

Village Administrator Report, October 22, 2025

NY Forward Grant:

We had an LPC meeting on October 15th where all the implications were presented and at this time the LPC will start to work towards their final list. As of the 15th all three village applications appeared to be close to the top of the list and we'll probably make the LPC's final cut list. Once this happens that list then goes to the state and the state will make some further cuts they get the total amount of the project down to \$4.5 million. I'm currently working on finishing up the proposal for the rec center at Stooks park and finalizing a few last quotes.

Public Works Conference:

Mark and I both attended the Nikon public works conference the first part of October up in Lake George. We both attended some great classes and had a chance to network with many of our peers from Hwy. departments across the state. While there we were both able to take a class and get certified in drug recognition in the workplace.

Legion Dr Pump Station:

I am currently working with Koester and associates to get a quote to upgrade the Legion Drive pump station which is probably more than 20 years old and needs replacement. The new station would have the pumps above ground instead of being down in a pit which would be much easier when repairs needed to be made, and those repairs would not be made in a confined space.

Poolsbrooke Pumpstation:

I am currently working with Koester and associates to evaluate how much capacity we still have available to this pump station.

Canal Working Group:

I attended the working group canal meeting down at the canal boat landing museum. We once again had a discussion about the tents and the towpath site and the popularity of this site since it opened. Also discussed was a plan for a report that's being developed on how to increase the level of water in the Tow Path. It was noted that the level of the water in the towpath was as a record low as of this date.

DPW Radio system:

Radios will be ordered soon. Still working on permission to add non-emergency channel for the fire department to our radios so the two agencies can talk to each other during emergencies.

GPS Data system:

System has been purchased, and all village streets have added to inventory. The developer of the software will be doing training soon.

DPW Equipment:

Both the new snowplow and St. 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. Looks like the delivery date will be closer to the 60 days.

Cradle Point Installs:

Cradle Points have been added to 4 police cars and are currently in operation. I did return the 5th unit as we are currently downsizing the number of cars in service.

Tuscarora Road:

Still waiting for County to paint from Dollar store to Genesee Street.

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:

Hope everyone has had a chance to look at the work we have done on this trail system. If anyone has any suggestion for any other additions that may be needed, please let us know.

Tent sites at Recognition Park

Still waiting for the bike repair station to come in and I still need to order the rules which will be posted once the sign comes in. We have added some signage to help people find the tent sites and have recently just received a portable hand washing station that will be attached to the pavilion so that the campers don't need to go all the way down to the restrooms. This will all consult come in handy for anyone else that's using the pavilion. 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 can't first mention as we ask 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. We have received some real positive comments on cycling the Erie Facebook page.

Poolsbrook Sewer Agreement:

The mayor and I presented this agreement to the Town Board two months ago at their regular board meeting and as a few weeks ago it did not appear that they had taken any action on it. All of a sudden since the developer wants to develop 15 more lots and wants to get the final subdivision map filed with the county before January 1st and the new guidelines kick in that all homes constructed must be totally electric this issue has seemed to become a priority to them. They are unable to file the final maps with the Madison County until I give them a letter stating that we have an current intermunicipal agreement and that we have capacity at the plant. I have had several conversations with them and told them that until the agreement is signed I will not submit a letter to the County. Now since this has become a priority with them they have sent out notices to all the Poolsbrooke residents about the change and it will be addressed at their November 5th board meeting. Once and if they sign the agreement, I will have a letter prepared to go to the County Health Department saying that we once again have been have a working inter municipal agreement.

Creek Walk Section Three:

The final application has been sent to DEC after their comments were addressed and once, they approve the application it will then be sent to the New York State canal court for their signature. Once both signatures are received we will be able to start work on the last section of the trail. It's our hope that within the next two to three months we will be able to start by taking down the trees that need to be removed and also possibly putting up the short section of retaining wall that will be needed when we move the trail on to the top of the ditch bank.

Valley Acres Flooding Issue:

We now have the mapping and need to have the engineer take a look at.

Website Upgrade:

All board members have had their emails listed on the website
Collins still has 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.

Street Sign Project:

Holding off on this project till spring in hopes that the prison system will start up the Corcraft line of products that municipalities can buy

Generator Grant:

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

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. This grant will probably be awarded in the spring.

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
Leaf vac is now in service
Flower all removed

CODE ENFORCEMENT REPORT

September, 2025

Jeff E. Geer - Code Enforcement Officer

Permits Costs

September 2025

<u>Permit</u>	<u>Number</u>	<u>Permit Cost</u>	<u>Construction Cost</u>	<u>Sewer</u>
New Homes	1	\$802.00	\$250,000.00	\$1,050.00
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	1	\$65.00	\$6,114.00	
Sign	0	\$0.00	\$0.00	
Deck	1	\$53.00	\$1,500.00	
Storage Shed	1	\$0.00	\$343.28	
Accessory Structure	1	\$71.00	\$8,458.00	
Pools	1	\$167.00	\$41,817.00	
Hot Tub	1	\$68.00	\$7,019.00	
Alterations/Renovations	4	\$307.00	\$39,375.28	
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	1	\$134.00	\$29,000.00	
Stand-by Generator	1	\$83.00	\$12,484.00	
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	13	\$2,800.00	\$396,110.56	\$1,050.00

Fiscal Year - Total to Date Collected

Building Permits	\$5,541.00
Sewer	\$50.00
Sewer Upgrade	\$1,000.00
Site Plan Review	\$0.00
Variance	\$150.00
Subdivision	\$0.00
Flood Plain	\$0.00

TOTAL \$6,741.00

ACTIVITY REPORT – September 2025

CERTIFICATE of COMPLIANCE and OCCUPANCY

<u>INSPECTIONS</u>	<u>Sept.</u>	<u>YEAR TO DATE</u>
Dwellings	0	0
Additions	0	1
Alterations/Renovations	0	11
Demolitions	0	0
Wood Stoves	0	0
Fence	4	15
Swimming Pools	1	1
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	9
Storage Sheds	1	6
Accessory Structure	0	8
Photovoltaic Power System	0	0
Standby Generator	1	2
Retaining Wall	0	0

Village of Chittenango
Complaint By Type
9/1/2025 - 9/30/2025
Complaint Type: < All >

Activity Report - Continued

Complaint #	Open Date	Status	Location	Identifier	Owner
<i>Complaint Type: Grass & Weeds</i>					
2025-0986	09/16/25	Open	119 Arch St	49.25-1-26	Richard Brayen
2025-0988	09/24/25	Open	621 Oneida St	41.73-1-7	Mary Beth Sbaraglia
Complaint Type: Grass & Weeds					Total #: 2
<i>Complaint Type: Motor Vehicle</i>					
2025-0984	09/04/25	Completed	319 Race St	49.25-1-14	Mark Carlsen
2025-0985	09/04/25	Completed	319 Race St	49.25-1-14	Mark Carlsen
Complaint Type: Motor Vehicle					Total #: 2
<i>Complaint Type: Property Maintenance</i>					
2025-0983	09/04/25	Completed	703 Forbes Ave	41.79-1-25	Douglas Lind
Complaint Type: Property Maintenance					Total #: 1
<i>Complaint Type: Swimming Pools</i>					
2025-0987	09/16/25	Open	119 Arch St	49.25-1-26	Richard Brayen
Complaint Type: Swimming Pools					Total #: 1
Grand Total:					6

ACTIVITY REPORT – September 2025 continued

Property Maintenance & Fire Inspection

1. 505 Genesee St, Subway Restaurant, 2nd reinspection, all violations corrected (5).
2. 410 Genesee St, Headliners Beauty & Barber, Inspection, 2 violations noted.
3. 304 Genesee St, American Medwell, 2nd reinspection, all violations corrected (2).
4. 501 Tuscarora Rd, North Madison Baptist Church, 3rd reinspection, all violations corrected (4).
5. 410 Genesee St, Headliners Beauty & Barber, 1st reinspection, all violations corrected (2).
6. 501 Genesee St, MCV Law, Inspection, 6 violations noted.
7. 431 Genesee St, Advanced Auto Parts, 1st reinspection, 1 violation still exists.
8. 500 Genesee St, Chittenango Pizza, Inspection, 5 violations noted.
9. 298 Genesee St, Quick Serve Market, 4th reinspection, 1 violation still exists.
10. 422 Genesee St, Profit & Sense Accounting & Tax Services, 1st reinspection, all violations corrected (4).
11. 438 Genesee St, Annona Services, Inspection, 4 violations noted.
12. 438 Genesee St, Healing Hands of CNY, Inspection, 3 violations noted.
13. 438 Genesee St, English Apartment, Inspection, 3 violations noted.
14. 431 Genesee St, Advanced Auto Parts, 2nd reinspection, all violations corrected (4).
15. 520 Genesee St, Burger King, Inspection, 7 violations noted.

Complaints

1. Codes received a complaint for multiple issues at 629 Manor Drive, Rolfe residence. Complainant states the property owner has coop with pigeons that fly all over the neighborhood, yhere are family members living in a camper in the rear yard and have been for months, and the owner supposedly takes in stray cats and there are many of them. Codes contacted the property owner and schedules a site visit to investigate these issues.

Planning/Zoning Board of Appeals

Special Projects

1. Performed monthly fire extinguisher, exit sign & emergency light inspections at the Village Hall.
2. Codes attends the quarterly Safety Committee Meeting.
3. Codes assisted the Village Clerks office with the Village Patriot's Day Program.
4. 2025 Fire Prevention Week is October 5th – 11th, the Code Enforcement Office distributed posters and pamphlets to child care, churches, places of public assembly and high traffic areas in the Village.
5. Ironically, the Code Enforcement Office was contacted by the owners of the Ten Pin Restaurant and Shannon's Place. Marianne Finocchiaro and Shannon Corles are looking for updated seating capacity letters for their Direct TV accounts.
6. Steve Roach whose father (recently passed away) owns 626 Lakeport Road contacted the Code Enforcement Office. The Roach parcel has two single-family dwellings on one tax parcel. Mr. Roach is looking into either selling or sub-dividing and wants to know what the process is.
7. The Code Enforcement Office was contacted by Debbie Minor from 624 Valley Drive West. Minor is inquiring how to find out if a property is within the floodplain.
8. Contractor Jose Cubero stopped by the office to inquire about building a 336 sq' accessory storage structure at 625 Manor Drive. Cubero had questions about set backs, height requirements and flood plain regulations.

Activity report ~ continued

9. The Code Enforcement Office was contacted by Architect Jason Huyck. Architect Jason Huyck has zoning questions relative to the building of an proposed accessory structure at a residence on West Genesee Street.

ACTIVITY REPORT to DATE – 2025

158	Inspections
77	Permits Issued
0	Expired Permit Notice
10	Operating Permits
21	Vehicle Administrative Notice
5	Vehicles Unlicensed
4	Appearance Tickets
3	Order to Remedy Violation
3	Warning Letters
1	Stop Work Orders
0	Fires
150	Property Maintenance and Fire Safety Inspections
0	Certificate of Occupancy
0	Temporary Certificate of Occupancy
56	Certificate of Compliance
0	Change of Use/Occupancy
40	Grass Violations
32	Hours of Training

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Oct 20, 2025

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Monthly Checklist for Review of Justice Court Records

Month of *Sept. '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

\$ 4,196.00

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

505.00

Deduct: Outstanding Checks -- Month End

6.00

Adjusted Bank Balance -- Month End ***

\$ 4,695.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

\$ 1,445

Bail

\$ 3,250

Other - Identify

0

Total Cash Book Balance- Month End ***

\$ 4,695.00

*** 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?

ELECT

PAGE

24923

B015609

What was the ending receipt number for the previous month?

24922

B015608

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? N/A ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation

McKapp

Oct 20, 2025

Judol

Monthly Checklist for Review of Justice Court Records

Month of *Sept. '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)

\$ 40.00

Deduct: Outstanding Checks - Month End

- 0 -

Adjusted Bank Balance - Month End ***

\$ 40.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

\$ 40.00

Bail

-

Other - Identify

Total Cash Book Balance- Month End ***

\$ 40.00

*** 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?

3000492

What was the ending receipt number for the previous month?

3000491

7446

7465

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

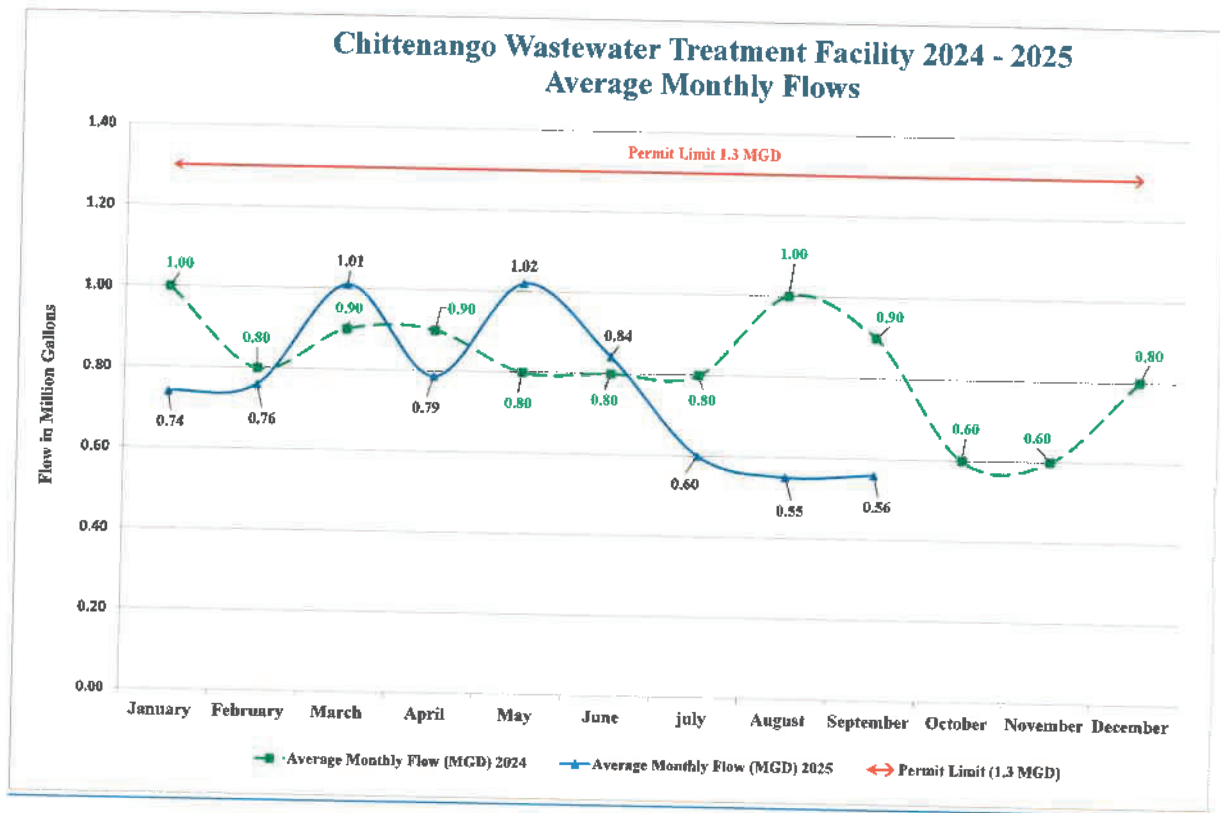
- ▶ Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report? ☒ ☐
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation

Chittenango Wastewater Treatment Facility September 2025 Report

16.9 million gallons were processed with a monthly max of 630,000 gallons per day.

All EPA/DEC permit requirements were achieved.



2025 totals

Total Flow = 208.5 Million Gallons

Sludge Hauled to Landfill = 232.76 Tons



- New RAS Pumps Delivered



- Demolished One Existing Pump
- Getting Quotes for Installation and Electrical of New Pumps

- What New Pump Will Look Like Installed



October 2025 Clerk's Report

(as of 10/21/25)
(Last Report dated 09/24/25)

2025-2026 Village taxes were mailed June 1st. To date, we have collected \$1,789,839.93. Collection of taxes ended 9/30/2025. Unpaid taxes and penalties total \$49,152.16. This information will be sent to Madison County.

Second quarter sewer bills were mailed October 3rd. Sewer payments received from 09/24/25 to 10/21/25 total \$39,837.77.

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

Four tax searches were processed between 09/24/25 and 10/21/25. Total revenue is \$140 in clerk's fees

Utility taxes received in the amount of \$108.79.

Bulk trash online payments plus cash received from 09/24/25 to 10/21/25 totaled \$520 plus \$160 received for lawn mowing



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
SEPTEMBER Activity 2025

Generated Calls/Response Calls/Follow up	111	
Local Law Violation		
Traffic Stops/Warnings	Stops	Warnings
	53	36
V&T - UTT Moving/UTT Other	UTT Moving	UTT Other - 4
	13	Parking - 1
DWI	Officer	Date
Violation PL Arrest		
Felony PL Arrest		
Misd. PL Arrests	2	
Property Checks	962	
Citizen Contacts/Foot Patrol	185	
Personal Injury Accidents		
Property Damage Accidents	2	