

TOWN OF CONCORD ORGANIZATIONAL MEETING  
6:30 p.m.

January 9, 2025

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  
KIMBERLY S. KRZEMIEN, COUNCIL MEMBER  
KENNETH KASSEL COUNCIL MEMBER

ALSO PRESENT: DARLENE G. SCHWEIKERT, Town Clerk  
BRIAN F. ATTEA, Town Attorney  
BARRY A. EDWARDS, Hwy Supt.  
CAROLYN A. ROBINSON, Dog Control Officer  
CALEB HENNING, MDA Consulting Engineering

GEORGE DONHAUSER  
BARBARA LIPKA  
JOHN BARONICH  
ERIC WILLIAM, Springville Journal  
JEFFREY SOUDER, Assemblyman DiPietro

JAMES TARAVELLA, RIC Energy  
PETER SORGI, RIC Energy/Attorney  
JOSHUA ROGERS, Wendel Companies  
NINA ZESKY, Wendel Companies

ITEM #1     APPOINTMENTS BY SUPERVISOR

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

- 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 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 Code Enforcement Officer – 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 Edwards;  
Larry Heim and Holly Hunt

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, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- 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 J. Rautenstrauch
- f) Town Prosecutor – Kevin J. 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. Krzemien
- k) Planning Board Chairman – Joseph Edbauer
- 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 Officers/Constables – Timothy J. Chase & Kimberly A. Scurr
- q) CPA – Drescher & Malecki, LLP
- r) Consultant for Zoning & Assessment – 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 J. Schweikert, Jr.
- v) Natural Disaster Services Coordinator – Michael Willibey
- w) Deputy Natural Disaster Services Coordinator – Philip Drozd
- x) Discrimination/Harassment Committee – Philip Drozd, Clyde M. Drake
- y) Recreation Specialist - Senior Center – Holly Hunt
- z) Concord Van Coordinator – Holly Hunt

ITEM #3      APPOINTMENTS BY TOWN CLERK

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

ITEM #4      APPOINTMENTS BY TOWN HIGHWAY SUPERINTENDENT

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

ITEM#5      TOWN JUSTICES

Court Clerks – Alicia Beaudette and Jean Kwasnik - Motion by Council Member Zittel, seconded by Council Member Drake, to approve the appointment of Alicia Beaudette and Jean Kwasnik as Court Clerks as recommended by the town

justices. Council Members Drake, Zittel, Krzemien & Kassel; 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 Kassel, 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. Some of these banks don't have locations near Town but Supervisor Drozd had received letters from all of the banks. Council Members Drake, Zittel, Krzemien & Kassel; 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 Zittel, to name the Springville Journal as the official paper for the Town. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #8      MEAL ALLOWANCE FOR JURORS

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

ITEM #9      SICK LEAVE FOR EMPLOYEES

Sick leave for employees is 9 days per year, 160 days maximum accrual. Motion by Council Member Drake, seconded by Council Member Krzemien, that sick leave will be 9 days per year, 160 days maximum accrual. Council Members Drake, Zittel, Krzemien & Kassel; 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 Zittel, that there will be 3 personal leave days per year, not to accumulate. Council Members Drake, Zittel, Krzemien & Kassel; 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. Supervisor Drozd reminded the Board that last year Hwy Supt Edwards asked the Board to increase this to 80 hours because that is what Erie County does; after discussion last year, the determination of the Board was to leave the maximum amount at 60 hours. Supervisor Drozd asked the Board if there was any interest in increasing the maximum hours this year; there was not. Motion by Council Member Drake, seconded by Council Member Kassel, that there will be a maximum of 60 hours total accumulation per year of Comp Time. Council Members Drake, Zittel, Krzemien & Kassel; voting aye; Supervisor Drozd, voting nay. Carried.

ITEM #12     PAID HOLIDAYS

Motion by Council Member Zittel, seconded by Council Member Krzemien, 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, Krzemien & Kassel; 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, 2025, the rate is \$.70 per mile. Motion by Council Member Drake, seconded by Supervisor Drozd, to set the mileage reimbursement in accordance with the Internal Revenue Service rate. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #14    MEAL ALLOWANCE

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

ITEM #15    TOOL PURCHASE/HIGHWAY SUPERINTENDENT

Supervisor Drozd advised that this includes small items, not just tools. Motion by Council Member Zittel, seconded by Council Member Krzemien, that the Highway Superintendent is given permission to spend \$2,000 maximum without permission. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #16    DELEGATE AND ALTERNATE FOR ASSOCIATION OF TOWNS MEETING

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

ITEM #17    REGULAR TOWN BOARD MEETING DAY

Motion by Council Member Drake, seconded by Council Member Krzemien, to set the second Thursday of each month for the regular town board meeting at 7 p.m.; work sessions prior or as needed. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #18    VACATION SCHEDULE

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

ITEM #19    SALARIES FOR THE TOWN

Supervisor Drozd said the salary for the KB/Craneridge Sewer Superintendent was \$65,000 last year and remained the same in the Year 2025 Budget. The salary page of the Year 2025 inaccurately states \$60,000; it should be \$65,000. Motion by Supervisor Drozd, seconded by Council Member Zittel, to approve the salaries as listed in the 2025 budget with the correction of the salary for the KB/Craneridge Sewer Superintendent to \$65,000, and with the exception of the new appointment salaries. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #20    TOWN OF CONCORD INVESTMENT POLICY

Motion by Council Member Drake, seconded by Council Member Kassel, 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, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #21 TOWN OF CONCORD SEXUAL HARASSMENT POLICY

Motion by Council Member Drake, seconded by Council Member Zittel, to accept the Town of Concord Sexual Harassment Policy on file with the Town Clerk and the Town Supervisor. Council Members Drake, Zittel, Krzemien & Kassel; 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; and PETTY CASH AMOUNTS IN THE JUSTICE COURT - \$100 each Judge

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 and Petty Cash in the Justice Court \$100 each Judge. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #23 APPROVE FEE SCHEDULE

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

ITEM#24 EXECUTIVE SESSION

There was nothing for Executive Session.

ITEM #25 MOTION TO ADJOURN

Motion by Council Member Drake, seconded by Council Member Zittel, to adjourn the meeting at 6:40 p.m. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

  
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Darlene G. Schweikert  
Town Clerk

going to kick in if the power goes off. Mr. Henning advised that currently the pump station is set up with an emergency plug so it would be brought out to the site and plug it in to run it. Mr. Henning noted that there is a little bit of storage in the pump station wet well itself so it is not as if the Town would be in immediate trouble if the power goes out. It would be something that you would have to deploy to the site. Hwy Supt Edwards questioned why the Town would not build it so when the power goes off, it'll kick on. Mr. Henning advised that those types of generators are being put small places but, for example, a diesel generator would not be appropriate there because it would not be worked hard enough. The maintenance would be more of a headache. He noted that they are putting natural gas, permanent standby generators in places which could be considered at some point. If there is enough money, Mr. Henning noted that it could be put in as an alternate for the waste water treatment project because it is not a bad ideal. Mr. Henning added that diesel engines have to be put under a load to be able to stay working properly so if the load at the site is not heavy enough, the Town would need to pay someone to go out with a load bank and put it on the load every year. Even if the generator were to kick on every month, it would not be under a load. Hwy Supt Edwards asked if the generator at the Senior Center was a diesel; it is a natural gas generator. Mr. Henning advised that that could be kept in mind for an alternate bid item for the new waste water treatment plant; Supervisor Drozd agreed that the new plant should have a natural gas generator. There is a natural gas line at the Craneridge plant.

17. Council Member Krzemien has been working on updating the Town's cemetery information and provided the Members with copies of a Lot Worksheet, Rules and Regulators and Cemetery Fee Schedule. These Members and Town Attorney Attea have had a chance to review this information and it will be added on the Agenda tonight under Old Business (e) for approval.

18. Additional items to be added under New Business (f) Surplus Equipment are the old telephones and a Brother Printer from the Justice Court Office.

19. Senior Director Hunt is still looking into shirts for the employees at the Senior Center, including the Van Drivers. This will be done as a bulk order. CEO Roberts has a vest and will be getting one for the new Building Safety Inspector.

20. There were no meals today because Erie County closed for the National Day of Mourning. The Town found out about this late last night via phone calls which was poor communication on the part of the County.