PO BOX 118 • 216 BROWN BLVD • BROWNVILLE, NY 13615 • 315-782-7650
CLERK@VILLAGEOFBROWNVILLENY.COM • WWW.VILLAGEOFBROWNVILLENY.GOV

RESOLUTION # 14 OF 2026
NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village of Brownville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, program, or activities.

Employment: Village of Brownville does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Village of Brownville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Village of Brownville programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Village of Brownville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Village of Brownville offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Village of Brownville, should contact the office of Amber Klusacek at 315-782-7650 or email to clerk@villageofbrownvilleny.com as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Village of Brownville to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Village of Brownville is not accessible to persons with disabilities should be directed Amber Klusacek at 315-782-7650 or email to clerk@villageofbrownvilleny.com .

Village of Brownville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Brownville. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the Village of Brownville

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of the complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Amber Klusacek
PO Box 118
Brownville, NY 13615
315-782-7650 Ext. 1

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of Brownville and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator for further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the ADA Coordinator or his/her designee appeals to the agency head or his/her designee, and responses from these two offices will be retained by the Village of Brownville for at least three (3) years.

A motion to adopt the resolution was made by Trustee Michael Walrath and seconded by Trustee Steve Mott, and upon a roll call vote of the Board was duly adopted as follows:

ROLL CALL VOTE:	Yes	No
Mayor Patrick Connor	✓	
Trustee Amy Baker	✓	
Trustee Robert Goutremout	✓	
Trustee Michael Walrath	✓	
Trustee Steve Mott	✓	

Debra A. Matusiak

Debra Matusiak, Village Deputy Clerk