

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 Monday, January 4, 2021.

Town Board Members present were Supervisor Kevin G. Johnson, Councilperson Randall Hoke, and Councilperson Rhonda Humby. Councilperson Robert Muesebeck and Councilperson Patricia Hayles were present telephonically. Also present were Finance Director Leisa Strabel, Town Attorney Jim Bell, Superintendent of Highways Brian Ingraham, and Town Clerk Karen Sweeting.

No visitors were present.

Supervisor Johnson 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 to remember the many suffering from COVID, the first responders dealing with COVID, all our medical professionals, and our armed forces around the world.

CORRESPONDENCE:

No correspondence noted.

CONSENT AGENDA ITEMS:

Councilperson Hayles made a motion that was seconded by Councilperson Hoke to approve **all** Consent Agenda items as listed below.

VOTE BY ROLL CALL AND RECORD:

Councilperson Hayles	<u>Aye</u>
Councilperson Hoke	<u>Aye</u>
Councilperson Humby	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Supervisor Johnson	<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, for the year beginning January 1, 2021, and ending December 31, 2021.

- Building Inspector (PT):** Lyle Stirk
- Chief Court Clerk FT (Justice Court):** Tracy Caporale
- Clerk PT (Justice Court):** Debbie Rath
- Court Attendant PT:** Daniel Zimmer
- Deputy Town Attorney:** Nat O. Lester, III
- Director of Finance & Auditing Official:** Leisa Strabel
- Dog Control Officer:** David Maynard
- Assistant Dog Control Officer, PT:** Caroline Thompson
- Fire Marshal PT/Deputy Building Inspector:** Michael Vergari

**Records Management Clerk:** Kathleen Roberts

**Records Management Officer:** Karen Sweeting

**Recreation Director:** Jill Wisnowski

**Recreation Assistant:** Joseph Kincaid

**Recreation Assistant:** George Kimball

**Recreation Assistant:** Timothy Manuszewski

**Secretary to Planning Board:** Phyllis Brudz

**Town Historian:** Kathleen C. Goetz

**Chairperson of Boards:**

**Environmental Conservation Board:** Kathy A. Harter

**Landmark Advisory Committee:** David Strabel

**Planning Board:** Craig McAllister

**Records Advisory Board:** Karen Sweeting

**Zoning Board of Appeals:** Mary Ann Thorpe

Sec.2. That this resolution shall be effective as of January 4, 2021.

- 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, 2021 and ending December 31, 2022:

Environmental Conservation Board

Kathleen Harter

George Lloyd

Richard Popen

Sec. 2. That the Town Board hereby appoints the following person to the position specified for a four-year term beginning January 1, 2021 and ending December 31, 2024:

Sweden Farmers Museum

Kathleen Goetz

Sec. 3. That the Town Board hereby appoints the following persons to the position specified for a seven-year term beginning January 1, 2021 and ending December 31, 2027:

Planning Board

Craig McAllister

David Strabel

Richard Dollard

Sec. 4. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning January 1, 2021 and ending December 31, 2025:

Zoning Board of Appeals

Mary Ann Thorpe

Sec. 5. That the Town Board hereby appoints the following person to the position specified for a five-year term starting January 1, 2021 and ending December 31, 2025:

Seymour Library Board  
Mark Scheda

Sec. 6. That this resolution shall take effect January 1, 2021.

- RESOLUTION NO. 3 Appoint Consulting Architect/Building Inspector for Building Department

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, 2021, and ending December 31, 2021.

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 \$48.00 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, 2021.

- RESOLUTION NO. 4 Appoint Town Attorney – James Bell

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.

Sec. 2. That this appointment shall become effective January 1, 2021 and shall run to December 31, 2021 at a salary of \$36,037.

Sec. 3. That the above referenced salary does not include legal counsel regarding litigation matters. Litigation matters will be billed independently 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.

- RESOLUTION NO. 5 Appointing Engineer for Town of Sweden for 2021

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, 2021 and ending December 31, 2021.

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

- RESOLUTION NO. 6 Newsletter Editor

WHEREAS, the Town distributes a newsletter quarterly; and

WHEREAS, responsibility for preparing and producing the newsletter is necessary.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That Leisa Strabel be approved as editor for the town newsletter.

Sec. 2. That a stipend of \$ 1,893 annually be paid for this additional duty.

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

- RESOLUTION NO. 7 Salary Schedule for 2021

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the salaries of the Town of Sweden elected officials for 2021 shall be fixed as specified below and payable bi-weekly.

<u>Elected Officials</u>	<u>Annual</u>
Supervisor	\$25,918
Councilperson (4)	7,559
Superintendent of Highways	82,210
Town Clerk	50,109
Receiver of Taxes and Assessments	26,305
Town Justice (2)	21,211

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	\$63,673
Deputy Town Attorney Lester	13,802
Deputy Supervisor	4,149
Director of Finance Leisa Strabel	68,539
Chief Court Clerk Tracy Caporale	37,536
Recreation Supervisor Jill Wisnowski	57,222
Town Attorney James Bell	36,037
Dog Control Officer, PT David Maynard	9,250
Asst. Dog Control Officer, PT Caroline Thompson	9,250

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 Debbie Rath	\$15.16	Up to 28/week
Building Inspector Lyle Stirk	25.97	PT
Fire Marshal Mike Vergari	23.57	PT av 12/wk

Court Attendant PT Daniel Zimmer	50.00	Per Session
		PT
Clerk PT Diane Samons	14.07	PT
Deputy Receiver Darla Emmerson	21.23	70
Deputy Town Clerk Kathleen Roberts	20.31	70
Laborer PT Comm. Ctr. Ed Stieve	13.71	PT
Laborer PT Terry Graham	14.34	PT
Laborer Full Time Todd Dobson		
Plus five hours/week on-call	24.87	80
Laborer Full Time Roger Evans	24.54	80
Plus five hours/week on-call		
Recreation Assistant FT Joseph Kincaid	22.68	70
Recreation Assistant FT George Kimball	19.77	70
Recreation Assistant FT Tim	19.47	70
Manuszewski		
Recreation Assist. PT Ashley Hermance	12.50	PT
Recreation Assist. PT Kyle Luce	12.50	PT
Secretary to Planning Phyllis Brudz	21.43	70
Laborer Seasonal Dennis Hess	15.00	As Needed
Secretary to Superintendent of Highways		
Ruth Kruppner	21.23	70
Lifeguards	14.00	
Recreation Assistants PT	12.50	
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 \$40 for each official meeting attended and the members of said board shall be paid \$35 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 \$55 for each official meeting attended and the members of said board shall be paid \$50 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 \$100 for services on Grievance Day, and with approval by the Town Board for a maximum of two (2) additional days.

Sec. 8. That this resolution shall take effect January 1, 2021.

- RESOLUTION NO. 8 Setting Salary Schedule for 2021 (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 within the following ranges:

Foreman Adam Shade	\$29.37/hour
Mechanic Michael Dunham	\$27.51/hour
HEO Megan Aradine	\$21.23/hour
HEO Phillip Bailey	\$27.66/hour
Laborer Justin Espenmiller	\$21.23/hour
MEO Philip Herzog	\$23.62/hour
Laborer Cody Hinchey	\$22.00/hour
MEO Jacob Moore	\$21.23/hour
MEO Colin Willis	\$21.00/hour
MEO Todd Swan	\$24.47/hour
Laborer Richard Whitten	\$20.27/hour
Laborer PT Seas. John L. Duthoy	\$12.50/hour
Laborer PT Seas. John P. Duthoy	\$12.50/hour

Sec. 2. That each full-time highway employee (except the Mechanic) shall be reimbursed up to \$375 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 \$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. 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 October 1, 2021 and that vouchers submitted to the Finance Director after October 25, 2021 shall not be paid.

Sec. 6. That this resolution shall take effect January 1, 2021.

- RESOLUTION NO. 9 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  
Building Inspector  
Court Attendant  
Court Clerk  
Deputy Receiver of Taxes and Assessments  
Deputy Town Attorney  
Deputy Town Clerk  
Director of Finance  
Dog Control Officer  
Fire Marshal  
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

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.

- RESOLUTION NO. 10 Health Insurance Plan for 2021

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

WHEREAS, the rapidly increasing cost of health insurance makes periodic changes to the Town's health insurance policy necessary.

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That for the year 2021 the Town's health insurance plan will be a High Deductible Health Savings Account plan - MVP Silver 3 HDP and HMO.
- 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 \$1,750 in a Health Savings Account for each full-time employee enrolled in the MVP Health Care plan.
- Sec. 4. That the Town of Sweden will pay \$1,750 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.

- RESOLUTION NO. 11 Reimbursement of Mileage

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the mileage allowance for Town personnel is set at \$.56 per mile for the year 2021.
- Sec. 2. That this resolution shall take effect immediately.

- RESOLUTION NO. 12 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 2021 except for the months of June, July and August at the Sweden Town Hall; and that Town Board Workshops will be held on the first Tuesday of each month except for January and November; 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) are hereby designated as the official banking institutions for the Town for the year 2021, 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 2021 shall be the Westside News.

Sec. 6. That the standard medical insurance plans designated for the year 2021 for employees is MVP HDP Silver 3 and MVP HMO Silver 3.

Sec. 7. That the standard dental insurance plan designated for the year 2021 for employees is Excellus Dental Blue.

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

- RESOLUTION NO. 13 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, 2021 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.

- RESOLUTION NO. 14 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 \$2,500 for the capitalization of fixed assets.

Sec. 2. That this resolution shall take effect immediately

- RESOLUTION NO. 15 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 \$160,000 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 2021 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.

- RESOLUTION NO. 16 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 2021.

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

- RESOLUTION NO. 17 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, 2020.

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, 2021 through December 31, 2021.

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

- RESOLUTION NO. 18 Approving Temporary Assignment of Judges for 2021

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 2021 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 2021.

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

- RESOLUTION NO. 19 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 2019 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 2021 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 hereby authorizes the purchase of Snow and Ice Control Materials (road salt and chemicals) in excess of five thousand dollars (\$5,000.00) for the 2019 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.

- RESOLUTION NO. 20 Authorizing Supervisor to Enter into Agreement for Dog Control Truck with Town of Hamlin

WHEREAS, the Town of Sweden and the Town of Hamlin desire to enter into an agreement for the use of the Town of Hamlin's dog control truck.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby authorize the Supervisor to sign the Agreement with the Town of Hamlin for the use of the Town of Hamlin's Dog Control Truck.

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

- Approval of minutes from the meeting held on December 29, 2020

NON-CONSENT AGENDA:

No items.

ADDITIONAL BUSINESS AND ANNOUNCEMENTS:

No additional business or announcements.

ADJOURNMENT:

As there was no further business to come before the Board, Councilperson Hayles moved to adjourn the January 4, 2021 meeting of the Sweden Town Board at 6:05 p.m. Councilperson Humby seconded the motion. All voted in favor of the motion. Motion adopted.

Respectfully submitted,

Karen M. Sweeting  
Town Clerk