



VILLAGE OF CHITTENANGO

222 Genesee Street
Chittenango, New York

Minutes

November 20, 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 and Trustee Russell Wehner. Trustee Colleen Baldwin and Trustee Wayne Horning appeared virtually. Also in attendance were Village Administrator Robert Freunsch, Village Attorney Nadine Bell, Police Chief Shawn Broton, Village Clerk-Treasurer Karen Hawkins, Deputy Village Clerk-Treasurer Caroline Brazeau, Brian Smith, Paul Gloska, Linda Kendall, Kenneth Greene, Ed Gratien, Tom Kopp, Ronnie Jackson, Frank Kaylor, Dana Kent, Sydney Kent and Katie Bombard.

Honorariums/Memoriams/Proclamations

There were no honorariums, memoriams or proclamations.

Minutes

October 22, 2025 BOT Meeting Minutes

Trustee Horning made a motion to approve the October 22, 2025 minutes as presented. Trustee Kopp seconded the motion. All in favor. Motion carried.

Monthly Reports

DPW/Village Administrator

Clerks

Police

Codes

Court Monthly Audit

WWTP Report

3rd Quarter 2025 Federal and State Withholding Audit and Village Clerk 3rd Quarter Audit

DPW/Village Administrator Report - Mr. Freunsch provided the following information pertaining to his report:

1. NY Forward – selected projects have to be submitted to the State by the end of December; all three Village projects have been selected, especially the Recreation Center proposal for Stooks Park; cost approximately \$1.3 million; will be meeting with SARDA (an organization involving sport entities); Bob will be forming a group of 4 or 5 individuals for input regarding architectural design, heating and air conditioning and landscaping
2. Comprehensive Plan – the Town of Sullivan asked the Village to participate in updating both comprehensive plans simultaneously; there will be once-a-month meetings; the NY Forward grant will involve the development of a strategic financial plan which will be made part of the Village comprehensive plan
3. GPS Data System Training – will take place next Tuesday, November 25th; this system will be used to locate all Village assets (manholes; number of catch basins; number of streetlights; number of street signs; footage of sewer pipe); an inventory of assets will be prepared
4. Website – Jason and Collin still need to get together to get this done; Trustee Baldwin said that she will reach out to Collin.



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

New Business

Village Administrator/DPW – LED Streetlights

Mr. Freunsch advised that the Village needs a total of 120 points for the Smart Energy Program. A report needs to be submitted to the CNY Regional Planning Board and National Grid. The program goes away the end of December. They will give us back \$19,500 in incentives. There are 360 fixtures which National Grid will replace for \$325 total cost. The Village is waiting for the invoice from National Grid for \$325. Replacing the lights with LEDs will save \$16,000 in electricity costs a year. The Village owns 70 streetlights. Green Tree quoted \$49,000 to replace the cobra head lights (there is little incentive for the decoratives). We will change the Village lights in stages i.e. 10 lights a year.

Poolsbrook Sewer Agreement

Mr. Freunsch advised that he attended the Town meeting and answered everybody's questions. He advised that the Village is totally built out for lots. There may be room for multi-family development. The Town received a \$7 million grant to develop a sewer system to serve all of Lakeport Road to Route 31 and all of Bridgeport going West on Route 31 which would pick up the school, the trailer park and maybe The Haven. Worst case scenario, it would mean 300,000 gallons per day. The problem with the Poolsbrook agreement is the change in capital improvement fee and offer to give them water consumption. Pursuant to the current Poolsbrook agreement, the Village bills each property \$569.41 annual sewer fee. The Town uses a different system; everyone pays one price and vacant lots pay half price. The sewer plant operator met with the Town and the Village to discuss all this. A study needs to be done, to be partly paid for by the Town's \$50,000 grant. Mr. Freunsch suggested that the Village extend the current Poolsbrook agreement for two years. Trustee Baldwin made a motion to prepare a resolution for next month's Board meeting approving the two-year extension of the Poolsbrook agreement. Trustee Wehner seconded the motion. All in favor. Motion carried. Item will be placed on the December Board meeting agenda.

Codes – Harboring Hens Permit Application 126 Richmond Circle

Brian Smith of 126 Richmond Circle presented his application to harbor three hens on his property. He explained that he and his wife owned chickens at their property for years and did not realize they needed a permit. They were advised of the permit requirement by Code Enforcement Officer Geer when he visited the property regarding a proposed solar system. Mr. Smith provided a site plan for the Board's review. The chicken coop is currently three feet off the property line. There was discussion regarding the coop being relocated so that it meets the setback requirements as stated in Chapter 92-6(d) of the Village Code relating to the Harboring of Hens. Attorney Bell advised that if a permit is granted, it is only good for one year and will have to be renewed. She also advised that if the Board grants the permit that it be conditioned upon Mr. Smith relocating the chicken coop so that it is 10 feet off the side yard setback. It was suggested that relocating any posts associated with the coop and enclosure may have to wait until Spring.



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Trustee Kopp made a motion to grant the Harboring Hens Permit on the condition that the chicken coop and enclosure be relocated 10 feet off the side yard setback at a time agreeable to the Smiths and Code Enforcement Officer Geer and that the relocation be followed up with an inspection by Mr. Geer. Trustee Wehner seconded the motion. All in favor. Motion carried.

Refund Variance Application Fee

Rachel McChain applied for an area variance for 306 Madison Street to build a single-family dwelling on the vacant lot and paid the \$50 application fee. After speaking with Attorney Bell, it was determined that no area variances were needed. Mr. Geer is requesting that the \$50 application fee be refunded to Ms. McChain.

Trustee Kopp made a motion to refund the \$50 area variance application fee to Ms. McChain. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Approve Request to Attend NYSBOC Central Chapter Training, Holiday Luncheon, Annual Business Meeting on December 18, 2025 (No Cost)

Trustee Wehner made a motion to approve Mr. Geer's attendance at the New York State Building Officials Conference (NYSBOC) Central Chapter Training, Holiday Luncheon and Annual Business Meeting on December 18, 2025. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Approve Request to Attend NYSBOC Mohawk Valley Chapter Training, Holiday Luncheon, Annual Business Meeting on December 19, 2025 (No Cost)

Trustee Wehner made a motion to approve Mr. Geer's attendance at the New York State Building Officials Conference (NYSBOC) Mohawk Valley Chapter Training, Holiday Luncheon and Annual Business Meeting on December 19, 2025. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Other – Village Code, Chapter 148 Zoning, Article VIII Nonconforming Uses

Earlier during the meeting, Trustee Kopp asked Attorney Bell for clarification regarding nonconforming uses. Attorney Bell explained that a nonconforming use refers to a land use or structure legally established before a zoning ordinance made it impermissible. This status allows a pre-existing, lawful use to continue even though it no longer conforms to current zoning requirements. Attorney Bell advised that nonconforming applies to lots, structures and uses. She stated that the Village's current Chapter 148 Zoning, Article VIII refers to nonconforming uses and structures. There is no section regarding nonconforming lots. Attorney Bell requested permission from the Village Board to amend the Village Code to include a section to address nonconforming lots. The Board was in agreement. An amendment will be prepared by Attorney Bell for the next meeting.

Old Business

There was no old business.



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Any Other Business That May Come Before the Board

There was no other business to come before the Board.

Abstracts

General Abstract #006 Vouchers #235-290 in the amount of \$ 725,911.41 and Sewer Abstract #006 Vouchers #056-070 in the amount of \$ 59,299.55.

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

Next Month's Audit Team: Melinda Kopp and Russell Wehner

November 20, 2025

Budget Transfers

From	To	
A231 Cap Res Equip \$400,000	A5110.2 Street Maint Equip	\$ 400,000

Budget Modifications -General Revenues

From	To	
A1120 Sales tax \$950,000	A1120 Sales Tax	\$1,025.000
A2725 Host Comm Money \$ 73,000	A2725 Host Comm Money	\$ 100,000
		Total
		\$102,000

Budget Modifications – General Expenditures

From	To	
A5110.2 DPW Equip \$10,000	A5110.2 DPW Equip	\$112,000
		Total
		\$102,000

Budget Modification – General

From	To	
A1990.4 Contingent Account \$500	A110.42 Village Justice Software/Publications	\$500

Budget Modifications – Sewer

G1990.4 Contingency Acct	\$35,000	G1990.4 Contingency Acct	\$33,000	-\$2,000
G1910.4 Unallocated Ins	\$22,000	G1910.4 Unallocated Ins	\$23,000	+\$1,000
G1911.11 Flood Insurance	\$ 7,000	G1911.11 Flood Insurance	\$ 8,000	+\$1,000

Trustee Wehner made a motion to approve the budget transfers and modifications as presented. Trustee Kopp seconded the motion. All in favor. Motion carried.



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Events

November 29-December 6 Sullivan Free Library Book Sale, Community Room
December 3, 6:30PM-8:00PM High School Holiday Concert, CHS
December 6, 2:00PM-4:30PM Tree Lighting Ceremony, Dr. West Park
December 8, **Last day** to deposit donations for Toys for Tots at Village Hall
December 10, 6:30PM-8:00PM Middle School Holiday Concert 1, CHS
December 13, 10:00AM-2:00PM Baby/Child Clothing Exchange, St. Paul's Episcopal Church
December 14, 9:00AM-12:00PM Breakfast with Santa, St. Patrick's Church
December 15, 12:00PM-3:00PM Village Employees Holiday Luncheon, American Legion
December 15, 6:30PM-8:00PM Middle School Holiday Concert 2, CHS
December 16, 5:30PM-7:00PM FREE Preparing for Emergencies Class, Sullivan Free Library
December 17, 6:30PM-8:00PM Bridgeport Holiday Concert, BP Cafetorium
December 17, 6:30PM-8:00PM Bolivar Holiday Concert, CHS
December 24, Village Hall CLOSES AT NOON FOR CHRISTMAS HOLIDAY
December 25, Village Hall CLOSED
December 31, Village Hall CLOSES AT NOON FOR NEW YEAR'S HOLIDAY

Executive Session

At 8:02PM Trustee Wehner made a motion to go into Executive Session to discuss personnel issues with possible action to be taken. Trustee Kopp seconded the motion. All in favor. Motion carried.

At 9:13PM 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.

Next Monthly BOT Meeting is December 18, 2025 at 7:00PM .

Adjournment

At 9:14PM Trustee Horning made a motion to adjourn the meeting. Trustee Baldwin seconded the motion. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Karen Hawkins
Village Clerk-Treasurer