\$0.00	\$0.00	
Pools	1	\$155.00	\$36,000.00	
Hot Tub	0	\$0.00	\$0.00	
Alterations/Renovations	1	\$77.00	\$9,500.00	
Addition	0	\$0.00	\$0.00	
Detached Garage	0	\$0.00	\$0.00	
Attached Garage	0	\$0.00	\$0.00	
Demolition	0	\$0.00	\$0.00	
Storage Building	0	\$0.00	\$0.00	
Photovoltaic Power Syste	0	\$0.00	\$0.00	
Stand-by Generator	0	\$0.00	\$0.00	
Gas Fireplaces	0	\$0.00	\$0.00	
Pellet Stove	0	\$0.00	\$0.00	
Wood Stove	0	\$0.00	\$0.00	
Retaining Wall	0	\$0.00	\$0.00	
TOTAL	11	\$820.00	\$134,974.74	\$0.00

Fiscal Year - Total to Date Collected

Building Permits	\$2,741.00
Sewer	\$0.00
Sewer Upgrade	\$0.00
Site Plan Review	\$0.00
Variance	\$150.00
Subdivision	\$0.00
Flood Plain	\$0.00

TOTAL \$2,891.00

ACTIVITY REPORT – August 2025

CERTIFICATE of COMPLIANCE and OCCUPANCY

<u>INSPECTIONS</u>	<u>Aug.</u>	<u>YEAR TO DATE</u>
Dwellings	0	0
Additions	0	1
Alterations/Renovations	1	11
Demolitions	0	0
Wood Stoves	0	0
Fence	3	11
Swimming Pools	0	0
Hot Tub	0	1
Commercial Buildings	0	1
Attached Garage	0	0
Detached Garage	0	0
Signs	0	2
Gas Fireplaces	0	0
Storage Buildings/Warehouse	0	0
Deck	2	7
Storage Sheds	0	5
Accessory Structure	0	8
Photovoltaic Power System	0	0
Standby Generator	1	1
Retaining Wall	0	0

Village of Chittenango
Complaint By Type
8/1/2025 - 8/31/2025
Complaint Type: < All >

Activity Report - Continued

Complaint #	Open Date	Status	Location	Identifier	Owner
<i>Complaint Type: Grass & Weeds</i>					
2025-0981	08/19/25	Open	603 Webber Dr	49.22-1-6	Margaret Gilkinson
Complaint Type: Grass & Weeds					Total #: 1
<i>Complaint Type: Motor Vehicle</i>					
2025-0982	08/19/25	Open	301 Tuscarora Rd	41.73-1-12.3	301 Tuscarora Road LLC
Complaint Type: Motor Vehicle					Total #: 1
<i>Complaint Type: Property Maintenance</i>					
2025-0980	08/04/25	Open	615 Charles St	49.22-1-15	Whaley Homee Designs, LLC.
Complaint Type: Property Maintenance					Total #: 1
Grand Total:					3

ACTIVITY REPORT – August 2025 continued

Property Maintenance & Fire Inspection

1. 505 Genesee St, Subway Restaurant, 1st reinspection, 1 violation still exists.
2. 304 American Medwell Family Medicine, 1st reinspection, all violations corrected (2).
3. 520 Tuscarora Rd, First Baptist Church, 1st reinspection, all violations corrected (2).
4. 501 Tuscarora Rd, North Madison Baptist Church, 2nd reinspection, 1 violation still exists.
5. 702 Legion Dr, Zimmer Funeral Home, Inspection, 0 violations noted.
6. 102 Seneca St, Ten Pin Restaurant and Bar, 1st reinspection, all violations corrected (5).
7. 431 Genesee St, Advanced Auto Parts, Inspection, 4 violations noted.
8. 204 Genesee St, St. Paul's Episcopal Church, 1st reinspection, 1 violation still exists.
9. 298 Genesee St, Quick Serve Market, 3rd reinspection, 1 violation still exists.
10. 422 Genesee St, Profit & Sense Accounting & Tax Services, Inspection, 4 violations noted.
11. 204 Genesee St, St. Paul's Episcopal Church, 1st reinspection, all violations corrected (3).
12. 897 E. Genesee St, Superior Metals Manufacturing, 11th reinspection, 1 violation still exists.
13. 406 Genesee St, Liles Apartments, 1st reinspection, violation corrected (1).

Complaints

Planning/Zoning Board of Appeals

1. Frank Puma owner of Puma Accounting and Davis Stump, General Manager and new tenants of 202 Tuscarora Road, appeared before the Board to discuss a new projecting sign for the accounting business. This location is located within the Gateway Design Overlay District and the proposed sign needed to be reviewed for compliance with the Village Comprehensive Plan.
2. John Prorock from 211 Juneway Drive appeared before the Board to seek an Area Variances this evening for two existing storage sheds that are on his property. These sheds were placed on the property by the previous owner without any permits being issued. This issue came to light after a complaint was filed by a neighbor. The shed along the east side property line is 6' off the property line and the shed along the west side property line is 4' off the property line. The Village Code requires a 10' off-set from the property line.
3. Patrick Fountain from 131 West Genesee Street appeared before the Board to seek an Area Variances this evening for two storage sheds that he purchased and had placed on his property. Both sheds are along the west side property line. The 1st shed is at the back of the driveway and 2' off the property line and the 2nd shed that is further back behind is 4' off the west side property line. The Village Code requires a 10' off set from the property line.
4. Mirek Kupczynski property owner of 254 Genesee Street and Denise Swank tenant and business owner appeared before the Board seeking a Special Permit to operate a dog grooming business at 254 Genesee Street.

Special Projects

1. Performed monthly fire extinguisher, exit sign & emergency light inspections at the Village Hall.
2. Codes assisted the Chittenango Fire Department with notification of the property owner of 319 Race Street. No smoke detector(s) were observed while the fire department was at a rescue call in apartment D of this multi-family dwelling.

Activity Report ~ continued

3. Mirek Kupczynski contacted the Codes Office to inquire about the vacant lot at 279 Genesee Street. Kupczynski wants to know what would be permitted to be built on the lot and what are the required set backs.
4. Village Clerk Karen Hawkins received a FOIL request from John David, Lien Search Analyst and forwarded it to the Code Enforcement. Lien Search Analyst are requesting information on a property that is for sale at 638 Manor Drive. They questioned if there any open violations, open or outstanding permits or demolition orders.
5. Village Administrator Robert Freunscht and Codes Officer met with Lou Ferrara the new Director of Facilities at Superior Metals Manufacturing to discuss the lack of water supply and required fire flows for the facility. The previous solutions were reviewed with Ferrara.
6. The Code Enforcement Office was contacted by Mike Barnes, Senior Project Architect with C & S Companies. Barnes is inquiring where online is information on the Village Zoning Map and set back requirements.
7. Codes met with Theresa Donnelly and her brother-in-law at 614 Manor Drive to discuss ADA ramp code requirements and the proposed layout.
8. Village Clerk Karen Hawkins received a FOIL request from Jasmattie Deonarine, Data Trace and forwarded it to Code Enforcement. Data Trace is requesting information on a property located at 110 Schuyler Drive. She is inquiring if there are any pending violations and fire code violations. Is the original C of O on file and are there any pending liens.
9. Code Officer was contacted by land surveyor Forrest SeGuin, who has been hired to plot a new house on a vacant lot at 649 Manor Drive. SeGuin had both floodplain and set back requirement questions.

ACTIVITY REPORT to DATE – 2025

139	Inspections
64	Permits Issued
0	Expired Permit Notice
9	Operating Permits
19	Vehicle Administrative Notice
5	Vehicles Unlicensed
4	Appearance Tickets
2	Order to Remedy Violation
3	Warning Letters
1	Stop Work Orders
0	Fires
135	Property Maintenance and Fire Safety Inspections
0	Certificate of Occupancy
0	Temporary Certificate of Occupancy
47	Certificate of Compliance
0	Change of Use/Occupancy
38	Grass Violations
32	Hours of Training



Chief of Police - Shawn Broton
Police Administrator - George Millet

Chittenango Police Department
222 Genesee Street
Chittenango, New York 13037

MONTHLY REPORT TO THE VILLAGE BOARD
AUGUST Activity 2025

Generated Calls/Response Calls/Follow up	168	
Local Law Violation		
Traffic Stops/Warnings	Stops	Warnings
	62	45
V&T - UTT Moving/UTT Other	UTT Moving	UTT Other -2
	19	Parking -
DWI	Officer	Date
Violation PL Arrest	1	
Felony PL Arrest		
Misd. PL Arrests	2	
Property Checks	836	
Citizen Contacts/Foot Patrol	306	
Personal Injury Accidents	1	
Property Damage Accidents	4	

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Monthly Checklist for Review of Justice Court Records

Month of Aug. '25

Cash Book Reconciliation (Accountability) at End of Month

The amounts on deposit in the court bank accounts (adjusted bank balance) are the following:

Bank Balance - End of Month \$ 3496.00

Add: Cash on Hand- deposited 1st day of
Next Month (deposit in transit) 1145.00

Deduct: Outstanding Checks - Month End 6.00

Adjusted Bank Balance - Month End *** \$ 4635.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO) 1385.00

Bail 3250.00

Other - Identify

Total Cash Book Balance- Month End *** \$ 4635.00

*** Adjusted Bank Balance should agree with total Cash Book Balance at month end.

Monthly Checklist for Review of Justice Court Records

Cash Book Summary

Yes No

- ▶ Does the Amount Due to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report to be submitted? ☒ ☐
- ▶ Does the amount shown as bail agree with the list of bail held for pending cases? ☒ ☐
- ▶ Does the amount shown for other categories agree with the supporting information? ☒ ☐

Issuance of Receipts

What was the beginning receipt number for this month?

24922 3015600

What was the ending receipt number for the previous month?

24921 3015599

Receipts should be issued in numerical sequence. The ending receipt number from the previous month should be one number lower than the beginning receipt number for this month. For example, if the ending receipt number for the previous month is 256 then the beginning receipt number for this month should be 257. If they are out of sequence, please explain.

- ▶ Were receipts issued in numerical sequence during the month? ☒ ☐

Bank Deposits

Review the bank statements, canceled checks and deposit slips for month and compare with accounting records.

- ▶ Do deposits agree with cash collections shown in the accounting records? ☒ ☐
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒

Disbursements

- ▶ Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report? ☒ ☐
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation

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Monthly Checklist for Review of Justice Court Records

Month of Aug. '25

Cash Book Reconciliation (Accountability) at End of Month

The amounts on deposit in the court bank accounts (adjusted bank balance) are the following:

Bank Balance - End of Month

- 0 -

Add: Cash on Hand- deposited 1st day of
Next Month (deposit in transit)

\$ 60.00

Deduct: Outstanding Checks - Month End

-

Adjusted Bank Balance - Month End ***

\$ 60.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

\$ 60.00

Bail

- 0 -

Other - Identify

Total Cash Book Balance- Month End ***

\$ 60.00

*** Adjusted Bank Balance should agree with total Cash Book Balance at month end.

Monthly Checklist for Review of Justice Court Records

Cash Book Summary

Yes No

- ▶ Does the Amount Due to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report to be submitted? ☒ ☐
- ▶ Does the amount shown as bail agree with the list of bail held for pending cases? ☒ ☐
- ▶ Does the amount shown for other categories agree with the supporting information? ☒ ☐

Issuance of Receipts

What was the beginning receipt number for this month?

7663

What was the ending receipt number for the previous month?

7662

Receipts should be issued in numerical sequence. The ending receipt number from the previous month should be one number lower than the beginning receipt number for this month. For example, if the ending receipt number for the previous month is 256 then the beginning receipt number for this month should be 257. If they are out of sequence, please explain.

- ▶ Were receipts issued in numerical sequence during the month? ☒ ☐

Bank Deposits

Review the bank statements, canceled checks and deposit slips for month and compare with accounting records.

- ▶ Do deposits agree with cash collections shown in the accounting records? ☒ ☐
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒

Disbursements

- ▶ Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report? ☒ ☐
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation

September 2025 Clerk's Report

(as of 09/24/25)
(Last Report dated 08/27/25)

2025-2026 Village taxes were mailed June 1st. To date, we have collected \$1,787,284.49 (approximately 97%)

Received from IRS income tax refund of \$108.43 for overpayment of taxes

Sewer payments received from 08/27/25 to 09/24/25 total \$46,662.91 (includes Oneida Indian Nation fees paid for last two quarters)

Received \$1,059.33 from American Towers LLC for cell tower rental fee

Received \$1445.00 in Justice fees for August

Eight tax searches were processed between 08/27/25 and 09/24/25. Total revenue is \$280 in clerk's fees

Utility taxes received in the amount of \$11,946.76 (includes National Grid)

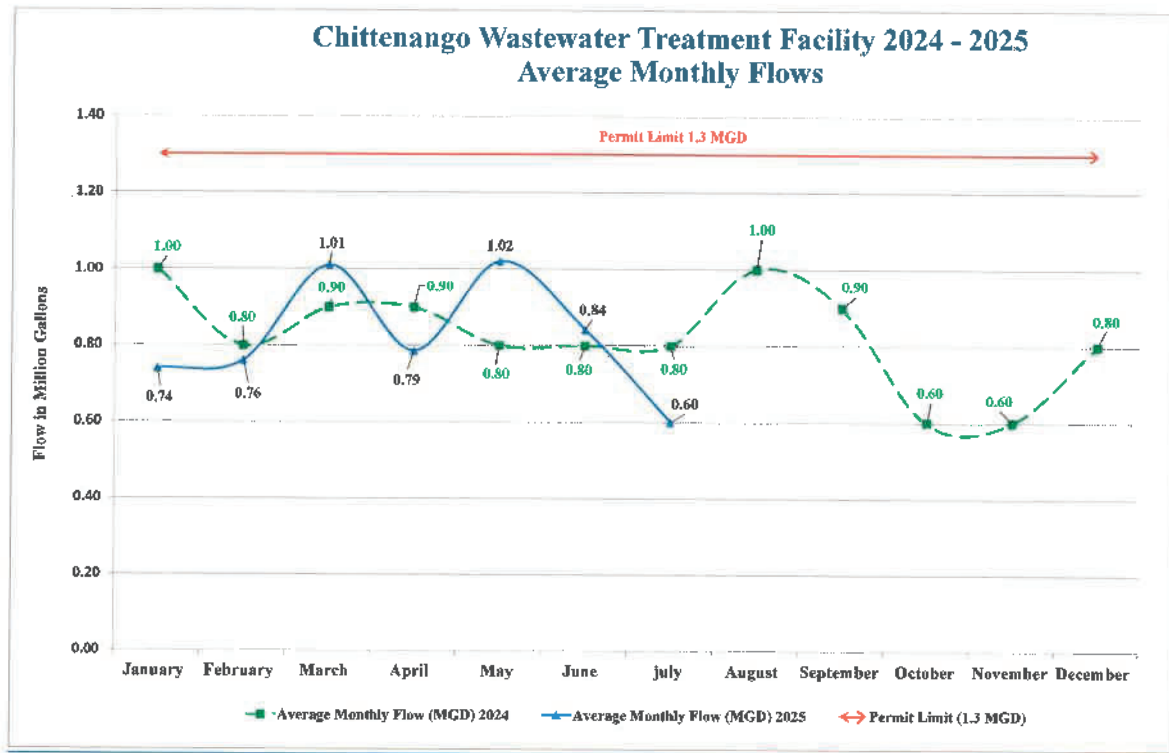
Bulk trash online payments plus cash received from 08/27/25 to 09/24/25 totaled \$767.75 plus \$50 received for lawn mowing

Received \$340 in Registrar fees for August from Town of Sullivan

Chittenango Wastewater Treatment Facility July 2025 Report

18.5 million gallons were processed with a monthly max of 900,000 gallons per day.

All EPA/DEC permit requirements were achieved.



2025 totals

Total Flow = 174.5 Million Gallons

Sludge Hauled to Landfill = 185.88 Tons



(1)



(2)



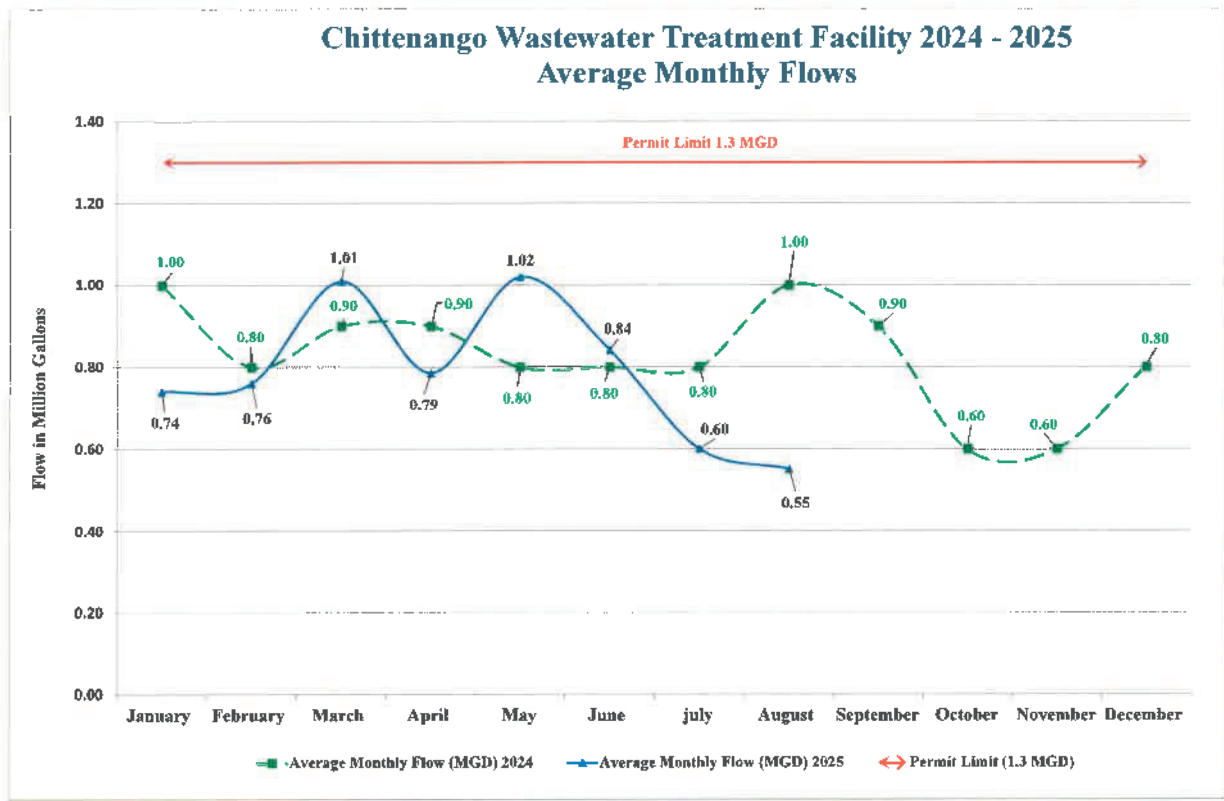
(3)

- Nocardia foaming issue, now eliminated through biological control method. (1)
- Biosolids screw conveyer metal wearing down, currently pricing out replacement options. (2)
- Ordered two new RAS pumps, estimated delivery end of October. (3)

Chittenango Wastewater Treatment Facility August 2025 Report

17.1 million gallons were processed with a monthly max of 650,000 gallons per day.

All EPA/DEC permit requirements were achieved.



2025 totals

Total Flow = 191.6 Million Gallons

Sludge Hauled to Landfill = 209.83 Tons



(1)



(2)



(3)

- Current Biosolids Digester, Limited Storage. (1)
- Old Leachate tank converted to extra storage & digestion. (2)
- Bar Screen #2 on-off timer switch not working, troubleshooting floats and electrical components to find the issue. (3)