The Organizational Meeting of the Village Board of Brownville was held on December 8, 2020 at 7:00 P.M. in the Board room at the Brown Mansion, Brownville, NY.

Present: Patrick Connor – Mayor Mike Walrath - Trustee

 Leo Thompson – Trustee Steve Mott - Trustee

Absent: Bob Goutremout - Trustee

Also Present: Bill Pickett – Superintendent Shawn Herron

 Amber Klucaseck – Deputy Clerk Jeff Cox

 Brandon Loomis

Mayor Connor led the Pledge of Allegiance and called the meeting to order at 7:00 P.M. Trustee Mott and Trustee Thompson signed the Oath of office Book. Trustee Thompson made a motion, seconded by Trustee Walrath to approve the minutes of the previous meeting as submitted, carried.

Mayor Connor introduced the Retention and Disposition Schedule for New York Local Government Records

Resolution.

Shawn Herron informed the Board that he has been in touch with the Lyme Garden Committee. This committee is willing to guide us with the startup of our own beautification committee and share with us the costs and responsibilities of running this group of volunteers.

Trustee Mott would like to see Deputy Clerk Klusacek cross trained on more office tasks. The Board has agreed to allow Deputy Klusaceck to obtain more hours when needed to train. Trustee Mott voiced his opinion on the meeting held with the Village of Glen Park about water rates. He does not feel we should be negotiating any further. He feels Glen Park should be paying what our village residents are paying. The Board members agreed and asked Clerk West to call the lawyer and have a letter sent to Glen Park.

Clerk West was advised by Joe Russell, the Village Lawyer, to open a separate checking account for the Outside Water Users $200.00 deposit. Trustee Mott made a motion seconded by Trustee Walrath to allow Clerk West to open this account at Community Bank with herself, Deputy Clerk Klusacek and Mayor Connor as signers on the account. All were in favor, carried. Clerk West asked the Board to approve a transfer of $19,350 from the Water Fund to the Water Reserve Account. Trustee Walrath made a motion seconded by Trustee Mott to approve this transfer. All were in favor, carried.

Superintendent Pickett informed the board the backhoe is inoperable and would like Thank You letters sent to the Towns of Brownville and Hounsfield and the Villages of Glen Park and Dexter for the use of their equipment and for their help.

Resident Jeffrey Cox would like to see the Post Office open for 24 hours and is wondering why Officer Jobson will not sign off on the documentation needed to proceed with his request. After a discussion on the risks and advantages to these hours the board decided to discuss this issue with Officer Jobson.

Mayor Connor discussed the pump and motor for the paper mill lift station. This cost is included on the Neenah sewer billing, but he is wondering if the village recoup’s enough money from this billing. Superintendent Pickett will discuss this with Bryon Perry. Mayor Connor informed the Board about the Sewage Effluent hardship designation. This designation generally translates into a hardship funding offer consisting of a no interest loan and possible grant monies. We should receive a letter in 45 days outlining the funding offer.

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

**Appointments:**

 Deputy Mayor – Leo Thompson

 Trustees to oversee DPW – All Trustees

 Trustees to oversee Water/Sewer – Steve Mott and Leo Thompson

 Trustees to oversee Health/Services –Robert Goutremount and Mike Walrath

 Zoning Officer – Mike Battista

 Village Historian – Tom Barker and Cathy Mitchell

 Registrar of Vital Statistics and Deputy Registrar – Annette West and Amber Klusacek

**Designations:**

 Official Depository – Community Bank NA

 Official Newspaper – Watertown Daily Times

 Regular Monthly Meeting – 2nd Tuesday each month at 7:00 P.M.

 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 approve reimbursement to such officers and employees at the rate of .58 per mile, 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 or 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 this resolution shall take effect immediately.

Mayor Connor and the Board reviewed the bank statements, canceled checks and bills. Trustee Walrath made a motion, seconded by Trustee Thompson to accept the designations as presented, adopt the attached Retention and Disposition Schedule Resolution and to pay the audited bills Abstract 12A - $32,211.84 and 12B - $25,043.28 and adjourn at 7:50 PM, all were in favor, carried.

Respectfully submitted,

Annette West, RMC

Village Clerk-Treasurer