

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 Tuesday, January 3, 2023.

Town Board Members present were Supervisor Kevin G. Johnson, Councilperson Patricia Hayles, Councilperson Randall Hoke, and Councilperson Rhonda Humby. Councilperson Gary Sullivan was absent. 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 our first responders and our fighting men and women around the world.

CORRESPONDENCE:

No correspondence noted.

CONSENT AGENDA ITEMS:

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

*Discussion: Councilperson Hayles, relative to Resolution No. 1 – Appointments (Re-appointments) confirmed that the more senior member of the Zoning Board of Appeals was asked to be Chairperson and declined.

VOTE BY ROLL CALL AND RECORD:

Councilperson Hayles	<u>Aye</u>
Councilperson Hoke	<u>Aye</u>
Councilperson Humby	<u>Aye</u>
Councilperson Sullivan	<u>Absent</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 two years beginning January 1, 2023, and ending December 31, 2024.

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
Building Inspector (Provisional)/Fire Marshal: Lyle Stirk
Records Management Clerk: Kathleen Roberts
Records Management Officer: Karen Sweeting
Recreation Director: Jill Wisnowski
Recreation Assistant: Joseph Kincaid
Recreation Assistant: Timothy Manuszewski
Secretary to Planning Board: Phyllis Brudz
Town Historian: Christine Hunt
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: Robert A. Carges

Sec.2. That this resolution shall be effective as of January 1, 2023.

- 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, 2023 and ending December 31, 2024:

Environmental Conservation Board
Kathy Harter
Richard Popen

Sec. 2. That the Town Board hereby appoints the following persons to the position specified for a three-year term beginning August 1, 2022 and ending July 31, 2025:

Landmarks Advisory Board
Robert Westbrook
William Andrews

Sec. 3. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning October 1, 2022 and ending September 30, 2027:

Board of Assessment Review
Douglas VanDetta

Sec. 4. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning January 1, 2023 and ending December 31, 2027:

Zoning Board of Appeals
Pauline Johnson

Sec. 5. That the Town Board hereby appoints the following persons to the position specified for a four-year term beginning January 1, 2023 and ending December 31, 2026:

Sweden Farmers Museum Committee

Christine Hunt

Marie Bell

Sec. 6. That this resolution shall take effect January 1, 2023.

- 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, 2023, and ending December 31, 2023.

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 \$50.00 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, 2023.

- 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, 2023 and shall run to December 31, 2023 at a salary of \$38,993.

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 2023

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, 2023 and ending December 31, 2023.

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 \$ 2,009 annually be paid for this additional duty.

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

- RESOLUTION NO. 7 Appointing Fair Housing Officer for Town of Sweden for 2023

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, 2023 and ending December 31, 2023.

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

- RESOLUTION NO. 8 Salary Schedule for 2023

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the salaries of the Town of Sweden elected officials for 2023 shall be fixed as specified below and payable bi-weekly.

<u>Elected Officials</u>	<u>Annual</u>
Supervisor	\$28,044
Councilperson (4)	8,179
Superintendent of Highways	88,952
Town Clerk	54,219
Receiver of Taxes and Assessments	28,463
Town Justice (2)	22,951

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	\$59,094
Deputy Town Attorney Lester	14,934
Deputy Supervisor	4,490
Director of Finance Leisa Strabel	79,464
Chief Court Clerk Tracy Caporale	46,980
Recreation Director Jill Wisnowski	61,915
Town Attorney James Bell	38,993
Dog Control Officer, PT David Maynard	9,812
Asst. Dog Control Officer, PT Caroline Thompson	9,812
Grant Administrator Leisa Strabel	10,608
Building Inspector Lyle Stirk	51,143
Fire Marshal Lyle Stirk	10,000
Deputy Receiver Darla Emmerson	36,263

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	\$16.23	Up to 28/week
Court Attendant PT Daniel Zimmer	57.00	Per Session
		PT
Clerk PT Diane Samons	15.23	PT
Deputy Town Clerk Kathleen Roberts	23.57	70
Laborer PT Comm. Ctr. Ed Stieve	14.83	PT
Laborer PT Terry Graham	15.51	PT
Laborer Full Time Todd Dobson		
Plus five hours/week on-call	26.91	80
Laborer Full Time Roger Evans	26.55	80
Plus five hours/week on-call		
Recreation Assistant FT Joseph Kincaid	24.53	70
Recreation Assistant FT Tim Manuszewski	21.39	70
Plus \$3.00/hour during pool administration		
Recreation Assist. PT Ashley Hermance	14.20	PT
Recreation Assist. PT Amanda Kinney	14.20	PT
Secretary to Planning Phyllis Brudz	23.19	70
Secretary to Superintendent of Highways Ruth Kruppner	23.21	70
Lifeguards	17.50	
Recreation Assistants PT	14.20	
Town Attorney James Bell	175.00	As Needed

Recreation Assist. PT Maranda Dobbertin	\$14.20	PT
Recreation Assist. Kaitlyn Wager	\$14.20	PT

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, 2023.

- RESOLUTION NO. 9 Setting Salary Schedule for 2023 (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	\$31.83 /hour
Mechanic Michael Dunham	\$30.77/hour
HEO Megan Aradine	\$25.59/hour
Laborer Justin Espenmiller	\$25.48/hour
MEO Philip Herzog	\$26.79/hour
Laborer Cody Hinchey	\$25.48/hour
MEO Jacob Moore	\$25.59/hour
MEO Colin Willis	\$24.40/hour
MEO Todd Swan	\$26.79/hour
Laborer Richard Whitten	\$25.48/hour
MEO Jeffrey Moss	\$24.40/hour
Laborer PT Seas. Brian Garske	\$15.00/hour
Laborer PT Seas. John P. Duthoy	\$15.00/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, 2023 and that vouchers submitted to the Finance Director after October 23, 2023 shall not be paid.
- Sec. 6. That this resolution shall take effect January 1, 2023.

- RESOLUTION NO. 10 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.

- RESOLUTION NO. 11 Health Insurance Plan for 2023

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 2023 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. 12 Reimbursement of Mileage

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the mileage allowance for Town personnel is set at \$.625 per mile for the year 2023.

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

- RESOLUTION NO. 13 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 2023 except for the months of June, July and August at the Sweden Town Hall; and that Town Board Workshops will be held monthly except for January; 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 2023, 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 2023 shall be the Westside News.

Sec. 6. That the standard medical insurance plans designated for the year 2023 for employees is MVP HDP Silver 3 and MVP HMO Silver 3.

Sec. 7. That the standard dental insurance plan designated for the year 2023 for employees is Excellus Dental Blue.

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

- RESOLUTION NO. 14 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, 2023 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. 15 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

- RESOLUTION NO. 16 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 2023 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. 17 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 2023.

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. 18 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, 2022.

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.
Watertown 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, 2023 through December 31, 2023.

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

- RESOLUTION NO. 19 Approving Temporary Assignment of Judges for 2023

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 2023 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 2023.

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

- RESOLUTION NO. 20 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 2023 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 2023 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 2023 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.

NON-CONSENT AGENDA:

- Approval of the minutes of the regular Town Board meeting held on December 29, 2022

Councilperson Humby made a motion that was seconded by Councilperson Hoke to approve the minutes of the meeting held on December 29, 2022.

VOTE BY ROLL CALL AND RECORD:

Councilperson Hayles	<u>Abstain</u>
Councilperson Hoke	<u>Aye</u>
Councilperson Humby	<u>Aye</u>
Councilperson Sullivan	<u>Absent</u>
Supervisor Johnson	<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 Humby moved to adjourn the January 3, 2023 meeting of the Sweden Town Board at 6:04 p.m. Councilperson Hayles seconded the motion. All voted in favor of the motion – four ayes. Motion adopted.

Respectfully submitted,

Karen M. Sweeting
Town Clerk