

TOWN OF CONCORD ORGANIZATIONAL MEETING
6:30 p.m.

MEETING CALLED TO ORDER BY CLYDE M. DRAKE, SUPERVISOR

ROLL CALL: CLYDE M. 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
BARRY A. EDWARDS, Hwy Supt.
BRIAN F. ATTEA, Town Attorney
CAROLYN A. ROBINSON, Dog Control Officer

KELLEN QUIGLEY, Springville Times MAX BORSUK, Springville Journal
GEORGE DONHAUSER ALLISON DUWE

Supervisor Drake opened the meeting and thanked everyone for attending.

ITEM #1 APPOINTMENTS BY SUPERVISOR

Motion by Supervisor Drake, seconded by Councilman Krezmien, to accept the Supervisor's appointments, a-t. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

- a) Deputy Supervisor – James M. Krezmien
- b) Town Historian – David Batterson
- c) Rep. to Youth Board – William F. Snyder, III
- d) Rep. to Planning Board – Clyde M. Drake
- e) Rep. to IDA – Kenneth D. Zittel
- f) Rep. to Control Center Advisory Board – Kenneth D. Zittel; William F. Snyder, III (Alternate)
- g) Rep. to Southtowns Planning Group – Clyde M. Drake
- h) Rep. to Senior Citizens – Clyde M. Drake
- i) Rep. to NEST – Clyde M. Drake
- j) Rep. to Hulbert Library Board – Philip Drozd
- k) Rep. to Rural Transit Service – Clyde M. Drake
- l) Rep. to Southtowns Preservation Board – Clyde M. Drake
- m) West Valley Coalition- Clyde M. Drake; Kenneth D. Zittel (Alternate)
- n) Liaison to Highway – Philip Drozd
- o) Liaison to Community Park – Kenneth D. Zittel
- p) Liaison to Mortons Corners Fire Co – William F. Snyder, III
- q) Liaison to East Concord Fire Co – Kenneth D. Zittel
- r) Liaison to Springville Vol. Fire Co – Philip Drozd
- s) Liaison to Boston Fire Co. – Philip Drozd
- t) Liaison to Code Enforcement Officer – Clyde M. Drake

ITEM #2 RECOMMENDED BY SUPERVISOR FOR APPOINTMENT BY TOWN BOARD

Motion by Councilman Zittel, seconded by Councilman Krezmien, to approve the appointments a-y. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

- a) Tax Collector – Darlene G. Schweikert
- b) Registrar – Darlene G. Schweikert
- c) Code Enforcement Officer – Jeffrey Singleton
- d) Town Attorney – Brian F. Attea
- e) Deputy Town Attorney – Kevin J. Rautenstrauch
- f) Town Prosecutor – Kevin J. Rautenstrauch

- g) Deputy Town Prosecutor -- Brian F. Attea
- h) Special Counsel -- Hodgson Russ- Daniel Spitzer, Esq.; Attea & Attea
- i) Bingo Inspector -- David Graves
- j) Planning Board Chairman -- Lawrence J. Kelly, Jr.
- k) Appeals Board Chairman -- Edwin F. Heary
- l) Dog Control Officer - Carolyn Robinson
- m) Assistant Dog Control Officer -- David C. Graves
- n) Alternate Dog Control Officer -- Phyllis Jensen
- o) Court Officer/Constable -- Joseph Laurito and John Hilliard, Jr.;
Alternate William Ellis
- p) CPA -- Thomas P. Malecki/Drescher & Malecki, LLP
- q) Consultant for Zoning & Assessment -- Ronald Bennett & Hodgson
Russ
- r) Coordinator for American Disability Act -- James M. Krezmien
- s) Freedom of Information Officer -- Darlene G. Schweikert
- t) Superintendent of Parks - Charles J. Schweikert, Jr.
- u) Disaster Coordinator -- Michael Willibey
- v) General Counsel Town of Concord IDA -- Jennifer Strong, Esq.
- w) Discrimination/Harassment Committee -- James M. Krezmien
- x) Director of Senior Center -- Eleanor Eschborn
- y) Concord Van Coordinator -- Eleanor Eschborn

ITEM #3 APPOINTMENTS BY TOWN CLERK

Deputy Town Clerk, Deputy Tax Collector - Motion by Councilman Krezmien, seconded by Councilman Zittel, to approve the appointment of Stephanie A. Bacon as Deputy Town Clerk, Deputy Tax Collector, as recommended by Town Clerk Schweikert. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #4 APPOINTMENTS BY TOWN JUSTICES

Court Clerks -- Amanda Roth & Julie Moriarty - Motion by Councilman Krezmien, seconded by Councilman Snyder, to approve the appointment of Amanda Roth and Julie Moriarty as Court Clerks, as recommended by the town justices. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #5 DEPOSITORIES FOR TOWN FUNDS

The depositories for the town would be M & T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank and Evans Bank. Motion by Councilman Zittel, seconded by Councilman Krezmien to make M & T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank and Evans Bank as the Depositories for Town Funds. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #6 OFFICIAL PAPER

The members discussed whether the Springville Times should remain the Town's Official paper. The Springville Times cut back on circulation during 2019 and now copies are dropped off at various locations in the Town instead of being mailed to residents. If the Town names both the Springville Times and the Springville Journal, advertising costs would double. Mr. Quigley from the Springville Times did not know the circulation totals. Supervisor Drake asked for an approval of the Springville Times as the Official Paper at this time; the Board could review circulation of both papers and change the official paper if need be at a future time. Motion by Councilman Zittel, seconded by Councilman Drozd, to name the Springville Times as the official paper for the Town. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #7 MEAL ALLOWANCE FOR JURORS

Motion by Councilman Zittel, seconded by Councilman Krezmien, to approve meal allowances for jurors at \$10.00 for lunch and \$15.00 for dinner. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #8 SICK LEAVE FOR EMPLOYEES

Sick leave for employees is 8 days per year, 160 day maximum. Motion by Councilman Krezmien, seconded by Councilman Zittel, that sick leave will be 8 days per year, 160 day maximum. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #9 PERSONAL LEAVE DAYS

Personal leave days would be 3 per year, not to accumulate. Motion by Councilman Zittel, seconded by Councilman Krezmien, that there will be 3 personal leave days per year, not to accumulate. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #10 COMP TIME - MAXIMUM OF 60 HOURS TOTAL ACCUMULATION PER YEAR

Comp Time - Maximum of 60 hours total accumulation per year. This has been added to the Agenda this year. It has been in the Employee Handbook but over the years, there has been some different interpretations of Comp Time. Hwy Supt Edwards explained that he looked into Comp Time. If an employee gets 20 hours, and then they use it and get another 20 hours and use it, the next thing you know they have 95 hours for one year. Supervisor Drake advised that it is a two-edged sword because the Town doesn't pay overtime but the department may have a project that needs to get done and there is not enough manpower there to do it. Motion by Councilman Drozd, seconded by Councilman Zittel, that there will be a maximum of 60 hours total accumulation per year of Comp Time. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye.

ITEM #11 PAID HOLIDAYS

Motion by Councilman Krezmien, seconded by Councilman Snyder, to accept the listing of paid holidays for employees for the Town of Concord: New Year's Day, Martin Luther King Day, Presidents' Day, ½ day Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Veterans Day, ½ day Christmas Eve Day, Christmas Day, and ½ day New Year's Eve. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #12 MILEAGE REIMBURSEMENT

The mileage reimbursement shall be in accordance with the Internal Revenue Service rate. As of January 1, 2020, the rate is \$.57 1/2 per mile. Motion by Councilman Krezmien, seconded by Councilman Zittel, to set the mileage reimbursement in accordance with the Internal Revenue Service rate. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #13 MEAL ALLOWANCE

Motion by Councilman Zittel, seconded by Councilman Krezmien, for the meal allowance to be \$30.00 per diem, and \$50.00 per diem for New York City. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #14 TOOL PURCHASE/HIGHWAY SUPERINTENDENT

Motion by Councilman Zittel, seconded by Councilman Krezmien, that the Highway Superintendent is given permission to spend \$1,000 maximum without permission. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #15 DELEGATE AND ALTERNATE FOR ASSOCIATION OF TOWNS MTG

Motion by Councilman Krezmien, seconded by Councilman Zittel, to appoint Clyde M. Drake, as the delegate to the Association of Towns Meeting. Supervisor Drake regularly attends these meetings and does not see the need to appoint an alternate. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #16 REGULAR TOWN BOARD MEETING DAY

Motion by Councilman Snyder, seconded by Councilman Drozd, to set the second Thursday of each month for the regular town board meeting. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #17 VACATION SCHEDULE

Motion by Councilman Krezmien, seconded by Councilman Zittel, to accept the vacation schedule policy as of 1/1/99. Each department head must maintain vacation schedule records. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #18 SALARIES FOR THE TOWN

Motion by Councilman Zittel, seconded by Councilman Krezmien, to approve the salaries as listed in the 2020 budget with the exception of the new appointment salaries. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #19 TOWN OF CONCORD INVESTMENT POLICY

Motion by Councilman Snyder, seconded by Councilman Zittel, to accept the Town of Concord Investment Policy on file with the Town Clerk and the Town Supervisor. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #20 PETTY CASH AMOUNTS IN TOWN CLERK'S OFFICE -- Daily \$50, Tax Drawer \$250 and Petty Cash Drawer \$215; PETTY CASH AMOUNT IN THE SENIOR CENTER \$75

Town Clerk Schweikert asked that the Petty Cash for the Tax Drawer be increased to \$250. Motion by Councilman Zittel, seconded by Councilman Krezmien, to approve the Petty Cash Amounts in the Town Clerk's Office – Daily \$50, Tax Drawer \$250 and Petty Cash Drawer \$215 and Petty Cash Amount in the Senior Center of \$75. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #21 AUTHORIZATION FOR FUEL BIDS

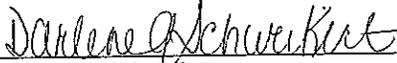
Motion by Councilman Zittel, seconded by Councilman Snyder, to authorize the Highway Superintendent to advertise for fuel bids. Town Clerk will publish the bid notice. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM#22 EXECUTIVE SESSION

There was nothing for Executive Session.

ITEM #23 MOTION TO ADJOURN

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



Darlene G. Schweikert
Town Clerk