

The Organizational meeting of the Town Board of the Town of Sweden was held at the Town Hall, 18 State Street, Brockport, New York, on Thursday, January 2, 2025.

Town Board Members present were Supervisor Patricia Hayles, Councilperson Scott Maar, Councilperson Tyler Sharpe, Councilperson Adam Staskiewicz, and Councilperson Gary Sullivan. Also present were Finance Director Hiedi Librock, Town Attorney Jim Bell, Superintendent of Highways Brian Ingraham, and Town Clerk Karen Sweeting.

No visitors were present.

Supervisor Hayles called the meeting to order at 6:00 p.m. and asked everyone present to say the Pledge to the Flag and remain standing for a moment of silence taking into consideration all that is going on in New Orleans and for those families; for the work we have ahead of us tonight and in the next year; and to remember our first responders and the people in the armed forces.

**CORRESPONDENCE:**

1. Supervisor Hayles – Letter appointing Scott Maar as Deputy Supervisor
2. Supervisor Hayles – Letter appointing Hiedi Librock as Budget Officer
3. Supervisor Hayles – Letter appointing Sarah Hart as Town Historian
4. Town Clerk Karen Sweeting – Letter appointing Kathleen Roberts and Phyllis Brudz as Deputy Town Clerks
5. Superintendent of Highways Brian Ingraham – Letter appointing Susan Kuszlyk as Secretary to Superintendent of Highways
6. Superintendent of Highways Brian Ingraham – Letter appointing Jacob Moore as Deputy Superintendent of Highways
7. Receiver of Taxes Kathleen Bahr-Seever – Letter appointing Darla Emmerson and Phyllis Brudz as Deputy Tax Receivers

Supervisor Hayles announced the following liaisons:

Supervisor Hayles – Town Hall – Finance Department, Building/Code Enforcement Department, and Town Court; Highway Department; and Comprehensive Plan Update Committee

Councilperson Maar – Seymour Library; Town Hall – Assessor’s Office, Town Clerk’s Office, and Tax Receiver’s Office; and Emergency Medical Services Funding

Councilperson Sharpe – Sweden Farmers Museum and Sweden Dog Control

Councilperson Staskiewicz – Sweden Clarkson Community Center; IT/Website; and Member of the Comprehensive Plan Update Committee

Councilperson Sullivan – Sweden Town Park; Buildings and Grounds Department; Sweden Community Foundation; and Traffic and Safety

**NON-CONSENT AGENDA:**

- Approval of the minutes of the regular Town Board meeting held on December 30, 2024

Councilperson Sharpe made a motion that was seconded by Councilperson Maar to approve the minutes of the meeting held on December 30, 2024.

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO.   1   Appointments (Re-appointments)

BE IT HEREBY RESOLVED, AS FOLLOWS:

Sec. 1. That the Town Board hereby appoints the following persons to the offices and positions specified, beginning January 1, 2025.

**Chief Court Clerk FT (Justice Court):** Tracy Caporale  
**Clerk PT (Justice Court):** Jill Murphy  
**Court Attendant PT:** Daniel Zimmer  
**Director of Finance:** Hiedi Librock  
**Dog Control Officer:** David Maynard  
**Assistant Dog Control Officer, PT:** Caroline Thompson  
**Fire Marshal:** Lyle Stirk  
**Recreation Director:** Jill Wisnowski  
**Recreation Assistant:** Megan Lester  
**Secretary to Planning Board:** Phyllis Brudz

Sec.2. That this resolution shall be effective as of January 1, 2025.

MOTION for adoption of this resolution by Councilperson Sharpe  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO.   2   Appointments to Boards

NOW, THEREFORE, BE IT RESOLVED:

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 person to the position specified for a five-year term beginning January 1, 2025 and ending December 31, 2029:

Seymour Library Board  
Kenneth Streb

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

MOTION for adoption of this resolution by Councilperson Sullivan  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO.   3   Appointments to Planning Board

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. 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. 2. That this resolution shall take effect January 1, 2025.

MOTION for adoption of this resolution by Councilperson Sullivan  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Abstain</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 4 Appointments - Chairpersons

BE IT HEREBY RESOLVED, AS FOLLOWS:

Sec. 1. That the Town Board hereby appoints the following persons as the Chairperson of the specified boards, beginning January 1, 2025 and ending December 31, 2025.

**Chairperson of Boards:**

**Environmental Conservation Board:** Kathy A. Harter  
**Planning Board:** Craig McAllister  
**Records Advisory Board:** Karen Sweeting  
**Zoning Board of Appeals:** Robert A. Carges

Sec.2. That this resolution shall be effective as of January 1, 2025.

MOTION for adoption of this resolution by Councilperson Sullivan  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 5 Appoint Consulting Architect and Building Inspector

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 and Building Inspector for the Town of Sweden Building Department, 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 the basic compensation for services rendered shall be based on an hourly rate of \$75.00 per hour.

Sec. 4. That these fees are to be charged to the developer on the building permit.

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

MOTION for adoption of this resolution by Councilperson Sharpe  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 6 Appoint Town Attorney – James Bell and Deputy Town Attorney - Lester

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 Attorney shall have a salary of \$40,568 and the Deputy Town Attorney shall have a salary of \$15,537.

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 Councilperson Sharpe  
Seconded by Councilperson Sullivan

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 7 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.

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

MOTION for adoption of this resolution by Councilperson Sharpe  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 8 Appointing Fair Housing Officer for Town of Sweden for 2025

NOW, THEREFORE, BE IT RESOLVED:

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.

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

MOTION for adoption of this resolution by Councilperson Sharpe  
 Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO.   9   Salary Schedule for 2025

NOW, THEREFORE, BE IT RESOLVED:

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

<u>Elected Officials</u>	<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.

Assessor Tammy Baker	\$61,481
Buildings & Grounds Spv. Shade	76,500
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 Thompson	12,250
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

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

	<u>Hourly</u>	<u>Hours Per Pay 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	16.50	PT
Laborer PT Terry Graham	16.50	PT
Laborer PT Benjamin may	16.50	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	16.50	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 Councilperson Staskiewicz  
Seconded by Councilperson Maar



Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 10 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/MEO Justin Espenmiller	\$26.52/hour
HEO Megan Faulkner	\$26.62/hour
Laborer Joshua Flannery	\$26.01/hour
Laborer Devon Joy	\$24.99/hour
MEO/Dep. Supt. Jacob Moore	\$32.10/hour
MEO Jeffrey Moss	\$26.01/hour
MEO Robert Quetschenbach	\$26.01/hour
MEO Todd Swan	\$27.88/hour
Laborer/MEO Richard Whitten	\$26.51/hour
Laborer PT Seas. John P. Duthoy	\$18.00/hour

Sec. 2. That each full-time highway and buildings and grounds employees (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 Councilperson Sharpe  
Seconded by Councilperson Sullivan

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 11 Standard Work Day and Reporting

NOW, THEREFORE, BE IT RESOLVED:

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 Officer
- Receiver of Taxes and Assessments
- Recreation Director
- Recreation Supervisor
- Recreation Leader
- Recreation Assistant
- Secretary to the Planning 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.

MOTION for adoption of this resolution by Councilperson Maar  
Seconded by Councilperson Sullivan

Discussion:

VOTE BY ROLL CALL AND RECORD:

- |                           |            |
|---------------------------|------------|
| Councilperson Maar        | <u>Aye</u> |
| Councilperson Sharpe      | <u>Aye</u> |
| Councilperson Staskiewicz | <u>Aye</u> |
| Councilperson Sullivan    | <u>Aye</u> |
| Supervisor Hayles         | <u>Aye</u> |

ADOPTED

- RESOLUTION NO. 12 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 incrementally 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 Councilperson Sharpe  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 13 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 Councilperson Staskiewicz  
Seconded by Councilperson Sharpe

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>

Supervisor Hayles

Aye

ADOPTED

- RESOLUTION NO. 14 Approving Official Meeting Dates, Banking Institutions, Newspapers, Investments and Insurance

NOW, THEREFORE, BE IT RESOLVED:

- 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.
- Sec. 8. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Sullivan  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar

Aye

Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 15 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 Councilperson Maar  
 Seconded by Councilperson Sharpe

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 16 Capitalization of Fixed Assets

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 Councilperson Staskiewicz  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 17 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, the Road Construction CHIPS (DB5112.2) budget line of \$129,000 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 Councilperson Sharpe  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 18 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 Councilperson Sharpe  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

**Rules and Regulations  
for  
Building Control Fees**



**Town of Sweden**

**(585) 637-8684**

**Fax : (585) 637-7389**

**[phyllisb@townofsweden.org](mailto:phyllisb@townofsweden.org)**

**18 State Street**

**Brockport, New York 14420**

**III. PURPOSE**

It is the purpose of these rules and regulations to provide for fair charges to all persons making applications under planning, zoning and plumbing ordinances, rules and regulations. Such charges shall be based upon cost associated with implementation of relative changes.



### III. ENACTMENT

The Town Board of the Town of Sweden in the County of Monroe does hereby enact these rules and regulations in lieu of any previous enactments of ordinances and rules pertaining thereto.

### III. FEES

#### **PERMIT A – PLAN REVIEW:** (Revised 1-01-03)

*Note: Fifty (50%) percent of the Planning Board fee is allocated for the Town Engineer's fee. Any additional fee incurred through professional services provided by the Town Engineer, Town Attorney or Planning Consultant exceeding fifty (50%) percent of the Planning Board fee shall be paid by the applicant prior to final signature by the Chairperson of the Planning Board.*

Residential Subdivision and Plan Review (First Lot)	\$600
Residential Multi-Lot Subdivision and Plan Review	\$200 – each additional lot
Residential Subdivision/Resubdivision (01-02-2020) (No site plan review required)	\$400 – each lot
Residential New or Amended Site Plan (01-02-2020)	\$500 – each lot
Multiple Residency and Apartment Site Plan Approval	\$100 per dwelling unit plus \$100 per acre or fraction thereof
Commercial/Light Industrial Industrial Subdivision	\$400 – each lot
Commercial/Light Industrial Industrial Park Subdivision	\$100 per acre or fraction thereof
Commercial/Light Industrial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Commercial/Light Industrial Amended Site Plan	\$500 plus .05¢ per sq. ft. of additional building or structure area
Shopping Plaza Site Plan (4) four or more stores	\$2,500 plus \$100 per acre or fraction thereof plus .05¢ per sq. ft. of building or structure area
Shopping Plaza Amended Site Plan	\$2,500 plus .05¢ per sq. ft. of new building or

	structure area
Industrial New or Amended Site Plan	\$2,500 plus .05¢ per sq. ft. of new building or structure area
Airport-Commercial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Airport-Commercial Amended Site Plan	\$500 plus \$100 per acre or fraction thereof of affected acreage, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Site Plan	\$1,000 plus \$10 per acre or fraction thereof, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Amended Site Plan	\$500 plus .05¢ per sq. ft. of building or structure area
Special Use Permit	\$250 – Use Exceptions (01-03-2023)
Special (Applicant Requested) Planning Board Meeting	\$400
PUD (Planned Unit Development)	\$5,000 plus 100% of all engineering and professional services

**NOTE: No Permits B (Building), C (Pool), D (Non-Conforming Use), E (Special Use), G (Dumping of Fill), or I (Sign) will be issued if property taxes (town, county, and school) are delinquent.** (Revised 01-03-2022)

**PERMIT B – BUILDING PERMITS:** (Revised 06-28-16, 01-02-19, 07-27-2021, and 10-25-2022)

Residential: New, Renovations	.20 per sq. ft. of living area (including room additions). \$50 minimum
Multiple residences	.20 per sq. ft. - \$50 minimum
Commercial/Industrial/Public Assembly: New, Renovations, Conversion	
Up to 100,000 sq. ft.	.25 per sq. ft. - \$50 minimum
In excess of 100,000 sq. ft.	.28 per sq. ft.
Parks & Recreation Fee	\$750 per unit – Residential (effective 08-01-

<p>In excess of 100,000 sq. ft. Solar Farms</p>	<p>2021) \$1,000 per unit – Commercial &amp; Industrial \$2,000 per unit – Commercial &amp; Industrial \$10,000 per acre within the fence (effective 10-25-2022)</p>
<p>Telecommunications Tower (New or Replacement)</p>	<p>\$2 per vertical ft. – includes Certificate of Compliance</p>
<p>Small Wireless Facilities (added 01-21-2020)</p>	<p>\$500 - single up front application that includes up to 5 small wireless facilities \$100 each additional facility beyond 5  \$1,000 - for each new pole (i.e., not a collocation) intended to support one or more small wireless facilities  \$270 - Annual Fee – per small wireless facility</p>
<p>Wind Energy Conversion System</p>	<p>\$2 per vertical ft. – \$75 minimum Includes Certificate of Compliance</p>
<p>Accessory Structures: Storage Sheds (in excess of 144 sq. ft.), Carports Barns, Garages (attached or detached, Porches, Decks</p>	<p>. .20 per sq. ft. - \$30 minimum</p>
<p>Fireplace and Wood Stove/Wood Boiler</p>	<p>\$50 – Residential \$100 – Commercial (01-02-2025)</p>
<p>Generators</p>	<p>\$50 Residential \$100 Commercial (01-03-2023)</p>
<p>EV Charger Systems</p>	<p>\$50 Residential \$100 Commercial (01-03-2023)</p>
<p>Solar Panel Systems Onsite Consumption</p>	<p>.20 per sq. ft. - \$50 minimum</p>
<p>Solar Farm (01-02-2020)</p>	<p>\$2,500 per megawatt</p>

**PLUMBING PERMIT:**

Residential	\$50 plus \$4 per opening
Commercial/Industrial	\$100 plus \$5 per opening
In Excess of 100,000 sq. ft.	\$200 plus \$5 per opening

**NOTE:** Fees for sewer taps or connections and pure water charges shall be paid before a building permit is issued.

<b><u>DEMOLITION PERMIT:</u></b>	\$50 – residential
	\$100 – commercial

**SEWER CONNECTION FEE:**

Single Family	\$250 Town
	<u>\$250 Pure Waters</u>
	\$500 Total
Commercial	\$350 Town
	<u>\$350 Pure Waters</u>
	\$700 Total
In Excess of 100,000 sq. ft.	\$650 Town
	<u>\$350 Pure Waters</u>
	\$1,000 Total

**PERMIT C – SWIMMING POOLS:** revised 6-28-16

Above Ground	\$50
Hot Tub/Spa (revised 01-01-2017)	\$50
In Ground	\$65

**PERMIT D – NON CONFORMING USE:** Every principal engaging in a preexisting nonconforming use in the Town may file an application and map with the Town Clerk. Upon approval, the Town Clerk, without fee, shall mark approved and return one copy to the applicant.

**PERMIT E – SPECIAL PERMIT:**

Use Exceptions	\$250
Temporary	\$5 per day (Clerk may waive fee for charitable organizations.)
Permanent	\$250 or construction Permit B, whichever is greater

<b><u>PERMIT G – DUMPING OF FILL:</u></b>	\$100 plus all Town engineering costs
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**PERMIT H – DUMPING OF REFUSE:** Not permitted

**PERMIT I – SIGNS:**

Up to 32 sq. ft	\$25
Over 32 sq. ft. to 100 sq. ft.	\$50
Over 100 sq. ft.	\$100
Special Event (revised 10/29/13)	\$25

**Fire, Life and Safety Inspections** (added 1-2-2018, updated 01-02-2020)

\*\*FEES not paid within 90 days will be doubled\*\*

<b><u>OCCUPANCY TYPES</u></b> <b>(COMMERCIAL ONLY)</b>	<b><u>FEES</u></b>	<b><u>OCCURRENCE</u></b>
• Public Assembly (A1-A5) (>50 persons) (Restaurant/Bars over 50 occupants)	\$50	Annual (Requires Operating Permit)
• Public Assembly – Special Event (>200 persons)	\$200	Per Event
• Business (B) (Office, professional or restaurant under 50 occupants)	\$50	Every two years
• Educational (E) (Educational purposes through 12 <sup>th</sup> grade)	\$50	Every two years
• Factory (F1-F2) (Assembling, fabricating, manufacturing)	\$50	Every two years
• Hazardous (H1-H5) (High Hazard) Permit)	\$50	Annual (Requires Operating Permit)
• Institutional (I1-I4) (24hr basis supervised care)	\$50	Every two years
• Mercantile (M) (Sale of merchandise) (up to 5000 sq. ft)	\$50	Every two years
(>5,000 sq. ft)	\$100	Every two years
(>100,000 sq. ft)	\$150	Every two years

- Residential (R1) (Hotels, Motels) \$100 Every two years
- Residential (R2) (Apartments)
  - ( <50 Apartments) \$50 Every two years
  - (50-125 Apartments) \$100 Every two years
  - (>125 Apartments) \$150 Every Two years
- Residential (R3,R4) (Boarding Houses) \$50 Every two years
- Storage (S1-S2) (Motor vehicle repair) \$50 Every two year
- Utility (U) (Miscellaneous) \$50 Every two years
- Tax Exempt/Civic Organization/Agricultural Waived

**Operating Permits** - **FEES** **OCCURRENCE**  
 (Fees Waived – Tax Exempt/Civic Organization/Agriculture) (01-03-2022)

Operating Permit	\$25	Required by the NYS Uniform Code or Sweden Code
Open Burn Permit (Fees Waived – Tax Exempt/Civic Organization/Agricultural) (Revised 01-03-2022)	\$25	Per occurrence
Tent/Membrane Structure (COMMERCIAL ONLY)	\$25	Per event

**Home Occupation Permits**

Home Occupation	\$50	
Home Occupation – Bed and Breakfast	\$50	
	\$25	Annual Operating Permit

**Vacant Building Registration Fees** – (adopted 8-25-2020)

<u>Property Type</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Each Subsequent Year</u>
Demolition Plan or Rehabilitation Plan Submitted.	\$100	If no extension is granted, then the maximum fee for the relevant property type will be charged for each subsequent year.		
1–3 Unit Residential	\$250	\$500	\$750	\$1,000

4-6 Unit Residential	\$500	\$1,000	\$1,500	\$2,000
7+ Unit Residential	\$250/unit	\$500/unit	\$750/unit	\$1,000/unit
Commercial (whichever is greater)	\$1,000 or \$0.05/sq.ft.	\$2,000 or \$0.10/sq.ft.	\$3,000 or \$0.15/sq.ft.	\$4,000 or \$0.20/sq.ft.*

\*=gross square foot

**CERTIFICATE OF OCCUPANCY:**

(revised: 06-28-16)

Single Family	\$100
Additions/Renovations	\$50
Duplex/Triplex	\$40 per unit
Townhouses and Condominiums	\$40 per unit
Apartment Projects	\$40 per unit
Commercial/Public Assembly In Excess of 100,000 sq. ft.	\$250 per unit \$500 per unit
Commercial: Renovation, Conversion Remodel In Excess of 100,000 sq. ft.	\$150 \$250
Industrial	\$300

**CERTIFICATE OF COMPLIANCE:** (revised 06-28-16 and 01-01-2017 and 01-02-19)

Accessory Structures: Storage Sheds (in excess of 144 sq. ft.), Carports, Barns, Garages (attached or detached, Porches, Decks, Pools, Hot Tub/Spa	\$50 – Residential \$150 – Commercial (revised 01-03-2022)
Fireplace, Wood Stove/Wood Boiler, Generator	\$25 – Residential \$150 – Commercial (01-02-2025)
Solar Panel System EV Charger System	\$150 – Commercial (revised 01-03-2022) \$150 – Commercial (01-03-2023)
Signs (Permanent)	\$25 – Residential \$50 – Commercial (01-02-2020)
Solar Farms (01-02-2020)	

	\$250
Cell Tower Upgrades/Renovations (01-02-2019)	\$150 (revised 01-03-2022)

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Working without a permit (01-02-2020)	
Stop Work Order	*Included in inspection fee
Expired Permit 6 Mos. Extension	
Failed Inspection/Re-inspection	\$200 (revised 01-03-2022)
	\$125
	\$50
	\$25

**ZONING BOARD OF APPEALS:**

For public hearing to request an Area Variance or Use Variance

Area Variance	\$300 – First two variances, then \$100 for each additional variance per same application.
Use Variance	\$1,000

**TOWN BOARD FEE:**

*Note: 50% of all fees in this section are for professional consulting services calculated after, and over and above the professional fees which are authorized to be charged to an applicant under 6 NYCRR §617.13, in connection with preparation and review of the draft environmental impact statements (DEIS) and final environmental impact statements (FEIS). Any additional fee incurred through professional services provided by Town consultants, such as the Town Engineer, Town Attorney, Special Counsel to the Town, and Planning Consultant shall be paid by the applicant/ developer prior to final signature by the Chairman of the Planning Board on a subdivision plat, by the Supervisor on local legislation changing the zone of property, and, in the case of a DEIS and FEIS, prior to the determination by the Lead Agency that the DEIS and FEIS is acceptable as complete, pursuant to 6 NYCRR §617.9.*

For public hearing to request zoning change	\$1,000 per parcel less than 5 acres
	\$3,000 per parcel between 5 & 10 acres
	\$5,000 per parcel greater than 10 acres

**ADDITIONAL FEES AND CHARGES:**

Garage Sale Permit (non-refundable)	\$5
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Zoning Verification Letter	\$25 (revised 01-03-2022)
Standards and Specifications Book for Streets, Pavements, Sewers, Water Mains	\$30
Town of Sweden Zoning Code	\$25
Town of Sweden Zoning Map	\$3
Comprehensive Plan Update (01-02-2020)	\$60

- RESOLUTION NO. 19 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 Councilperson Staskiewicz  
Seconded by Councilperson Sharpe

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 20 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.

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

MOTION for adoption of this resolution by Councilperson Maar  
Seconded by Councilperson Sharpe

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 21 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 Councilperson Maar  
Seconded by Councilperson Staskiewicz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 22 Authorizing for Director of Finance to Pay Certain Claims Prior to Audit

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. Pursuant to Section 118 of the Town Law the Sweden Town Board hereby authorizes the Director of Finance to pay claims for public utilities, postage, freight and express charges, before they are audited.

Sec. 2. The Sweden Town Board also authorizes ACH payments to the United States Department of Agriculture Rural Development before they are audited for the following:

Lake and Redman Roads Water District

Sec. 3. The Sweden Town Board also authorizes ACH payments to The Depository Trust Company before they are audited for the following:

Colby Street Ext. Water District  
Fourth Section Road Sewer District  
Gallup Road Water District  
Public Roads/Parking Lots Improvements  
Shumway Roads Water District  
Swamp/Salmon Creek Water District

Sec. 4. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Sullivan  
Seconded by Councilperson Sharpe

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar Aye  
Councilperson Sharpe Aye  
Councilperson Staskiewicz Aye  
Councilperson Sullivan Aye  
Supervisor Hayles Aye

ADOPTED

- RESOLUTION NO. 23 Permanently Amend Town Hall Office Hours

WHEREAS, the Town Board temporarily amended the office hours for the Town Hall employees until December 31, 2024; and

WHEREAS, the Town Board evaluated the amended office hours and did not receive any negative feedback from residents.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board hereby establishes the following work hours for Town Hall employees to be:

8:30 AM to 4:30 PM

Sec. 2. That this resolution shall take effect immediately

MOTION for adoption of this resolution by Councilperson Staskiewicz  
Seconded by Councilperson Maar

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar	<u>Aye</u>
Councilperson Sharpe	<u>Aye</u>
Councilperson Staskiewicz	<u>Aye</u>
Councilperson Sullivan	<u>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

ADDITIONAL BUSINESS AND ANNOUNCEMENTS:

No additional business or announcements.

ADJOURNMENT:

As there was no further business to come before the Board, Councilperson Sharpe moved to adjourn the January 2, 2025 meeting of the Sweden Town Board at 6:28 p.m. Councilperson Maar seconded the motion. All voted in favor of the motion. Motion adopted.

Respectfully submitted,

Karen M. Sweeting  
Town Clerk