

The Village of Brownville Board Meeting was held on Tuesday, September 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: Casey Dickinson - BCA
DPW Superintendent Bill Pickett
Deputy Clerk-Treasurer Debra Matusiak
Dennis O'Brien

Absent: Trustee Amy Baker

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

Officer Dennis O'Brien informed the board that our Police Department Policies and Procedures were outdated, and he presented the board with a new set of policies. **Trustee Mott made a motion, seconded by Trustee Walrath to approve Resolution #9 of 2025 adopting the Police Department Policies and Procedures. Upon roll call vote of the Board, the resolution was duly adopted as follows:**

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

Casey Dickinson provided the board with an update on all Village projects.

Bids were opened for the Meter Procurement contract last week and Ti-Sales was the low and only bidder. **Trustee Goutremout made a motion, seconded by Trustee Walrath to sign and accept the Notice of Award to Ti-Sales. Upon roll call vote of the Board the resolution was duly adopted as follows:**

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

Trustee Mott made a motion, seconded by Trustee Goutremout to accept Payment Application #1 for Marcellus Construction in the amount of \$388,110.62 as soon as we receive the short-term funds from EFC, expected at the end of the month. Upon roll call vote of the Board the resolution was duly adopted as follows:

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

There will be a change order forthcoming for MCI's contract associated with installing meter pits and new curb stops along Patrician Lane as long as it is cleared to be eligible for inclusion in the project financing. Trustee Mott addressed some concerns about the speed of the loader for the Water Project. He ensured the board that it only goes 26 mph, well under the speed limit.

Trustee Mott made a motion, seconded by Trustee Goutremout to approve J.R. Dudley Change Order #3 for a time extension request for the Sewer Project for insulated covers and deduct for clear roof panel credit. All in favor, carried.

Trustee Walrath made a motion, seconded by Trustee Goutremout to approve Dow Electric Payment Request #4 in the amount of \$6,749.27 and J.R. Dudley Payment Request #11 in the amount of \$88,920. All in favor, carried.

Design is complete for the Brown Mansion Project and BCA is in the process of submitting a draft bid package to SHPO for their final review and comments. Unfortunately, the Village was not successful with getting selected for the Municipal Parks and Recreation (MRP) Grant Program. The project will revert back to its original scope.

Trustee Walrath made a motion, seconded by Trustee Goutremout to approve resolution #10 of 2025 adopting a new Village Seal/Logo. Upon roll call vote of the Board the resolution was duly adopted as follows:

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

Trustee Walrath made a motion, seconded by Trustee Goutremout to approve Resolution #11 of 2025 adopting the LGS-1 Records Retention Schedule. Upon roll call vote of the Board the resolution was duly adopted as follows:

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

The board was presented with financing options for the new plow truck, costing \$299,123.20. The Village needs to order before October of this year in order to get a gas truck. NYS mandates that plow trucks be electric after this date. **Trustee Goutremout made a motion, seconded by Trustee Walrath to finance both the Chassis and body together for 5 years, with an interest rate of 5.9900%, with the option of paying off the loan early. First payment will be due one year from closing, with yearly payments of \$71,085.20. All in favor, carried.**

Superintendent Pickett expressed that he would like Tim Maloney from BCA to continuously monitor the water project on behalf of the Village. Mr. Pickett is very happy with the assistance Mr. Maloney has provided and he would like him to stay on the project full-time. Mayor Connor will check with BCA to see if this is possible.

Trustee Walrath made a motion seconded by Trustee Goutremout to pay the audited bills abstract 9A - \$66,333.75 and 9B - \$187,696.58 and to adjourn at 6:53 pm. All were in favor, carried.

Respectfully submitted,

Amber Klusacek
Clerk-Treasurer