

A regular meeting of the Town Board of the Town of Sweden was held at the Town Hall, 18 State Street, Brockport, New York, on Tuesday, August 12, 2025.

Town Board members present were Supervisor Patricia Hayles, Councilperson Scott Maar, Councilperson Tyler Sharpe, and Councilperson Gary Sullivan. Councilperson Adam Staskiewicz was absent. Also present were Finance Director Hiedi Libroek, 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 to honor former Supervisor Jean Martin Brooks who recently passed and for our first responders.

EXECUTIVE SESSION:

Councilperson Sharpe made a motion that was seconded by Councilperson Maar to go into executive session at 6:02 p.m. subject to Public Officer's Law Section 105 (f) to discuss matters of personnel. All voted in favor of the motion – four ayes. Motion adopted.

No action taken.

Councilperson Sharpe made a motion that was seconded by Councilperson Maar to leave executive session and return to the regular meeting at 6:20 p.m. All voted in favor of the Motion – four ayes. Motion adopted.

PRIVILEGE OF THE FLOOR:

No comments.

CORRESPONDENCE:

No correspondence noted.

REPORTS OF BOARD AND DEPARTMENTS:

Reports will be given at the next meeting on August 26, 2025.

CONSENT AGENDA ITEMS:

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

VOTE BY ROLL CALL:

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

ADOPTED

- RESOLUTION NO. 107

Appoint Additional Seasonal Hours Highway
Laborer – Duthoy

WHEREAS, the Highway Department has experienced a recent resignation of Megan Faulkner; and

WHEREAS, the resignation has created a gap in staffing and placed additional demands on current personnel during the peak seasonal workload; and

WHEREAS, it is necessary to maintain adequate staffing levels to ensure the continued efficiency and safety of operations.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby appoint seasonal laborer John P. Duthoy to additional seasonal duties in the highway department as needed.

Sec. 2. That the appointment does not constitute an offer of permanent employment or any benefits that are normally attached to permanent appointments.

Sec. 3. That the rate of pay for hours worked on highway duties will be \$18.00 per hour for a maximum of 240 additional highway hours of highway work hours in 2025.

Sec. 4. That the expenditure for these additional hours shall be charged to the appropriate departmental labor budget line and monitored accordingly.

Sec. 5. That this resolution shall take effect immediately.

- RESOLUTION NO. 108 Amend 2025 Salary Schedules

WHEREAS, Resolutions No. 9-2025 and 10-2025, adopted by the Sweden Town Board on January 2, 2025, established the salary schedules for the year 2025; and

WHEREAS, the Sweden Town Board seeks to maintain equitable and competitive compensation for its workforce; and

WHEREAS, the titles of Assessor, Building Inspector, Buildings & Grounds Supervisor, Chief Court Clerk, Deputy Town Clerk, Deputy Receiver, Deputy Superintendent/MEO, Fire Marshal, Foreman, Heavy Equipment Operator (HEO), Laborer, Laborer/MEO, Sr. Laborer, Mechanic, *Motor Equipment Operator (MEO)*, Recreation Director, Recreation Supervisor, Secretary to Planning, Secretary to Superintendent of Highways have been reviewed in accordance with applicable budgetary considerations and job responsibilities; and

WHEREAS, It is deemed necessary and appropriate to establish salary ranges for the titles of Assessor, Building Inspector, Buildings & Grounds Supervisor, Chief Court Clerk, Deputy Town Clerk, Deputy Receiver, Deputy Superintendent/MEO, Fire Marshal, Foreman, Heavy Equipment Operator (HEO), Laborer, Laborer/MEO,

Sr. Laborer, Mechanic, *Motor Equipment Operator (MEO)*, Recreation Director, Recreation Supervisor, Secretary to Planning, Secretary to Superintendent of Highways to better reflect market conditions and internal alignment.

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That Resolutions No. 9-2025 and 10-2025 are hereby amended to reflect the following annual salary and hourly rate ranges, effective August 9, 2025:
1. An annual salary range of \$61,481 to \$63,000 is established for the title Assessor.
 2. An annual salary range of \$76,500 to \$80,000 is established for the title Buildings & Grounds Supervisor.
 3. An annual salary range of \$48,878 to \$50,000 is established for the title Chief Court Clerk.
 4. An hourly rate range of \$25.44 to \$26.50 is established for the title Deputy Town Clerk.
 5. An annual salary range of \$37,000 to \$39,000 is established for the title Deputy Receiver.
 6. An hourly rate range of \$32.10 to \$35.25 is established for the title Deputy Superintendent/MEO.
 7. An hourly rate range of \$29.92 to \$32.75 is established for the title Foreman.
 8. An hourly rate range of \$25.00 to \$28.00 is established for the title HEO.
 9. An hourly rate range of \$16.50 to \$31.50 is established for the title Laborer.
 10. An hourly rate range of \$28.00 to \$31.50 is established for the title Sr. Laborer
 11. An hourly rate range of \$26.00 to \$30.00 is established for the title Laborer/MEO.
 12. An hourly rate range of \$32.00 to \$35.00 is established for the title Mechanic.
 13. An hourly rate range of \$25.00 to \$30.00 is established for the title MEO.
 14. An annual salary range of \$68,496 to \$70,000 is established for the title Recreation Director.
 15. An hourly rate range of \$25.93 to \$27.00 is established for the title Recreation Supervisor.
 16. An hourly rate range of \$24.12 to \$26.00 is established for the title Secretary to Planning.
 17. An hourly rate range of \$23.93 to \$25.00 is established for the title Secretary to the Highway Superintendent of Highways.
 18. The Laborer On-call rate of \$7,280 is to be eliminated.
- Sec. 2. These changes shall be incorporated into the official salary schedule and applied to all current and future employees in these titles as of August 9, 2025.
- Sec. 3. That the Town Supervisor is authorized and directed to implement these changes and notify affected employees.

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

Discussion: Supervisor Hayles explained that they have spent many months evaluating employee pay and are bringing full-time staff pay up to market rates hoping to minimize employee turnover. It is also in appreciation of the work the employees do for the Town. The raises were considered in conjunction with Department Heads and the Finance Director. The cost for the remainder of 2025 is \$60,000 with no additional benefits, but will increase our workmen's compensation, NYS Retirement contribution, FICA and Medicare. The bigger concern is 2026 budget; the raises will amount to \$260,000 which is not a small impact on our budget. The board will be reducing future reserve contributions (the Town is well reserved at this time) and monitor overtime pay closely. Supervisor Hayles and Finance Director Hiedi Librock will conduct departmental meetings to inform staff of the increases.

- RESOLUTION NO. 109 Amend Agreement with New York State
for Control of Snow and Ice

WHEREAS, the Sweden Town Board previously adopted Resolution No. 158-25 authorizing the Town Supervisor to enter into an agreement with the New York State Department of Transportation (NYSDOT) regarding control of snow and ice; and

WHEREAS, NYSDOT has proposed amendments to the original agreement to address funding due to exceeding estimated expenditures; and

WHEREAS, the Town Board has reviewed the proposed amendments and finds them to be in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board hereby authorizes the Town Supervisor to execute the amended agreement with the New York State Department of Transportation for the period of July 1, 2024 thru June 30, 2029, as proposed.

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

- RESOLUTION NO. 110 Appoint Sr. Laborer - Evans

WHEREAS, the Building and Grounds Department has determined the need for a Senior Laborer position to enhance operational efficiency and meet current workload demands; and

WHEREAS, the creation of this position is in the best interest of the organization to ensure adequate leadership and support within the labor team; and

WHEREAS, Roger Evans has demonstrated the qualifications, experience, and work ethic necessary to fulfill the duties of the Senior Laborer role.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The position of Senior Laborer is hereby established within the Buildings and Grounds Department, effective immediately.

Sec. 2. Roger Evans is hereby appointed to the position of Senior Laborer, effective immediately, with all duties and responsibilities associated with the role.

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

NON-CONSENT AGENDA:

- Approval of the minutes of the regular Town Board meeting held on July 22, 2025.

Councilperson Sullivan made a motion that was seconded by Councilperson Maar to approve minutes of the regular Town Board meeting held on July 22, 2025.

VOTE BY ROLL CALL:

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

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 August 12, 2025 meeting of the Sweden Town Board at 6:27 p.m. Councilperson Maar seconded the motion. All voted in favor of the motion – four ayes. Motion adopted.

Respectfully submitted,

Karen M. Sweeting
Town Clerk