

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

January 4, 2018

MEETING CALLED TO ORDER BY CLYDE M. DRAKE, SUPERVISOR

ROLL CALL: CLYDE M. DRAKE, SUPERVISOR
JAMES M. KREZMIEN, COUNCILMAN
KENNETH D. ZITTEL, COUNCILMAN
WILLIAM F. SNYDER, III, COUNCILMAN
PHILIP DROZD, COUNCILMAN

ALSO PRESENT: DARLENE G. SCHWEIKERT, Town Clerk
BRIAN F. ATTEA, Town Atty
CAROLYN A. ROBINSON, Dog Control Officer
LAWRENCE KELLY, Planning Board Chairman
GEORGE DONHAUSER, Planning Board Member

EXCUSED: DENNIS M. DAINS, Hwy Supt.

JOHN MIESS MARY JANE MIESS
RICH PLACE, Springville Times COLLEEN MAHONEY, Springville Journal

Supervisor Drake opened the meeting and thanked everyone for attending.

ITEM #1 APPOINTMENTS BY SUPERVISOR

Motion by Councilman Krezmien, seconded by Councilman Zittel, to accept the Supervisor's appointments, a-y. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

- a) Deputy Supervisor – James M. Krezmien
- b) Town Historian –David Batterson
- c) Rep. to Youth Board – William F. Snyder, III
- d) Rep. to Planning Board – Clyde M. Drake
- e) Rep. to IDA – Kenneth D. Zittel
- f) Rep. to Control Center Advisory Board – Kenneth D. Zittel; William F. Snyder, III (Alternate)
- g) Rep. to Southtowns Planning Group – Clyde M. Drake
- h) Rep. to Senior Citizens – Clyde M. Drake
- i) Rep. to NEST – Clyde M. Drake
- j) Liaison to Highway – James M. Krezmien
- k) Rep. to Hulbert Library Board – Philip Drozd
- l) West Valley Coalition- Clyde M. Drake; Kenneth D. Zittel (Alternate)
- m) Liaison to Community Park – Kenneth D. Zittel
- n) Liaison to Mortons Corners Fire Co – William F. Snyder, III
- o) Liaison to East Concord Fire Co – Kenneth D. Zittel
- p) Liaison to Springville Vol. Fire Co – Philip Drozd
- q) Liaison to Boston Fire Co. – Philip Drozd
- r) Liaison to Code Enforcement Officer – Clyde M. Drake

ITEM #2. RECOMMENDED BY SUPERVISOR FOR APPOINTMENT BY TOWN BOARD

Motion by Councilman Zittel, seconded by Councilman Snyder, to approve the appointments a-y. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

- a) Tax Collector – Darlene G. Schweikert
- b) Registrar – Darlene G. Schweikert
- c) Assessor Chairman – Dawn M. Martin
- d) Code Enforcement Officer – Al Pirro
- e) Town Attorney –Brian F. Attea

- f) Deputy Town Attorney – Kevin J. Rautenstrauch
- g) Town Prosecutor – Kevin J. Rautenstrauch
- h) Deputy Town Prosecutor – Brian F. Attea
- i) Special Counsel – Hodgson Russ- Daniel Spitzer, Esq.; Attea & Attea
- j) Rep. to Rural Transit Service – Clyde M. Drake
- k) Bingo Inspector – Debra Randall
- l) Planning Board Chairman – Lawrence J. Kelly, Jr.
- m) Appeals Board Chairman – Edwin F. Heary
- n) Dog Control Officer - Carolyn Robinson
- o) Assistant Dog Control Officer – David C. Graves
- p) Alternate Dog Control Officer – Phyllis Jensen
- q) Court Officer/Constable - Robert Rosenswie Sr., Jeffery Singleton & Andrew Avery
- r) CPA – Laura Landers/Freed Maxick & Battaglia
- s) Rep. to Southtowns Preservation Board – Clyde M. Drake
- t) Consultant for Zoning & Assessment – Ronald Bennett & Hodgson Russ
- u) Coordinator for American Disability Act – James M. Krezmien
- v) Freedom of Information Officer – Darlene G. Schweikert
- w) Superintendent of Buildings & Grounds - no one named; open position
- x) Disaster Coordinator – Michael Willibey
- y) General Counsel Town of Concord IDA – Nathan S. Neil, Esq.

ITEM #3. APPOINTMENTS BY TOWN CLERK

Deputy Town Clerk, Deputy Tax Collector, Deputy Registrar - Town Clerk Schweikert recommended the appointment of Stephanie A. Bacon. Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve the appointment of Stephanie A. Bacon as Deputy Town Clerk, Deputy Tax Collector and Deputy Registrar. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #4. APPOINTMENTS BY TOWN JUSTICES

Court Clerks – Amy Schosek & Amanda Roth - Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve the appointment of Amy Schosek & Amanda Roth as Court Clerks, as recommended by the town justices. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #5. DEPOSITORIES FOR TOWN FUNDS

The depositories for the town would be M & T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank and Evans Bank. Motion by Councilman Snyder, seconded by Councilman Krezmien, to make M & T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank and Evans Bank as the Depositories for Town Funds. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #6. OFFICIAL PAPER

Motion by Councilman Snyder, seconded by Councilman Krezmien, to name the Springville Times as the official paper for the Town. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried. This decision is based on the volume of distribution of the Springville Times.

ITEM #7. JUROR'S PAY

Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve the juror's pay of \$10.40 per day. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #8. MEAL ALLOWANCE FOR JURORS

Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve meal allowances for jurors at \$10.00 for lunch and \$15.00 for dinner. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #9. SICK LEAVE FOR EMPLOYEES

Sick leave for employees is 8 days per year, 160 day maximum. Motion by Councilman Snyder, seconded by Councilman Krezmien, that sick leave will be 8 days per year, 160 maximum. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #10. PERSONAL LEAVE DAYS

Personal leave days would be 3 per year, not to accumulate. Motion by Councilman Snyder, seconded by Councilman Krezmien, that there will be 3 personal leave days per year, not to accumulate. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #11. PAID HOLIDAYS

Motion by Councilman Snyder, seconded by Councilman Krezmien, 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, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Veterans Day, ½ day Christmas Eve Day, Christmas Day and ½ day New Year's Eve. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #12. MILEAGE REIMBURSEMENT

The mileage reimbursement shall be in accordance with the Internal Revenue Service rate. As of January 1, 2018 the rate is \$.54 ½ per mile. Motion by Councilman Snyder, seconded by Councilman Krezmien, to set the mileage reimbursement in accordance with the Internal Revenue Service rate. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #13. MEAL ALLOWANCE

Motion by Councilman Snyder, seconded by Councilman Krezmien, for the meal allowance to be \$30.00 per diem, and \$50.00 per diem for New York City. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #14. TOOL PURCHASE/HIGHWAY SUPERINTENDENT

Motion by Councilman Snyder, seconded by Councilman Krezmien, that the Highway Superintendent is given permission to spend \$1,000 maximum without permission. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #15. DELEGATE AND ALTERNATE FOR ASSOCIATION OF TOWNS MTG

Motion by Councilman Snyder, seconded by Councilman Krezmien, to appoint Clyde M. Drake, as the delegate to the Association of Towns Meeting. No alternate was appointed. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #16. REGULAR TOWN BOARD MEETING DAY

Motion by Councilman Snyder, seconded by Councilman Krezmien, to set the second Thursday of each month for the regular town board meeting. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #17. VACATION SCHEDULE

Motion by Councilman Snyder, seconded by Councilman Krezmien, to accept the vacation schedule policy as of 1/1/99. Each department head must maintain vacation schedule records. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #18. SALARIES FOR THE TOWN

Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve the salaries as listed in the 2018 budget with the exception of the new appointment salaries. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #19. TOWN OF CONCORD INVESTMENT POLICY

Motion by Councilman Snyder, seconded by Councilman Krezmien, to accept the Town of Concord Investment Policy on file with the Town Clerk and the Town Supervisor. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #20. PETTY CASH AMOUNTS IN TOWN CLERK'S OFFICE -- Daily \$50, Tax Drawer \$150 and Petty Cash Drawer \$215; PETTY CASH AMOUNT IN THE SENIOR CENTER \$75

Motion by Councilman Snyder, seconded by Councilman Krezmien, to approve the Petty Cash Amounts in the Town Clerk's Office -- Daily \$50, Tax Drawer \$150 and Petty Cash Drawer \$215 and Petty Cash Amount in the Senior Center of \$75. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM #21: AUTHORIZATION FOR FUEL BIDS

Motion by Councilman Snyder, seconded by Councilman Krezmien, to authorize the highway superintendent to advertise for fuel bids. Town Clerk will publish the bid notice. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.

ITEM#22. EXECUTIVE SESSION

None was required.

ITEM #23. MOTION TO ADJOURN

Motion by Councilman Krezmien, seconded by Councilman Zittel, to adjourn the meeting at 6:38 p.m. Councilmen Krezmien, Zittel, Snyder & Drozd; Supervisor Drake, voting aye. Carried.



Darlene G. Schweikert
Town Clerk