VILLAGE OF CHITTENANGO

Annual Organizational Meeting

Minutes
April 7, 2026

Meeting Call to order/Pledge of Allegiance
At 6:00PM the regular meeting was called to order. All stood and recited the Pledge of Allegiance. Attending were Mayor Louis Cianfrocco, Trustee Melinda Kopp, Trustee Russell Wehner, Trustee Dana Kent and Trustee Ed Gratien. Also in attendance were Village Administrator Robert Freunscht, Police Chief Shawn Broton, Village Attorney Nadine Bell, Village Clerk-Treasurer Karen Hawkins, Deputy Village Clerk-Treasurer Caroline Brazeau and Linda Kendall.

Mayor Cianfrocco welcomed the Village's newly elected Trustees Dana Kent and Ed Gratien. He then announced the appointments as follows:

I. ORGANIZATIONAL BUSINESS

Appointments - one year terms

Deputy Mayor	*Russell Wehner*	*1 year term*
DPW Commissioner	*Melinda Kopp*	*1 year term*
Sewer Commissioner	*Ed Gratien*	*1 year term*
Park Commissioner	*Dana Kent*	*1 year term*
Economic/Community Development Commissioner	*Russell Wehner*	*1 year term*
Event Commissioner	*Dana Kent*	*1 year term*
Associate Village Justice	*Christine Sudol*	*1 year term*
Legal Counsel	*Costello, Cooney & Fearon - Nadine Bell*	*1 year term*
Legal Counsel PB/ZB	*Costello, Cooney & Fearon - Nadine Bell*	*1 year term*
Village Historian	*Charles Albee*	*1 year term*
Deputy Historian	*Vacant*	*1 year term*
Police Chaplains	*Dan Maxwell*	*1 year term*
Village Physician	*Vacant*	*1 year term*
Surveyor	*SeGuin Land Surveying PLLC - Forrest SeGuin*	*1 year term*
Arborist	*Walker Tree Care Inc. - Jennifer House Wood*	*1 year term*
Creekwalk Co-Chairs	*Donna Lynch Dana Kent*	*1 year term*

FOIL Officer	*Karen Hawkins*	*1 year term*
FOIL Officer - Police	*Candy Furco*	*1 year term*
Ethics Review Board	*Dana Kent*	*1 year term*
	Tom McGee	*1 year term*
	Christine Sudol	*1 year term*

Planning / ZBA Board

Member	*John Ceresoli*	*4 year term*
Alternate	*Frank Kaylor*	*1 year term*
Alternate	*Ronnie Jackson*	*1 year term*
Secretary	*Caroline Brazeau*	*1 year term*

Trustee Melinda Kopp made a motion to accept all appointments as designated by Mayor Cianfrocco. Trustee Dana Kent seconded. All in favor. Motion carried.

Official Depository
The Board of Trustees designates the Community Bank of Chittenango as depository of all monies received by the village clerk/treasurer and receiver of taxes.

Bank Signers
Signature cards are on file at the bank: Louis Cianfrocco, Mayor; Robert Freunscht, Administrator; Karen Hawkins, Clerk-Treasurer; Caroline Brazeau, Deputy Clerk; and Russell Wehner, Trustee.
Checks written over $1000 require two signatures.

Bank Information
The Clerk and designee are the sole keeper of the Village's bank account information. No one else can keep this information.

Clerk's Office Hours
The Village clerk's office is open to the public from 9AM to 4PM. With the exception of New Years Day; Martin Luther King Day; Presidents Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; the Day after Thanksgiving and Christmas Day.

Administrator Leave
The Village Administrator and Deputy Village Administrator shall be a part-time, salaried employee.

Official Newspaper
The official newspaper shall be The Syracuse Post Standard, but the Clerk will also post

information on the Village Signboard and the Village Bulletin Board, and the Village Administrator will post information on the Chittenango Village Facebook Page.

Official Village MailBox
The Official Mailbox for Village Officials and Department heads is located in the Village Office.

Board Meeting Schedule
Village Board shall meet on the 4th Thursday of each month with the exception of November and December when the Village Board will meet the 3rd Thursday on November 19th and December 17th 2026. Meetings are held in the courtroom at the Village Hall at 6PM.

Zoning Board of Appeals/Planning Board Meeting
The Zoning Board of Appeals/Planning Board shall meet the 1st Monday of each month. Meetings begin at 7PM unless there is a scheduling conflict.

Creekwalk Trail Advisory Committee
The Creek Walk Trail Advisory Committee typically meets the 2nd Monday of each month at 7PM, unless there is a scheduling conflict.

Special Meetings
Special meetings may be called by the Mayor, Administrator or any Trustee and require 72-hour notice in the official newspaper and posting to the Village Offices bulletin board, Village Facebook Page and Sign Board.

Audits
Audits of vouchers to be performed by the Village Trustees monthly as outlined in the Expenditure Review and Approval policy. The final abstract is certified by the Mayor.

Court audits to be performed by Trustees Melinda Kopp and Ed Gratien.
Clerk and Payroll audits to be performed by Trustees Russell Wehner and Dana Kent.

Investment
Pursuant to NY General Municipal Law Article 5-g, §119-0 which authorizes municipalities to enter into agreement with NYCLASS securities, the Clerk-Treasurer is authorized to execute and deliver the NYCLASS agreement in the name of the Village to invest a portion of available Village of Chittenango funds.

Attendance at Schools and Conferences
The Board of Trustees and Village Administrator are authorized to attend:
a) NYCOM's Annual Meeting and Training School (usually May);
b) NYCOM's Fall Training School;
c) NYCOM's Public Works Training School;
d) the Onondaga County Association of Mayors (Trustee Wehner voiced his interest in attending);

e) the Association of Mayors of Madison County;
f) the Madison County Highway Association; and
g) PERMA.

Village Court Clerks are authorized to attend monthly Magistrates Meetings and the Annual Meeting.

Attendance at other trainings, meetings, conferences and schools will be approved on an individual basis by the Board of Trustees in accordance with the Village's Travel pPolicy.

Tax Bills
Property owners will receive bills on or around June 1st. Payable at the Clerk's office or online with a credit card or e-check.

Community Sign
Is primarily for Village information and local non-profit events.

Creek Walk Master Plan
The Village of Chittenango Creek Walk Master Plan is reaffirmed.

Advance Approval of Claims
The Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and insurance payments. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Advance Interfund Transfers
The Board of Trustees authorizes weekly interfund transfer from the general fund and sewer fund to the payroll account for purposes of paying employees. The Board also authorizes transfers from general and sewer checking to high interest savings when there is excess amounts of money in the checking accounts. The Board of Trustees also authorizes quarterly interfund transfer from the general fund to the sewer fund for payments received from the Office of Developmental Services for sewer payments on two properties. During the months of November and December (while board meetings are early) payments can be made to village health insurance companies to prevent late payments.

II. POLICIES

Mayor Cianfrocco instructed all Trustees to start reviewing all office policies. A May date will be scheduled for review of all policies.

The following policies will be reviewed during a scheduled workshop and approved during a future Village Board meeting:

1. *Expenditure Approval and Review Policy*
2. *Bank Reconciliation Procedure*
3. *Credit Card Policy*
4. *Fund Balance Policy*
5. *Investment Policy*
6. *Procurement Policy*
7. *Sexual Harassment Prevention Policy*
8. *Social Media & Internet Usage Policy*
9. *Social Media Policy*
10. *Travel Reimbursement Policy*
11. *Workplace Violence Policy & Procedure*
12. *Code of Ethics Policy*
13. *Payroll Weekly Procedure*
14. *Hiring and Promotion Policy*
15. *Sewer Bill Adjustment Request Policy*

The Village Code of Ethics shall be distributed to every village officer and employee.

III. CAPITAL PLANS

The following Capital Plans will be reviewed during a scheduled workshop and approved during a future Village Board meeting:

- *Police Capital Plan 2024-2028*
- *2024-27 Community Investment Reserve Capital Plan*
- *Capital Improvement WWTP*
- *Capital Improvement Sewer Lines*
- *Capital Reserve DPW Equipment*
- *Capital Reserve Building Improvements*

IV. FEES

Fees are approved as presented.
A fee will be added to the fee schedule for use of the Village Parks. A fee of $50 for four hours and $100 for all day will be charged to profit businesses. There will be no fee charged for local not-for-profits.

V. OTHER BUSINESS

And any other business that is brought before the Board of Trustees.

There was discussion regarding changing the hours of the Police Department that are shown on the sign outside the front door to Village Hall.

Due to a scheduling conflict, the start time for the April 23, 2026 Village Board meeting will be 9:00AM instead of 6:00PM.

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Public Hearing Regarding Tentative 2026-2027 General Fund and Sewer Fund Budgets

The Mayor opened the public hearing to discuss the tentative 2026-2027 General Fund and Sewer Fund Budgets.

Mr. Freunscht advised that no changes have been made to the tentative budget as a result of discussions during the budget workshop. The budgets will be updated following the March closing of the bank accounts.

With regard to the Sanitary Sewers, a sole source purchase of the Legion Drive pump lift station will be completed by Koester Associates, Inc.

Mr. Freunscht's main areas of concern with regard to budgeting for the coming fiscal year deal with the Court, the Police Department and the Special Resource Officer for the School District.

There will be a ten cents per thousand increase in the tax rate for the General Fund (tax rate will go from 6.82 to 6.92)
There will be a ten cents per thousand increase in the sewer charges for the Sewer Fund (from 6.65 to 6.75).

Having no additional comments or questions from those in attendance, Trustee Wehner made a motion to close the public hearing. Trustee Gratien seconded. All in favor. Motion carried.

Mayor Cianfrocco announced that the Board would go into Executive Session to discuss personnel and contract negotiations with no action to be taken.

At 7:40PM Trustee Kopp made a motion to come out of Executive Session. Trustee Wehner seconded. All in favor. Motion carried.

Adjournment

At 7:41PM Trustee Wehner made a motion to adjourn the meeting. Trustee Kopp seconded. All in favor. Motion carried. Meeting adjourned.

2027 Organizational Meeting will be held on April 6, 2027 at 6PM.

Respectfully submitted,
Karen Hawkins
Village Clerk