



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
MARCH Activity 2026

Generated Calls/Response Calls/Follow up	189	
Local Law Violation		
Traffic Stops/Warnings	Stops	Warnings
	100	61
V&T - UTT Moving/UTT Other	UTT Moving	UTT Other - 1
	27	Parking -8
DWI	Officer	Date
Violation PL Arrest		
Felony PL Arrest	7	
Misd. PL Arrests	3	
Property Checks	644	
Citizen Contacts/Foot Patrol	242	
Personal Injury Accidents		
Property Damage Accidents	5	

Alfred
H. Kent

- Burton -

Monthly Checklist for Review of Justice Court Records

Month of March '26

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

\$ 7361.00

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

1630.00

Deduct: Outstanding Checks - Month End

6.00

Adjusted Bank Balance - Month End ***

\$ 8985.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

\$ 2235.00

Bail

6750.00

Other - Identify

Total Cash Book Balance- Month End ***

\$ 8985.00

*** 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?

8015681

What was the ending receipt number for the previous month?

8015680

84924

24923

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

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Monthly Checklist for Review of Justice Court Records

Month of March '26

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)

- 0 -

Deduct: Outstanding Checks – Month End

- 0 -

Adjusted Bank Balance – Month End ***

- 0 -

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

- 0 -

Bail

- 0 -

Other - Identify

Total Cash Book Balance- Month End ***

- 0 -

*** 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?

What was the ending receipt number for the previous month?

3000495

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? ☐ ☐ NA
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☐ ☐ NA

Overall Evaluation

CODE ENFORCEMENT REPORT

March, 2026

Jeff E. Geer - Code Enforcement Officer

Permits Costs

March

2026

<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	3	\$192.00	\$16,805.00	
Sign	0	\$0.00	\$0.00	
Deck	0	\$0.00	\$0.00	
Storage Shed	1	\$0.00	\$1,900.00	
Accessory Structure	1	\$77.00	\$9,852.50	
Pools	0	\$0.00	\$0.00	
Hot Tub	0	\$0.00	\$0.00	
Alterations/Renovations	2	\$182.00	\$13,000.00	
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 System	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	7	\$437.00	\$41,557.50	\$0.00

Fiscal Year - Total to Date Collected

Building Permits	\$8,413.00
Sewer	\$50.00
Sewer Upgrade	\$1,000.00
Site Plan Review	\$0.00
Variance	\$250.00
Subdivision	\$0.00
Flood Plain	\$0.00

TOTAL **\$9,713.00**

ACTIVITY REPORT – March 2026

CERTIFICATE of COMPLIANCE and OCCUPANCY

<u>INSPECTIONS</u>	<u>Mar.</u>	<u>YEAR TO DATE</u>
Dwellings	0	0
Additions	0	1
Alterations/Renovations	1	3
Demolitions	0	0
Wood Stoves	0	0
Fence	1	2
Swimming Pools	0	0
Hot Tub	0	0
Commercial Buildings	0	0
Attached Garage	0	0
Detached Garage	0	0
Signs	1	5
Gas Fireplaces	0	0
Storage Buildings/Warehouse	0	0
Deck	1	1
Storage Sheds	1	1
Accessory Structure	0	0
Photovoltaic Power System	0	1
Standby Generator	0	0
Retaining Wall	0	0

Complaint By Type

3/1/2026 - 3/31/2026

Complaint Type: < All >

Complaint #	Open Date	Status	Location	Identifier	Owner
<i>Complaint Type: Motor Vehicle</i>					
2026-0997	03/26/26	Open	326 Madison St	49.58-1-12	Selina Brown
2026-0998	03/27/26	Open	227 Madison St	49.50-1-31	Michael Walinowski
Complaint Type: Motor Vehicle					Total #: 2
					Grand Total: 2

ACTIVITY REPORT – March 2026 continued

Property Maintenance & Fire Inspection

1. 205 Falls Blvd, United Methodist Church, 1st reinspection, 1 violation still exists.
2. 157 W. Genesee St, Vacant Office space, 3rd reinspection, 2 violations still exist.
3. 417 Genesee St, Chittenango Fire Company, Inspection, 1 violation noted.
4. 101 Falls Blvd, Sullivan Free Library, 3rd reinspection, 1 violation still exists.
5. 500 McDonnell St, Evangel Assembly of God Church, Inspection, 4 violations noted.
6. 120 Madison St. Mansion at 120 Madison St, 2nd reinspection, 2 violations still exist.
7. 601 Lakeport Rd, Denney Professional Building, 2nd reinspection, 1 violation still exists.
8. 438 Genesee St, Annona Services, 5th reinspection, all violations corrected (4).
9. 438 Genesee St, Healing Hands of CNY, 5th reinspection, all violations corrected (3).
10. 438 Genesee St, English Apartment, 5th reinspection, all violations corrected (3).
11. 6987 Lakeport Rd, Village of Chittenango Waste Water Treatment Plant, 1st reinspection, all violations corrected (3).
12. 211 Genesee St, Vacant Store Front, Inspection, 0 violations noted.
13. 205 Falls Blvd, United Methodist Church, 2nd reinspection, all violations corrected (4).
14. 118 Arch St, First Presbyterian Church, 1st reinspection, all violations corrected (4).
15. 204 Tuscarora Rd, CNY Flooring, Inspection, 2 violations noted.
16. 208-A Tuscarora Rd, Sullivan Food Cupboard, Inspection, 1 violation noted.
17. 208-B Tuscarora Rd, Podiatry Services of CNY, Inspection, 2 violations noted.
18. 208-C Tuscarora Rd, Vacant Office Space, Inspection, 1 violation noted.
19. 201 Tuscarora Rd, Salvation Army Thrift Store, 1st reinspection, all violations corrected (2).
20. 300 Tuscarora Rd, Dollar General, Inspection, 5 violations noted.

Complaints

Planning/Zoning Board of Appeals

1. Chris Kimberly owner of Rehab Properties, LLC who owns 813 Norton Avenue appeared before the Board for two variances for a fence that has already been installed without a permit being applied for. The variances requested are fore, the face or nice side of the fence is facing inward, the fence is located within 25 of the right of way, and is 6' tall and per the Code can't be taller than 5'. During the initial questing, Kimberly decided he would have the two issues with the fence corrected so it complies with the Village Code. Kimberly advised the Board he wouldn't proceed future with the variance requests.

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. Cover for Town of Sullivan Fire Inspector Bill Pindle, March 23rd thru 30th. No calls for assistance.
4. The Village Clerk received a FOIL request from Hudson Search, LLC., for 331 Russell Street. The request is inquiring if there are any open building, plumbing, electrical permits and is asking for copies of Certificate of Occupancies.
5. The Codes Officer was contacted by the Chief John Morgan from the Chittenango Fire Department. The Fire Department responded recently to Lake Street Apartments at 127 Lake Street for a fire alarm activation.. The Fire Department had difficulty accessing the fire alarm panel due to clutter and storage in front and around the alarm panel. Code Enforcement contacted the building owner and items were removed from in front of the alarm panel.
6. Donald Heintz the Clerk from the Town of Sullivan Assessor's Office contacted the Code Enforcement Office looking to review the alterations/renovation plans for 127 Lake Street and the residential addition plans for 603 Cain Street. Plans for both projects were located and the Assessor's Office was notified.

Activity Report ~ continued

7. The Codes Office was contacted by Madison County Office of Real Properties requesting Code Enforcement Officers within Madison County conduct inspections of vacant properties that are in foreclosure and headed to the County auction. These inspections need to be done once a month over a three-month period. The two properties in the Village are located at 623 Oneida Street and 620 Lakeport Road. Codes conducted the second round of inspection and sent inspection forms into the County Real Property.
8. NYS DEC has issued the Annual Burn Ban for the spring of 2026. Codes updated the Burn Ban notices and notified both the Police and Fire Departments of the Burn Ban. Burn Ban notices were posted around the Village. The Burn Ban is in effect from March 16th through May 14th.
9. The Codes Office was contacted by Mark Kearing a Legal Assistant to the Kelberman Center. Mr. Kearing has received letters from each contractor or service advising that their components and/or mechanicals have been evaluated or service performed and now side B is safe to be re-occupied. These letters were emailed to the Code Enforcement Officer for review. After receiving the letters and reviewing them, the Code Enforcement Office sent a letter to the Kelberman Center stating that side B of 612 Dyke Road can safely be re-occupied. 612 Dyke Road is now fully occupied again.
10. The Codes Office was contacted by Mr. Charles Albee from the First Presbyterian Church. He had questions about exceeding the occupancy limits that is posted for the sanctuary and the need for fire watch personnel.
11. Code Officer attended the 31st Annual Northern Adirondack Continuing Educational Conference March 2, 3, 4 & 5 in Lake Placid. 20 hours of in-service training credits received.

ACTIVITY REPORT to DATE – 2026

38	Inspections
9	Permits Issued
0	Expired Permit Notice or Closed Permits
3	Operating Permits
5	Vehicle Administrative Notice
2	Vehicles Unlicensed
1	Appearance Tickets
1	Order to Remedy Violation
2	Warning Letters
0	Stop Work Orders
1	Fires
48	Property Maintenance and Fire Safety Inspections
1	Certificate of Occupancy
0	Temporary Certificate of Occupancy
13	Certificate of Compliance
0	Change of Use/Occupancy
0	Grass Violations
20	Hours of Training

Village of Chittenango

(10 2021)

Sewer Payment Auditing Procedure

A. Auditor{s} 1. Request the Village Clerk or Deputy Clerk pull all of the sewer receipts, the Sewer Journal and the Bank Deposit Slip for the date selected by the auditors for the quarter being audited.

B. Auditors complete the Sewer Payment Procedure checklist- Ex. A-1

C. Auditors sign off that the date and recorded amounts were entered correctly.

A1

A. Auditors ask the Clerk or Deputy Clerk to pull collected sewer payment stubs from a particular date from the quarter being audited. Date selected ~~DEC~~ 17, 2026

☒ yes ☐ no ☐ Is the payment stub dated and stamped 'paid'? Is the amount received indicated on the payment stub? Is the printed amount received circled? RECEIVED FEB

☒ yes ☐ no ☐ Is the payment method indicated - cash or check with check # indicated

☒ yes ☐ no ☐ Are all payment stubs batched together with an itemized calculator tape attached

B. Review the printout of the Sewer Journal Applied Payments for the same date.

☒ yes ☐ no ☐ Have the payments been applied to the correct accounts?

☒ yes ☐ no ☐ Do the totals for the date on the Sewer Journal printout match the calculator tape attached to the payment stubs?

C. Bank Deposit

☒ yes ☐ no ☐ Does the bank deposit ticket amount match the amount on the calculator tape attached to the sewer payment stubs?

☒ yes ☐ no ☐ Does the Bank Receipt match the Deposit receipt?

D. Bank Reconciliation

☒ yes ☐ no ☐ Does the date and the amount on the Bank Statement match the Bank Deposit Receipt?

Date of Audit APRIL 20, 2026

Auditors Signatures

Melana Kent
[Signature]

Village of Chittenango

Cash Receipt Auditing Procedures

(10 2023)

A. Auditor{s}

1. Review the cash receipts Book for a selected date during audit period. The Receipts Book records all payments/fees made to the Village each day.

B. Auditors complete the Receipt Book procedure checklist- Ex. B-1

Receipt Book Auditing Checklist B-1

A. Request from the Clerk or Deputy Clerk the collected receipts for a date from the audit quarter. date MARCH 6, 2026

☒ yes ☐ no Did the receipts contain the received amount, name of the person making the payment and purpose or account #?

☒ yes ☐ no Are payments collected and put into the blue bag and kept in drawer until deposit?

B. Review the recorded receipts for the day

☒ yes ☐ no Do the totals for the dates listed in the Receipt Book match the amount indicated in the printed report? Does the calculator tape match the amounts listed in the printed report? ☒ yes ☐ no

C. Bank Deposit

☒ yes ☐ no Does the deposit ticket dates and amounts match the dates and amounts on the calculator tape attached to cash receipts for the same date?

☒ yes ☐ no Does the Bank Receipt match the Deposit receipt?

☒ yes ☐ no Was the deposit made at the end of the week? Enter Date of last deposit FEB 27, 2026

D. Bank Reconciliation

☒ yes ☐ no Does the matching date on the Reconciliation Report indicate the same amount and date as the Bank Deposit Receipt? Enter date of deposit receipt MAR 6, 2026

Date of Audit APRIL 20, 2026

Auditors Signature Rana Lent [Signature]

Payroll Auditing Checklist C-1

A. Auditors will request from the Clerk or Deputy Clerk a timecard bundle from the quarter currently being audited. In the Payroll Binder locate the date of the time card bundle selected. (By the date on the payroll check) Check the hard copies of the submitted hours from the timecard bundle.

Date range selected for audit JAN 14-20, 2026

☒ yes ☐ no Is the hard copy of the submitted hours signed by a supervisor or Dept. Head?

☒ yes ☐ no Do the hours submitted on the hard copy match those recorded for the employee in the Payroll Report for same pay period?

B. Auditors verified that the calculator tape attached to the Payroll Report matches the submitted hard copies contained in the timecard bundle of the same date?

☐ yes ☐ no

Date of Audit APRIL 20, 2026

Auditors Signature

Dana Kent

[Signature]

revised 7/24

April 2026 Clerk's Report

(as of 04/22/2026)
(Last Report 03/24/2026)

Sewer payments received from 03/25/26 to 04/22/26 total \$56,030.38.

Four tax searches were processed 03/25/26 to 04/22/26. Total revenue is \$140 in clerk's fees.

Bulk trash online payments plus cash received 03/24/26 to 04/22/26 totals \$621.00.

Revenue from second garbage totes to date equals \$4,200.

Received \$2,235 in Justice fees for March.

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Village Administrator Report, April 23rd 2026

Madison County Mayors Meeting:

We had a meeting with the Madison County Mayors at the Wampsville Village Hall. Jim Cunningham from the County Board of Supervisors along with Mark Simone were in attendance at this meeting. Jim shared with the group some of the issues and State mandates that the County is currently dealing with. We also discussed a number of issues affecting the local villages including funding like sales tax, mortgage tax and the effect of the traffic diversion program and how it affects village court revenues.

Town of Sullivan Board Meeting:

The Mayor and I attended the monthly meeting at the Town of Sullivan and had a discussion with the town board regarding the Village of Chittenango receiving no money from the host community funds. After a brief discussion there was a motion by the board that the village will receive an amount equal to last year's number which was \$73,000. The \$73,000 will come out of the Town of Sullivan's portion of the host community funds and not from Madison County portion.

Road Salt Order:

Got set up on the New York State procurement site and placed an order for our road salt with the State. We ordered 300 tons of road salt to be mixed one to one with 300 tons of stone dust. This year Madison County was not going to bid out the rock salt so we are forced to use the State. Once the State solicits for bids we will be notified of the contractor that was selected and we can start to draw from our order after September 1st 2026.

NY State Inspections:

April is the month that we do all of our vehicle inspections on both the large vehicles and also all of the pickups and anything else that requires a New York State inspection.

DPW Contract Negotiations:

We are still working on our negotiations with the DPW and have given the Union our latest proposal as a counter to their last offer.

PERMA Grant:

We did not receive this grant

2026-27 Budget:

Finished working on the 2026 - 27 budget.

Insurance Policy Renewal:

Waiting for results of quotes

Madison County Highway Superintendents Meeting:

Meeting this month was at The Haven in North Chittenango and the speaker was on CHIPS funding and how the program works.

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:

We were unable to attend this month's meeting due to a conflict with another meeting.

Climate Smart Project:

Worked on gathering some additional information that was requested regarding street light utilities. Next up will be the committee meetings hopefully to be held sometime in May.

Legion Drive Pump Station:

Replacement of this 30+ yr old pump station will be in 26-27 budget.

Poolsbrooke Pump Station:

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

Canal Working Group:

Most of the meeting was on upcoming events and the Canal Boat Float. I gave the group an update on the work that we were finishing up at the tent site.

Street Light Conversion LED:

All the wattages for both the decorative street lights that are owned by National Grid and all of the cobra heads that are owned by National Grid have been determined and a list forwarded to both the New York Central Regional Planning Department and National Grid.

Tent Sites at Recognition Park

All the work that we had planned at the Tents on the Towpath has been completed and the water is back on. We will be posting on Facebook and also our web page that the campsites are now open for use. The posting will also include cycling on the Erie Canal.

Lakeport Road Sewer District:

This is still a work in progress as the Town of Sullivan works towards getting their application completed I believe by the end of May. At the same time the Village work for the determination on the loading at the front end of the plant continues to be worked on and that report will be part of the report that the Town will need to send in at the end of May.

Creek Walk Section Three:

We did finally receive our permit from DEC and also from the New York State Canal Corp to continue with the work. All of the endangered bats species trees had been removed by March 31st and we have now started working on the completion of the trail.

Street Sign Project:

The remainder of the signs that need to be ordered have been placed in the 26-27 budget and that project will be completed once that budget goes into effect.

Generator Grant:

We have received word that the grant on the generator that we applied for has moved to the next level and has a fairly good chance of being approved. FEMA is still not funded and until that happens we won't know the status of the grant for the generator.

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

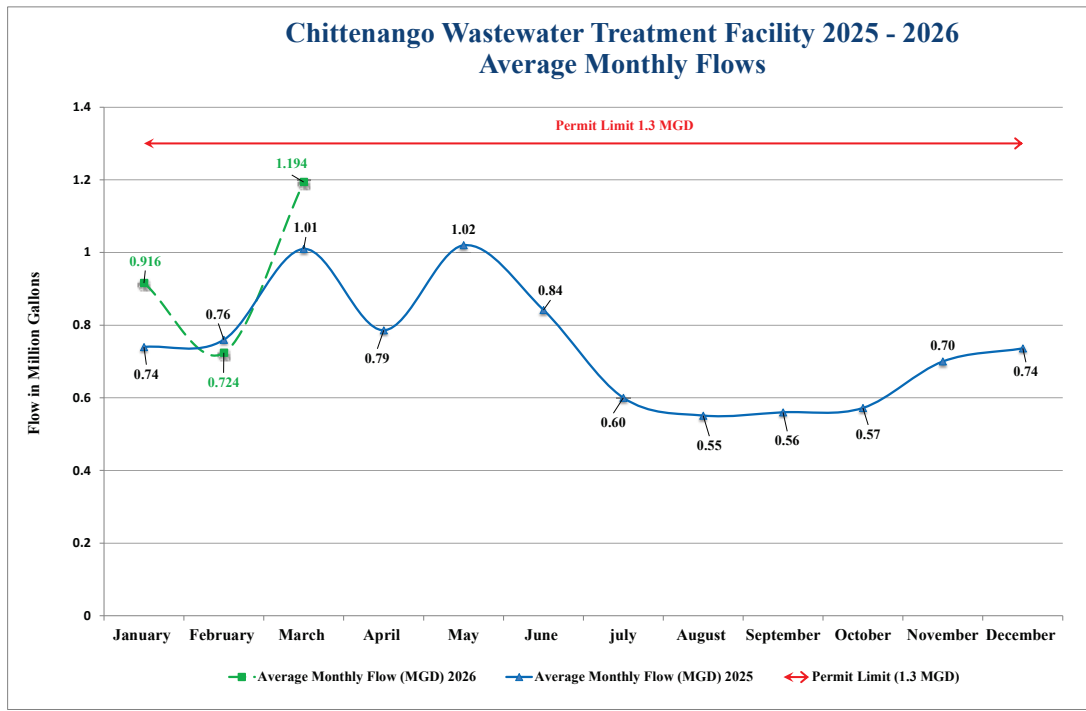
Holiday banners down / Summer banners up

1st and 3rd Friday Bulk pickups

Worked on repairing several Village-owned streetlights

Chittenango Wastewater Treatment Facility March 2026 Report

37.0 million gallons were processed with a monthly max of 2,100,000 gallons per day.
All EPA/DEC permit requirements were achieved.

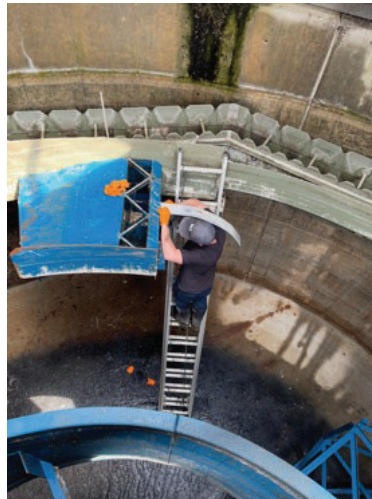


2026 totals

Total Flow = 85.7 Million Gallons
Sludge Hauled to Landfill = 61.26 Tons



(1)



(2)



(3)

- Replaced loose bolts with lock nuts on new clarifier drive arms. (1)
- Solved vibration issue by attaching a curved piece of aluminum as a “ramp” from the scum trough. The skimmer blade no longer falls abruptly eliminating vibration. (2 & 3)