

Supervisor Drozd opened Work Session:

1. The Board Members received an email this afternoon from Village Trustee Jessica Schuster asking for the Town's support of the Erie Cattaraugus Rail Trail (ECRT) Resolution for Cascade Bridge Design and Trail Construction Project. A copy of this email will be attached to the Minutes.

2. At the September 12th meeting, the Town passed a Resolution to accept South Hill Road from Erie County. This Resolution requires the signature of the Highway Superintendent.

3. Supervisor Drozd asked the Members if they had had a chance to see the Community Space Project at the Hulbert Library. The Library has the money from their grant to pay for this project to pay the contractor. There was a Hulbert Library Board of Trustees meeting this morning and Supervisor Drozd will be adding Pay Application #1 for the Community Space Project to tonight's Agenda. The punch list items have been completed. There is an error with the parking lot sealant which is not part of the grant. The sealant contractor has been contacted and will fix the stencil error either today or tomorrow. Council Member Zittel asked if the washout had been fixed; Supervisor Drozd advised that the contractor hooked in the downspout to the 4" pipe that the architect wanted in there for underground watering of the plants. When the first rain came, that did not happen; it did not work. Supervisor Drozd discussed this with the architect and told them they had to do something because that wasn't even a heavy rain. The contractor had the downspout hooked into it because the architect said that would provide more water to self-water those plants. The contractor unhooked the downspout from the pipe and it goes back to where it always was since the Library was built. Supervisor Drozd advised that the furniture has been delivered for the outside space; still waiting on the umbrellas.

4. Town Attorney Attea continues to work with the Ridgeview Association to come to a conclusion for the placement of the grinder pumps and remove the old one. There is one alternative in back of one instead of on the side of the last two homes. This is still ongoing.

5. There is one road left in Craneridge that still needs to have the lighting removed; approximately seven lights. Supervisor Drozd talked to Sam Lewandowski from the Craneridge Homeowners Association Lighting Committee and will be meeting with him next week to review a map of their proposed design for the lights; the lights would be off the right of way in conduit, underground. The Association would be paying for this project; they received quotes and the low bid was \$76,800; apparently, they have the money for this project. This would have nothing to do with the Town of Concord because they would be off the right of way. The details of their proposal have been forwarded to Town Attorney Attea for his review. The lights would run off one meter and that meter will be placed in someone's yard. The Town has no permits for these being in a right of way so the Association was advised in the Spring that it needs to be off the right of way. The Association would like to proceed with this lighting project. Supervisor Drozd advised that the Town may not need to do any street lights in the Craneridge development because the lumens in their proposal have been increased to make it brighter. This may illuminate the intersections so where the Town wanted to put the eight street lights, the Association's proposal has lights right around the area. Hwy Supt Edwards questioned if the Town had to light their intersections; Supervisor Drozd said no; there are guidelines but no law that says that municipalities have to light their intersections. Supervisor Drozd noted that the Association does not yet have the map of their lighting proposal but expects it early next week; and then Supervisor Drozd will meet with them. The Association has the map of the Town proposed locations for the lights.

When Town Attorney Attea arrived, Supervisor Drozd asked him for his comments on this project. Town Attorney Attea said that it is fine but the Town would need someone who knows a lot more about electrical engineering to look at their proposal. He can't speak to specifications and also wondered if the Town had received copies of the other two quotes. The Town did not so we can't compare the quotes and what was being offered for those quotes. Town Attorney Attea noted that his only concern from the legal perspective is there was some talk at a Town Board meeting, when the Craneridge Homeowners Association presented to the Board, about the style and form of lighting that the Association wants that they feel will be consistent with the atmosphere of their very unique neighborhood and how they wanted to limit the number of lights which may be less than the number the Town proposed if the Town put the lights up. Town Attorney Attea noted that his only concern is that the Town is meeting some minimum threshold standard as to what the Code might require for a safety provision standpoint on a roadway. Supervisor Drozd told Town Attorney Attea that he had spoken with Mr. Lewandowski earlier today and they are looking at a brighter light than what the Town would be putting up, lumens-wise. The Association is looking at the same areas of location that the Town was going to do; just off the right of way. Supervisor Drozd will get more information from the Association over to Caleb Henning, MDA Engineers, for his review to see if these lights will light the intersections as well as an overhang cobra style light. Another concern from the Town Attorney is that there is no exposure for the Town from a liability standpoint. Whatever ambience the Association is trying to create is well and good but to the extent of any minimum standards that the Town has to adhere to, the Town has to make sure that there is proper lighting from a safety standpoint, from a pedestrian and traffic standpoint. If that is met, whatever style and number of lights the Association wants to put up, is absolutely fine. Hwy Supt Edwards questioned Town Attorney Attea if he ever had some type of a case of an accident in an intersection and it came back that it was not lighted properly? Town Attorney Attea stated that he had cases that involved parking lots and walkways where inadequate lighting was part of the claim. Not specifically roadways. Town Attorney Attea advised that the Town needs to talk to someone with the knowledge as to what those terms may be. He could do some research; the Town may find that it is a non-issue but that would be the only practical question that he would have with what the Association is suggesting. Supervisor Drozd will get their final package of what the Association wants to put up there and then Caleb Henning, MDA Engineers, will review it and compare it to the 2018 study that was done for this project.

6. Supervisor Drozd noted that the results from last water lab test from Community Park was received. All year long these results have been negative. Ehmke Well Drillers have been called and the Town will be arranging closing Community Park; probably the week of October 21st they will shut the water system down.

7. Supervisor Drozd advised that the Town of Lancaster accepted the Town's offer of \$1,500 for the smaller piece of playground equipment which would be installed at Community Park. The Town is not purchasing the big piece of playground equipment. Supervisor Drozd spoke with the Highway Department today; the representative from the playground company suggested that when relocating this equipment, the Town should purchase a new hardware kit. The company is working on a quote for the Town to have one of their technical representatives come here when the Highway Department is putting the equipment up. The company says it will be a two-day project. Council Member Zittel asked if this playground is cemented in and it is. The cement will need to be broken off before it can be reinstalled. The company will be providing a quote for the hardware kit and to have someone on site in Spring to help the Town out. There is a representative from the company that lives in Orchard Park. This company is working with the Town of North Collins to put up a playground; this was worked on last weekend with volunteers. The company representative said that parts are available for this piece of equipment because it is fairly new. A school district in the Amherst area is selling two pieces of playground equipment for \$1,500 each and that was how the Town came up with that dollar amount to offer Lancaster. Supervisor Drozd believes that the budget should be fairly low for this project.

8. North Street School Speed Zone Resolution has been sent in. Our Resolution

and the Village Resolution and the TE-9 forms signed by both the respective Clerks went in together as a packet.

9. Custodian Ott is having a problem with the floor cleaning machine at Town Hall; it won't keep a charge. The Town is waiting for someone from the company to come out to look at the machine; not sure if the warranty is still valid.

10. Sales tax information was received from Erie County. For this quarter, it is 10.84% higher than last year.

11. Erie County reported that the Trevett Road project is 75% complete. Supervisor Drozd does not know if the Road will reopen before Winter.

12. Four more handicap spots were added to the Senior Center parking lot. Senior Director Hunt advised that the seniors were very happy about this.

13. Court Clerk Kwasnik attended a training conference. The cost of this training will be split with the Town of Ashford since Court Clerk Kwasnik works in both Towns.

14. The emergency generator at the Senior Center was serviced and tested and is all ready for Winter should the Town need it.

15. The Town received two quotes from the CDBG Senior Center Improvements project. Both bids were higher than what the Town had expected. Micah Mast, MDA Project Engineer, reviewed the bids and provided the Town with three options: (1) Award the low bid as is for \$191,005 and come up with the necessary funds; (2) Reduce the scope of the project to make it more affordable. For example, the rodent-proofing and garage insulation could be removed from the contract for some amount of credit; or (3) Wait for next year and rebid the project with a longer timeline to extend into the Spring 2025 construction season. Council Member Zittel stated that he called Sixt Lumber and the package amount for 30' x 32' building is \$19,010; he would think the project could be done for about \$150,000 with insulation and concrete. Supervisor Drozd suggested that this matter be tabled this at tonight's meeting to give Caleb Henning, MDA Engineers, a week or so to review the project and make suggestions to the Town. The Town could have a Special Town Board meeting to discuss this matter further.

16. Nichole Ruf and Corey Sveinsson-Skobel, Drescher & Malecki, were in attendance tonight to discuss the Town's contract for the Town audit. The Town's contract with Drescher & Malecki has ended. Drescher & Malecki provided a new proposal to Supervisor Drozd and they wanted to see if there was anything important to the Town or that the Members wanted to ask; they would like to continue to serving the Town. Supervisor Drozd asked how many years contract they are proposing. Ms. Ruf said she had provided up to five years. Ms. Ruf said that the Town had a five-year contract before. Ms. Ruf noted that their firm just does municipal accounting. They have over 100 municipal clients; this is their specialty. Every staff person is knowledgeable in government accounting. In Erie County, out of the 25 Towns, they work with 20 of them. 14 in an audit capacity and then they do bookkeeping for some towns; do special projects, help with their budgets. They have a lot of resources and people reach out to them all during the year to help with journal entries; implement governmental accounting standards. Things are always changing and they pride themselves on helping their clients become better. They host a roundtable every year that the Supervisor can attend with another town employee. This roundtable is done right before budget time. Ms. Ruf said she feels like they have helped a lot over the last couple of years during audit time to clean up the Town's financial statements. Their staff has come out a couple of times to assist the Town; they didn't charge extra for that. Ms. Sveinsson-Skobel noted there are two CPA's on every Audit engagement. Supervisor Drozd had a couple of things written down from over the last two years working with Drescher & Malecki. The line transfers always seem to come at the end. He noted that the Town has had three different bookkeepers in the last five years; it was a hectic period. At the Supervisor roundtables, they talk about what they get for services. For what Drescher & Malecki does for the town, is there any way to build in suggested line transfers every quarter? This will give the Town a better idea of what remains in budget lines. Ms. Ruf said that for the towns

they do booking for, you get to see that every single month. Supervisor Drozd asked them to include this as an option in their quote to the Town. Supervisor Drozd noted that Drescher & Malecki has a representative that goes to the Town of Boston once a month and asked for a price to have a representative come to the Town once a month to go over. Ms. Ruf noted that with the Town of Boston, the representative goes for two hours every month and it costs them about \$400/month and they basically review all the journal entries and the bank reconciliations. It is a little different there because Drescher & Malecki is not the Town of Boston auditor. It would need to be worded very carefully for the Town of Concord because it would be like a continuous audit of the Town's journal entries or bank reconciliations. Supervisor Drozd asked if this would help Drescher & Malecki in their Audit of the town if they were watching the Town more closely during the year? Ms. Ruf said that it would identify things before they got to the audit. Council Member Drake currently helps Supervisor Drozd with the recording and reconciliation of all the income and expenses. Drescher & Malecki would still require a second person reviewing it. Ms. Ruf said that it would be structured preparer, reviewer, auditor. Council Member Drake noted that in order for it to be reviewed, it has to be done. Supervisor Drozd asked Ms. Ruf to include this in their quote. Ms. Ruf said that this would be their hourly rate and she will send that to him and the Town could advise Drescher & Malecki the number of hours that they would be requesting per month. Ms. Ruf noted that to review a budget to actual, assuming that it is prepared and next month's closed, would take about 30 minutes to get the lines reviewed and then advising what entries to post in the budget. Supervisor Drozd asked if Ms. Ruf thought it would be better to do this than wait until the end of the year and she said it would. Ms. Ruf said that in past there were multiple conversations about the potential of having their CPA Kelsey (Warner) Wendel come to do that. Supervisor Drozd asked Ms. Ruf to work up the prices and get it to him for review by the Board. The Board Members did not have any other questions for the auditors.

17. Another item to be added to tonight's Agenda is to appoint Laura Safford to the Hulbert Library Board of Trustees. (i) will be the Pay Application for the Hulbert Library Committee Space and (j) will be the appointment of Laura Safford.

18. Supervisor Drozd discussed this during the Public Hearing on the Tax Cap but reviewed the Real Property Tax Formula Resolution from the Association of Towns. The Resolution calls for the Governor and State Legislators to adopt tax cap reforms to remedies the inequities in the formula; the 2% cap, removing infrastructure project costs from the calculations; allowing the growth from PILOT and tax-exempt property to be included in the calculations and remove any other barriers. Another resolution addresses the Aid to Municipalities (AIM) Funding; it has not changed for many years; it is hoped that that AIM funding can be increased.

19. The Members set another Budget Work Session for Wednesday, August 16th at 8 a.m.

20. Supervisor Drozd advised that the Community Engagement Team members will be in attendance tonight and should arrive about 7:30 p.m. since they are in Colden tonight as well. When the deputies arrive, Supervisor Drozd will interrupt our meeting to let the officers address the Board and those in attendance. The Committee consists of a Sergeant and four deputies that cover from Concord to Grand Island. The deputies will be attending our meetings and then if a resident wanted to come to discuss a matter with the Team, they would take the resident outside of the meeting to speak privately if desired.