

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 6, 2026.

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

Visitor present – Christine Hamlin.

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 those that put themselves in harm's way for our freedoms, including those in the armed services, first responders, and police officers.

CORRESPONDENCE:

1. Supervisor Hayles – Letter appointing Scott Maar as Deputy Supervisor
2. Supervisor Hayles – Letter appointing Hiedi Librock as Budget Officer
3. Superintendent of Highways Brian Ingraham – Letter appointing Susan Kuszyk as Secretary to Superintendent of Highways
4. Superintendent of Highways Brian Ingraham – Letter appointing Jacob Moore as Deputy Superintendent of Highways
5. Receiver of Taxes Kathy Roberts – Letter appointing Darla Emmerson and Karen Sweeting as Deputy Tax Receivers
6. Town Clerk Karen Sweeting – Letter appointing Kathleen Roberts and Phyllis Brudz as Deputy Town Clerks

Supervisor Hayles announced the following liaisons:

Supervisor Hayles – Town Hall – Finance Department, Building/Code Enforcement Department, and Town Court; Highway Department; and Comprehensive Plan Update Committee

Councilperson Maar – Seymour Library; Town Hall – Assessor's Office, Town Clerk's Office, and Tax Receiver's Office; and Emergency Medical Services Funding

Councilperson Sharpe – Sweden Farmers Museum and Sweden Dog Control

Councilperson Staskiewicz – Sweden Clarkson Community Center; IT/Website; and Member of the Comprehensive Plan Update Committee

Councilperson Sullivan – Sweden Town Park; Buildings and Grounds Department; Sweden Community Foundation; and Traffic and Safety

CONSENT AGENDA ITEMS:

Councilperson Sullivan requested that the approval of the December 23, 2025 meeting minutes be moved to the non-consent agenda. Item moved.

Councilperson Sharpe made a motion that was seconded by Councilperson Staskiewicz to approve all remaining 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>Aye</u>
Supervisor Hayles	<u>Aye</u>

ADOPTED

- RESOLUTION NO. 1

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, 2026 and ending December 31, 2027:

Environmental Conservation Board

Allen Edwards
John Harter
Gregory Sargis
Margaret Zimmer

Sec. 2. That the Town Board hereby appoints the following person to the position specified for a for-year term beginning October 1, 2025 and ending September 30, 2029:

Board of Assessment Review

Daniel Kuhn

Sec. 2. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning October 1, 2025 and ending September 30, 2030:

Board of Assessment Review

Douglas Tackley

Sec. 3. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning January 1, 2026 and ending December 31, 2030:

Zoning Board of Appeals

Stacey Costello

Sec. 4. That the Town Board hereby appoints the following person to the position specified for a five-year term beginning January 1, 2026 and ending December 31, 2030:

Seymour Library Board

Donald Pophal

Sec. 2. That the Town Board hereby appoints the following person to the position specified for a three-year term beginning January 1, 2026 and ending December 31, 2028

Landmarks Advisory Committee
William Andrews
Kathleen Goetz
Robert Westbrook

Sec. 5. That this resolution shall take effect January 1, 2026.

- RESOLUTION NO. 2 Appointments - Chairpersons

BE IT HEREBY RESOLVED, AS FOLLOWS:

Sec. 1. That the Town Board hereby appoints the following persons as the Chairperson of the specified boards, beginning January 1, 2026 and ending December 31, 2026.

Chairperson of Boards:

Environmental Conservation Board: Kathy A. Harter
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, 2026.

- RESOLUTION NO. 3 Authorize Supervisor to Sign Contract for Consulting Architect and Consulting Building Inspector

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby authorize and direct the Town Supervisor to contract with David Strabel, Registered Architect as Consulting Architect and Consulting Building Inspector for the Town of Sweden Building Department.

Sec. 2. That Mr. Strabel will assist the Building Department with New York State Building Code drawing review on project applications for building permits and serve as Consulting Building Inspector for projects as needed.

Sec. 3. That the basic compensation for services rendered shall be based on an hourly rate of \$75.00 per hour per attached agreement.

Sec. 4. That these fees are to be charged to the developer on the building permit.

Sec 5. The term of this agreement shall be for a period of one (1) year, commencing on January 1, 2026 and expiring December 31, 2026.

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

- RESOLUTION NO. 4 Appoint Town Attorney – James Bell and

Deputy Town Attorney - Lester

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 and Nat O. Lester, III to serve as Deputy Town Attorney.

Sec. 2. That this appointment shall become effective January 1, 2026 and shall run to December 31, 2026. The Town Attorney shall have a salary of \$41,379 and the Deputy Town Attorney shall have a salary of \$15,850.

Sec. 3. That the above referenced salary does not include legal counsel regarding litigation matters. Litigation matters will be billed independently by the Town Attorney 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 2026

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, 2026 and ending December 31, 2026.

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

- RESOLUTION NO. 6 Appointing Fair Housing Officer for Town of Sweden for 2026

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, 2026 and ending December 31, 2026.

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

- RESOLUTION NO. 7 Salary Schedule for 2026

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the salaries of the Town of Sweden elected officials for 2026 shall be fixed as specified below and payable bi-weekly.

	<u>Elected Officials</u>	<u>Annual</u>
Supervisor		\$29,761
Councilperson (4)		8,680
Superintendent of Highways		98,560

Town Clerk	61,500
Receiver of Taxes and Assessments	29,614
Town Justice (2)	23,878

Sec. 2. That the salaries of positions specified below determined to be "Exempt" per Fair Labor Standards Act and shall establish a salary range for the following positions payable bi-weekly.

Assessor	\$63,000 - \$65,000
Buildings & Grounds Spv.	\$75,000 - \$80,000
Deputy Town Attorney	\$15,000 - \$16,000
Deputy Supervisor	\$4,764
Director of Finance	\$98,000 - \$101,000
Chief Court Clerk	\$49,000 - \$52,000
Recreation Director	\$70,000 - \$72,000
Town Attorney	\$41,379
Dog Control Officer, PT	\$12,250 - \$13,000
Deputy Receiver	\$38,000 - \$40,000

Sec. 3. That hourly wages of clerical/operations positions shall be establish an hourly rate range for the following positions as follows:

	<u>Hourly</u>
Code Enforcement Officer/Building Insp.	\$38.00 - \$40.00
Court Clerk, PT	\$17.25 - \$18.00
Court Attendant PT	\$59.75 per session
Clerk PT	\$16.00 - \$18.00
Deputy Town Clerk	\$25.50 - \$27.50
Fire Marshal	\$32.00 - \$34.00
Laborer FT	\$29.00 - \$33.00
Laborer, PT	\$17.50 - \$19.00
Recreation Supervisor FT	\$26.00 - \$28.00
Recreation Assistant FT	\$22.00 - \$24.00
Recreation Assist. PT	\$16.00 - \$19.00
Secretary to Planning	\$26.00 - \$27.00
Secretary to Superintendent of Highways	\$25.00 - \$26.00
Town Attorney James Bell	175.00

Sec. 4. 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. 5. 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. 6. 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. 7. That this resolution shall take effect January 1, 2026.

- RESOLUTION NO. 8 Setting Salary Schedule for 2026 (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 as:

1. An hourly rate range of \$32.10 to \$37.00 is established for the title Deputy Superintendent/MEO.
2. An hourly rate range of \$29.92 to \$34.00 is established for the title Foreman.
3. An hourly rate range of \$25.00 to \$29.00 is established for the title HEO.
4. An hourly rate range of \$17.50 to \$32.00 is established for the title Laborer.
5. An hourly rate range of \$26.00 to \$32.00 is established for the title Laborer/MEO.
6. An hourly rate range of \$32.00 to \$37.00 is established for the title Mechanic.
7. An hourly rate range of \$25.00 to \$32.00 is established for the title MEO.
8. An hourly rate range of \$24.50 to \$26.00 is established for the title Secretary to the Highway Superintendent of Highways.

Sec. 2. That each full-time highway and buildings and grounds employees (except 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. 3. That the Mechanic(s) shall be reimbursed up to \$475 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 November 25 and that vouchers submitted to the Finance Director after November 25, 2026 shall not be paid.

Sec. 6. That this resolution shall take effect January 1, 2026.

- RESOLUTION NO. 9 2026 Salary for Historian

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Historian shall be paid a total of \$500 for the fiscal year 2026 with compensation being paid semi-annually \$250 in June and \$250 in December.

Sec. 2. That this resolution shall take effect January 1, 2026.

- 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
Bookkeeper
Court Attendant
Court Clerk
Deputy Receiver of Taxes and Assessments
Deputy Town Attorney
Deputy Town Clerk
Dog Control Officer
Receiver of Taxes and Assessments
Recreation Director
Recreation Supervisor
Recreation Leader
Recreation Assistant
Secretary to the Planing Board
Secretary to the Highway Superintendent
Town Attorney
Town Clerk

Eight Hour Work Day

Building Inspector
Code Enforcement Officer
Director of Finance
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 Reimbursement of Mileage

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the mileage allowance for Town personnel is set at 72.5 cents per mile for the year 2026.

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 2026 at the Sweden Town Hall; 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) and NY Class are hereby designated as the official banking institutions for the Town for the year 2026, 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 2026 shall be the Westside News.

Sec. 6. 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, 2026 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.

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. 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 \$220,000, the Road Construction CHIPS (DB5112.2) budget line of \$137,000 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 2026 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 2026.

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

Rules and Regulations

for

Building Control Fees

Revised – January 6, 2026

III. PURPOSE

It is the purpose of these rules and regulations to provide for fair charges to all persons making applications under planning, zoning and plumbing ordinances, rules and regulations. Such charges shall be based upon cost associated with implementation of relative changes.

III. ENACTMENT

The Town Board of the Town of Sweden in the County of Monroe does hereby enact these rules and regulations in lieu of any previous enactments of ordinances and rules pertaining thereto.

III. FEES

PERMIT A – PLAN REVIEW: (Revised 1-01-03)

Note: Fifty (50%) percent of the Planning Board fee is allocated for the Town Engineer's fee. Any additional fee incurred through professional services provided by the Town Engineer, Town Attorney or Planning Consultant exceeding fifty (50%) percent of the Planning Board fee shall be paid by the applicant prior to final signature by the Chairperson of the Planning Board.

Residential Subdivision and Plan Review (First Lot)	\$600
Residential Multi-Lot Subdivision and Plan Review	\$200 – each additional lot
Residential Subdivision/Resubdivision (01-02-2020) (No site plan review required)	\$400 – each lot
Residential New or Amended Site Plan (01-02-2020)	\$500 – each lot
Multiple Residency and Apartment Site Plan Approval	\$100 per dwelling unit plus \$100 per acre or fraction thereof
Commercial/Light Industrial Industrial Subdivision	\$400 – each lot
Commercial/Light Industrial Industrial Park Subdivision	\$100 per acre or fraction thereof
Commercial/Light Industrial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Commercial/Light Industrial Amended Site Plan	\$500 plus .05¢ per sq. ft. of additional building or structure area
Shopping Plaza Site Plan (4) four or more stores	\$2,500 plus \$100 per acre or fraction thereof plus .05¢ per sq. ft. of building or structure area
Shopping Plaza Amended Site Plan	\$2,500 plus .05¢ per sq. ft. of new building or structure area
Industrial New or Amended Site Plan	\$2,500 plus .05¢ per sq. ft. of new building

	or structure area
Airport-Commercial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Airport-Commercial Amended Site Plan	\$500 plus \$100 per acre or fraction thereof of affected acreage, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Site Plan	\$1,000 plus \$10 per acre or fraction thereof, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Amended Site Plan	\$500 plus .05¢ per sq. ft. of building or structure area
Special Use Permit	\$250 – Use Exceptions (01-03-2023)
Special (Applicant Requested) Planning Board Meeting	\$400
PUD (Planned Unit Development)	\$5,000 plus 100% of all engineering and professional services

NOTE: No Permits B (Building), C (Pool), D (Non-Conforming Use), E (Special Use), G (Dumping of Fill), or I (Sign) will be issued if property taxes (town, county, and school) are delinquent. (Revised 01-03-2022)

<u>PERMIT B – BUILDING PERMITS:</u> (Revised 06-28-16, 01-02-19, 07-27-2021, and 10-25-2022)	
Residential: New, Renovations	.20 per sq. ft. of living area (including room additions). \$50 minimum
Multiple residences	.20 per sq. ft. - \$50 minimum
Commercial/Industrial/Public Assembly: New, Renovations, Conversion	
Up to 100,000 sq. ft.	.25 per sq. ft. - \$50 minimum
In excess of 100,000 sq. ft.	.28 per sq. ft.
Parks & Recreation Fee	\$750 per unit – Residential (effective 08-01-2021)
	\$1,000 per unit – Commercial & Industrial
In excess of 100,000 sq. ft.	\$2,000 per unit – Commercial & Industrial
Solar Farms	\$10,000 per acre within the fence (effective 10-25-2022)

Telecommunications Tower
(New or Replacement) \$2 per vertical ft. – includes Certificate of Compliance

Small Wireless Facilities
(added 01-21-2020) \$500 - single up front application that includes up to 5 small wireless facilities
\$100 each additional facility beyond 5

\$1,000 - for each new pole (i.e., not a collocation) intended to support one or more small wireless facilities

\$270 - Annual Fee – per small wireless facility

Wind Energy Conversion System \$2 per vertical ft. – \$75 minimum
Includes Certificate of Compliance

Accessory Structures:
Storage Sheds (in excess of 144 sq. ft.),
Carports Barns, Garages (attached or detached, Porches, Decks) .20 per sq. ft. - \$30 minimum

Fireplace and Wood Stove/Wood Boiler \$50 – Residential
\$100 – Commercial (01-02-2025)

Generators \$50 Residential
\$100 Commercial (01-03-2023)

EV Charger Systems \$50 Residential
\$100 Commercial (01-03-2023)

Solar Panel Systems
Onsite Consumption .20 per sq. ft. - \$50 minimum

Solar Farm (01-02-2020) \$2,500 per megawatt

PLUMBING PERMIT:

Residential \$50 plus \$4 per opening

Commercial/Industrial \$100 plus \$5 per opening
In Excess of 100,000 sq. ft. \$200 plus \$5 per opening

PERMIT G – DUMPING OF FILL: \$100 plus all Town engineering costs

PERMIT H – DUMPING OF REFUSE: Not permitted

PERMIT I – SIGNS:

Up to 32 sq. ft \$25

Over 32 sq. ft. to 100 sq. ft. \$50

Over 100 sq. ft. \$100

Special Event (revised 10/29/13) \$25

Fire, Life and Safety Inspections (added 1-2-2018, updated 01-02-2020)

****FEES not paid within 90 days will be doubled****

<u>OCCUPANCY TYPES</u> (COMMERCIAL ONLY)	<u>FEES</u>	<u>OCCURRENCE</u>
• Public Assembly (A1-A5) (>50 persons) (Restaurant/Bars over 50 occupants) Permit)	\$50	Annual (Requires Operating
• Public Assembly – Special Event (>200 persons)	\$200	Per Event
• Business (B) (Office, professional or restaurant under 50 occupants)	\$50	Every two years
• Educational (E) (Educational purposes through 12 th grade)	\$50	Every two years
• Factory (F1-F2) (Assembling, fabricating, manufacturing)	\$50	Every two years
• Hazardous (H1-H5) (High Hazard) Permit)	\$50	Annual (Requires Operating
• Institutional (I1-I4) (24hr basis supervised care)	\$50	Every two years
• Mercantile (M) (Sale of merchandise) (up to 5000 sq. ft)	\$50	Every two years

years	(>5,000 sq. ft)	\$100	Every two
	(>100,000 sq. ft)	\$150	Every two years
•	Residential (R1) (Hotels, Motels)	\$100	Every two years
•	Residential (R2) (Apartments)		
	(<50 Apartments)	\$50	Every two years
	(50-125 Apartments)	\$100	Every two years
	(>125 Apartments)	\$150	Every Two years
•	Residential (R3,R4) (Boarding Houses)	\$50	Every two years
•	Storage (S1-S2) (Motor vehicle repair)	\$50	Every two year
•	Utility (U) (Miscellaneous)	\$50	Every two years
•	Tax Exempt/Civic Organization/Agricultural	Waived	

Operating Permits -

FEES

OCCURRENCE

(Fees Waived – Tax Exempt/Civic Organization/Agriculture) (01-03-2022)

Operating Permit	\$25	Required by the NYS Uniform Code or Sweden Code
Open Burn Permit	\$25	Per occurrence
(Fees Waived – Tax Exempt/Civic Organization/Agricultural) (Revised 01-03-2022)		
Tent/Membrane Structure (COMMERCIAL ONLY)	\$25	Per event

Home Occupation Permits

Home Occupation	\$50	
Home Occupation – Bed and Breakfast	\$50	
	\$25	Annual Operating Permit

Vacant Building Registration Fees – (adopted 8-25-2020)

<u>Property Type</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Each Subsequent Year</u>
Demolition Plan or Rehabilitation Plan Submitted.	\$100	If no extension is granted, then the maximum fee for the relevant property type will be charged for each subsequent year.		

1-3 Unit Residential	\$250	\$500	\$750	\$1,000
4-6 Unit Residential	\$500	\$1,000	\$1,500	\$2,000
7+ Unit Residential	\$250/unit	\$500/unit	\$750/unit	\$1,000/unit
Commercial (whichever is greater)	\$1,000 or \$0.05/sq.ft.	\$2,000 or \$0.10/sq.ft.	\$3,000 or \$0.15/sq.ft.	\$4,000 or \$0.20/sq.ft.*

*=gross square foot

CERTIFICATE OF OCCUPANCY:

(revised: 06-28-16)

Single Family	\$100
Additions/Renovations	\$50
Duplex/Triplex	\$40 per unit
Townhouses and Condominiums	\$40 per unit
Apartment Projects	\$40 per unit
Commercial/Public Assembly	\$250 per unit
In Excess of 100,000 sq. ft.	\$500 per unit
Commercial: Renovation, Conversion Remodel	\$150
In Excess of 100,000 sq. ft.	\$250
Industrial	\$300

CERTIFICATE OF COMPLIANCE: (revised
06-28-16 and 01-01-2017 and 01-02-19)

Commercial Alteration/Renovation	\$150 – Commercial (revised 01-06-2026)
Accessory Structures:	
Storage Sheds (in excess of 144 sq. ft.),	\$50 – Residential
Carports, Barns, Garages (attached or detached, Porches, Decks, Pools, Hot Tub/Spa	\$150 – Commercial (revised 01-03-2022)
Fireplace, Wood Stove/Wood Boiler, Generator	\$25 – Residential
	\$150 – Commercial (01-02-2025)
Solar Panel System	
EV Charger System	\$150 – Commercial (revised 01-03-2022)
	\$150 – Commercial (01-03-2023)
Signs (Permanent)	

	\$25 – Residential
	\$50 – Commercial (01-02-2020)
Solar Farms (01-02-2020)	
	\$250
Cell Tower Upgrades/Renovations (01-02-2019)	\$150 (revised 01-03-2022)

Working without a permit (01-02-2020)	
Stop Work Order	*Included in inspection fee
Expired Permit 6 Mos. Extension	
Failed Inspection/Re-inspection	\$200 (revised 01-03-2022)
	\$125
	\$50
	\$25

ZONING BOARD OF APPEALS:

For public hearing to request an Area Variance or Use Variance

Area Variance	\$300 – First two variances, then \$100 for each additional variance per same application.
Use Variance	\$1,000

TOWN BOARD FEE:

Note: 50% of all fees in this section are for professional consulting services calculated after, and over and above the professional fees which are authorized to be charged to an applicant under 6 NYCRR §617.13, in connection with preparation and review of the draft environmental impact statements (DEIS) and final environmental impact statements (FEIS). Any additional fee incurred through professional services provided by Town consultants, such as the Town Engineer, Town Attorney, Special Counsel to the Town, and Planning Consultant shall be paid by the applicant/ developer prior to final signature by the Chairman of the Planning Board on a subdivision plat, by the Supervisor on local legislation changing the zone of property, and, in the case of a DEIS and FEIS, prior to the determination by the Lead Agency that the DEIS and FEIS is acceptable as complete, pursuant to 6 NYCRR §617.9.

For public hearing to request zoning change	\$1,000 per parcel less than 5 acres \$3,000 per parcel between 5 & 10 acres \$5,000 per parcel greater than 10 acres
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ADDITIONAL FEES AND CHARGES:

Garage Sale Permit (non-refundable)	\$5
Zoning Verification Letter	\$25 (revised 01-03-2022)

- 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, 2025.

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, 2026 through December 31, 2026.

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

- RESOLUTION NO. 18 Approving Temporary Assignment of Judges for 2026

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 2026 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 2026.

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 2026 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 2026 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 authorizes the purchase of snow and ice control materials (road salt and chemicals) in excess of five thousand dollars (\$5,000) for the 2026 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 for Director of Finance to Pay Certain Claims Prior to Audit

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. Pursuant to Section 118 of the Town Law the Sweden Town Board hereby authorizes the Director of Finance to pay claims for public utilities, postage, freight and express charges, before they are audited.

Sec. 2. The Sweden Town Board also authorizes ACH payments to the United States Department of Agriculture Rural Development before they are audited for the following:

Lake and Redman Roads Water District

Sec. 3. The Sweden Town Board also authorizes ACH payments to The Depository Trust Company before they are audited for the following:

Colby Street Ext. Water District
Fourth Section Road Sewer District
Gallup Road Water District
Public Roads/Parking Lots Improvements
Shumway Roads Water District
Swamp/Salmon Creek Water District

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

- RESOLUTION NO. 21 Adopt 2026 Holidays

WHEREAS, the Town of Sweden establishes an annual holiday schedule for Town employees; and

WHEREAS, the Town Board wishes to adopt the official holidays for calendar year 2026 for all Town departments except the Highway Department and separately adopt the holiday schedule for the Highway Department.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby adopts the following holidays for all departments except Highway for the year 2026:

- January 1, 2026 – New Year’s Day
- January 19, 2026 – Martin Luther King Jr. Day

- February 16, 2026 – Presidents’ Day
- April 3, 2026 – Good Friday
- May 25, 2026 – Memorial Day
- July 3, 2026 – Independence Day (Observed)
- September 7, 2026 – Labor Day
- October 12, 2026 – Columbus Day
- November 11, 2026 – Veterans Day
- November 26, 2026 – Thanksgiving Day
- November 27, 2026 – Day After Thanksgiving (Floating)
- December 24, 2026 – Christmas Eve (Floating)
- December 25, 2026 – Christmas Day

Sec. 2. That the Town Board adopts the following holidays for the Highway Department for the year 2026:

- January 1, 2026 – New Year’s Day
- April 3, 2026 – Good Friday
- May 22, 2026 – Friday Before Memorial Day
- May 25, 2026 – Memorial Day
- July 2, 2026 – Day Before Independence Day
- July 3, 2026 – Independence Day (Observed)
- September 7, 2026 – Labor Day
- October 12, 2026 – Columbus Day
- November 11, 2026 – Veterans Day
- November 26, 2026 – Thanksgiving Day
- November 27, 2026 – Day After Thanksgiving
- December 25, 2026 – Christmas Day

Sec. 3. That these holidays shall be observed in accordance with Town policies.

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

NON-CONSENT AGENDA:

- Approval of the minutes of the regular Town Board meeting held on December 23, 2025

Councilperson Sharpe made a motion that was seconded by Councilperson Maar to approve the minutes of the meeting held on December 23, 2025.

VOTE BY ROLL CALL AND RECORD:

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

ADOPTED

ADDITIONAL BUSINESS AND ANNOUNCEMENTS:

Supervisor Hayles reminded the board that the NYS DOT open house regarding the intersection of Route 31/31A and Redman Road will be held on Tuesday, January 13, 2026 from 4:00 pm to 6:00 pm. The Town Board meeting will follow at 6:00 pm.

Councilperson Sharpe asked if the Monroe County Sheriff had been contacted regarding the increase in car break ins throughout Monroe County. Councilperson Sullivan will reach out to the Sheriff. Supervisor Hayles would like to see specific data for the Town of Sweden before moving forward with another community meeting.

Supervisor Hayles would like liaison and department reports for 2025 at the January 27, 2026 meeting.

Supervisor Hayles shared the progress of the proposed water district for Swamp, LaDue, and West Sweden Roads.

ADJOURNMENT:

As there was no further business to come before the Board, Councilperson Sharpe moved to adjourn the January 6, 2026 meeting of the Sweden Town Board at 6:20 p.m. Councilperson Maar seconded the motion. All voted in favor of the motion. Motion adopted.

Respectfully submitted,

Karen M. Sweeting
Town Clerk