

TOWN OF CONCORD ORGANIZATIONAL MEETING  
6:30 p.m. January 12, 2023

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR

PLEDGE OF THE FLAG BY SUPERVISOR DROZD

ROLL CALL: PHILIP DROZD, SUPERVISOR  
CLYDE M. DRAKE, COUNCIL MEMBER  
KENNETH D. ZITTEL, COUNCIL MEMBER  
WILLIAM F. SNYDER, III, COUNCIL MEMBER  
KIMBERLY S. KRZEMIEN, COUNCIL MEMBER

ALSO PRESENT: DARLENE G. SCHWEIKERT, Town Clerk  
BARRY A. EDWARDS, Hwy Supt.  
CAROLYN A. ROBINSON, Dog Control Officer

EXCUSED: BRIAN A. ATTEA, Town Attorney

GEORGE DONHAUSER

ITEM #1 APPOINTMENTS BY SUPERVISOR

Motion by Council Member Snyder, seconded by Council Member Zittel, to accept the Supervisor's appointments, a-u. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

- a) Deputy Supervisor – Clyde M. Drake
- b) Town Historian – Thomas Hawkins
- c) Bookkeeper/Secretary to Supervisor – Luella Timmel
- d) Rep. to Youth Board – Kimberly Krzemien;  
William F. Snyder, III (Alternate)
- e) Rep. to Planning Board – Clyde M. Drake
- f) Rep. to Quarterly Fire Chief Meeting – Kenneth D. Zittel;  
Clyde M. Drake (Alternate)
- g) Rep. to Southtowns Planning Group – Kenneth D. Zittel
- h) Rep. to Senior Citizens – Philip Drozd
- i) Rep. to NEST – Clyde M. Drake
- j) Rep. to Hulbert Library Board – Philip Drozd
- k) Rep. to Rural Transit Service – Philip Drozd;  
Kimberly S. Krzemien (Alternate)
- l) Rep. to Southtowns Preservation Board – Clyde M. Drake
- m) West Valley Coalition – Kimberly S. Krzemien;  
Kenneth D. Zittel (Alternate)
- n) Liaison to Highway – Philip Drozd; Kenneth D. Zittel  
(Agenda change-added Kenneth D. Zittel)
- 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. – Kimberly S. Krzemien
- t) Liaison to Code Enforcement Officer – Philip Drozd  
(Agenda listed Clyde M. Drake, changed at meeting)
- u) Committees:
  - \*Youth/Recreation – William F. Snyder, III;  
Kimberly S. Krzemien
  - \*Buildings & Grounds – Philip Drozd;  
Kenneth D. Zittel
  - \*Financial – Philip Drozd; Clyde M. Drake
  - \*Cemeteries – Kenneth D. Zittel; Kimberly S. Krzemien
  - \*Safety – Philip Drozd; Darlene G. Schweikert; Barry Edwards;  
Larry Heim and Eleanor Eschborn

ITEM #2     RECOMMENDED BY SUPERVISOR FOR APPOINTMENT BY TOWN BOARD

Motion by Council Member Drake, seconded by Council Member Krzemien, to approve the appointments a-z. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

- a) Tax Collector – Darlene G. Schweikert
- b) Registrar – Darlene G. Schweikert
- c) Code Enforcement Officer – Thomas Roberts
- 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) Cemetery Superintendent – Barry A. Edwards
- j) Bingo Inspector – James M. Krzemien
- k) Planning Board Chairman – Karl R. Lux
- l) Appeals Board Chairman – Edwin F. Heary
- m) Dog Control Officer - Carolyn Robinson
- n) Assistant Dog Control Officer – David C. Graves
- o) Alternate Dog Control Officer – Phyllis Jensen
- p) Court Officer/Constable – Joseph Laurito (resignation will be approved at Town Board meeting)
- q) CPA – Drescher & Malecki, LLP
- r) Consultant for Zoning & Assessment – Ronald Bennett & Hodgson Russ
- s) Coordinator for American Disability Act – Kimberly S. Krzemien
- t) Freedom of Information Officer – Darlene G. Schweikert
- u) Superintendent of Parks - Charles J. Schweikert, Jr.
- v) Disaster Coordinator – Michael Willibey
- w) Deputy Disaster Coordinator – Philip Drozd
- x) Discrimination/Harassment Committee – Philip Drozd, Clyde M. Drake
- y) Director of Senior Center – Eleanor Eschborn
- z) Concord Van Coordinator – Eleanor Eschborn

ITEM #3     APPOINTMENTS BY TOWN CLERK

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

ITEM #4     APPOINTMENTS BY TOWN HIGHWAY SUPERINTENDENT

Deputy Highway Superintendent – Larry Heim -- Motion by Council Member Zittel, seconded by Council Member Krzemien, to approve the appointment of Larry Heim as Deputy Highway Superintendent, as recommended by Town Highway Superintendent Edwards. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM#5     TOWN JUSTICES

Court Clerks – Alicia Beaudette and Jean Kwasnik - Motion by Council Member Snyder, seconded by Council Member Zittel, to approve the appointment of Alicia Beaudette and Jean Kwasnik as Court Clerks as recommended by the town justices. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #6      DEPOSITORIES FOR TOWN FUNDS

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

ITEM #7      OFFICIAL PAPER

Supervisor Drozd asked for an approval of the Springville Journal as the Official Paper. Motion by Council Member Drake, seconded by Council Member Krzemien, to name the Springville Journal as the official paper for the Town. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #8      MEAL ALLOWANCE FOR JURORS

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

ITEM #9      SICK LEAVE FOR EMPLOYEES

Sick leave for employees is 9 days per year, 160 days maximum. (Agenda incorrectly stated 8 days per year). Motion by Council Member Snyder, seconded by Council Member Krzemien, that sick leave will be 8 days per year, 160 days maximum. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #10     PERSONAL LEAVE DAYS

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

ITEM #11     COMP TIME – MAXIMUM OF 60 HOURS TOTAL  
ACCUMULATION PER YEAR

Comp Time - Maximum of 60 hours total accumulation per year. Motion by Council Member Zittel, seconded by Council Member Krzemien, that there will be a maximum of 60 hours total accumulation per year of Comp Time. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #12     PAID HOLIDAYS

Motion by Council Member Snyder, seconded by Council Member Drake, 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, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Thanksgiving Day, Veterans Day, ½ day Christmas Eve Day, Christmas Day, and ½ day New Year's Eve. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #13     MILEAGE REIMBURSEMENT

The mileage reimbursement shall be in accordance with the Internal Revenue Service rate. As of January 1, 2023, the rate is \$.655 per mile. Motion by Council Member Zittel, seconded by Council Member Drake, to set the mileage

reimbursement in accordance with the Internal Revenue Service rate. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #14 MEAL ALLOWANCE

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

ITEM #15 TOOL PURCHASE/HIGHWAY SUPERINTENDENT

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

ITEM #16 DELEGATE AND ALTERNATE FOR ASSOCIATION OF TOWNS MEETING

Motion by Council Member Krzemien, seconded by Council Member Zittel, to appoint Philip Drozd, as the delegate, and Clyde M. Drake, as the alternate, to the Association of Towns Meetings. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #17 REGULAR TOWN BOARD MEETING DAY

Motion by Council Member Snyder, seconded by Council Member Drake, to set the second Thursday of each month for the regular town board meeting; except for July 2023. The July meeting will be held on Wednesday, July 12, 2023. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #18 VACATION SCHEDULE

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

ITEM #19 SALARIES FOR THE TOWN

Motion by Council Member Drake, seconded by Council Member Zittel, to approve the salaries as listed in the 2023 budget with the exception of the new appointment salaries. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #20 TOWN OF CONCORD INVESTMENT POLICY

Motion by Council Member Drake, seconded by Council Member Zittel, to accept the Town of Concord Investment Policy (12/8/22) on file with the Town Clerk and the Town Supervisor. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #21 TOWN OF CONCORD SEXUAL HARASSMENT POLICY

Motion by Council Member Snyder, seconded by Council Member Snyder, to accept the Town of Concord Sexual Harassment Policy on file with the Town Clerk and the Town Supervisor. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #22 PETTY CASH AMOUNTS IN TOWN CLERK'S OFFICE – Daily \$50,  
Tax Drawer \$250 and Petty Cash Drawer \$275: PETTY CASH AMOUNT IN THE  
SENIOR CENTER \$75

Motion by Council Member Krzemien, seconded by Council Member Zittel, to approve the Petty Cash Amounts in the Town Clerk's Office – Daily \$50, Tax Drawer \$250 and Petty Cash Drawer \$275 and Petty Cash Amount in the Senior Center of \$75. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM #23 APPROVE FEE SCHEDULE

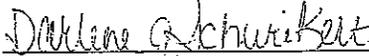
Motion by Council Member Drake, seconded by Council Member Zittel, to approve the current building permit and application permit fees. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

ITEM#24 EXECUTIVE SESSION

There was nothing for Executive Session.

ITEM #25 MOTION TO ADJOURN

Motion by Council Member Zittel, seconded by Council Member Krzemien, to adjourn the meeting at 6:37 p.m. Council Members Drake, Zittel, Snyder & Krzemien; Supervisor Drozd, voting aye. Carried.

  
\_\_\_\_\_  
Darlene G. Schweikert  
Town Clerk