

The Village of Brownville Board Meeting was held on Tuesday, April 14, 2026, in the Board Room at the Brown Mansion, Brownville, NY.

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

Also Present: Superintendent Pickett
Deputy Clerk-Treasurer Matusiak
Casey Dickinson - BCA
Shawn Herron
Diane Laforty
Steve Cloonan

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

Trustee Mott made a motion, seconded by Trustee Walrath, to accept Payment Application #7 for Marcellus Construction for the Water Project in the amount of \$103,003.61. All were in favor; motion carried.

Casey Dickinson informed the board that BCA submitted an application for a Congressional Directed Spending Grant for the I&I Sewer Project on behalf of the Village. The grant request was \$1.5M-\$3M.

The bid opening for the Brown Mansion Project was held on April 14 at 9:30 AM at the Village Office. The bids for the project came in approximately \$231,000 over budget. Mr. Dickinson recommended postponing the Asphalt Stripping & Play Area Reconstruction and the Roof Gutters. He noted that the project includes roughly \$170,000 in contingencies, which, if not needed in the primary scope of work, could help offset a significant portion of the overage. He also suggested reaching out to the NNY Community Foundation to explore whether any funding may be available to help offset the \$231,000 over budget amount.

The 2024-2025 Annual Financial Report has been filed with the OSC. Deputy Clerk Matusiak also informed the Board that the Village email account was compromised last week, and the issue was addressed promptly by her and the Village's cybersecurity team, ABS.

Trustee Walrath made a motion, seconded by Trustee Baker, to adjust Officer Dennis O'Brien's rate of pay to match the increase being provided by the Village of Glen Park. His new hourly rate will be \$31.20, effective June 1, 2026. All were in favor; motion carried.

Clerk Klusacek presented the Board with a list of re-levied utility bills. The number of properties has increased significantly from last year due to the Village no longer shutting off water for nonpayment every 60 days. To reduce re-levies and associated loss of revenue, the Village will begin sending notices in January to residents with two or more unpaid utility bills. Water service will be shut off on March 1 if the balance is not paid in full. If service is disconnected, residents will have 30 days to pay in full plus a \$50 turn-on fee before any unpaid amount is re-levied onto their taxes. This process is intended to encourage timely payment and reduce future re-levies.

Jim Burrows, our attorney, is reviewing the outside users contract to determine whether language can be added to allow the Town of Brownville to relevel any unpaid Village utility bills onto town taxes, with reimbursement to the Village upon collection.

Clerk Klusacek advised the board that she transferred all available funds from the Street Equipment, Water Reserve, Sewer Reserve, Capital Water Project, Capital Sewer Project, and Capital Brown Mansion Project accounts at Community Bank into NYCLASS to begin earning interest. She will provide monthly statements to the board to allow tracking of interest earnings.

Issues regarding the Village's refuse contractor, Pick N Go, were discussed. Jefferson County Waste Management has reported that recyclables are being mixed with trash, which is a violation. Mayor Connor addressed the issue directly with Pick N Go. The Village is hopeful the matter will be resolved without impacting trash and recycling pickup services. Alternative options were also discussed should the issue continue.

Trustee Walrath made a motion seconded by Trustee Goutremout to pay the audited bills abstract 4A - \$60.00 and 4B: \$206,499.75 to adjourn and close the Public Hearing at 7:46 pm. All were in favor; motion carried.

Respectfully submitted,



Amber Klusacek
Clerk-Treasurer, RMC, CMFO