

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 26, 2025.

Town Board Members present were Supervisor Patricia Hayles, Councilperson Tyler Sharpe, Councilperson Scott Maar, and Councilperson Adam Staskiewicz. Councilperson Gary Sullivan was absent. Also present were Finance Director Hiedi Librock, Director of Buildings and Grounds Adam Shade, Superintendent of Highways Brian Ingraham, Town Attorney Jim Bell, and Town Clerk Karen Sweeting.

Visitors present – David Newman and Samprada Pradhan.

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 for all our first responders and those in the armed forces that keep us safe every day.

PRIVILEGE OF THE FLOOR:

No comments.

CORRESPONDENCE:

No correspondence noted.

CONSENT AGENDA ITEMS:

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

VOTE BY ROLL CALL:

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

ADOPTED

- RESOLUTION NO. 111 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.

- RESOLUTION NO. 112 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.

- RESOLUTION NO. 113 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.

- RESOLUTION NO. 114 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.

- RESOLUTION NO. 115 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.

- RESOLUTION NO. 116 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.

- RESOLUTION NO. 117 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.

Exhibit A:

**Policy Regarding Benefits Charges for the Financing of Debt Service for Town Water Districts
Town of Sweden
Monroe County, New York**

In order to fairly and consistently assess benefit charges to property owners in the various water districts in the Town of Sweden the Town Board has adopted this Policy, which sets the formula for determining those charges. Unless specifically stated otherwise, this Policy applies to all new water districts in the Town of Sweden. The Town Board shall allocate an amount of benefit units to each parcel located within a water district, and this allocation shall be used to allocate the debt service charged to parcels within the water district.

For the purposes of this Policy, one (1) benefit unit is generally defined as an occupied structure with water use roughly equivalent to that of a single-family home. However, because of the highly variable and diverse nature of the improvements located on various properties throughout the Town, estimated water use may not be the only factor in allocation of benefit units.

The underlying premise is that repayment of debt and interest should be roughly proportional to the benefit received, whether realized or not. Districts are formed based on the assumption that one benefit unit uses or can use the rough equivalent of 50,000 gallons of water per year. Debt of this type may have a term of up to 38 years, and can be subject to interest, or be interest-free depending upon the project.

Benefit unit charges do not include actual water consumption or operation and maintenance charges. Benefit unit charges may, but do not normally include meter and connection fees. The cost of the water hook-up and meter are normally borne by the property owner, including both the public side of the system (between the water main and the R.O.W. line, and the private side of the system (between the R.O.W. line and the structure).

A. Improved Properties

1. Single Family Homes shall be assessed one (1) benefit unit.
2. Seasonal Single Family Homes and Cottages shall be assessed one (1) benefit unit.
3. Multiple Family Homes located on a single tax parcel, including seasonal homes and apartments shall be assessed one (1) benefit unit for the first dwelling unit, plus ½ benefit unit for each additional dwelling unit.

For example, a three family residence would be assessed one (1) benefit unit for the first dwelling unit plus ½ benefit unit for each additional dwelling unit, for a total of two (2) benefit units.

4. Multiple structures located on the same tax parcel will be assessed separately, in accordance with this Policy.

For example, a property with two, separate single family homes would be assessed two (2) benefit units.

A Property with one (1) single family home and another, separate building containing three apartments would be assessed one (1) benefit unit for the single family home plus one (1) benefit unit for the first apartment in the other structure, plus ½ benefit unit for each additional apartment in that structure, for a total of three (3) benefit units.

5. Rental residences shall be assessed one (1) benefit unit for the first dwelling unit, plus ½ benefit unit for each additional dwelling unit.

For example, a property with three rental apartments would be assessed one (1) benefit unit for the first apartment plus ½ benefit unit for each additional apartment for a total of two (2) benefit units.

6. Commercial buildings and/or non-residential public use facilities shall be assessed as the Town Board deems appropriate in its judgment based on the anticipated water usage, but a minimum of one (1) benefit unit shall be charged. In the case of multiple non-residential public use buildings on the same tax parcel:
 - a. Additional buildings that are ancillary to the primary structure on the property shall be considered ancillary when, in the judgment of the Town Board, it does not house a business or enterprise that is separate or unrelated to the primary business.
 - b. Additional buildings on the same tax parcel that are not considered ancillary in the judgment of the Town Board shall be assessed a minimum of one (1) benefit unit per building.
7. Mobile homes shall be assessed one (1) benefit unit, with the potential exception of mobile home communities for which the Town Board may, in its discretion based on anticipated water usage, allocate a lesser benefit unit charge.
8. Each migrant farm labor residence shall be assessed ½ benefit unit.

B. Vacant Parcels with a Separate Tax Account Number

1. Each buildable lot that meets the minimum Town zoning criteria for development, and that is not used exclusively for agricultural purposes will be assessed one (1) benefit unit.
2. Vacant parcels used exclusively for agricultural purposes and satisfying all of the requirements for an agricultural assessment are not assessed benefit unit charges in accordance with Department of Taxation and Finance, Assessor's Manual, Volume 4, Ag-Mkts L Section 305(5).

C. Properties Divided by District or Town Lines: The benefit unit charge will be assessed by the district/Town in which the residence is located. The remaining property, if in the Town of Sweden, will be assessed 5% of a unit charge if it is of a size suitable for building.

Correction of the tax roll will be made upon notice from the property owner of improper assessment. No refund of past year assessments will be made. *For example – property owner notifies the Town in October, of improper assessment for reason of Town line division of property placing residence in another Town. The improper assessment will appear on the January tax bill and will not be refunded, as it is the past year (July tax roll) assessment.*

D. Properties Extending Between Two Town Roads: When properties extend between two town roads, one road falling within a water district, the residence address will determine if a full benefit unit charge is assessed, or 5% of a unit charge is assessed. In the event the address of the residence is not in the water district, nothing precludes the property owner from requesting hook-up to the water service, for which a full benefit unit charge will then be assessed.

E. Properties with Residence Unable to Sustain Water Pressure: A residence unable to sustain water pressure without additional pressure installations will be assessed 5% of a unit charge unless and until a request for hook-up to the water service is made, at which time a full benefit unit charge will be assessed.

Distance from and elevation above the water service will be considered by the Town Board in determining if a residence is exempt from assessment. (Generally, water pressure is lost after a 1,000 foot distance from the water service and a 33 foot elevation above the water service produces a 15 lb. loss in water pressure; requiring additional pressure installations to maintain adequate water pressure.)

F. In the interest of maintaining a fair and consistent basis for benefits charges; the Town Board reserves the right to review and adjust, as necessary, the benefit unit allocation for any parcel for which the actual metered water consumption is significantly more or less than originally anticipated or estimated, and to amend this Policy.

G. If the use or buildings on a parcel are changed, upon request of the owner, the Town Board may change the allocation of benefit units for a parcel.

NON-CONSENT AGENDA:

- Approval of the minutes of the regular Town Board meeting held on August 12, 2025.

Motion made by Councilperson Sharpe and seconded by Councilperson Maar to approve the minutes of the regular meeting held on August 12, 2025.

VOTE BY ROLL CALL:

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

- Approval for Payment of Bills

All the Board members reviewed the invoice audit journal. Councilperson Sharpe made a motion that was seconded by Councilperson Staskiewicz authorizing payment of the bills in Abstract 8 dated August 28, 2025 in the amount of \$413,349.14.

General Fund: In the amount of \$112,641.85 as set forth in Abstract 8 dated August 28, 2025.

Highway Fund: In the amount of \$163,186.20 as set forth in Abstract 8 dated August 28, 2025.

Special Fund: In the amount of \$9,271.09 as set forth in Abstract 8 dated August 28, 2025.

Capital Fund: In the amount of \$128,250.00 as set forth in Abstract 8 dated August 28, 2025.

VOTE BY ROLL CALL AND RECORD:

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

ADDITIONAL BUSINESS AND ANNOUNCEMENTS:

Superintendent of Highways Brian Ingraham presented the Sweden Highway Department's proposed budget requests for 2026.

Buildings and Grounds Director Adam Shade presented the Buildings and Grounds Department's proposed budget requests for 2026.

REPORTS OF DEPARTMENTS AND BOARD MEMBERS:

Superintendent of Highways Brian Ingraham reported CHIP seal preparation and completion on Gallup Road north between Gordon Road and the town line; Gallup Road south between Campbell Road and Route 31; Eisenhower Drive; Redman Road between Capen Road and the dead end; Talamora Trail; Duryea Drive; Bader's Way; Royal Garden Way; Town Hall parking lot; Highway Garage front parking lot. CHIP sealed two county projects – Swamp Road between Sweden Walker Road and Salmon Creek and Root Road. Working on roadside mowing on town and county roads and asphalt repair work for Brockport Central School District and the transportation facility on Owens Road. Assisted Towns of Parma and Clarkson with several road projects.

Buildings and Grounds Director Adam Shade reported the installation of HVAC units at the Sweden Clarkson Community Center, eight total units; repairs were made on the Nietopski outfield fence; and Bison Baseball tryouts, soccer and flag football have started.

Town Clerk Karen Sweeting provided statistics resulting from the recent dog licensing campaign.

Finance Director Hiedi Librock has started the budget process, forecasting figures for the rest of the year due to rising utilities and fuel costs.

Town Attorney Jim Bell commented on the increase in number of dangerous dog cases and provided updates to ongoing real property tax law assessment cases.

Supervisor Hayles mentioned the water district is moving along and are close to calling the public information meeting with the Town Engineers. The NYS DEC notified the Town that the Ace Cleaner property needs to be "condemned" so they can move forward with demolition. The Town Attorney will investigate what is required.

ADJOURNMENT:

As there was no further business to come before the Board, Councilperson Maar moved to adjourn the August 26, 2025 meeting of the Sweden Town Board at 6:45 p.m. Councilperson Staskiewicz seconded the motion. All voted in favor of the motion – four ayes. Motion adopted.

Respectfully submitted,

Karen M. Sweeting
Town Clerk

**Supervisor Hayles, Councilperson Maar, Councilperson Sharpe, and Councilperson Staskiewicz attended the Seymour Library Budget Presentation held at the Seymour Library at 7:00 p.m. as observers.