



VILLAGE OF CHITTENANGO

222 Genesee Street
Chittenango, New York

Minutes

December 18, 2025

Meeting Call to Order/Pledge of Allegiance

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 Russell Wehner and Trustee Colleen Baldwin. 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, Town of Sullivan Assessor Karen Sgroi, Paul Gloska, Linda Kendall, Kenneth Greene, Ronnie Jackson, Dana Kent, Colette and Gordon Reynolds, Derek Gay, Kierstin Checksfield, Jocelyn Reyner, Callie DeForest and Victoria Kimball.

Honorariums/Memoriams/Proclamations

There were no honorariums, memoriams or proclamations.

Minutes

November 20, 2025 2025 BOT Meeting Minutes

Trustee Baldwin made a motion to approve the November 20, 2025 minutes as presented. Trustee Horning seconded the motion. All in favor. Motion carried.

Monthly Reports

DPW/Village Administrator	Clerks	Police
Codes	Court Monthly Audit	WWTP Report

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

New Business

Mayor -

Introduction Local Law No. A-2025 Amend Chapter 132 Regarding Tax Exemptions for Persons 65 Years of Age or Over

Attorney Bell provided an overview of the amendment to Chapter 132 of the Village Code regarding tax exemptions on real property owned by persons 65 years of age or over pursuant to Real Property Tax Law § 467. This law was last updated 19 years ago. Karen Sgroi, the Town of Sullivan Assessor was at the meeting to explain the amendment the Town made to its similar law. Attorney Bell advised that the Village law is identical to the Town law that was recently approved. Trustee Kopp made a motion to place the proposed Local Law No. A-2025 on the agenda for the January 22, 2026 Board meeting for a public hearing. Trustee Horning seconded the motion. Roll call was taken by Village Clerk Hawkins with all Trustees and the Mayor voting in the affirmative. Motion carried. (**BOARD RESOLUTION ATTACHED TO THESE MINUTES AS AN ADDENDUM**)



VILLAGE OF CHITTENANGO

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Introduction Local Law No. B-2025 Amend Chapter 132 Regarding Tax Exemptions for Persons with Disabilities and Limited Incomes

Attorney Bell provided an overview of the amendment to Chapter 132 of the Village Code to modify property tax exemptions on real property owned by persons with disabilities and limited incomes pursuant to Real Property Tax Law § 459-C. Trustee Wehner made a motion to place the proposed Local Law No. B-2025 on the agenda for the January 22, 2026 Board meeting for a public hearing. Trustee Kopp seconded the motion. Roll call was taken by Village Clerk Hawkins with all Trustees and the Mayor voting in the affirmative. Motion carried. (**BOARD RESOLUTION ATTACHED TO THESE MINUTES AS AN ADDENDUM**)

Introduction Local Law No. C-2025 Amend Chapter 148 Zoning, Article VIII to Regulate Nonconforming Lots

Attorney Bell provided an overview of the amendment to Chapter 148 of the Village Code to add a section regulating nonconforming lots. Trustee Baldwin made a motion to place the proposed Local Law No. C-2025 on the agenda for the January 22, 2026 Board meeting for a public hearing. Trustee Horning seconded the motion. Roll call was taken by Village Clerk Hawkins with all Trustees and the Mayor voting in the affirmative. Motion carried. (**BOARD RESOLUTION ATTACHED TO THESE MINUTES AS AN ADDENDUM**)

Authorize Mayor to Sign Three-Year Extension of Poolsbrook Sewer Agreement

Attorney Bell advised that after discussion with Village Administrator Freunsch, she recommended that the Village Trustees authorize Mayor Cianfrocco to execute a three-year extension of the current Poolsbrook Sewer Agreement. Mr. Freunsch 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 to the Onondaga County line. The Town anticipates that development of the Lakeport Road Sewer District should take two years; however, Mr. Freunsch recommends that the Poolsbrook Sewer Agreement extension be for three years to accommodate any delays. Further loading studies need to be done and infiltration needs to be investigated. Trustee Kopp made a motion to authorize Mayor Cianfrocco to execute a three-year extension of the Poolsbrook Sewer Agreement. Trustee Wehner seconded the motion. All in favor. Motion carried.

Authorize Mayor to Execute License, Indemnification and Hold Harmless Agreement, 275 Genesee Street

There was some discussion regarding the front porch at 275 Genesee Street actually being located in a New York State right-of-way, not a Village right-of-way. Nevertheless, Attorney Bell advised that it would behoove the Village to agree to the encroachment and advise the Property Owner to reach out to the State to get permission for the encroachment in question. Trustee Baldwin made a motion to authorize Mayor Cianfrocco to execute the License, Indemnification and Hold Harmless Agreement pertaining to 275 Genesee Street. Trustee Wehner seconded the motion. All in favor. Motion carried.



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Proposal to Change Board Meeting Start Time

There was discussion regarding changing the start time for the Village Board meetings from 7:00PM to 6:00PM. Mr. Freunsch advised that he and Mayor Cianfrocco have been attending the Town of Sullivan meetings which start at 6:00PM and that time seems to be well received. Trustee Kopp made a motion to change the start time for the monthly Village Board meetings to 6:00PM beginning with the January 22, 2026 meeting. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Village Administrator/DPW –

- Authorize Sale of Surplus Equipment
 - (1) 2003 International Dump Truck
 - (2) 2005 International Dump Truck
 - (3) 1995 Elgin Street Sweeper

Village Administrator Freunsch requested authorization to sell the surplus equipment on the municipal site in order to get the vehicles removed from the Village insurance policy. He said that if he could get \$500 for each vehicle that would be acceptable. Trustee Baldwin made a motion to authorize Mr. Freunsch to sell the vehicles on the municipal site. Trustee Horning seconded the motion. All in favor. Motion carried.

Tuscarora Road Sidewalk Project

Mr. Freunsch advised that he spoke with Ken Knudsen from Barton & Loguidice who advised him about the Transportation Alternatives Program ("TAP") grant available through NYSDOT which might be used to continue the sidewalks on Tuscarora Road. The cost to apply would be \$5,000. It also requires attending a webinar which is scheduled for 9:00AM on Monday, December 22nd. Mr. Freunsch said that regardless of whether we consider this, he will attend the webinar on Monday. The Board suggested that we table this matter for discussion at a later date.

Clerks – Adopt Resolution Identifying Polling Place and Hours of Operation for March 2026 Election

Village Clerk Hawkins advised that a letter will be sent to the Madison County Board of Elections advising that the polling place for the March 18, 2026 Village Elections will be the Sullivan Free Library and that hours of operation on March 18, 2026 will be 12:00PM until 9:00PM. Trustee Kopp made a motion to designate Sullivan Free Library at 101 Falls Boulevard, Chittenango as the polling place for the March 18, 2026 Village Election and that polling take place from 12:00PM until 9:00PM. Trustee Baldwin seconded the motion. All in favor. Motion carried.

Old Business

Harboring Hens Permit – 230 Seneca Street

Gordon and Colette Reynolds presented their application for additional review by the Board. During the August 28, 2025 Board meeting, the Village referred the Reynolds to the Town because according to the site plan, the chicken coop appeared to be located on Town property. Upon further investigation, it was discovered that the survey they provided was incorrect. The area of their property in question was annexed to the Village by the Town several years before. However, the Reynolds moved the chicken coop so that it was located in the area of Village property according to the survey. Attorney Bell recommended that the resolution approving the harboring hens permit mimic the language as set forth in the August 28, 2025 minutes but adding that a new survey be prepared to correct the error with regard to the designation of the property lines being contained within the Village. The amended resolution



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follows:

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, on the condition that an updated survey be prepared depicting to the extent that such coop and run are located within Village boundaries and subject to inspection of the property by the Code Enforcement Officer and confirmation that the coop and run comply with Village Code.

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

Village Clerk Hawkins will follow up with Mr. Geer regarding obtaining an updated survey and scheduling a site inspection.

Any Other Business That May Come Before the Board

Abstracts

General Abstract #007 Vouchers #291-344 in the amount of \$ 165,610.70 and Sewer Abstract #007 Vouchers #071-083 in the amount of \$ 30,441.27.

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

Budget Modifications - General

From: A1990.4 Contingent Account \$2,800	To: A8510.46 Downtown Revitalization Supplies \$2,800
From: A1990.4 Contingent Account \$8,000	To: A8989.41 OCWA Customer Service Expenses \$8,000
Total: \$10,800	Total: \$10,800

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

Events

December 20, 9:00AM-12:00PM Christmas Cookie Drive, Chittenango Methodist Church.

December 20, 11:00AM-4:00PM Free Kids' Community Christmas Party, American Legion

December 20, 2:00PM-6:00PM Parents' Afternoon/Evening Out, CLCBM

December 21, 8:00AM-12:00PM Breakfast with Santa, North Chittenango Firehouse

December 21, 4:00PM-5:00PM Canastota Community Band Holiday Concert, Chittenango United Methodist Church

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

January 1, Village Hall CLOSED FOR NEW YEAR'S HOLIDAY

January 1, 9:15AM-10:15AM New Year's Fun Run/Walk, CLCBM

January 3, 12:00PM-2:00PM Community Classes at the Canal Series: Basic Fitness, CLCBM

January 10, 12:00PM-2:00PM Community Classes at the Canal Series: Basic Fitness, CLCBM

January 10, 12:00PM-2:00PM Community Classes at the Canal Series: Photograph 101-Learn How to Use Your Camera, CLCBM



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January 10, 6:30PM-8:00PM CMBA Jazz Night, Chittenango High School
January 17, 12:00PM-3:00pm Volunteer Appreciation Luncheon, CLCBM
January 17, 4:00PM-7:00PM Spaghetti Dinner, North Chittenango Firehouse
January 24, 12:00PM-2:00PM Community Classes at the Canal Series: Basic Fitness, CLCBM
January 31, 12:00PM-2:00PM Community Classes at the Canal Series: Basic Fitness, CLCBM
January 31, 11:00AM-1:30PM Winter Seed Starting Class, Sullivan Library, hosted by Chittenango Garden Club.

Executive Session

At 7:50PM, Trustee Wehner made a motion to go into Executive Session to discuss personnel issues. Trustee Kopp seconded the motion. All in favor. Motion carried.

At 8:25PM Trustee Baldwin made a motion to come out of Executive Session. No action was taken. Trustee Wehner seconded the motion. All in favor. Motion carried. NOTE: Trustee Horning was not in attendance during the Executive Session. He was located in Colorado and lost cell phone service.

Next Monthly BOT Meeting is January 22, 2026 at 6:00PM .

Adjournment

At 8:26PM Trustee Baldwin made a motion to adjourn the meeting. Trustee Kopp seconded the motion. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Karen Hawkins
Village Clerk-Treasurer

**VILLAGE OF CHITTENANGO
VILLAGE BOARD RESOLUTION**

December 18, 2025

VILLAGE OF CHITTENANGO LOCAL LAW NO. A OF 2025

(“A Local Law to Amend Chapter 132 of the Code of the Village of Chittenango to Amend Article IV Regarding Tax Exemptions on Real Property Owned by Persons Sixty-Five Years of Age or over Pursuant to Real Property Tax Law § 467”)

Trustee
Councilor Hopp introduced proposed Local Law No. A-2025, “A Local Law to

Amend Chapter 132 of the Code of the Village of Chittenango to Amend Article IV Regarding Tax Exemptions on Real Property Owned by Persons Sixty-Five Years of Age or over Pursuant to Real Property Tax Law § 467” and made the following motion, which was seconded by
Trustee
Councilor Hornig.

WHEREAS, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Village of Chittenango, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Village Board of Trustees shall act as lead agency in this matter; and

WHEREAS, the adoption of said Local Law is an unlisted action for purposes of environmental review under SEQR; and

WHEREAS, the Village Board of Trustees has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, the said EAF has been prepared and has been reviewed by the Village Board of Trustees; and

WHEREAS, the Village Board of Trustees has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the

impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the enactment of proposed Local Law No. A-2025 is an unlisted action, there are no other involved agencies and this Board shall act as lead agency in this matter for purposes of SEQR review; and it is further

RESOLVED AND DETERMINED, the Village Board of Trustees has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

RESOLVED, that the Village Board of Trustees shall conduct a public hearing as to the enactment of proposed Local Law No. A-2025 at the Village Hall located at 222 Genesee Street, Chittenango, New York on January 22, 2026 at 7:00 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard; and it is further

RESOLVED AND DETERMINED, that notice of said public hearing shall be provided at least five (5) days prior to the date of said public hearing in a newspaper of general circulation within the Village of Chittenango and to any affected municipalities described above.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, the vote was as follows:

Russell Wehner	Trustee	Voted	Yes/No
Wayne Horning	Trustee	Voted	Yes/No
Melinda Kopp	Trustee	Voted	Yes/No
Colleen Baldwin	Trustee	Voted	Yes/No
Louis Cianfrocco	Mayor	Voted	Yes/No

The foregoing Resolution was thereupon declared duly adopted.

DATED: December 18, 2025

CERTIFICATE

**STATE OF NEW YORK)
COUNTY OF MADISON)**

I, the undersigned Clerk of the Village of Chittenango, Madison County, New York, **DO**
HEREBY CERTIFY:

That I have compared the foregoing Resolution with the original thereof on file in the Office of the Village Clerk of the Village of Chittenango, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting and that, pursuant to Section 103 of the Public Officers Law, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Village on December 18, 2025.


KAREN HAWKINS
Village Clerk/Treasurer

(SEAL)



**VILLAGE OF CHITTENANGO
VILLAGE BOARD RESOLUTION**

December 18, 2025

VILLAGE OF CHITTENANGO LOCAL LAW NO. B OF 2025

(“A Local Law to Amend Chapter 132 of the Code of the Village of Chittenango to Amend Article VI to Modify a Property Tax Exemption on Real Property Owned by Persons with Disabilities and Limited Incomes Pursuant to Real Property Tax Law § 459-c”)

Trustee Councilor Wehner introduced proposed Local Law No. B-2025, “A Local Law to Amend Chapter 132 of the Code of the Village of Chittenango to Amend Article VI to Modify a Property Tax Exemption on Real Property Owned by Persons with Disabilities and Limited Incomes Pursuant to Real Property Tax Law § 459-c” and made the following motion, which was seconded by Trustee Councilor Kapp:

WHEREAS, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Village of Chittenango, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Village Board of Trustees shall act as lead agency in this matter; and

WHEREAS, the adoption of said Local Law is an unlisted action for purposes of environmental review under SEQR; and

WHEREAS, the Village Board of Trustees has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, the said EAF has been prepared and has been reviewed by the Village Board of Trustees; and

WHEREAS, the Village Board of Trustees has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the

impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the enactment of proposed Local Law No. B-2025 is an unlisted action, there are no other involved agencies and this Board shall act as lead agency in this matter for purposes of SEQR review; and it is further

RESOLVED AND DETERMINED, the Village Board of Trustees has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

RESOLVED, that the Village Board of Trustees shall conduct a public hearing as to the enactment of proposed Local Law No. B-2025 at the Village Hall located at 222 Genesee Street, Chittenango, New York on January 22, 2026 at 7:00 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard; and it is further

RESOLVED AND DETERMINED, that notice of said public hearing shall be provided at least five (5) days prior to the date of said public hearing in a newspaper of general circulation within the Village of Chittenango and to any affected municipalities described above.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, the vote was as follows:

Russell Wehner	Trustee	Voted	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wayne Horning	Trustee	Voted	<input checked="" type="radio"/> Yes <input type="radio"/> No
Melinda Kopp	Trustee	Voted	<input checked="" type="radio"/> Yes <input type="radio"/> No
Colleen Baldwin	Trustee	Voted	<input checked="" type="radio"/> Yes <input type="radio"/> No
Louis Cianfrocco	Mayor	Voted	<input checked="" type="radio"/> Yes <input type="radio"/> No

The foregoing Resolution was thereupon declared duly adopted.

DATED: December 18, 2025

CERTIFICATE

**STATE OF NEW YORK)
COUNTY OF MADISON)**

I, the undersigned Clerk of the Village of Chittenango, Madison County, New York, **DO**
HEREBY CERTIFY:

That I have compared the foregoing Resolution with the original thereof on file in the Office of the Village Clerk of the Village of Chittenango, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting and that, pursuant to Section 103 of the Public Officers Law, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Village on December 18, 2025.



KAREN HAWKINS
Village Clerk/Treasurer

(SEAL)



**VILLAGE OF CHITTENANGO
VILLAGE BOARD RESOLUTION**

December 18, 2025

VILLAGE OF CHITTENANGO LOCAL LAW NO. C OF 2025

(“A Local Law Amending Chapter 148 of the Village of Chittenango Code, titled “Zoning Law of the Village of Chittenango,” to Regulate Nonconforming Lots”)

Trustee Baldwin introduced proposed Local Law No. C-2025, “A Local Law Amending Chapter 148 of the Village of Chittenango Code, titled “Zoning Law of the Village of Chittenango to Regulate Nonconforming Lots,” and made the following motion, which was seconded by Trustee Hunting:

WHEREAS, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Village of Chittenango, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Village Board of Trustees shall act as lead agency in this matter; and

WHEREAS, the adoption of said Local Law is an unlisted action for purposes of environmental review under SEQR; and

WHEREAS, the Village Board of Trustees has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, the said EAF has been prepared and has been reviewed by the Village Board of Trustees; and

WHEREAS, the Village Board of Trustees has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the enactment of proposed Local Law No. C-2025 is an unlisted action, there are no other involved agencies and this Board shall act as lead agency in this matter for purposes of SEQR review; and it is further

RESOLVED AND DETERMINED, the Village Board of Trustees has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

RESOLVED, that the Village Board of Trustees shall conduct a public hearing as to the enactment of proposed Local Law No. C-2025 at the Village Hall located at 222 Genesee Street, Chittenango, New York on January 22, 2026 at 7:00 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard; and it is further

RESOLVED AND DETERMINED, that notice of said public hearing shall be provided at least five (5) days prior to the date of said public hearing in a newspaper of general circulation within the Village of Chittenango and to any affected municipalities described above.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, the vote was as follows:

Russell Wehner	Trustee	Voted	<input checked="" type="checkbox"/> Yes/No
Wayne Horning	Trustee	Voted	<input checked="" type="checkbox"/> Yes/No
Melinda Kopp	Trustee	Voted	<input checked="" type="checkbox"/> Yes/No
Colleen Baldwin	Trustee	Voted	<input checked="" type="checkbox"/> Yes/No
Louis Cianfrocco	Mayor	Voted	<input checked="" type="checkbox"/> Yes/No

The foregoing Resolution was thereupon declared duly adopted.

DATED: **December 18, 2025**

CERTIFICATE

**STATE OF NEW YORK)
COUNTY OF MADISON)**

I, the undersigned Clerk of the Village of Chittenango, Madison County, New York, DO
HEREBY CERTIFY:

That I have compared the foregoing Resolution with the original thereof on file in the Office of the Village Clerk of the Village of Chittenango, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting and that, pursuant to Section 103 of the Public Officers Law, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Village on December 18, 2025.


KAREN HAWKINS
Village Clerk/Treasurer

(SEAL)

