

The Village of Brownville Board Meeting was held on Tuesday, March 10, 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
Wanda Brownell
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 approve Change Order #2 with TI-Sales, which includes a cost increase to add additional materials required for meter/meter pit installation. All were in favor; motion carried.

Trustee Baker made a motion, seconded by Trustee Goutremout, to accept Payment Application #13 for John R. Dudley Construction for the Sewer Plant Project in the amount of \$87,307.29. All were in favor; motion carried.

BCA was notified that the agreement and preservation covenant for the Brown Mansion Project are ready to be signed by the Village signatory. The Village will advertise for bids on March 12th with a Prebid Walk Through being March 23rd and the Bid Opening being held on April 1st.

Trustee Mott made a motion seconded by Trustee Walrath to accept Amendment #4 to the Owner-Architect Agreement, adding bidding and construction administration phase services for the Brown Mansion Project. All were in favor; motion carried.

Shawn Herron arrived at 6:22 PM and addressed the Board on behalf of the General Brown Days Committee, asking if the Clerks could send a mailing regarding changes to the festival for the upcoming year. The GB Committee agreed to cover any mailing expenses and will provide the Clerks with the necessary information.

Trustee Baker made a motion, seconded by Trustee Goutremout to approve Resolution #1 of 2026, supporting increased aid to municipalities and strengthening New York's State-Local Partnership. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #2 of 2026, adoption of Financial Policies. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #3 of 2026, adoption of the Freedom of Information Law (FOIL) Policy. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #4 of 2026, adoption of the Cybersecurity Breach Notification Policy. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #5 of 2026, adoption of the Personnel Policy. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #6 of 2026, adoption of the Local Procurement Policy. 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 Baker made a motion, seconded by Trustee Goutremout to approve Resolution #7 of 2026, adoption of the State Emergency Response Policy. 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.

Deputy Clerk-Matusiak informed the board that we have been working with UAudit to see if they can help save us any money on our utility bills which includes National Grid, Heller's Gas and Verizon.

Clerk Klusacek scheduled another budget meeting with the trustees. The board discussed DANC rates as well as the sewer debt that will need to be added to water bills in June. These figures will be further discussed at the budget meeting on March 24th at 5pm.

Superintendent Pickett let the board know that the windows for the Mansion would be arriving within the next few weeks. He will check to see if they can be installed around business office hours.

Trustee Walrath made a motion seconded by Trustee Goutremout to pay the audited bills abstract 3A - \$230,751.42 and 3B: \$219,168.24 to adjourn and close the Public Hearing at 7:38 pm. All were in favor; motion carried.

Respectfully submitted,



Amber Klusacek
Clerk-Treasurer, RMC, CMFO