

The Village of Brownville Board Meeting was held on Tuesday, December 9, 2025, in the Board Room at the Brown Mansion, Brownville, NY.

Present: Mayor Connor
Trustee Steve Mott
Trustee Mike Walrath
Trustee Goutremout

Also Present: Superintendent Pickett
Deputy Clerk-Treasurer Matusiak
Casey Dickinson - BCA
Jamie Howard with DN Tanks
Diane Laforty

Absent: Trustee Amy Baker

Mayor Connor called the public hearing to order at 6:00 PM.

Jamie Howard with DN Tanks asked if the Village would consider pushing construction of the new water tank from 2026 to 2027, citing an abundance of projects they have scheduled. They do not want to put any additional hardship or cost on the Village due to this change and would implement covering any additional costs this would incur in their contract. They have spoken with Marcellus Construction about installing the fire hydrant and completing electrical work and the water line connection to the tank instead of paying Marcellus Construction just to come back to complete that work. **Trustee Mott made a motion, seconded by Trustee Walrath to accept DN Tank's proposal to move the construction of the water tank to 2027, as long as DN Tanks covers any extra costs that the Village would incur due to this change. All were in favor; motion carried.**

Casey Dickinson updated the board on all Village projects. Marcellus Construction and Blackstone Electric are wrapping up work for the winter for the Water Project.

Trustee Walrath made a motion, seconded by Trustee Goutremout, to accept Payment Application #4 for Marcellus Construction in the amount of \$436,958.34 and Payment Application #2 for Blackstone Electric in the amount of \$22,904.27. All were in favor; motion carried.

Trustee Mott made a motion, seconded by Trustee Walrath, to sign Change Order #2 with Marcellus Construction, revising S-4 showing realignment of storm sewer on St. Lawrence Ave. by Owner. There is no cost change for this. All were in favor; motion carried.

A cost proposal from JR Dudley was discussed for indicator lights, which included \$8,205 for Scadatek work, which the Village had previously budgeted outside the Sewer Project. The Board opted to cover this expense out of pocket instead of incorporating it into the project.

Trustee Mott made a motion, seconded by Trustee Goutremout, to accept Payment Application #12 for JR Dudley Construction in the amount of \$460,263.33 and Payment Application #5 for DOW Electric in the amount of \$9,829.18. All were in favor; motion carried.

There is an issue with condensation and excessive moisture inside the UV building. The issue was discussed with the architect and mechanical engineer, and they are working on a proposed solution.

Contract documents were re-submitted to SHPO for the Brown Mansion Project for their final review and comment, and BCA received approval on these revised documents. The Village is able to advertise the project for bids before the grant agreement with NYS is finalized. A date for this will be set in January's board meeting, with anticipation of the bid opening at the end of January. The substantial project completion date is the end of November 2026, with the final project completion date being December 2026.

Deputy Clerk Matusiak presented several Village policies for the Board's review. A special meeting will be scheduled in January to go over these policies and make any necessary revisions.

Clerk Klusacek presented the board with the unpaid tax list, totaling \$24,816.57. All board members signed.

Trustee Walrath made a motion, seconded by Trustee Goutremout to approve Resolution #16 of 2025 to enact Local Law #2 of 2025, to provide for the adoption and codification of the local laws, ordinances, and certain resolutions into the Municipal Code of the Village of Brownville.

The motion was put to a vote as follows:

Mayor Connor	Yes	Trustee Mott	Yes
Trustee Baker	Yes	Trustee Walrath	Yes
Trustee Goutremout	Yes		

The resolution was duly adopted. A copy of the resolution is attached.

Trustee Mott made a motion, seconded by Trustee Walrath, to allow Superintendent Pickett to roll over his vacation time, provided he actively works toward reducing his accrued balance.

Mayor Connor administered the Oath of Office to Deputy Clerk-Treasurer Matusiak.

Mayor Connor made the following appointments and designations with the Village Board approval.

Appointments:

Deputy Mayor – Steve Mott
Clerk-Treasurer – Amber Klusacek
Deputy Clerk-Treasurer – Debra Matusiak
Superintendent – Bill Pickett
Trustees to oversee DPW – All Board Members
Trustees to oversee Water/Sewer – Trustee Mott and Trustee Goutremout
Trustee to oversee Health/Services – Trustee Baker and Trustee Walrath
Zoning Officer – Mike Battista
Village Historian – Tom Barker
Registrar of Vital Statistics – Amber Klusacek
Deputy Registrar of Vital Statistics – Debra Matusiak

Designations:

Official Depository – Community Bank & NYCLASS
Official Newspaper – Watertown Daily Times
Regular Monthly Meeting – 2nd Tuesday of each month at 6:00 PM
Special meetings will be scheduled as necessary and will be advertised in compliance with the New York State Open Meetings Law

Resolution: WHEREAS the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, and any bill which allows for a discount for early payment or payments to avoid late charges, and WHEREAS all such claims shall be presented at the next regular meeting for audit; that this resolution shall take effect immediately.

Resolution: WHEREAS the Board of Trustees shall authorize reimbursement to such officers and employees per the IRS standard mileage rates; that this resolution shall take effect immediately.

Resolution: WHEREAS there is to be held during the coming official year: a)NYS Conference of Mayors Annual Meeting and Training School; b) NYS Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c)Local Government Conference and **WHEREAS** it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences of schools that benefits the municipality **NOW THEREFORE BE IT RESOLVED:** That the officers and employees that these meetings concern are hereby authorized to attend them; that the resolution shall take effect immediately.

Trustee Goutremout made a motion, seconded by Trustee Walrath to approve all of the above appointments, designations and resolutions. All were in favor, carried.

Trustee Walrath made a motion seconded by Trustee Goutremout to pay the audited bills abstract 12A - \$833,469.32 and 12B - \$1,057,653.06 and to close the public hearing and adjourn at 7:20 pm. All were in favor, carried.

Respectfully submitted,

Amber Klusacek
Clerk-Treasurer