This Sweden Town Board Meeting agenda packet is in development and as such is not to be construed as complete at the time of its New York Statemandated posting (24 hours prior to the Sweden Town Board meeting).

TOWN BOARD AGENDA Organizational Meeting January 2, 2025 6:00 pm

Organizational Meeting - Call to Order

Salute to Flag

Moment of Silence

Correspondence

- 1. Supervisor Hayles: Letters of Appointment for Budget Officer and Deputy Supervisor
- 2. Superintendent Ingraham: Letter of Appointment Secretary
- 3. Receiver of Taxes: Letters of Appointment Deputies
- 4. Town Clerk: Letters of Appointment Deputies

Consent Agenda:

- 1. Motion: Approval of minutes December 30, 2024
- 2. Resolution: Appointments
- 3. Resolution: Appoint Consulting Architect Town of Sweden for 2025
- 4. Resolution: Appoint Town Attorney and Deputy Town Attorney fro 2025
- 5. Resolution: Appointing Engineer for Town of Sweden for 2025
- 6. Resolution: Appointing Fair Housing Officer for Town of Sweden for 2025
- 7. Resolution: Salary Schedule for 2025
- 8. Resolution: Setting Salary Schedule for 2025 (Highway Department)
- 9. Resolution: Standard Work Day and Reporting
- 10. Resolution: Health Insurance Plan for 2025
- 11. Resolution: Reimbursement of Mileage
- 12. Resolution: Approving Official Meeting Dates, Banking Institutions, Newspapers, Investments and Insurance
- 13. Resolution: Approving Bonds for Town Offices
- 14. Resolution: Capitalization of Fixed Assets
- 15. Resolution: Highway Law Section 284 Agreement

- 16. Resolution: Approving Rules and Regulations for Building Control Fees
- 17. Resolution: Authorizing Electrical Inspection Agencies
- 18. Resolution: Approving Temporary Assignment of Judges for 2025
- 19. Resolution: Authorizing Purchase of Commodities from State, County and Local Bids in Excess of \$5,000

Non-Consent Agenda:

1. Resolution: Appointment to Boards

Additional Business and Announcements

Adjournment

Sec. 1. That the Town Board hereby appoints the following persons to the position specified for a two-year term beginning January 1, 2025 and ending December 31, 2026:

Environmental Conservation Board Nicholas DiGiacco Kathleen Harter

Richard Popen

Sec. 2. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning October 1, 2024 and ending September 30, 2029:

Board of Assessment Review Daniel Kuhn

Sec. 3. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning January 1, 2025 and ending December 31, 2029:

Zoning Board of Appeals Mark Sealy

Sec. 4. That the Town Board hereby appoints the following persons to the position specified for a seven-year term beginning January 1, 2025 and ending December 31, 2031:

Planning Board Wayne Rickman Peter Sharpe

Sec. 5. That this resolution shall take effect January 1, 2025.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Appoint Consulting Architect

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden hereby appoints David Strabel, Registered Architect as Consulting Architect, commencing January 1, 2025, and ending December 31, 2025.
- Sec. 2. That Mr. Strabel will assist the Building Department with New York State Building Code drawing review on commercial project applications for building permits and serve as Building Inspector for commercial projects.
- Sec. 3. That these fees are to be charged to the developer on the building permit.
- Sec. 4. That this resolution shall take effect January 1, 2025.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

<u>Appoint Town Attorney – James Bell and</u> <u>Deputy Town Attorney - Lester</u>

NOW, THEREFORE BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden hereby appoints James D. Bell to serve as Town Attorney and Nat O. Lester, III to serve as Deputy Town Attorney.
- Sec. 2. That this appointment shall become effective January 1, 2025 and shall run to December 31, 2025. The Town Atorney shallhave a salary of \$40,568 and the Deputy Town Attorney shall have a salary of \$15,538.
- Sec. 3. That the above referenced salary does not include legal counsel regarding litigation matters. Litigation matters will be billed independently by the Town Attorney through the voucher claim process at a rate of \$175.00 per hour.
- Sec. 4. Disbursements prepaid by the Town Attorney will be reimbursed through the voucher claim process upon submission of receipts.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Appointing Engineer for Town of Sweden for 2025

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby appoints MRB Group, P.C. with offices located at the Culver Road Armory, 145 Culver Road, Suite 160, Rochester, New York, as the engineering firm for the Town of Sweden for a period of time commencing January 1, 2025 and ending December 31, 2025.

<u>Sec. 2.</u> That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Sec. 1. That the Town Board of the Town of Sweden hereby appoints the Supervisor as the Fair Housing Officer for the Town of Sweden for a period of time commencing January 1, 2025 and ending December 31, 2025.

<u>Sec. 2.</u> That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Sec. 1. That the salaries of the Town of Sweden elected officials for 2025 shall be fixed as specified below and payable bi-weekly.

Elected Officials	<u>Annual</u>
Supervisor	\$29,177
Councilperson (4)	8,510
Superintendent of Highways	96,626
Town Clerk	56,409
Receiver of Taxes and Assessments	29,614
Town Justice (2)	23,878

Sec. 2. That the salaries of positions specified below determined to be "Exempt" per Fair Labor Standards Act shall be fixed as follows and payable bi-weekly.

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Assessor Tammy Baker	\$61,481
Deputy Town Attorney Lester	15,537
Deputy Supervisor	4,671
Director of Finance Hiedi Librock	97,920
Chief Court Clerk Tracy Caporale	48,878
Recreation Director Jill Wisnowski	68,496
Town Attorney James Bell	40,568
Dog Control Officer, PT David Maynard	12,250
Asst. Dog Control Officer, PT Caroline	12,250
Thompson	
Building Inspector Lyle Stirk	53,209
Fire Marshal Lyle Stirk	10,404
Deputy Receiver Darla Emmerson	37,728
Laborer On-call salary (2)	7,280

<u>Sec. 3.</u> That hourly wages of clerical/operations positions shall be fixed as follows:

	<u>Hourly</u>	Hours Per Pay
		<u>Period</u>
Court Clerk Jill Murphey	\$17.34	Up to 28/week
Court Attendant PT Daniel Zimmer	59.16	Per Session
Court Attendant PT Deborah Rath	59.16	Per Session
Clerk PT Diane Samons	17.07	PT
Deputy Town Clerk Kathleen Roberts	25.44	70
Laborer PT Comm. Ctr. Ed Stieve	15.81	PT
Laborer PT Terry Graham	16.14	PT
Laborer Full Time Todd Dobson	28.00	80
Laborer Full Time Roger Evans	28.00	80
Recreation Assistant FT Amanda Kinney	25.93	70
Laborer PT Davon Rankins	15.50	PT
Recreation Assistant FT Megan Lester	23.93	70
Recreation Assist. FT Caitlin Curley	23.93	70
Recreation Assist. PT Ashley Hermance	15.50	PT
Secretary to Planning Phyllis Brudz	24.12	70

Secretary to Superintendent of Highways		
Susan Kuszlyk	23.93	70
Lifeguards	17.85	PT
Recreation Assistants PT	15.50	PT
Town Attorney James Bell	175.00	As Needed

- Sec. 4. That employees may be entitled to merit compensation, upon recommendation by the Department Head and approval of the Town Board, for work performed above and beyond normal job responsibilities.
- Sec. 5. That the Chairman of the Environmental Board shall be paid \$45 for each official meeting attended and the members of said board shall be paid \$40 for each official meeting attended with all compensation being paid semi-annually.
- Sec. 6. That the Chairpersons of the Zoning Board of Appeals and Planning Board shall be paid \$60 for each official meeting attended and the members of said board shall be paid \$55 for each official meeting attended with all compensation being paid semi-annually.
- Sec. 7. That the members of the Assessment Board of Review be paid \$250 for services on Grievance Day, and with approval by the Town Board for a maximum of two (2) additional days at \$125 per day and \$125 for required training.
- Sec. 8. That this resolution shall take effect January 1, 2025.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Setting Salary Schedule for 2025 (Highway Department)

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the hourly wages of the operational positions of the Highway Department, as recommended by the Superintendent of Highways, be fixed as:

Foreman Philip Herzog	\$29.92 /hour
Mechanic Cody Hinchey	\$32.02/hour
Laborer Justin Espenmiller	\$26.52/hour
HEO Megan Faulkner	\$26.62/hour
Laborer Joshua Flannery	\$26.01/hour
Laborer Devon Joy	\$24.99/hour
MEO Jacob Moore	\$32.10/hour
MEO Jeffrey Moss	\$26.01/hour
MEO Robert Quetschenbach	\$26.01/hour
MEO Todd Swan	\$27.88/hour
Laborer Richard Whitten	\$26.51/hour
Laborer PT Seasonal Justin Beach	\$20.40/hour
Laborer PT Seas. John P. Duthoy	\$18.36/hour
Laborer PT Seasonal Brian Garske	\$16.50/hour
Laborer PT Seasonal Ruth Kruppner	\$16.50/hour
Laborer PT Seas Leonard Natiello	\$16.50/hour

- Sec. 2. That each full-time highway employee (except the Mechanic) shall be reimbursed up to \$425 for clothing, in lieu of uniforms, to include as a minimum: workboots, three (3) new work shirts and as needed work jeans, work coat/vest, work pants, and insulated sweatshirts annually upon the submission of an authorized voucher accompanied by a paid receipt after completion of the probationary period.
- Sec. 3. That the Mechanic shall be reimbursed up to \$475 for clothing, in lieu of uniforms, to include as a minimum: workboots, three (3) new work shirts and as needed work jeans, work coat/vest, work pants, and insulated sweatshirts annually upon the submission of an authorized voucher accompanied by a paid receipt after completion of the probationary period.
- Sec. 4. That the clothing and boot allowance will be reported on employees' W-2s as required by IRS regulations and that no clothing and boot allowance purchases may be made on town merchant accounts.
- Sec. 5. That the deadline for making boot and clothing allowance expenditures shall be November 25 and that vouchers submitted to the Finance Director after November 25, 2025 shall not be paid.
- Sec. 6. That this resolution shall take effect January 1, 2025.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Sec. 1.

That the Town of Sweden location code 30156 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials:

Seven Hour Work Day

Assessment Clerk

Assessor

Assistant Dog Control Officer

Court Attendant

Court Clerk

Deputy Receiver of Taxes and Assessments

Deputy Town Attorney

Deputy Town Clerk

Director of Finance

Dog Control Offficer

Receiver of Taxes and Assessments

Recreation Director

Recreation Supervisor

Recreation Leader

Recreation Assistant

Secretary to the Planing Board

Secretary to the Highway Superintendent

Town Attorney

Town Clerk

Eight Hour Work Day

Building Inspector

Fire Marshal

Foreman

Heavy Equipment Operator

Laborer

Maintenance Mechanic

Mechanic

Motor Equipment Operator

Superintendent of Highways

Six Hour Work Day

Councilperson

Deputy Supervisor

Supervisor

Town Justice

Sec. 2. That this resolution shall take effect immediately.

Health Insurance Plan for 2025

WHEREAS, the Town Board of the Town of Sweden makes health insurance available to eligible employees; and

WHEREAS, the Town of Sweden Employee Handbook contains relevant policies.

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That for the year 2025 the Town's health insurance plan will be a High Deductible Health Savings Account plan Excellus Simply Blue + Silver19.
- Sec. 2. That the Town will pay 80% of the premium for full-time employees. Full-time employees will be responsible for 20% of the premium through payroll deduction.
- Sec. 3. That the Town will deposit \$2,000 in a Health Savings Account for each full-time employee enrolled in the Excellus Simply Blue + Silver19 plan.
- Sec. 4. That the Town of Sweden will pay \$2,000 to each full-time employee who signs a waiver of participation in the program. The payment will be paid incremently over 26 pay periods.
- Sec. 5. That permanent part-time employees, except for part-time recreation assistants and part-time laborers may participate in the insurance plan at their own cost.
- Sec. 6. That employees may contribute funds to their Health Savings Account through payroll deduction as IRS regulations allow.
- Sec. 7. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Reimbursement of Mileage

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the mileage allowance for Town personnel is set at \$.70 per mile for the year 2025.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

- Sec. 1. That the regular meetings of the Town Board of the Town of Sweden shall be held semi-monthly during the year 2025 except for the months of June, July and August at the Sweden Town Hall; and
- Sec. 2. That JP Morgan Chase Bank Brockport Office, Key Bank Brockport Branch, Canandaigua National Bank, Five Star Bank, and Manufacturers and Traders Trust Company (M & T Bank) and NY Class are hereby designated as the official banking institutions for the Town for the year 2025, that deposit accounts of any kind may be opened and maintained in the name of the Town with said banks, and that the funds of this Town may be withdrawn upon the check, draft, note, written order, or written withdrawal request of the Town signed or purporting to be signed by the facsimile signature of the Supervisor; and
- Sec. 3. That the Director of Finance is authorized to use the facsimile signature plate of the Supervisor's signature in lieu of requiring an original signature of the Supervisor on checks issued on Town Funds; and
- Sec. 4. That the Supervisor is authorized to deposit any funds not immediately needed in various accounts into time deposit or savings accounts or to purchase certificates of deposit at any of the Town's official banking institutions through his current term of office; and
- Sec. 5. That the official publication for the Town of Sweden for the year 2025 shall be the Westside News.
- Sec. 6. That the standard medical insurance plan designated for the year 2025 for employees is Excellus Simply Blue+ Silver 19.
- Sec. 7. That the standard dental insurance plan designated for the year 2025 for employees is Excellus Dental Blue.
- <u>Sec. 8.</u> That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Approving Bonds for Town Officers

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby approve a faithful performance public employees dishonesty bond as to form, the sum of, manner and execution and sufficiency of the surety therein, to cover the Town Officers specified below for one year beginning January 1, 2025 for the following sums:

Deputy Receiver of Taxes	\$200,000
Deputy Supervisor	\$200,000
Deputy Town Clerk	\$100,000
Director of Finance	\$200,000
Recreation Director	\$100,000
Receiver of Taxes and Assessments	\$200,000
Superintendent of Highways	\$100,000
Supervisor	\$200,000
Town Clerk	\$100,000
Town Justices	\$100,000

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

WHEREAS, the Town of Sweden maintains an inventory of fixed assets in accordance with guidelines established by the New York State Comptroller; and

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby approves a minimum threshold of \$5,000 for the capitalization of fixed assets.

Sec. 2. That this resolution shall take effect immediately

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Highway Law Section 284 Agreement

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That pursuant to the provisions of Section 284 of the Highway Law, the Town Board of the Town of Sweden agrees that the funds levied and collected for the repair and improvement of highways, and received from the State of New York for the repair and improvement of highways, shall be expended as follows:

The General Repairs (DB 5110.4) budget line of \$170,000 and the Road Construction Permanent (DB 5112.4) budget line of \$30,000 as adopted by the Town Board of the Town of Sweden in the 2025 Sweden Town Budget will be expended for primary work and general repairs upon the town highways including sluices, culverts and bridges and sidewalks or the renewals thereof.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Approving Rules and Regulations for Building Control Fees

WHEREAS, the Town Board has reviewed the Building Control Fees and has recommended adoption for the year 2025.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby adopts the Rules and Regulations for Building Control Fees as attached on Appendix A.

Sec. 2. That this resolution shall take effect immediately

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Authorizing Electrical Inspection Agencies

WHEREAS, the Town's electrical inspection ordinance provided for the appointment of electrical inspection agencies from time to time; and

WHEREAS, the previous appointments expired on December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the following is hereby authorized to make inspections and re-inspections of all electrical installations, and approve or disapprove of same:

Middle Department Inspection Agency 460 State Street Rochester, New York 14608

New York Electrical Inspection Agency 2767 Dewey Avenue Rochester, NY 14614

Commonwealth Electrical Inspection Service, Inc. Watertower Park Bldg J Suite 209, 1099 Jay St Box #16
Rochester, NY 14611

- Sec. 2. That the term of these appointments shall be one year, from January 1, 2025 through December 31, 2025.
- Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Approving Temporary Assignment of Judges for 2025

WHEREAS, Section 12b of the Judiciary Law requires the approval of local legislative bodies for the temporary assignment of local judges.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby consent to the temporary assignment of the Town of Sweden Justice(s) to preside in other Town Courts in the Seventh Judicial District and in the Rochester City Court if the need arises during the year 2025 and also approves the temporary assignment of judges from other Town Courts in the Seventh Judicial District to its Court as need arises during the year 2025.

<u>Sec. 2.</u> That this resolution shall take effect immediately.

MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles

Authorizing Purchase of Commodities from State, County and Local Bids in excess of \$5,000

- WHEREAS, the Town of Sweden evaluates the purchase of goods and services to determine the applicability of GML, Section 103; and
- WHEREAS, the Town of Sweden's Procurement Policy requires Town Board approval for purchases in excess of five thousand dollars (\$5,000.00); and
- WHEREAS, some essential commodities may be purchased through New York State Contracts, Monroe County Contracts, and Local Municipal contracts through NYS Piggybacking Law; and
- WHEREAS, the Town Board of the Town desires to give Blanket Approval to such commodities purchases at the beginning of the Budget year.

NOW, THEREFORE BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden hereby authorizes the purchase of fuel (diesel, gasoline, kerosene and propane), in excess of five thousand dollars (\$5,000.) for the 2025 Budget Year through New York State Contracts, Monroe County Contracts and Local Municipal Contracts with Piggyback Provisions.
- Sec. 2. That the Town Board of the Town of Sweden hereby authorizes the purchase of road materials (bituminous material and stone) for the repair and maintenance of roads, sidewalks, facilities, and parking lots in excess of five thousand dollars (\$5,000.00) for the 2025 Budget Year through New York State Contracts, Monroe County Contracts and Local Municipal Contracts with Piggyback Provisions.
- Sec. 3. That the Town Board of the Town of Sweden authorizes the purchase of snow and ice control materials (road salt and chemicals) in excess of five thousand dollars (\$5,000) for the 2025 Budget Year through New York State Contracts, Monroe County Contracts and Local Municipal Contracts with Piggyback Provisions.
- Sec. 4. The Blanket Approval is approved only to the budgeted amount of the commodity after which a budget modification, as recommended by the Director of Finance, will permit the continued purchase of said commodity.
- Sec. 5. That this resolution shall take effect immediately.
- MOTION for adoption of this resolution by <u>Councilperson</u> Seconded by <u>Councilperson</u>

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Councilperson Sharpe Councilperson Staskiewicz Councilperson Sullivan Supervisor Hayles