

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

MAX BORSUK, Springville Journal KEVIN RAUTENSTRAUCH  
GEORGE DONHAUSER

Supervisor Drake opened the meeting and thanked everyone for attending.

ITEM #1 APPOINTMENTS BY SUPERVISOR

Motion by Councilman Krezmien, seconded by Councilman Zittel to accept the Supervisor's appointments, a-s. 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 Monthly Fire Chief Meeting – Kenneth D. Zittel, Clyde M. Drake (Alternate)
- f) Rep. to Southtowns Planning Group – Clyde M. Drake
- g) Rep. to Senior Citizens – Clyde M. Drake
- h) Rep. to NEST – Clyde M. Drake
- i) Rep. to Hulbert Library Board – Philip Drozd
- j) Rep. to Rural Transit Service – Clyde M. Drake
- k) Rep. to Southtowns Preservation Board – Clyde M. Drake
- l) West Valley Coalition- Clyde M. Drake; Kenneth D. Zittel (Alternate)
- m) Liaison to Highway – Philip Drozd
- n) Liaison to Community Park – Kenneth D. Zittel
- o) Liaison to Mortons Corners Fire Co – William F. Snyder, III
- p) Liaison to East Concord Fire Co – Kenneth D. Zittel
- q) Liaison to Springville Vol. Fire Co – Philip Drozd
- r) Liaison to Boston Fire Co. – Philip Drozd
- s) Liaison to Code Enforcement Officer – Clyde M. Drake

Supervisor Drake advised the Board that he received a telephone request the Town of Holland Supervisor asking him to be on the Southtowns Preservation Board and he agreed to be on that Board also.

ITEM #2 RECOMMENDED BY SUPERVISOR FOR APPOINTMENT BY TOWN BOARD

Motion by Councilman Zittel, seconded by Councilman Snyder, to approve the appointments a-x. 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 and Attea & Attea
- i) Bingo Inspector – David C. 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, John Hilliard, Jr. and William Ellis
- p) CPA – 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) Discrimination/Harassment Committee – Clyde M. Drake James M. Krezmien
- w) Director of Senior Center – Eleanor Eschborn
- x) Concord Van Coordinator – Eleanor Eschborn

Town Clerk Schweikert asked Supervisor Drake if he needed to add the appointment of Jeffrey Singleton as Constable to this list. Town Atty Attea and Supervisor Drake agreed he should be included. Motion by Councilman Zittel, seconded by Councilman Krezmien, to add:

- y) Constable – Jeffrey Singleton

Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried. Motion by Councilman Snyder, seconded by Councilman Zittel, to approve the appointments as amended to include (y) Constable – Jeffrey Singleton. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

#### 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 Drozd, 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 Krezmien, seconded by Councilman Drozd, 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

Supervisor Drake asked for an approval of the Springville Journal as the Official Paper. Motion by Councilman Krezmien, seconded by Councilman Zittel, to name the Springville Journal 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 Snyder, 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 Snyder, seconded by Councilman Krezmien, 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 Drozd, 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. Motion by Councilman Zittel, seconded by Councilman Krezmien, 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 Zittel, seconded by Councilman Drozd, 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, 2021, the rate is \$.56 per mile. Motion by Councilman Snyder, seconded by Councilman Krezmien, 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 Krezmien, seconded by Councilman Zittel, 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 Drozd, 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 Krezmien, 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 Zittel, seconded by Councilman Drozd, 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. Supervisor Drake advised that all departments report in their vacation hours monthly to Bookkeeper Timmel.

ITEM #18 SALARIES FOR THE TOWN

Motion by Councilman Krezmien, seconded by Councilman Zittel, to approve the salaries as listed in the 2021 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 Krezmien, 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 TOWN OF CONCORD SEXUAL HARASSMENT POLICY

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

ITEM #21 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

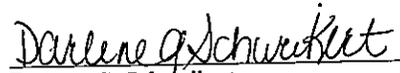
Motion by Councilman Krezmien, seconded by Councilman Snyder, to approve the Petty Cash Amounts in the Town Clerk's Office – Daily \$50, Tax Drawer \$250 and Petty Cash Drawer \$215 and Petty Cash Amount in the Senior Center of \$75. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting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

ITEM#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 6:43 p.m. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

  
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Darlene G. Schweikert  
Town Clerk