

The regular monthly meeting of the Village of Brownville was held on Tuesday, December 10, 2019 in the Board Room at the Brown Mansion, Brownville, N.Y.

Present: Patrick Connor – Mayor
Steve Mott – Trustee
Mike Walrath – Trustee
Leo Thompson – Trustee

Absent: Bob Goutremout – Trustee

Also Present: Bill Pickett – Superintendent
Casey Dickinson – Bernier Carr & Assoc.
Liz Bush – Bowers & Co.
Sean Herron

Mayor Connor called the meeting to order at 7:00 P.M. Trustee Walrath made a motion, seconded by Trustee Thompson to approve the minutes of the previous meeting as submitted, carried.

Liz Bush, CPA from Bowers & Co. presented the Board with the Agreed Upon Procedures with no major exceptions noted. Two recommendations were made. 1.) Dual signers on checks written over a certain dollar amount. 2.) To maintain a file with documentation of bids solicited or the state contract used for purchases subject to competitive bidding. The Board does not feel two signatures is necessary as vouchers are audited by the Board. The clerk will maintain a file with all bids.

Casey Dickinson updated the Board on the Study which should be finished by the end of the month and finalized by the end of January. Trustee Mott inquired about a program The Village of Dexter is pursuing. He would like to know if The Village of Brownville would qualify for this “Emergency Funding” Grant. Casey does not feel we will fit into this program. Casey stated we should be hearing about any grant money awarded to the village by the end of the month. Our next step in this water project is to meet with Eric Johnson from Rural Development to discuss potential funding scenarios.

Shawn Herron approached the Board about high speed internet. The Board would like him to join us at our next meeting with Bernier Carr & Assoc. to discuss the possibility of installing lines along with the water project.

Clerk West asked the Board to approve a transfer of \$29,125.00 from the Water Fund to the Water Reserve Fund. Trustee Mott made a motion, seconded by Trustee Walrath to approve the transfer, all were in favor, carried. Clerk West would like to raise the returned check fee that is currently \$18.00. Trustee Walrath made a motion to raise the fee to \$35.00 seconded by Trustee Mott, all were in favor, carried.

Superintendent Pickett informed the Board that the bobcat is being worked on so we are borrowing Glen Parks. The DPW Barn was inspected by PESH today. There are no violations.

Mayor Connor informed the Board that the Ambulance contract will not increase this year. The Mayor would like Clerk West to send thank you notes to the villages of Glen Park & Dexter and to the towns of Hounsfield and Brownville. Mayor Connor, Trustee Mott and Superintendent Pickett rewrote the water contract for the Town of Hounsfield Water District 5.

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

Appointments:

Deputy Mayor – Leo Thompson
Village Clerk-Treasurer – Annette West
Deputy Clerk-Treasurer – Amber Klusacek
Superintendent – Bill Pickett
Trustees to oversee DPW – All Board Members
Trustees to oversee Water/Sewer – Trustee Thompson and Trustee Mott
Trustees to oversee Health/Services – Trustee Goutremout and Trustee Walrath
Zoning Officer – Mike Battista
Village Historian – Tom Barker and Bill Bell
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 Meetings – 2nd Tuesday each month at 7:00P.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 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 fiscal 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 the resolution shall take effect immediately.

Trustee Thompson made a motion, seconded by trustee Walrath to accept the designations and appointments as presented. All were in favor, carried.

Mayor Connor and the Board reviewed the bank statements, canceled checks and bills. Trustee Walrath made a motion, seconded by Trustee Thompson to pay the audited bills Abstract 12A - \$1,018.12 and 12B - \$62,598.14 and to adjourn at 8:55 P.M.

Respectfully submitted,



Annette West, RMC
Village Clerk-Treasurer