

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

September 9, 2025

6:00 PM

Salute to the Flag/Moment of Silence

Privilege of the Floor

Correspondence

Consent Agenda 9/9/2025

1. Resolution – Fall Clean-up set days
2. Resolution – IMA Clarkson Assessment
3. Resolution – Create position – PT Code Enforcement Officer
4. Resolution – Create position – Financial Clerk
5. Resolution – Declare surplus IT items for disposal
6. Resolution – Declare surplus office equipment
7. Resolution – Call Public Hearing

Non-Consent Agenda 9/9/2025

1. Approval of Minutes of August 26, 2025

Additional Business and Announcements

1. Recreation Dept. Budget Discussion
2. Town Clerk Budget Discussion

Adjournment

RESOLUTION NO. ____

Authorizing Fall Clean-up Days
for 2025 by the Highway Department

WHEREAS, the Town Highway Superintendent has recommended to the Town Board that special fall clean-up days be set for the Town of Sweden; and

WHEREAS, the Highway Superintendent has also recommended that this be for brush pick up only and no other items will be accepted.

NOW THEREFORE, BE IT RESOLVED:

Sec. 1. That the Highway Superintendent is hereby authorized to execute said operation for pick up of brush within the Town of Sweden on the following days: October 20, 2025 through October 24, 2025.

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 – September 9, 2025

RESOLUTION NO. ____

Authorizing Supervisor to sign IMA
With Town of Clarkson for Assessment

- WHEREAS, pursuant to Article 5-G of the New York State General Municipal Law, municipal corporations are authorized to enter into agreements for the cooperative performance of municipal functions, services, and duties; and
- WHEREAS, the Towns of Clarkson and Sweden have determined that it is in the best interest of their respective municipalities to appoint the same individual to serve as the Assessor for both towns and to share support staff related to the Assessor's Office; and
- WHEREAS, such shared services are intended to enhance efficiency, reduce costs, and improve continuity and delivery of assessment functions in both towns; and
- WHEREAS, the Town of Sweden has agreed to provide the necessary office space, utilities, and other incidental support necessary for the shared staff to carry out their duties; and
- WHEREAS, the specific terms and conditions of the arrangement are set forth in an Intermunicipal Agreement executed by both towns and subject to annual review and renewal;

NOW, THEREFORE, BE IT RESOLVED:

- Sec.1. that the Town Board of the Town of Sweden hereby authorizes the Supervisor to execute the Intermunicipal Agreement with the Town of Clarkson for the shared use of the Assessor and support staff, with such agreement to include provisions for office space, resource sharing, administrative support, and allocation of costs as outlined therein; and
- Sec.2. that this resolution shall take effect immediately upon its adoption and the execution of said agreement by both parties.

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 – September 9, 2025

RESOLUTION NO. ____

Authorizing creation of PT Code
Enforcement Position

WHEREAS, the Town Board of the Town of Sweden recognizes the need to enforce building codes, zoning ordinances, property maintenance standards, and related regulations to protect public health, safety, and welfare; and

WHEREAS, the Town Board has determined that a part-time Code Enforcement Officer position is necessary to fulfill these responsibilities in a cost-effective and efficient manner; and

WHEREAS, the Monroe County Department of Human Resources (Civil Service) requires that new municipal positions be formally authorized and submitted for classification;

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1 That the Town Board of the Town of Sweden hereby creates a part-time position titled Code Enforcement Officer, subject to classification by the Monroe County Department of Human Resources in accordance with Civil Service Law.
- Sec. 2. That the duties of the part-time Code Enforcement Officer shall include, but not be limited to: Inspecting buildings, structures, and properties for compliance with local and state codes and ordinances; Issuing notices of violation and appearance tickets; Processing building permits and maintaining accurate records; Preparing reports and providing testimony before appropriate boards or courts as required.
- Sec. 3. That the position shall be classified as part-time, with hours and compensation to be determined by the Town Board and in accordance with the Town's budget and applicable civil service rules.
- Sec. 4 That the Finance Director is hereby authorized to submit all necessary documentation to the Monroe County Department of Human Resources to request official classification and approval of the position.
- Sec. 5. That this resolution shall take effect immediately.

MOTION for adoption of this resolution Councilperson

Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – September 9, 2025

RESOLUTION NO. ____

Authorizing creation of Financial
Clerk Position

WHEREAS, the Town Board of the Town of Sweden recognizes the need for additional administrative and financial support to ensure the efficient operation of the Town's fiscal and recordkeeping responsibilities; and

WHEREAS, the Town has identified the need for a full-time Financial Clerk to assist with bookkeeping, payroll processing, accounts payable and receivable, record management, and related clerical and financial duties; and

WHEREAS, the Monroe County Department of Human Resources (Civil Service) requires formal action by the Town Board to authorize and classify new positions within the Town;

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden hereby creates a full-time position titled Financial Clerk, subject to classification by the Monroe County Department of Human Resources in accordance with Civil Service Law.
- Sec. 2. That the duties of the Financial Clerk shall include, but not be limited to: Processing accounts payable and receivable; Assisting with payroll and benefits administration; Performing data entry, maintaining financial records, and reconciling accounts; Assisting with budget preparation and financial reporting; Performing related clerical and office support tasks as assigned.
- Sec. 3. That the position shall be classified as full-time, and compensation shall be set by the Town Board in accordance with the Town's salary schedule and budgetary provisions.
- Sec. 4. That the Finance Director is hereby authorized to file all necessary paperwork with the Monroe County Department of Human Resources to request formal classification and approval of the position.
- Sec. 5. That this resolution shall take effect immediately.

MOTION for adoption of this resolution Councilperson
Seconded by Councilperson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Maar
Councilperson Sharpe
Councilperson Staskiewicz
Councilperson Sullivan
Supervisor Hayles

Submitted – September 9, 2025

RESOLUTION NO. _____

Declare Surplus IT Items for Disposal

WHEREAS, the Sweden Town Board adopted the Scrap Materials Policy and Procedures on February 8, 2011; and

WHEREAS, Section 1 of such policy and procedure states that prior to disposal, assets must be declared as surplus items by the Sweden Town Board.

WHEREAS, the Town of Sweden has recently purchased new computers to replace outdated or non-functional units currently in use; and

WHEREAS, the replaced computers are no longer needed for official use by the organization and are considered surplus; and

WHEREAS, the Sweden Town Board has determined that these surplus computers have no value for the organization and may be recycled, or otherwise disposed of in accordance with applicable policies and regulations;

NOW THEREFORE BE IT RESOLVED:

Sec. 1. The following computers are hereby declared surplus property:

Need to get serial number off computers

Sec. 2. The Finance Director is hereby authorized to dispose of the surplus computers through Hurricane Technologies.

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 – September 9, 2025

RESOLUTION NO. _____
Disposal

Declare Surplus Copy Machines for

- WHEREAS, the Sweden Town Board adopted the Scrap Materials Policy and Procedures on February 8, 2011; and
- WHEREAS, Section 1 of such policy and procedure states that prior to disposal, assets must be declared as surplus items by the Sweden Town Board.
- WHEREAS, the Town of Sweden is in possession of certain office copy machines that are no longer needed for municipal purposes due to replacement of equipment.
- WHEREAS, the replaced copy machines are no longer needed for official use by the organization and are considered surplus; and
- WHEREAS, it is in the best interest of the Town to dispose of such items through public auction or other appropriate means in accordance with applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the following office copiers are hereby declared surplus and no longer necessary for Town purposes:
- Need model, etc.
- Sec. 2. That the Town Board hereby authorizes the sale of the above-listed surplus copiers through public auction, including but not limited to auction services such as Auctions International or by other lawful means.
- Sec. 3. That the Town Highway Superintendent is hereby authorized to take any necessary administrative steps to carry out the sale and disposition of said equipment.
- Sec. 4. That any proceeds from such sale shall be deposited into the appropriate Town fund as determined by the Director of Finance.
- Sec. 5. 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:

RESOLUTION NO. ____

Calling Public Hearing Regarding the
Adoption of Local Law No. ____ of
2025 – Tax Cap Override

WHEREAS, the State of New York has enacted General Municipal Law §3-c, which establishes a limit upon the amount of real property taxes that may be levied by a local government, unless the local government adopts a local law to override such limit; and

WHEREAS, the Town Board of the Town of Sweden desires to consider the adoption of a local law to override said tax levy limit for the Town's 2026 fiscal year budget, if necessary;

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the Town Board hereby introduces for consideration proposed Local Law No. ____ of 2025, entitled “A Local Law to Override the Tax Levy Limit Established in General Municipal Law §3-c.”
- Sec. 2. That the Town Board shall hold a public hearing on the proposed local law on Tuesday, September 23, 2025, at 6:05 PM at the Sweden Town Hall, located at 18 State Street, Brockport, New York 14420, at which hearing all interested persons shall be heard concerning the subject matter thereof.
- Sec. 3. That the Town Clerk is hereby authorized and directed to cause a notice of the public hearing to be published in the official newspaper of the town as required by Town Law.
- Sec. 4. The text of the proposed Local Law is available in the office of the Town Clerk during regular business hours and on the Town website.
- Sec. 5. 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 – September 9, 2025