

Town of Concord Organizational Meeting  
Town Hall

January 4, 2018  
6:30 PM

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
- l) Rep. to NEST – Clyde Drake
- j) Liaison to Highway - James Krezmien
- k) Rep. to Hulbert Library Board – Phil Drozd
- l) West Valley Coalition - Clyde Drake, Kenneth Zittel (Alternate)
- m) Liaison to Community Park – Kenneth Zittel
- n) Liaison to Mortons Corner Fire Co. – Bill Snyder
- o) Liaison to East Concord Vol. Fire Co. – Kenneth Zittel
- p) Liaison to Springville Vol. Fire Co. – Phil Drozd
- q) Liaison to Boston Fire Co. – Phil Drozd
- r) 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) Assessor Chairman - Dawn Martin
- d) Code Enforcement Officer – Al Pirro
- e) Town Attorney – Brian Attea
- f) Deputy Town Attorney – Kevin Rautenstrauch
- g) Town Prosecutor – Kevin Rautenstrauch
- h) Deputy Town Prosecutor Brian Attea
- i) Special Council - Hodgson Russ - Daniel Spitzer, Attea & Attea
- j) Rep. To Rural Transit Service – Clyde Drake
- k) Bingo Inspector – Debra Randall
- l) Planning Board Chairman – Larry Kelly
- m) Appeals Board Chairman - Edwin Heary
- n) Dog Control Officer - Carolyn Robinson
- o) Assistant Dog Control Officer -- David 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 Drake
  - t) Consultant for Zoning - Ronald Bennett and Hodgson Russ
  - u) Coordinator for American Disability Act - James Krezmien
  - tv Freedom of Information Officer - Darlene Schweikert
  - w) Superintendent of Buildings & Grounds - Joseph Krzemien
  - x) Disaster Coordinator - Michael Willibey
  - y) General Counsel Town of Concord IDA – Nathan S. Neil, Esq.
3. Appointments by Town Clerk:
    - a) Deputy Town Clerk, Deputy Tax Collector - Stephanie A. Bacon
  4. Appointments by Town Justices:
    - a) Court Clerk - Amy Schosek & Amanda Roth
  5. Depositories for Town funds - M&T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank, Evans Bank
  6. Official Paper - Springville Times
  7. Juror's Pay -\$ 10.40 per hour
  8. Meal allowance for Jurors - \$10.00 lunch and \$15.00 dinner
  9. Sick leave for employees - 8 days per year, 160 day maximum
  10. Personal leave days - 3 days per year
  11. Paid Holidays - ½ day New Year's Eve, 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
  12. Mileage reimbursement - IRS rate as of 1/1/18 54.5 per mile
  13. Meal allowance - \$30.00 regular NY City - \$50.00 per day
  14. Tool purchase - Highway Superintendent \$1,000.00 without permission
  15. Delegate and Alternative for Association of Town Meetings:  
Supervisor Clyde Drake
  16. Regular Town Board meeting day - second Thursday of each month at 7:00 p.m.  
Work sessions prior or as needed
  17. Vacation schedule - remains the same, each department head must maintain vacation schedule records. Vacation days accumulation policy took effect 1/1/99
  18. Salaries as listed and adopted in the 2018 budget with the exception of the new

appointed salaries.

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