

TOWN OF CONCORD SPECIAL TOWN BOARD MTG  
6:30 p.m.

September 30, 2019

MEETING CALLED TO ORDER BY CLYDE M. DRAKE, SUPERVISOR

PRESENT: CLYDE F. DRAKE, SUPERVISOR  
JAMES M. KREZMIEN, COUNCILMAN  
KENNETH D. ZITTEL, COUNCILMAN  
WILLIAM F. SNYDER, III, COUNCILMAN  
PHILIP DROZD, COUNCILMAN

ALSO PRESENT: DARLENE G. SCHWEIKERT, Town Clerk  
GEORGE DONHAUSER

ITEM #1: PRESENTATION OF THE 2020 TENTATIVE/PRELIMINARY BUDGET

Town Clerk Schweikert presented the Tentative Budget to the Board. Supervisor Drake advised that there will be another Budget Work Session on Wednesday, October 2<sup>nd</sup>, 2019 at 6:00 p.m. The public hearing on the budget is scheduled for Thursday, October 10<sup>th</sup>, 2019 at 6:00 p.m.

ITEM #2: RETIREMENT/RESIGNATION OF SECRETARY/BOOKKEEPER TO THE SUPERVISOR

Secretary/Bookkeeper Ciszak submitted her resignation as Secretary/Bookkeeper to the Supervisor effective November 15, 2019. Bookkeeper Ciszak stated that her resignation was submitted with a sadden heart and thanked the Board for the opportunity to serve the Town of Concord residents for over 27 years; she enjoyed her employment with the Town more than words can express. Motion by Councilman Drozd, seconded by Councilman Snyder, to accept the retirement/resignation of Secretary/Bookkeeper Ciszak with regrets. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #3: APPOINTMENT OF BOOKKEEPER/SECRETARY

Supervisor Drake noted that he had received over 20 resumes; some from the Town and some outside the Town. Supervisor Drake and Councilman Drozd picked the top six and interviewed them. The candidate selected is Luella Timmel who lives just a couple miles outside of the Town but the advertisement stated that the Town was looking for a candidate who had accounting experience and knowledge of governmental accounting is a plus. Mrs. Timmel was the Administrative Assistant/Bookkeeper to the Town of Colden Supervisor from 1998 to 2009; she left the position to raise her children and her children are now in Middle School and High School. She has experience with Williamson Law Book which is the program the Town uses and has experience in accounts payable/receivable, bank reconciliation; New York State retirement, deferred compensation & health insurance; payroll; reporting to the County and the State; and finding State and County bid pricing for items purchased which would save the taxpayers money. Supervisor Drake and Councilman Drozd feel Mrs. Timmel would be a great fit. The salary to this position was discussed with Mrs. Timmel who understands that Denise Ciszak has been in the position for 27 years and she agreed to a salary of \$36,000 which will be paid at 80% during the six-month probationary period. This appointment is effective October 1, 2019; this will allow Mrs. Timmel the opportunity to work with Mrs. Ciszak until her retirement date. Mrs. Timmel realizes that she has big shoes to fill. Motion by Councilman Drozd, seconded by Councilman Krezmien, to appoint Luella Timmel to the position of Bookkeeper/Secretary with the salary of \$36,000 with the salary to be paid at 80% during the six-month probationary period. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #4:

MOTION TO ADJOURN

Motion by Councilman Kreznien, seconded by Councilman Zittel, to adjourn the meeting at 6:45 p.m. Councilmen Kreznien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

*Darlene G. Schweiker*

Darlene G. Schweiker  
Town Clerk

