

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

Roll Call

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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 IDA –Kenneth Zittel
- f) Rep. to Control Center Advisory Board – Kenneth Zittel, Bill Snyder (Alternate)
- g) Rep. to Southtowns Planning Group – Clyde Drake
- h) Rep. to Senior Citizens – Clyde Drake
- i) Rep. to NEST – Clyde Drake
- j) Rep. to Hulbert Library Board – Phil Drozd
- k) Rep to Rural Transit Service – Clyde Drake
- l) Rep to Southtowns Preservation Board – Clyde Drake
- m) West Valley Coalition - Clyde Drake, Kenneth Zittel (Alternate)
- n) Liaison to Highway – James Krezmien
- o) Liaison to Community Park – Kenneth Zittel
- p) Liaison to Mortons Corner Fire Co. – Bill Snyder
- q) Liaison to East Concord Vol. Fire Co. – Kenneth Zittel
- r) Liaison to Springville Vol. Fire Co. – Phil Drozd
- s) Liaison to Boston Fire Co. – Phil Drozd
- t) 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 - Daniel Spitzer, Attea & Attea
- i) Bingo Inspector – David Graves
- j) Planning Board Chairman – Larry 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 and John Hilliard Jr.
- p) CPA - Laura Landers/ Freed Maxick
- 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) General Counsel Town of Concord IDA –Jennifer Strong, Esq.
- w) Discrimination/Harassment Committee – Clyde Drake and James Krezmien

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 Times
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. Paid Holidays - 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 and New Year's Day
11. Mileage reimbursement - IRS rate as of 1/1/19 .58 per mile
12. Meal allowance - \$30.00 regular NY City - \$50.00 per day
13. Tool purchase - Highway Superintendent \$1,000.00 without permission
14. Delegate and Alternative for Association of Town Meetings:  
Supervisor Clyde Drake
15. Regular Town Board meeting day - second Thursday of each month at 7:00 p.m.  
Work sessions prior or as needed
16. Vacation schedule - remains the same, each department head must maintain vacation schedule records. Vacation days accumulation policy took effect 1/1/99
17. Salaries as listed and adopted in the 2019 budget with the exception of the new appointed salaries.

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18. Town of Concord Investment Policy - accept present policy on file with Town Clerk and Town Supervisor.
  19. Petty cash amounts in Town Clerk office Daily \$50., Tax Drawer \$150., Petty Cash Drawer \$215. Senior Center \$75.00
  20. Authorize Highway Superintendent to bid out for fuel
  21. Executive Session
  22. Motion to adjourn