

Meeting called to order by Philip Drozd, Town Supervisor

Roll Call

1. Appointments by Supervisor:

- a) Deputy Supervisor – Clyde Drake
- b) Town Historian – Thomas Hawkins
- c) Bookkeeper / Secretary to Supervisor – Luella Timmel
- d) Rep. to Youth Board – Kimberly S. Krzemien, William F. Snyder, III, (Alternate)
- e) Rep. to Planning Board – Clyde Drake
- f) Rep. to Quarterly Fire Chief Meeting – Kenneth D. Zittel, Clyde Drake (Alternate)
- g) Rep. to Southtowns Planning Group – Kenneth D. Zittel
- 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, Kimberly S. Krzemien (Alternate)
- l) Rep to Southtowns Preservation Board – Clyde Drake
- m) West Valley Coalition – Kimberly S. Krzemien, Kenneth D. Zittel (Alternate)
- n) Liaison to Highway – Phil Drozd
- o) Liaison to Community Park – Kenneth D. Zittel
- p) Liaison to Mortons Corner Fire Co. – William F. Snyder, III
- q) Liaison to East Concord Vol. Fire Co. – Kenneth D. Zittel
- r) Liaison to Springville Vol. Fire Co. – Phil Drozd
- s) Liaison to Boston Fire Co. – Kimberly S. Krzemien
- t) Liaison to CEO – Clyde Drake
- u) Committees
 - *Youth / Recreation – William F. Snyder, III, Kimberly S. Krzemien
 - *Buildings & Grounds – Phil Drozd, Kenneth D. Zittel
 - *Financial – Phil Drozd, Clyde Drake
 - *Cemeteries – Kenneth D. Zittel, Kimberly S. Krzemien
 - *Safety-Philip Drozd; Darlene G. Schweikert; Barry Edwards;
Larry Heim and Eleanor Eschborn

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) Cemetery Superintendent – Barry A. Edwards
- j) Bingo Inspector – James M. Krezmien
- k) Planning Board Chairman – Karl Lux
- l) Appeals Board Chairman - Edwin Heary
- m) Dog Control Officer - Carolyn Robinson
- n) Assistant Dog Control Officer -- David Graves
- o) Alternate Dog Control Officer – Phyllis Jensen
- p) Court Officer/Constable – Joseph Laurito
- q) CPA – Drescher and Malecki LLP
- r) Consultant for Zoning - Ronald Bennett and Hodgson Russ
- s) Coordinator for American Disability Act – Kim Krzemien
- t) Freedom of Information Officer - Darlene Schweikert
- u) Superintendent of Parks – Charles Schweikert
- v) Disaster Coordinator - Michael Willibey
- w) Deputy Disaster Coordinator – Phil Drozd
- x) Discrimination/Harassment Committee – Phil Drozd and Clyde Drake
- y) Director of Senior Center – Eleanor Eschborn
- z) 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 – Alicia Beaudette and Jean Kwasnik
- 6. Depositories for Town funds - M&T Bank, Cattaraugus County Bank, Citizens Bank, Chase, Community Bank, Evans Bank and NYCLASS
- 7. Official Paper - Springville Journal
- 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. Comp Time – Maximum of 60 hrs. total accumulation per year.
- 12. 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.
- 13. Mileage reimbursement - IRS rate as of 1/1/23 \$.655 per mile
- 14. Meal allowance - \$30.00 regular NY City - \$50.00 per day

15. Tool purchase - Highway Superintendent \$1,000.00 without permission
16. Delegate and Alternative for Association of Town Meetings:
Supervisor Phil Drozd and Alternate Clyde Drake
17. Regular Town Board meeting day - second Thursday of each month at 7:00 p.m. except for July 2023. The July meeting will be held on Wednesday, July 12, 2023.
Work sessions prior or as needed
18. Vacation schedule - remains the same, each department head must maintain vacation schedule records. Vacation days accumulation policy took effect 1/1/99
19. Salaries as listed and adopted in the 2023 budget with the exception of the new appointed salaries.
20. Town of Concord Investment Policy - accept present policy on file with Town Clerk and Town Supervisor.
21. Town of Concord Sexual Harassment Policy – accept present policy on file with Town Clerk and Town Supervisor.
22. Petty cash amounts in Town Clerk office Daily \$50, Tax Drawer \$250,
Petty Cash Drawer \$275, Senior Center \$75.
23. Approve Fee schedules
24. Executive Session
25. Motion to adjourn

