

Meeting called to order by Philip Drozd, Town Supervisor

Roll Call

1. Appointment by Supervisor:

- a) Deputy Supervisor – Clyde Drake
- b) Town Historian - David Batterson
- c) Bookkeeper / Secretary to Supervisor – Luella Timmel
- d) Rep. to Youth Board – Bill Snyder, Kim Krzemien (Alternate)
- e) Rep. to Planning Board – Clyde Drake
- f) Rep. to Monthly Fire Chief Meeting – Kenneth Zittel, Clyde Drake (Alternate)
- g) Rep. to Southtowns Planning Group – Clyde Drake
- h) Rep. to Senior Citizens – Phil Drozd
- i) Rep. to NEST – Clyde Drake
- j) Rep. to Hulbert Library Board – Phil Drozd
- k) Rep to Rural Transit Service – Phil Drozd, Kim Krzemien (Alternate)
- l) Rep to Southtowns Preservation Board – Clyde Drake
- m) West Valley Coalition – Kim Krzemien, Kenneth Zittel (Alternate)
- n) Liaison to Highway – Phil Drozd
- 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. – Kim Krzemien
- t) Liaison to CEO – Clyde Drake
- u) Committees
 - Youth / Recreation – Bill Snyder, Kim Krzemien
 - Buildings & Grounds – Phil Drozd, Ken Zittel
 - Financial – Phil Drozd, Clyde Drake
 - Cemeteries – Ken Zittle, Kim Krzemien

2. Recommended by Town Supervisor for Appointment by Town Board

- a) Tax Collector - Darlene Schweikert
- b) Registrar - Darlene Schweikert
- c) Code Enforcement Officer – Thomas Roberts
- 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, and Attea & Attea
- i) Bingo Inspector – David Graves
- j) Planning Board Chairman – Karl Lux
- 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, John Hilliard Jr, and William Ellis.
- p) CPA -- Drescher and Malecki LLP
- q) Consultant for Zoning - Ronald Bennett and Hodgson Russ
- r) Coordinator for American Disability Act -- Kim Krzemien
- s) Freedom of Information Officer - Darlene Schweikert
- t) Superintendent of Parks -- Charles Schweikert
- u) Disaster Coordinator - Michael Willibey
- v) Deputy Disaster Coordinator -- Phil Drozd
- w) Discrimination/Harassment Committee -- Phil Drozd and Clyde Drake
- x) Director of Senior Center -- Eleanor Eschborn
- y) Concord Van Coordinator -- Eleanor Eschborn

3. Appointment by Town Clerk:
 - a) Deputy Town Clerk, Deputy Tax Collector - Stephanie A. Bacon
4. Appointment by Town Highway Superintendent -- Deputy Highway Superintendent Larry Heim
5. Appointments by Town Justices:
 - a) Court Clerk - Amanda Roth
5. Depositories for Town funds - M&T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank, Evans Bank
6. Official Paper - Springville Journal
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. Comp Time -- Maximum of 60 hrs. total accumulation per year.
11. 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.
12. Mileage reimbursement - IRS rate as of 1/1/21 \$.58.5 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 Phil Drozd and Alternate 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 2022 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. Town of Concord Sexual Harassment Policy – accept present policy on file with Town Clerk and Town Supervisor.
21. Petty cash amounts in Town Clerk office Daily \$50, Tax Drawer \$250, Petty Cash Drawer \$215, Senior Center \$75.
22. Approve Fee schedules
23. Executive Session
24. Motion to adjourn