

Meeting called to order by Clyde M. Drake, Town Supervisor

Roll Call

1. Appointment by Supervisor:

- a) Deputy Supervisor - James Krezmien
- b) Town Historian - David Batterson
- c) Rep. to Youth Board – Bill Snyder
- d) Rep. to Planning Board – Clyde Drake
- E) Rep. to Monthly Fire Chief Meeting – Kenneth Zittel, Clyde Drake (Alternate)
- f) Rep. to Southtowns Planning Group – Clyde Drake
- g) Rep. to Senior Citizens – Clyde Drake
- h) Rep. to NEST – Clyde Drake
- i) Rep. to Hulbert Library Board – Phil Drozd
- j) Rep to Rural Transit Service – Clyde Drake
- k) Rep to Southtowns Preservation Board – Clyde Drake
- l) West Valley Coalition - Clyde Drake, Kenneth Zittel (Alternate)
- m) Liaison to Highway – Phil Drozd
- n) Liaison to Community Park – Kenneth Zittel
- o) Liaison to Mortons Corner Fire Co. – Bill Snyder
- p) Liaison to East Concord Vol. Fire Co. – Kenneth Zittel
- q) Liaison to Springville Vol. Fire Co. – Phil Drozd
- r) Liaison to Boston Fire Co. – Phil Drozd
- s) Liaison to CEO – Clyde Drake

2. Recommended by Town Supervisor for Appointment by Town Board

- a) Tax Collector - Darlene Schweikert
- b) Registrar - Darlene Schweikert
- c) Code Enforcement Officer – Jeffrey Singleton
- d) Town Attorney – Brian Attea
- e) Deputy Town Attorney – Kevin Rautenstrauch
- f) Town Prosecutor – Kevin Rautenstrauch
- g) Deputy Town Prosecutor - Brian Attea
- h) Special Council - Hodgson Russ, and Attea & Attea
- i) Bingo Inspector – David Graves
- j) Planning Board Chairman – Lawrence Kelly
- k) Appeals Board Chairman - Edwin Heary
- l) Dog Control Officer - Carolyn Robinson
- m) Assistant Dog Control Officer -- David Graves
- n) Alternate Dog Control Officer – Phyllis Jensen
- o) Court Officer/Constable – Joseph Laurito, John Hilliard Jr, and William Ellis.
- p) CPA – Drescher and Malecki LLP
- q) Consultant for Zoning - Ronald Bennett and Hodgson Russ
- r) Coordinator for American Disability Act - James Krezmien

- s) Freedom of Information Officer - Darlene Schweikert
 - t) Superintendent of Parks – Charles Schweikert
 - u) Disaster Coordinator - Michael Willibey
 - v) Discrimination/Harassment Committee – Clyde Drake and James Krezmien
 - w) Director of Senior Center – Eleanor Eschborn
 - x) Concord Van Coordinator – Eleanor Eschborn
3. Appointments by Town Clerk:
 - a) Deputy Town Clerk, Deputy Tax Collector - Stephanie A. Bacon
 4. Appointments by Town Justices:
 - a) Court Clerk - Amanda Roth & Julie Moriarty
 5. Depositories for Town funds - M&T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank, Evans Bank
 6. Official Paper - Springville Journal
 7. Meal allowance for Jurors - \$10.00 lunch and \$15.00 dinner
 8. Sick leave for employees - 8 days per year, 160 day maximum
 9. Personal leave days - 3 days per year
 10. Comp Time – Maximum of 60 hrs. total accumulation per year.
 11. Paid Holidays - 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, ½ day New Year's Eve Day.
 12. Mileage reimbursement - IRS rate as of 1/1/21 \$.56 per mile
 13. Meal allowance - \$30.00 regular NY City - \$50.00 per day
 14. Tool purchase - Highway Superintendent \$1,000.00 without permission
 15. Delegate and Alternative for Association of Town Meetings:
Supervisor Clyde Drake
 16. Regular Town Board meeting day - second Thursday of each month at 7:00 p.m.
Work sessions prior or as needed
 17. Vacation schedule - remains the same, each department head must maintain vacation schedule records. Vacation days accumulation policy took effect 1/1/99
 18. Salaries as listed and adopted in the 2021 budget with the exception of the new appointed salaries.

19. Town of Concord Investment Policy - accept present policy on file with Town Clerk and Town Supervisor.
20. Town of Concord Sexual Harassment Policy – accept present policy on file with Town Clerk and Town Supervisor.
21. Petty cash amounts in Town Clerk office Daily \$50, Tax Drawer \$250, Petty Cash Drawer \$215, Senior Center \$75.
22. Executive Session
23. Motion to adjourn