

Village Administrator Report, January 22, 2026

2026-27 Budget:

I have begun working on the 26-27 budget and have prepared a budget calendar that will go out to everybody this week. Within the next two weeks everyone will receive a budget worksheet along with their expenses for both last year and year to date through December of this year for which they can use to prepare next year's budget.

NY Forward Grant:

Project has been sent to the State for review and final selection of which projects have been selected. We are hoping to have an announcement from the governor's office sometime in April 2026.

Comprehensive Plan:

Attended the monthly planning session for the comprehensive plan which we reviewed the previous month's minutes. Kip Hicks from Madison County IDA was the speaker. We talked about sending out a survey to the community to get their input.

Climate Smart Project:

We need to meet with committee. I'm working on several of the items on the list so we can submit them for credits.

Safety Committee:

Meeting with safety committee on January 12. Went over projects from last meeting that still need to be finished up. One reported injury since last meeting. Still missing a couple of members of the committee.

DPW Restroom:

Completely gutted and rebuilt the bathroom at DPW. Work included all new walls, ceiling, fixtures and painted concrete floor. First major overall in last 25 years.

Legion Dr Pump Station:

I did receive a cost estimate for the replacement of the Legion Drive pump station of which we will work into next year's budget numbers. The one quote I receive will be used for budgetary purposes only and because of the price we will definitely need to do a RFP once the specification has been written.

Poolsbrooke Pumpstation:

Still waiting for Mark to get this report and testing completed.

Canal Working Group:

Had the January meeting at the Canal. Worked on setting goals for 2026 and reviewed accomplishments from 2025.

GPS Data System:

We completed the training on our new data entry system and the DPW has begun adding the signs that had been replaced during 2025. In the spring we will start logging in all of the catch basins and manholes throughout the village, and at the same time we're doing that start an active cleaning program on our catch basins that may need it.

Street Light Conversion LED:

All of the paperwork, including the check that was required to be to National Grid by December 1st has been filed and we are awaiting the start of the replacement. We are working on selecting the wattages of the replacement lights. We have decided to stay with the style of decorative lights that are already in the neighborhood.

Tent Sites at Recognition Park

Our tent site has officially been closed for the season.

Poolsbrook Sewer Agreement:

Sent to the Town for their signature.

Lakeport Rd Sewer District:

No updates since the last meeting.

Creek Walk Section Three:

We are having some issues with DEC to finish the last section of the trail that leads to the canal. They were looking for the SEQRs that had been completed on the previous sections of trails which I was able to go back and research through the minutes and locate the ones from 2008 and 2013 and send them documentation that SEQRs had been completed on those two sections. Unfortunately, we are unable to find where a SEQR was filed on Section 3 which included the land purchased behind the Dollar General store and any work that had been completed on this section. Because of this hold up I do have some concerns that we may miss the window in which we can take down the trees that needed to be removed in order to construct the trail. If this happens it may be necessary that this section of trail construction be put off even further. Our engineer is working with DEC to see what we can do to satisfy their requirements and be able to stay within our window of opportunity for the tree removal.

Website Upgrade:

Collin has sent the website to Jason's server. I hope to wrap this project up this coming week. We have been making updates and postings to the website weekly. We just added the hen's application to the codes page.

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 for it to be awarded which should be in late fall or early spring.

Marketing Grant:

Marketing grant was not awarded to us. This was a grant that we applied for that we could use along with the NY Forward Grant.

Road Salt:

Found an alternative source for getting road salt and ordered 100 tons. This should get us through the winter but will leave the salt storage building empty.

Powell Lacrosse:

Working with Powell Lacrosse on an event that will bring 300 kids to the Village in early Feb.

Phone System Upgrade:

New technology requires us to upgrade our phone system throughout the building. We have scheduled a webinar with the company to train all users on January 27th at 10 AM and on January 28th there will be a technician at village hall to change out the phones.

DPW:

Night shift Mon – Fri 3am – 11am

Plow and sand when needed

Did several sewer calls during the month

Trash and recycling collection Tue-Thursday

Christmas tree pickup

1st and 3rd Friday Bulk pickups

Worked on repairing several Village-owned streetlights

Xmas decorations taken down throughout the Village

January 2026 Clerk's Report

(as of 01/21/2026)

(Last Report dated 12/16/2025)

Sewer payments received from 12/13/25 to 01/19/26 total \$44,104.11.

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

Nine tax searches were processed between 12/17/25 and 01/21/26. Total revenue is \$315 in clerk's fees.

Received \$240 from Town of Sullivan for December processed Village death certificates.

Received \$11,490.86 in utilities taxes for November and December (includes \$10,802.96 from National Grid).

Bulk trash online payments plus cash received from 12/17/25 to 01/21/26 totaled \$715.00.

Received from Chittenango Central School District \$13,000 as first of two payments for Special Police Officer.

Received \$5,164 in Justice fees for November and December.

Received \$200 in hauler's permits.



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
DECEMBER Activity 2025

Generated Calls/Response Calls/Follow up	166	
Local Law Violation		
Traffic Stops/Warnings	Stops	Warnings
	38	29
V&T - UTT Moving/UTT Other	UTT Moving	UTT Other - 1
	8	Parking -3
DWI	Officer	Date
Violation PL Arrest		
Felony PL Arrest		
Misd. PL Arrests		
Property Checks	686	
Citizen Contacts/Foot Patrol	208	
Personal Injury Accidents		
Property Damage Accidents	4	

Village of Chittenango
Police Department

End of year report
to the Village board



January 1,2025 - December 31,2025

Prepared by Police Staff / Administrator Millet

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(A) Current vehicle fleet, miles.

(B) Arrest, tickets and accidents etc.

(C) use of force reports all non lethal and non taser deployed

(D) Sworn Personnel complaints

(E) Number of accidents involving police Vehicles and Claims

(F) S.O.R.A Total number of Sex offenders under the village Police Department jurisdiction, to include level. 13 2025

(A) Current vehicle fleet, miles .

2018	Codes	malibu	unmarked	
2023	Patrol 3-1	utility/durango	marked	23530
2023	patrol 3-2	utility/durango	marked	28878
2023	patrol 3-3	utility/durango	marked	22335
2023	patrol 3-4	utility/durango	marked	22910
2020	Patrol 3-5	utility/explorer	unmarked	88950.8
2022	Patrol 3-6	car/Charger	unmarked	14701

(B) Arrest, tickets and accidents etc.

General Calls/Response Calls = 1900

Local Law Violations Traffic Stops = 688 Warnings = 516

Vehicle & Traffic Stops Moving = 192 Other = 19 Parking = 17

DWI 3

Violation Penal Law Arrest = 3

Felony Penal Law Arrest = 9

Misdemeanor Penal Law Arrest = 40

Citizen contact Foot / bike Patrol = 9914

Property checks = 7742

Personal Injury Accidents = 1

Property Damage Accidents = 41

(C) use of force reports all non lethal and non taser deployed

Total 4

(D) Sworn Personnel complaints

Total of 2 Officer Nemeti, Officer Capria

(E) Number of accidents involving police Vehicles and Claims

Total =0



Chittenango Police Department
222 Genesee Street
Chittenango, New York 13037

Chief of Police - Shawn Broton
Police Administrator - George Millet

**YEARLY REPORT TO THE VILLAGE BOARD
2026 TOTAL ACTIVITY**

Generated Calls/Response Calls Follow up	1,900	
Local Law Violation		
Traffic Stops/Warnings	Stops	Warnings
	688	516
V&T - UTT Moving/UTT Other	UTT Moving	UTT Other - 19
	192	Parking - 17
DWI	Officer	Date
DWI	Schoch -	2/7/25
DWI	Nemeti -	6/5/25
DWI	Nemeti -	11/11/25
Violation PL Arrest	3	
Felony PL Arrest	9	
Misd. PL Arrests	40	
Property Checks	7,742	
Citizen Contacts/Foot Patrol	9,914	
Personal Injury Accidents	1	
Property Damage Accidents	41	

(F)S.O.R.A Total number of Sex offenders under the village Police Department jurisdiction, to include level. 13 2025

Break down of Sex offenders residing in the village is as follows;

Five Level 3 offenders (Highest risk level)

Two level 2 offenders (Medium risk Level)

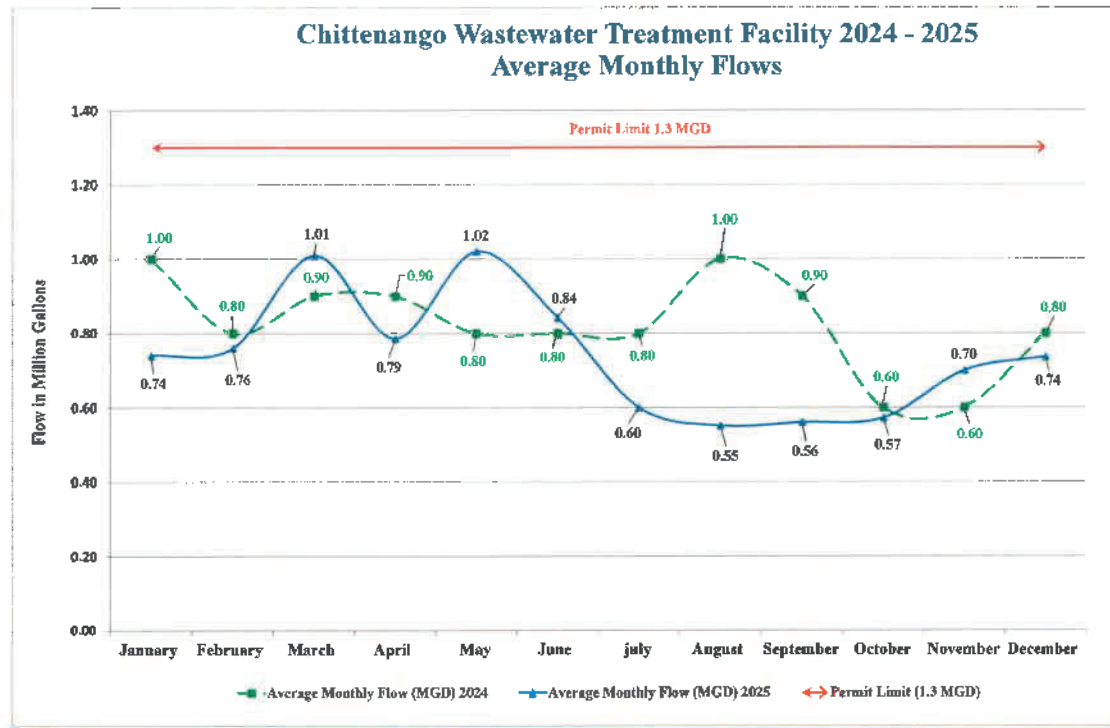
Six Level 1 offenders (Lowest Risk Level)

Total number of Sex offenders residing in the village 13

Total Sex offender arrest 1 warrant out 1

Chittenango Wastewater Treatment Facility December 2025 Report

22.8 million gallons were processed with a monthly max of 1,230,000 gallons per day.
All EPA/DEC permit requirements were achieved.



2025 totals

Total Flow = 280.5 Million Gallons
Sludge Hauled to Landfill = 336.7 Tons



Clarifier's 1, 2 & 3



Dome Clarifier #2



Biosolids Storage Tank

- Currently have all 3 clarifiers online due to last weekend's high flows and water conservation order hindering our belt press production.
- We are able to utilize the old leachate tank as biosolids storage or digester during this backup. Plant has remained compliant during the sustained high flows and water shortage.

CODE ENFORCEMENT REPORT

December, 2025

Jeff E. Geer - Code Enforcement Officer

Permits Costs

December

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	0	\$0.00	\$0.00	
Sign	1	\$50.00	\$373.14	
Deck	0	\$0.00	\$0.00	
Storage Shed	1	\$0.00	\$8,171.28	
Accessory Structure	0	\$0.00	\$0.00	
Pools	0	\$0.00	\$0.00	
Hot Tub	0	\$0.00	\$0.00	
Alterations/Renovations	0	\$0.00	\$0.00	
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	2	\$50.00	\$8,544.42	\$0.00

Fiscal Year - Total to Date Collected

Building Permits	\$7,876.00
Sewer	\$50.00
Sewer Upgrade	\$1,000.00
Site Plan Review	\$0.00
Variance	\$200.00
Subdivision	\$0.00
Flood Plain	\$0.00

TOTAL **\$9,126.00**

ACTIVITY REPORT – December 2025

CERTIFICATE of COMPLIANCE and OCCUPANCY

<u>INSPECTIONS</u>	<u>Dec.</u>	<u>YEAR TO DATE</u>
Dwellings	0	0
Additions	0	1
Alterations/Renovations	1	12
Demolitions	0	0
Wood Stoves	0	0
Fence	1	18
Swimming Pools	0	3
Hot Tub	0	1
Commercial Buildings	0	1
Attached Garage	0	0
Detached Garage	0	0
Signs	1	3
Gas Fireplaces	0	0
Storage Buildings/Warehouse	0	0
Deck	0	10
Storage Sheds	1	11
Accessory Structure	1	12
Photovoltaic Power System	0	1
Standby Generator	0	2
Retaining Wall	0	0

Village of Chittenango
Complaint By Type
12/1/2025 - 12/31/2025
Complaint Type: < All >

Activity Report - Continued

Complaint #	Open Date	Status	Location	Identifier	Owner
<i>Complaint Type: Zoning</i>					
2025-0992	12/02/25	Open	813 Norton Ave	41.78-1-24	Rehab Propertied, LLC.
Complaint Type: Zoning					Total #: 1
					Grand Total: 1

ACTIVITY REPORT – December 2025 continued

Property Maintenance & Fire Inspection

1. 611 Lakeport Rd, Barrett Brothers Auto Repair, 1st reinspection, 2 violations still exist.
2. 157 W. Genesee St, Vacant Office Space, Inspection, 2 violations noted.
3. 524-540 Genesee St, Building-SMP, 1st reinspection 1 violation still exists.
4. 101 Falls Blvd, Sullivan Free Library, Inspection, 1 violation noted.
5. 1365 W. Genesee St, Vacant Commercial Building, Inspection, 0 violations noted.
6. 120 Madison St. Mansion at 120 Madison St, Inspection, 2 violations noted.
7. 612 Legion Dr, Chittenango Self Storage, Inspection, 0 violations noted.
8. 438 Genesee St, Annona Services, 3rd reinspection, 1 violation still exists.
9. 438 Genesee St, Healing Hands of CNY, 3rd reinspection, 1 violation still exists.
10. 438 Genesee St, English Apartment, 3rd reinspection, 1 violation still exists.
11. 520 Genesee St, Burger King, 2nd reinspection, 3 violations still exist.

Complaints

Planning/Zoning Board of Appeals

1. Syllas Crane appeared before the Board to have his new wall sign reviewed for compliance with the Village of Chittenango Comprehensive Plan. Syllas Crane is a tenant at 227-A Genesee Street and has opened a business called Dolfn Discs. 227-A Genesee Street is located within the Gateway Design Overlay District.

Special Projects

1. Performed monthly fire extinguisher, exit sign & emergency light inspections at the Village Hall.
2. Salt and shoveled at Village Hall on many of occasions.
3. The Village Clerk received a FOIL request from Claudine Longo, Legal Assistant for AKI & Associates. AKI & Associates is representing the purchaser of 298 Genesee Street. The FOIL request was forwarded to the Code Enforcement Office. The request is for a Zoning Designation Letter, a Code Compliance Letter and are there any rental/business certificate requirements.
4. The Code Enforcement Office was contacted by Attorney Joe Gorgoni from the Law Office of Attorney Joe Gorgoni. Attorney Gorgoni is representing potential buyer of 275 Genesee Street. Attorney Gorgoni had several questions about any previous violations that the property might have had and whether they had been satisfactory completed.
5. Steve Roach stopped by the Code Enforcement Office to inquire about subdividing a lot located at 628 Lakeport Road into two separate lots. This lot is unique as it is one tax parcel with two dwellings on it. Roach is the Trustee for the Gerald S. Roach Irrevocable Trust who owns the lot. Gerald Roach passed away this past summer and his son Steve Roach is looking to sell the lot. At the recommendation of his Real Estate Agent, it was suggested the lot be subdivided into two parcels. Two area variances will be required (lot size and frontage) and a subdivision will need to be obtained from the Joint Planning/Zoning Board of Appeals. The process was explained to Roach and the required Paperwork was given to Roach.
6. Codes was contacted by Donald Heintz the Clerk at the Town of Sullivan Assessor's Office. The Assessor's Office is looking to review the building plans for 205 Horizon Drive, which was built in 2006. The Code Officer researched the request and located the building plans at the WWTP.

Activity Report ~ continued

7. The Code Officer was contacted by sign salesman Kentley Mourice. Mr. Mourice questioned if "Billboard Signs" are Allowed within the Village limits.
8. The Village Clerk received a FOIL request from Richard Roy, Lien Search Analyst from Pro Title USA. The request Was forwarded to the Code Enforcement Office. Mr. Roy is inquiring about the property located at 117 Hawthorne Way, are there any open Code violations, open/expired building permits or demolition orders.
9. The Code Officer attended the NYSBOC – Central Chapter's Annual Business Meeting, Holiday Luncheon and Training on December 18th at Destiny Embassy Suites in Syracuse. 1 hour of In-service training credit received.
10. The Codes Officer attended NYSBOC – Mohawk Valley Chapter's Annual Business Meeting and Holiday Luncheon on December 19th at The Franklin Hotel in Rome.

ACTIVITY REPORT to DATE – 2025

261	Inspections
99	Permits Issued
2	Expired Permit Notice or Closed Permits
10	Operating Permits
23	Vehicle Administrative Notice
6	Vehicles Unlicensed
5	Appearance Tickets
5	Order to Remedy Violation
4	Warning Letters
1	Stop Work Orders
1	Fires
199	Property Maintenance and Fire Safety Inspections
0	Certificate of Occupancy
2	Temporary Certificate of Occupancy
78	Certificate of Compliance
0	Change of Use/Occupancy
40	Grass Violations
34	Hours of Training