

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, December 23, 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 Librock, Superintendent of Highways Brian Ingraham, Town Attorney Jim Bell, 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 for peace through the holiday season and for our first responders.

**PRIVILEGE OF THE FLOOR:**

No comments.

**CORRESPONDENCE:**

No correspondence noted.

**REPORTS OF BOARD AND DEPARTMENTS:**

Superintendent of Highways Brian Ingraham reported snow and ice control for the season and the construction of a temporary building pad for Brockport Central School.

Finance Director Hiedi Librock reported that preliminary audits took place and will resume in January to complete the audits for the town funds, court funds, and tax receiver accounts.

Town Attorney Jim Bell reported updates on three pending assessment challenges.

Councilperson Sullivan reported that fencing repairs were completed on Field #7 at the Town Park, the new storage facility at the SCCC is operational, and they are working with another Boy Scout to complete a second lean-to at the SCCC. Buildings and Grounds have been assisting with snow and ice control.

Supervisor Hayles read a report received from Councilperson Staskiewicz. The senior Christmas potluck was wonderful, the senior singers performed. The holiday event on December 11<sup>th</sup> was successful. The change in house basketball is working out well; it was changed from a team-based program to a training and play-based program. They feel it is due to the decline in the youth population. Regular programs are running as scheduled.

Councilperson Maar attended the November meeting of the Seymour Library Board discussing insurance coverage. A new broker attended and shared a proposal for Erie Insurance. The library board approved the change – better coverage at a lower cost. Supervisor Hayles will forward the Monroe Ambulance reports to Councilperson Maar for review.

Councilperson Sharpe reported that they are completing an inventory at the museum and planning a spring/summer event. Sue Sodoma suggested drafting a new marketing brochure for the museum. Spoke with Dog Control Officer Dave Maynard about the shelter and the state requirements. They are preparing architectural drawings to submit with a grant application. The shelter is looking for volunteers.

Supervisor Hayles reported that the Ace Cleaner structure has been demolished, the fence will remain in place until the soil remediation in the Spring. Petition signatures for the proposed Swamp Road, LaDue Road, West Sweden Road water district is currently at 40%, noting a particular resident that has been working hard to get the petition out to residents. The Sweden Clarkson Community Center roof replacement bid is out and scheduled for opening on January 9, 2026.

Supervisor Hayles provided some details on the sewer truck letter of intent. The Village of Brockport was awarded a government efficiency grant for the purchase of that truck. The Town's portion is approximately \$42,800.

Supervisor Hayles explained that attendance at the New York Association of Towns conference in February was already approved. Mrs. Hayles is looking to be appointed delegate to enable voting during the business meeting of NYAOT.

Supervisor Hayles stated that they will look at year-end and in January review contributions to reserves. The NYS DOT met with the Town of Sweden to discuss a proposed improvement plan for the intersection of Route 31 and Redman Road. The first step is to hold a public open house, which will be held at the Town of Sweden on January 13, 2026 from 4 pm to 6 pm. Supervisor Hayles will be meeting with the NYS DOT on January 6, 2026 to go over the drawings and the plans prior to the open house.

Supervisor Hayles commented on the Director of Buildings and Grounds position. Applicant, Benjamin Whipple, was interviewed and given a tour of the town's facilities. All who met the applicant had favorable responses. Supervisor Hayles said that the town had not had someone in this position for 15 years until Adam Shade was appointed. Adam, in 18 months, took that vacant position and brought it to a decent level of getting things done, keeping the buildings clean, working with our architect, and bringing the position to a very high standard. Supervisor Hayles thanked Adam for his work and added that he will be staying with the town in the Highway Department.

Supervisor Hayles received a call from the Village of Brockport informing the Town that they are considering dissolving their court. Mrs. Hayles attended the Village Board meeting and shared concerns of what dissolution of the court would mean for the Town of Sweden.

Councilperson Sharpe asked what the benefit would be for the Town in appointing a delegate for the NYAOT meeting. Town Attorney Jim Bell explained that votes are taken on resolutions presented by NYAOT pertaining to various actions that the association may pursue or promote on behalf of municipalities in general or more specific financial issues. By appointing a delegate, that person gets to participate in any conversations that occur.

#### CONSENT AGENDA ITEMS:

Councilperson Sullivan spoke with Adam Shade about the new person's training timeline. Mr. Sullivan asked Brian Ingraham if there was flexibility for Adam Shade to provide assistance if necessary. Mr. Ingraham is in favor.

Councilperson Sullivan 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>Aye</u>	
Supervisor Hayles	<u>Aye</u>	ADOPTED

- RESOLUTION NO. 158 Authorizing Supervisor to Enter into Agreement for Dog Kennel Services with Town of Hamlin

WHEREAS, by Resolution No. 168-2024, the Town Board of the Town of Sweden authorized the Town Supervisor to enter into an agreement with the Town of Hamlin for dog kennel services for the period commencing January 1, 2025 through December 31, 2025.

WHEREAS, Section 11 of said agreement provides that the agreement shall automatically renew for an additional one-year term unless written notice of termination is provided by either party.

WHEREAS, neither the Town of Sweden nor the Town of Hamlin has provided written notice of termination as required under the agreement.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby acknowledges and confirms that the dog kennel services agreement with the Town of Hamlin is automatically renewed for the term January 1, 2026 through December 31, 2026, pursuant to Section 11 of the agreement.

Sec. 2. That the Town Supervisor is authorized to take any actions necessary to effectuate the continued performance of the agreement during the renewal term

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

- RESOLUTION NO. 159 Authorizing Supervisor to Enter into Agreement for Use of Town of Hamlin Dog Control Vehicle

WHEREAS, by Resolution No. 169-2024, the Town Board of the Town of Sweden authorized the Town Supervisor to enter into an agreement with the Town of Hamlin for use of the Hamlin Dog Control Vehicle for the period commencing January 1, 2025 through December 31, 2025.

WHEREAS, Section 4 of said agreement provides that the agreement shall automatically renew for an additional one-year term unless written notice of termination is provided by either party.

WHEREAS, neither the Town of Sweden nor the Town of Hamlin has provided written notice of termination as required under the agreement.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby acknowledges and confirms that the use of dog control vehicle agreement with the Town of Hamlin is automatically renewed for the term January 1, 2026 through December 31, 2026, pursuant to Section 4 of the agreement.

Sec. 2. That the Town Supervisor is authorized to take any actions necessary to effectuate the continued performance of the agreement during the renewal term

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

- RESOLUTION NO. 160 Authorizing Supervisor to Accept Proposal for Preparation of NYS Annual Financial Report Document

WHEREAS, a proposal has been received for consulting and preparation services from Laura L. Landers, LLC in the amount of \$3,600 to prepare the New York State Annual Financial Report Document (AFR) for the fiscal year 2025.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Supervisor is hereby authorized to accept the proposal of Laura L. Landers, LLC, 6 Park Avenue, Batavia, NY 14020 for consulting and preparation of the NYS AFR document for the fiscal year 2025.

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

- RESOLUTION NO. 161 Appoint Director of Buildings & Grounds

WHEREAS, a vacancy exists in the position of Buildings and Grounds Supervisor for the Town of Sweden; and

WHEREAS, the position was duly posted and advertised; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to fill this position; and

WHEREAS, the Town Supervisor conducted interviews for the position and recommends the appointment of Benjamin Whipple; and

WHEREAS, the Town Board has reviewed the recommendation and concurs.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby appoint Benjamin Whipple as Director of Buildings and Grounds.

Sec. 2. That the start date will be January 5, 2026 at an annualized salary of \$75,000.

Sec. 3. That Mr. Whipple shall be entitled to all benefits associated with this position in accordance with Town policy; and

Sec. 4. 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. 5. That this resolution shall take effect immediately.

- RESOLUTION NO. 162 Budget Modifications

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Supervisor is hereby authorized to make the following modifications to the 2025 Town Budget:

From:	Amount:	To:
A1110.400 Justice Contractual	881.00	A1110.100 Justice Pers Svc
A1355.400 Assessment Contractual	1215.00	A1220.400 Spv Contractual
A1355.400 Assessment Contractual	2830.00	A1310.100 Finance personal Svc
A1355.400 Assessment Contractual	385.00	A1330.400 Tax Coll Contractual
A1355.400 Assessment Contractual	961.00	A1355.100 Assessment Pers Svc
A1355.400 Assessment Contractual	2472.00	A1410.100 Clerk Pers Svc
A1380.400 Fiscal Agent	358.00	A1410.100 Clerk Pers Svc
A1410.200 Clerk Equipment	2400.00	A1410.400 Clerk Contractual
A1440.400 Engineer Contractual	902.00	A1410.400 Clerk Contractual
A1440.400 Engineer Contractual	439.00	A1420.400 Attorney Contractual
A1440.400 Engineer Contractual	1212.00	A1610.100 Bldg & Gr Pers Svc
A1440.400 Engineer Contractual	892.00	A1610.400 Bld & Gr Contractual
A1620.400 Bldgs Contr	14182.00	A1620.100 Bldgs Pers Svc
A7110.100 Park Pers Svc	17000.00	A1622.100 Comm Ctr Pers Svc
A7020.100 Comm Ctr Pers Svc	7700.00	A1622.400 Comm Ctr Contractual
A7020.100 Comm Ctr Pers Svc	185.00	A7020.400 Comm Ctr Admin Contr
A7020.100 Comm Ctr Pers Svc	1625.00	A7140.400 Comm Ctr Contr
A7020.100 Comm Ctr Pers Svc	1528.00	A7620.400 Comm Ctr Adult Program
A7020.100 Comm Ctr Pers Svc	3375.00	A7620.401 Comm Ctr Sr Program
A1440.400 Engineer Contractual	4450.00	A1680.400 Central Processing Contr
A5010.200 Hwy Supt Equipment	1085.00	A5010.100 Hwy Supt Pers Svc
A3510.400 Dog Contr Contractual	1524.00	A1910.400 Unallocated Ins
A5010.400 Hwy Supt Contractual	1625.00	A5132.400 Garage Contractual
A8810.100 Cemetery Pers Svc	105.00	A8810.402 Cemetery Contractual
B3620.200 Safety Insp Equipment	700.00	B3620.400 Safety Insp Contractual
B8020.400 Planning Contractual	1500.00	B8020.100 Planning Pers Svc
DB5110.100 Gen Repair Pers Svc	8200.00	DB5112.400 Rd Construction
DB9040.800 Workmans Comp	2600.00	DB9060.800 Medical
DA9040.800 Workmans comp	9478.00	DA5142.100 Snow removal Pers Svc

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Sec. 2 That this resolution shall take effect immediately.

- RESOLUTION NO. 163 Appoint Delegate Association of Towns Meeting

WHEREAS, the Town Supervisor will be attending the Association of Towns Annual Conference to be held in New York City; and

WHEREAS, each town is entitled to designate a voting delegate to represent the Town at the Association of Towns Annual Business Meeting.

NOW BE IT HEREBY RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby designates Patricia Hayles to cast the vote of the Town of Sweden pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association.

Sec. 2. That a certified copy of this resolution shall be forwarded to the Association of Towns as required.

- RESOLUTION NO. 164 Authorizing Supervisor to Sign Letter of Intent for Sewer Truck

WHEREAS, the Town of Sweden and the Village of Brockport have identified the need to purchase a sewer truck to support municipal sewer operations; and

WHEREAS, the Town of Sweden and the Village of Brockport intend to jointly purchase a sewer truck from Tracey Road; and

WHEREAS, the Town of Sweden and Village of Brockport has been awarded a grant to be used toward the purchase of a sewer truck; and

WHEREAS, Tracey Road requires a signed Letter of Intent in order to proceed with the purchase process.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby authorizes the Town Supervisor to execute a Letter of Intent, on behalf of the Town of Sweden, for the joint purchase of a sewer truck with the Village of Brockport from Tracey Road, utilizing awarded grant funds.

Sec. 2. That execution of the Letter of Intent shall not obligate the Town of Sweden to final purchase until all grant requirements, intermunicipal agreements, and any additional approvals required by law or the Town Board are satisfied; and

Sec. 3. That the Town Supervisor is authorized to take all actions necessary to carry out the intent of this resolution.

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

NON-CONSENT AGENDA:

- Approval of the minutes of the regular Town Board meeting held November 10, 2025.

Councilperson Maar made a motion that was seconded by Councilperson Sharpe to approve the minutes of the regular Town Board meeting held on November 10, 2025.

VOTE BY ROLL CALL:

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

- Approval of the minutes of the special Town Board meeting held on December 9, 2025.

Councilperson Sullivan made a motion that was seconded by Councilperson Sharpe to approve the minutes of the regular Town Board meeting held on December 9, 2025.

VOTE BY ROLL CALL:

Councilperson Maar	<u>Aye</u>	
Councilperson Sharpe	<u>Aye</u>	
Councilperson Staskiewicz	<u>Absent</u>	
Councilperson Sullivan	<u>Aye</u>	
Supervisor Hayles	<u>Abstain</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 Maar authorizing payment of the bills in Abstract 12 dated December 23, 2025 in the amount of \$449,381.09.

General Fund: In the amount of \$233,214.34 as set forth in Abstract 12 dated December 23, 2025.

Highway Fund: In the amount of \$102,947.18 as set forth in Abstract 12 dated December 23, 2025.

Special Fund: In the amount of \$113,219.57 as set forth in Abstract 12 dated December 23, 2025.

VOTE BY ROLL CALL:

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

**ADDITIONAL BUSINESS AND ANNOUNCEMENTS:**

Finance Director Hiedi Librock reminded the board there will be three meetings in January – January 6, January 13, and January 27.

**ADJOURNMENT:**

As there was no further business to come before the Board, Councilperson Maar moved to adjourn the December 23, 2025 meeting of the Sweden Town Board at 6:38 p.m. Councilperson Sharpe seconded the motion. All voted in favor of the motion – four ayes. Motion adopted.

Respectfully submitted,

Karen M. Sweeting  
Town Clerk