



VILLAGE OF CHITTENANGO

222 Genesee Street

Chittenango, New York

Minutes

August 28, 2025

Meeting Call to Order/Pledge of Allegiance

At 7:00PM the meeting was called to order. All stood and recited the Pledge of Allegiance. Attending were Mayor Louis Cianfrocco, Trustee Melinda Kopp, Trustee Colleen Baldwin, Trustee Wayne Horning, Trustee Russell Wehner and Village Administrator Robert Freunscht. Also in attendance were Village Attorney Nadine Bell, Village Clerk-Treasurer Karen Hawkins, Deputy Village Clerk-Treasurer Caroline Brazeau, Police Chief Shawn Broton, Paul Gloska, Linda Kendall, Kenneth Greene, Colette Reynolds and Rick Main.

Honorariums/Memoriams/Proclamations

There were no Honorariums/Memoriams/Proclamations.

Minutes

July 24, 2025 BOT Meeting Minutes

Trustee Wehner made a motion to approve the July 24, 2025 Board meeting minutes as written. Trustee Wayne Horning seconded the motion. All in favor. Motion carried.

Monthly Reports

DPW/Village Administrator
Codes
Court Annual Audit

Clerks
Court Monthly Audit

Police
WWTP Report

NY Forward - Mr. Freunscht advised that there are 19 large projects over \$100,000; 11 small projects under \$100,000. The Planning Committee will determine what projects will be given the green light. If any of the small projects are approved, the Village Administrator will oversee those projects.

Tent Sites – Dan “Buck” Buckley was the first visitor to use the tent site. “Tents on the Towpath” at 791 Legion Drive are listed on the Canal Corporation website and New York Parks & Trails. A rule board and some signage along the canal forthcoming. The bike repair kit has been ordered.

Paving/Lining – Trustee Baldwin asked about the status of the proposed paving and lining of the streets/roads. Mr. Freunscht advised that the paving has been completed and Madison County does the lining.

Police Report – Chief Broton advised that they are working on setting up the electronic speed signs

There was no WWTP Report presented. Will add to the reports for the next Board meeting. Dan Cunningham will be invited to the next meeting to provide a Wastewater Treatment Plant update.



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Trustee Kopp made a motion to approve the reports as presented. Trustee Baldwin seconded the motion. All in favor. Motion carried.

New Business

Mayor – Adopt Resolution and Approve License, Indemnification and Hold Harmless Agreement Relating to Encroachment Upon Village Property

Attorney Bell explained the encroachment issue. Mr. Wood wants permission to allow a residential structure to encroach upon the Village right-of-way on Kenyon Street approximately 3.2 feet for a distance of 15 feet. Attorney Bell will confer with Attorney Ted Perry regarding the cut-off survey map.

Trustee Baldwin made a motion to adopt the resolution and approve the license, indemnification and hold harmless agreement relating to encroachment upon Village property. Trustee Kopp seconded the motion. All in favor. Motion carried.

Approve Changes to Certain Village Policies

Minor changes were made to the following Village Policies during the Policy Workshop on July 18, 2025:

1. Bank Reconciliation Policy
2. Expenditure Approval and Review Policy
3. Procurement Policy
4. Social Media & Internet Usage Policy
5. Payroll Weekly Procedure
6. Hiring and Promotion Policy

Trustee Wehner made a motion to approve the recommended changes to the six Village Policies listed above. Trustee Horning seconded the motion. All in favor. Motion carried.

Approve Outdoor Seating Application of Marianne Finocchiaro (Ten Pin Restaurant)

Mayor Cianfrocco advised that the Village had sent letters to Shannon's Place, Ten Pin and Ruby Begonia's requesting that they complete outside dining permits in accordance with State and Local Laws. Ten Pin Restaurant has submitted the required documents for Board approval.

Trustee Baldwin made a motion to approve Ten Pin Restaurant's Outdoor Seating Application. Trustee Kopp seconded the motion. All in favor. Motion carried.

Approve Outdoor Seating Application of Todd and Jody Harris (Ruby Begonia's Restaurant)

Mayor Cianfrocco advised that the Village had sent letters to Shannon's Place, Ten Pin and Ruby Begonia's requesting that they complete outside dining permits in accordance with State and Local Laws. Ruby Begonia's has submitted the required documents for Board approval. Trustee Horning made a motion to approve Ruby Begonia's Outdoor Seating Application. Trustee Baldwin seconded the motion. All in favor. Motion carried.



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Village Administrator/DPW –

Discuss Consolidation of Bank Accounts

Mr. Freunscht advised the Board that the Village would be consolidating the separate bank accounts for Park Development, Recognition Park and Neighborhood Trail in order to decrease the number of accounts the Village currently has with Community Bank. All balances to those three accounts would be transferred to the General Checking account.

Trustee Wehner made a motion to approve the consolidation of the bank accounts. Trustee Kopp seconded the motion. All in favor. Motion carried.

Bob Freunscht Travel Request, NYCOM Public Works Training School October 6-8, 2025

Mark Adams Travel Request, NYCOM Public Works Training School October 6-8, 2025

Trustee Baldwin made a motion to approve the travel requests of Bob Freunscht and Mark Adams to attend the NYCOM Public Works Training School in October. Trustee Horning seconded the motion. All in favor. Motion carried.

Police – Approve Rehiring of Officer John Murray

Chief Broton provided an explanation of the circumstances surrounding Officer Murray's previous termination. The New York State Division of Criminal Justice Services supported the dismissal of all charges against Officer Murray. Officer Murray is a fully certified Police Officer. Trustee Kopp made a motion to approve the rehiring of Officer Murray. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Approve Hiring of Officer Rick Hahn

Chief Broton advised that Officer Hahn would be conducting weapons training, handling evidence as a technician and would be available for Oz-Stravaganza. Trustee Wehner made a motion to approve the hiring of Officer Rick Hahn. Trustee Horning seconded the motion. All in favor. Motion carried.

Accept Resignations of Officers Joe Peters and Brian Damon

Trustee Horning made a motion to accept the resignations of Officers Joe Peters and Brian Damon. Trustee Wehner seconded the motion. All in favor. Motion carried.



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Codes – Harboring Hens Permit Application, 230 Seneca Street

Codes Enforcement Officer Geer was not present at the meeting. Village Clerk Hawkins explained that Gordon and Colette Reynolds of 230 Seneca Street had completed an application to harbor six hens with a 24 square foot coop and a run measuring 213 square feet. Upon further review of the property survey, it was discovered that part of the subject premises was in the Town of Sullivan. The coop was located on the property within the Town of Sullivan. Upon guidance from Attorney Bell the following resolution was prepared:

The Village Board hereby grants a permit to harbor hens to Gordon and Colette Reynolds of 230 Seneca Street to allow six chickens with a coop measuring 24 square feet and a run measuring 213 square feet, as depicted on the survey prepared by Delta Engineers, Architects & Land Surveyors, dated July 24, 2008, last revised July 10, 2019 to the extent that such coop and run are located within Village boundaries or require relocation to land lying within the Village, subject to inspection of the property by the Code Enforcement Officer and confirmation that the coop and run comply with Village Code, and the submission of an updated survey reflecting the final location of the coop and run on the property.

Trustee Baldwin made a motion to adopt the resolution as proposed. Trustee Kopp seconded the motion. All in favor. Motion carried.

Village Clerk Hawkins will follow up with Mr. Geer to achieve an acceptable outcome.

Any Other Business That May Come Before the Board

- (1) Mr. Freunscht advised that he received a quote from Absco Environmental for \$3,500 regarding a sewer repair issue for one of the Village residents. He will forward that information to the Village resident.
- (2) Rick Main, 125 Jay Street, approached the Board to request a refund for the \$15 he paid to have a mattress picked up; however, a family member took the mattress before the DPW could pick it up. The no refund policy was discussed with Mr. Main and his wife but he insisted he be allowed to use the \$15 payment for another time or be given a refund. The Board will take this under advisement.

Mr. Main also had a complaint about one of his neighbors putting up a fence which he considered an eyesore. Attorney Bell advised that Mr. Main should file a complaint with the Codes Enforcement Office. Mr. Main said that he has issues with the Codes Enforcement Officer. The matter will be investigated.

Mr. Main also inquired about Village acceptance of leachate. He was advised that acceptance of Seneca Meadows leachate was suspended a few years ago.



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Abstracts

General Abstract #003 Vouchers #083-124 in the amount of \$ 268,103.15 and Sewer Abstract #003 Vouchers #012-026 in the amount of \$ 31,805.11.

Trustee Kopp made a motion to approve the abstracts as presented. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Next Month's Audit Team: Colleen Baldwin and Wayne Horning

Events

September 2, 5:00PM-8:00PM Tuesdays in the Park, Matt Chase, Dr. West Park
September 4, 4:30PM-6:00PM Spaghetti Dinner, American Legion
September 6, 9:00AM-11:00AM Wanderer's Rest Paws Along the Erie, CLCBM
September 7, 11:30AM-1:00PM Chicken BBQ, Chittenango Fire Dept. Auxiliary
September 9, 5:00PM-8:00PM Tuesdays in the Park, The Strangers, Dr. West Park
September 9, 6:30PM-8:00PM Chittenango Garden Club, Sullivan Free Library
September 11, 6:30PM-7:30PM National Day of Remembrance, Stickles Park
September 13, 8:00AM-9:00AM Suicide Prevention, Awareness & Remembrance Walk, Chapman Park
September 13, 9:00AM-11:00AM Kid's Fishing Derby, Sullivan Park (pre-registration needed)
September 13, 10:00AM-2:00PM Baby/Child Clothing Exchange, St. Paul's Episcopal Church
September 21, 12:00PM-2:00PM Chicken BBQ, American Legion
September 23, 2:30PM-4:30PM NY Forward Committee Meeting #4, CLCBM
September 23, 6:00PM-8:00PM NY Forward Public Meeting #2, Chittenango High School
September 24, 4:00PM-7:00PM Madison County Drive-Thru Rabies Clinic, Delphi Falls County Park

Executive Session

At 8:05PM the Board went into Executive Session to discuss contract negotiations and personnel issues.

At 8:45PM Trustee Wehner made a motion to come out of Executive Session. No action was taken. Trustee Kopp seconded the motion. All in favor. Motion carried

Adjournment

At 8:46PM Trustee Horning made a motion to adjourn the meeting. Trustee Baldwin seconded the motion. All in favor. Motion carried. Meeting adjourned.

Next Monthly BOT Meeting is September 25, 2025 at 7:00PM .

Respectfully submitted,
Karen Hawkins
Village Clerk-Treasurer