

Meeting called to order by Philip Drozd, Town Supervisor

Roll Call

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1. Appointments by Supervisor:

- a) Deputy Supervisor – Clyde M. Drake
- b) Town Historian – Thomas Hawkins
- c) Bookkeeper to Supervisor– Rachel Watz
- d) Secretary (PT) to Supervisor – Michelle Jones
- e) Rep. to Youth Board – Kimberly S. Krzemien
- f) Rep. to Planning Board – Clyde M. Drake
- g) Rep. to Quarterly Fire Chief Meeting – Kenneth D Zittel; Clyde M. Drake (Alternate)
- h) Rep. to Southtowns Planning Group – Kenneth D. Zittel
- i) Rep. to Senior Citizens – Philip Drozd
- j) Rep. to NEST – Clyde M. Drake
- k) Rep. to Hulbert Library Board – Philip Drozd
- l) Rep. to Rural Transit Service – Kenneth Kassel; Kimberly S. Krzemien (Alternate)
- m) Rep. to Southtowns Preservation Board – Clyde M. Drake
- n) West Valley Coalition – Kenneth Kassel; Kenneth D. Zittel (Alternate)
- o) Liaison to Highway – Philip Drozd and Kenneth D. Zittel
- p) Liaison to Community Park – Kenneth D. Zittel; Kenneth Kassel (Alternate)
- q) Liaison to Mortons Corners Fire Co. – Kimberly S. Krzemien
- r) Liaison to East Concord Vol. Fire Co. – Kenneth D. Zittel
- s) Liaison to Springville Vol. Fire Co. – Philip Drozd; Clyde M. Drake (Alternate)
- t) Liaison to Boston Fire Co. – Kenneth Kassel
- u) Liaison to CEO- Philip Drozd
- v) Committees:
  - \*Youth / Recreation – Philip Drozd, 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 A. Edwards; Larry Heim and Holly Hunt

2. Recommended by Town Supervisor for Appointment by Town Board

- a) Tax Collector – Darlene G. Schweikert
- b) Registrar – Darlene G. Schweikert
- c) Code Enforcement Officers – Thomas Roberts and Kevin Manchester
- d) Town Attorney – Brian F. Attea
- e) Deputy Town Attorney – Kevin R. Rautenstrauch
- f) Town Prosecutor – Kevin R. Rautenstrauch
- g) Deputy Town Prosecutor – Brian F. Attea
- h) Special Counsel – Hodgson Russ and Attea & Attea
- i) Park & Cemetery Superintendent – Barry A. Edwards

- j) Bingo Inspector – James M. Krezmien
  - k) Planning Board Chairman – Joseph Edbauer
  - l) Zoning Board of Appeals Chairman – Edwin Heary
  - m) Dog Control Officer – Carolyn Robinson
  - n) Assistant Dog Control Officer – David Graves
  - o) Alternate Dog Control Officer – Phyllis Jensen
  - p) Court Officers/Constables – Timothy J. Chase and Kimberly A. Scurr
  - q) CPA – Drescher & Malecki, LLP
  - r) Consultant for Zoning – Ronald Bennett and Hodgson Russ
  - s) Coordinator for American Disability Act – Kimberly S. Krzemien
  - t) Freedom of Information Officer – Darlene G. Schweikert
  - u) Park Attendant – Charles Schweikert, Jr.
  - v) Natural Disaster Services Coordinator – Michael Willibey
  - w) Deputy Natural Disaster Services Coordinator – Philip Drozd
  - x) Discrimination/Harassment Committee – Philip Drozd and Clyde M. Drake
  - y) Recreation Specialist – Senior Center – Holly Hunt
  - z) Concord Van Coordinator – Holly Hunt
3. Appointment by Town Clerk:
    - a) Deputy Town Clerk, Deputy Tax Collector – Laura A. Safford
  4. Appointment by Town Highway Superintendent – Deputy Highway Superintendent Larry Heim
  5. Appointments by Town Justices:
    - a) Court Clerk – Alicia Beaudette and Jean Kwasnik
  6. Depositories for Town funds - M&T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank, Evans Bank and NYCLASS
  - 7.. Official Paper - Springville Journal
  8. Meal allowance for Jurors - \$10.00 lunch and \$15.00 dinner
  9. Sick leave for employees - 9 days per year, 160 day maximum
  10. Personal leave days - 3 days per year
  11. Comp Time – Maximum of 60 hrs. total accumulation per year.
  12. Paid Holidays - 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, ½ day New Year's Eve Day.
  13. Mileage reimbursement - IRS rate as of 1/1/25      \$.70 per mile
  14. Meal allowance - \$30.00 regular      NY City - \$50.00 per day

15. Tool purchase - Highway Superintendent \$2,000.00 without permission
16. Delegate and Alternative for Association of Town Meetings:  
Supervisor Philip Drozd and Alternate Clyde M. Drake
17. Regular Town Board meeting day - second Thursday of each month at 7:00 p.m.  
Work sessions prior or as needed
18. Vacation schedule - remains the same, each department head must maintain vacation  
schedule records.
19. Salaries as listed and adopted in the 2025 budget with the exception of the new  
appointed salaries.
20. Town of Concord Investment Policy - accept present policy on file with Town Clerk and  
Town Supervisor.
21. Town of Concord Sexual Harassment Policy – accept present policy on file with Town  
Clerk and Town Supervisor.
22. Petty cash amounts in Town Clerk office Daily \$50, Tax Drawer \$250, Petty Cash  
Drawer \$275, Senior Center \$75 Justice Court Office \$100/each Judge
23. Approve Fee schedules
24. Executive Session
26. Motion to adjourn