

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 State-mandated posting (24 hours prior to the Sweden Town Board meeting).

TOWN BOARD AGENDA

August 26, 2025

6:00 PM

Salute to the Flag/Moment of Silence

Privilege of the Floor

Correspondence

Consent Agenda 8/26/2025

1. Resolution – Appoint Assessor - Baker
2. Resolution – Approve Assessor Travel Request
3. Resolution – Authorize Agreement with Attica Packaging
4. Resolution – Appoint Code Enforcement Officer
5. Resolution – Appoint Fire Marshal
6. Resolution – Appoint Recreation Aid – Kincaid
7. Resolution – Adopt policy for water units

Non-Consent Agenda 8/26/2025

1. Approval of Minutes of August 12, 2025

Additional Business and Announcements

1. Highway Dept. Budget Discussion
2. Buildings and Grounds Budget Discussion

Adjournment to Library

RESOLUTION NO. ____

Appoint Assessor – Baker

WHEREAS, Tammy J. Baker has faithfully and competently served as Assessor; and

WHEREAS, her current term is set to expire on September 30, 2025; and

WHEREAS, the Town Board has reviewed her performance and finds it in the best interest of the Town of Sweden to reappoint her for an additional term;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby appoint Tammy J. Baker to the position of full-time Assessor for a six-year term commencing October 1, 2025 and expiring September 30, 2031.

Sec. 2. The appropriate officials are authorized to take any necessary steps to formalize this reappointment in accordance with applicable laws and regulations.

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

MOTION for adoption of this resolution by Councilperson

Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – August 26, 2025

RESOLUTION NO.

Approve Assessor Travel Request

WHEREAS, the Assessor has requested permission to travel to Lake George on October 6, 7, 8 and 9, 2025 to attend the NYSAA Annual Conference; and

WHEREAS, the cost to attend includes conference fees and meals at approximately \$1,350.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. The Town Board of the Town of Sweden hereby approves the expenditure of up to \$1,350 for conference expenses in Lake George, New York in order for the Assessor to attend the NYSAA Annual Conference.

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

MOTION for adoption of this resolution by
Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – August 26, 2025

RESOLUTION NO. ____

Agreement with Attica Packaging
Regarding Wood Waste Removal

WHEREAS, the Town of Sweden Highway Superintendent solicited quotes for brush grinding services in coordination with the Village of Brockport; and

WHEREAS, Attica Packaging was the sole respondent to the solicitation; and

WHEREAS, the Town of Sweden and the Village of Brockport have agreed to share the cost of the brush grinding services; and

WHEREAS, the annual cost to the Town of Sweden will be \$5,000 plus 50% of the fuel costs associated with the service;

NOW, THEREFORE, BE IT RESOLVE:

Sec. 1. that the Town Board of the Town of Sweden hereby awards a five-year contract for brush grinding services to Attica Packaging in accordance with the terms outlined above.

Sec. 2. that the Town Supervisor is authorized to execute any necessary agreements or documents related to this contract.

Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson
Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – August 26, 2025

RESOLUTION NO. _____

Appoint Code Enforcement Officer PT - LaPoint

WHEREAS, the position of Code Enforcement Officer has become vacant due to the resignation of Lyle Stirk; and

WHEREAS, there is a need to appoint a qualified individual to fulfill the responsibilities of Code Enforcement Officer on a part-time basis; and

WHEREAS, the Town Supervisor has conducted interviews to fill the vacancy and recommends the appointment of Robert LaPoint to the position;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. that Robert LaPoint is hereby appointed as Code Enforcement Officer, effective immediately, to serve in a part-time capacity at a rate of \$38.00 per hour, for a maximum of one-thousand forty (1040) hours per year;

Sec.2 that this position is classified as part-time and therefore does not include benefits;

Sec. 3. that this appointment is subject to Civil Service approval and shall include a probationary period of six (6) months in accordance with applicable rules and regulations.

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

MOTION for adoption of this resolution by Councilperson
Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson
Councilperson
Councilperson
Councilperson
Supervisor

Submitted – August 26, 2025

RESOLUTION NO. _____

Appoint Fire Marshal PT - Hicks

WHEREAS, the position of Fire Marshal has become vacant due to the resignation of Lyle Stirk; and

WHEREAS, there is a need to appoint a qualified individual to fulfill the responsibilities of Fire Marshal on a part-time basis; and

WHEREAS, the Town Supervisor has conducted interviews to fill the vacancy and recommends the appointment of Jared Hicks to the position;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. that Jared Hicks is hereby appointed as Fire Marshal, effective immediately, to serve in a part-time capacity at a rate of \$32.00 per hour, for a maximum of five-hundred twenty (520) hours per Year;

Sec.2 that this position is classified as part-time and therefore does not include benefits;

Sec. 3. that this appointment is subject to Civil Service approval and shall include a probationary period of six (6) months in accordance with applicable rules and regulations.

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

MOTION for adoption of this resolution by Councilperson

Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson

Councilperson

Councilperson

Councilperson

Supervisor

Submitted – August 26, 2025

RESOLUTION NO. _____

Appoint Recreation Assistant PT - Kincaid

WHEREAS, there is a need for a Recreation Assistant in the recreation department; and

WHEREAS, Recreation Director Jill Wisnowski has recommended hiring Laurie Kincaid.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby appoint Laura Kincaid as a recreation assistant part-time for a maximum of 28 hours per week.

Sec. 2. That the hourly rate of pay is \$15.50 with a start date on or after August 27, 2025.

Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson
Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – August 26, 2025

RESOLUTION NO. ____

Adopt Water District Unit Charge Policy

WHEREAS, the Town Board of the Town of Sweden (the "Town") establishes new water districts when applicable; and

WHEREAS, in accordance with New York State Town Law Article 12 or other applicable statutes, the formation of a water district requires the development and adoption of appropriate policies to govern water service within the district; and

WHEREAS, the Town Board has reviewed and wishes to formally adopt a Water District Unit Policy to establish a fair, consistent, and administratively manageable method of assigning water units to properties within districts formed for the purposes of capital cost allocation, benefit assessments, and billing; and

WHEREAS, the proposed Water District Unit Policy outlines how different types of properties (e.g., single-family homes, multi-family dwellings, commercial properties, vacant parcels) are assigned units based on expected water usage and benefit derived from the water system; and

WHEREAS, the Town Board finds that adopting such a policy is in the best interest of the Town and necessary for the equitable and transparent management of districts.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The Town Board hereby adopts the Water District Unit Policy, attached hereto as *Exhibit A*, for use in the administration of any future water districts unless otherwise amended or replaced.

Sec. 2. This policy shall be used to calculate each property's assigned water units for the purpose of cost allocations, including but not limited to debt service, capital charges, and operation and maintenance expenses.

Sec. 3. The Town Supervisor and Town staff, in consultation with the Town Engineer and legal counsel, are hereby authorized and directed to implement the policy and apply it to the formation and administration districts formed.

Sec. 4. The Town Board retains the authority to amend the Water District Unit Policy by resolution, as necessary and appropriate.

Sec. 5. This resolution shall be effective immediately upon adoption.

MOTION for adoption of this resolution by Councilperson
Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles