

TOWN OF CONCORD TOWN BOARD MEETING January 8, 2026
7:00 p.m.

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR,
at 7:00 p.m.

ROLL CALL: PHILIP DROZD, SUPERVISOR
 CLYDE M. DRAKE, COUNCIL MEMBER
 KENNETH D. ZITTEL, COUNCIL MEMBER
 KIMBERLY S. KRZEMIEN, COUNCIL MEMBER
 KENNETH KASSEL COUNCIL MEMBER

ALSO PRESENT: LAURA SAFFORD, Town Clerk
 LARRY HEIM, Hwy Supt.
 BRIAN F. ATTEA, Town Attorney
 SHANE MILLER, ECSD
 TOM ROBERTS, CEO
 ALAN HAUNGS
 ERIC WILLIAMS, SPRINGVILLE JOURNAL

INVOCATION DELIVERED BY TOWN CLERK SAFFORD

PLEDGE TO THE FLAG LED BY SUPERVISOR DROZD

ITEM #1 CONSENT AGENDA

- a) Approval of Minutes:
- (1) Work Session 12/11/2025
 - (2) Town Board Mtg 12/11/2025
 - (3) Special Town Board Mtg – 12/30/2025

Motion by Council Member Drake, seconded by Council Member Zittel, to approve Consent Agenda, Items 1-3. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- b) Monthly Reports:
- (1) Code Enforcement Report – December 2025
 - (2) Code Enforcement Annual Year 2025 Report
 - (3) Dog Control Officer Report – December 2025
 - (4) Dog Control Officer Annual Year 2025 Report
 - (5) Town Clerk Report – December 2025
 - (6) Town Clerk Annual Year 2025 Report
 - (7) Judge Frank-December 2025 Report
 - (8) Judge Frank Annual Year 2025 Report
 - (9) Judge Gibbin-December 2025 Report
 - (10) Judge Gibbin Annual Year 2025 Report
 - (11) Supervisor's Report – December 2025
 - (12) Senior Director Report – December 2025
 - (13) Assessor's Report – December 2025

Motion by Council Member Zittel, seconded by Council Member Krzemien, to approve Monthly Reports, Items 1-13. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #2 RESIDENT CONCERNS

There were no resident concerns.

ITEM #3 HIGHWAY DEPARTMENT

- a) Hwy Supt Heim read his Highway Report.

Motion by Council Member Kassel, seconded by Council Member Zittel to receive and file the Highway Department Report. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #4 OLD BUSINESS

- a) KBWWTP – Supervisor Drozd said that there is nothing to report.

- b) Community Engagement Team - Officer Miller spoke about his December monthly report as well as his 2025 yearly report. In the month of December they handled 131 calls, with 19 traffic stops and 34 accidents. Most of those accidents were only property damage. There was one arrest. During all of 2025, they handled 1,511 calls, 2,113 premises checks, and 431 traffic stops. The total arrests were 52, with 24 of those being narcotics arrests. Six warrants were served, as well as a few search warrants. One of the biggest complaints in 2025 was the homeless population. At one point there were eight homeless people in the area, and currently there are one or two. Officer Miller still recommends installing cameras at the doors of the Senior Center. There is currently no progress on the burglary that occurred after the fire on Zoar Valley Road recently. There was a burglary on Snyder Road that they just solved.

ITEM #5 NEW BUSINESS

- a) Audit of the Bills – Council Member Zittel audited the Bills this month.

Year 2026 Abstract 1:
General Fund A, abstract 1, \$10,319.31
General Fund B, abstract 1, \$269.18
Concord Fire Protection, abstract 1, \$147,554.35
Craneridge Sewer, abstract 1, \$660.00
Highway DB, abstract 1, \$13,740.51

Motion by Council Member Zittel, seconded by Council Member Krzemien, to approve the bills as presented. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- b) Supervisor Drozd advised the Board of the following budget transfers:

From A2770 to A1620.42	\$42,932.83
From A3089 to A6772.49	\$5,000.00
From A3089 to A7110.2	\$5,000.00
From A3089 to A1620.42	\$79,268.17
From A3089 to A1440.4	\$26,218.88
From A3089 to A1440.4	\$14,962.42
From DA3089 to A1440.4	\$2,156.04
From DA3089 to A1440.4	\$6,725.05

Motion by Council Member Drake seconded by Council Member Zittel, to approve the budget transfers as written. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried. Council Member Drake asked if the reserves got funded this year. Supervisor Drozd told him that he is working on those with Kaufman Utz.

c) Conclude SEQR for Code Update-Adopt Negative Declaration –

NEGATIVE DECLARATION

**RESOLUTION WITH REFERENCE TO THE PROPOSED
TOWN OF CONCORD, ERIE COUNTY, NY
TOWN CODE AND ZONING LAW REVISIONS
STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)
NEGATIVE DECLARATION**

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law and the regulations contained in 6 NYCRR Part 617, hereafter called SEQRA, the Town Board previously determined this action to be a Type 1 Action, and solicited Lead Agency status as provided for under SEQRA; and

WHEREAS, the proposed action to adopt Town Code and Zoning Law revisions that will advance and protect the health, safety, and welfare of the citizens of the Town; and

WHEREAS, a coordinated review of the project scope has been completed and Involved Agencies have been consulted on specific potential impacts as referenced in the attached Negative Declaration:

NOW, THEREFORE, be it RESOLVED as follows:

1. The Town Board of the Town of Concord assumes Lead Agency Status and determines the action will have no significant impact on the environment and therefore issues a Negative Declaration as defined under SEQRA.
2. The Town Clerk shall forward a copy of this Negative Declaration to all Involved Agencies.
3. The Negative Declaration will be submitted to the NYS Department of Environmental Conservation for publication in the Environmental Notice Bulletin.
4. This resolution shall take effect immediately.

Motion by Council Member Drake, seconded by Council Member Krzemien, to enter and submit this into the minutes as is. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

d) Approve Local Law #1 Code Update

LOCAL LAW NO. 1- 2026

A LOCAL LAW TO PROVIDE FOR THE CODIFICATION OF THE LOCAL LAWS, ORDINANCES AND CERTAIN RESOLUTIONS OF THE TOWN OF CONCORD INTO A MUNICIPAL CODE TO BE DESIGNATED THE "CODE OF THE TOWN OF CONCORD"

This local law:

- (1) Provides that the local law will be included in the Code as Chapter 1, Article I.
- (2) Provides for the designation of the local laws, ordinances and certain resolutions of the Town of Concord as the "Code of the Town of Concord."
- (3) Retains the meaning and intent of previously adopted legislation.
- (4) Provides for the filing of a copy of the Code in the Town Clerk's office.
- (5) Prescribes the manner in which amendments and new legislation are to be incorporated into the Code.

- (6) Provides for notice of enactment and legal publication requirements.
- (7) Establishes severability provisions with respect to the Code generally.
- (8) Repeals local laws and ordinances of a general and permanent nature not included in the Code, except as provided.
- (9) Saves from repeal certain local laws and ordinances and designates certain matters not affected by repeal.
- (10) Provides for certain changes in or additions to the Code.
- (11) Provides for interpretation of titles, headings and editor's notes.
- (12) Prohibits tampering with Code books, with offenses punishable by a fine of not more than \$250 or by imprisonment for not more than 15 days, or both.

Motion by Council Member Krzemien, seconded by Council Member Zittel, to approve as written and submitted. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

e) Resolution for a Legally Valid 2026 General Election

Motion by Council Member Drake, seconded by Council Member Krzemien to approve the adoption of this Resolution. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

f) Set Pubic Hearing date for 10100 S. Hill Rd. Special Use Permit

The Public Hearing for this matter will be held on February 4, 2026 at 8am. The Board will also go over the Employee Manual at that time.

g) Authorize Town Clerk to advertise for trash pickup

The Board discussed making changes to the guidelines for trash pickups because of issues in previous years. It was decided that Supervisor Drozd and Town Clerk Safford would meet with MRC to discuss last year's pick up.

Motion by Council Member Zittel. seconded by Council Member Drake, to approve the Town Clerk advertising for spring trash pickup. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

h) Carolyn Robinson consultant for DCO

Should Carolyn Robinson be needed as a consultant for DCO Bowen, she will be paid a fee of \$21.50 per hour.

Motion by Council Member Krzemien. seconded by Council Member Zittel, to approve Carolyn Robinson as a consultant to the DCO. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

i) Dog fees

As discussed during the work session, the new fees for impoundment will be \$35 per day per dog, \$35 for Eden Vet Clinic to administer a rabies vaccine if necessary, and an administrative fee to the Town to cover the mileage to and from Eden to drop off the dog of \$50.

Motion by Council Member Zittel, seconded by Council Member Kassel, to make the changes to the dog fee schedule. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

j) Changes to the current Fee Schedule

Motion by Council Member Drake, seconded by Council Member Krzemien, to make the previously discussed changes to the Fee Schedule. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

Supervisor Drozd made a motion to add items k and l to the agenda: Approve the Credit Card Policy and Approve Shelter Rentals. Council Member Drake seconded the motion. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

k) Approve Credit Card Policy

Motion by Council Member Kassel., seconded by Council Member Krzemien, to approve the Credit Card Policy. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

l) Approve Park Rentals

April 25, 2026 Southtowns Bark Park to use Shelter #1, and Niagara Regional Disc golf on August 12, 2026 from 4pm-9pm.

Motion by Council Member Zittel, seconded by Council Member Kassel, to approve Park Rentals. Council Board Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #6 COUNCIL MEMBER NOTES

Supervisor Drozd told the Board that Spader went to the Senior Center on 1/7/26 due to a leak in the fire protection lines, and fixed the issue. He also received an email from Jennifer Morris at the Hulbert Library that the library is not going to be responsible for any outside maintenance. Dean Tybor is going to look at the ice build up in the back of the library, as well as the front of Town Hall. Dean will be fixing the leak that was caused by him not sealing the joints in the down spouts when he was working here last year.

Council Member Drake was informed that at the Southtowns Rural Preservation meeting that Kathy Hochul is pushing a new senior exemption, that is currently 50% and will be raised to 60% for low-income residents. He stated that he thinks this is optional for towns, and will forward the information to Supervisor Drozd.

Supervisor Drozd asked if anyone had seen the new solar laws that came into effect January 1st statewide regarding the projects in lieu of taxes and the host agreements. Hopefully by the next meeting he can get something in writing so that the Board can be aware of it. He will get more information, and Town Attorney Attea will also be looking into this.

Council Member Zittel brought up a meeting on January 20th at Mortons Corners, Southtowns Planning and Development meeting on January 26th in Hamburg, and stated that the East Concord Fire Department is going over their bylaws and was advised to get an attorney which is going to cost about \$5,000. He doesn't believe that most people realize how much work the fire companies do.

Highway Supt. Heim has recruited the FFA Horticulture group to redo the front entrance of the park.

ITEM #7 EXECUTIVE SESSION

There was nothing for Executive Session.

ITEM #8 MOTION TO ADJOURN

Motion by Council Member Kassel, seconded by Council Member Zittel, and passed unanimously, to adjourn the meeting at 7:51 p.m. in memory of:

Ray E. Phillips

Laura Safford
Town Clerk