

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

January 8, 2026

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR

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
BRIAN F. ATTEA, Town Attorney
LARRY HEIM, Hwy Supt.
TOM ROBERTS, CEO

ITEM #1 APPOINTMENTS BY SUPERVISOR

Motion by Council Member Drake, seconded by Council Member Krzemien, to accept the Supervisor's appointments, a-y. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- a) Deputy Supervisor – Clyde M. Drake
- b) Town Historian – Thomas Hawkins
- c) Deputy Town Historian-Darlene Johnson
- d) Bookkeeper to Supervisor– Vanessa McCormick
- e) Secretary (PT) to Supervisor – Rose Heyden
- f) Rep. to Youth Board – Kimberly S. Krzemien
- g) Rep. to Planning Board – Clyde M. Drake
- h) Rep. to Quarterly Fire Chief Meeting – Kenneth D Zittel; Clyde M. Drake (Alternate)
- i) Rep. to Southtowns Planning Group – Kenneth D. Zittel; Kenneth Kassel (Alternate)
- j) Rep. to Senior Citizens – Philip Drozd
- k) Rep. to NEST – Clyde M. Drake
- l) Rep. to Hulbert Library Board – Philip Drozd
- m) Rep. to Rural Transit Service – Kenneth Kassel; Kimberly S. Krzemien (Alternate)
- n) Rep. to Southtowns Preservation Board – Clyde M. Drake
- o) West Valley Coalition – Kenneth Kassel; Philip Drozd (Alternate)
- p) Liaison to Assessor –Clyde Drake, Kimberly S. Krzemien
- q) Liaison to Highway – Philip Drozd and Kenneth D. Zittel
- r) Liaison to Community Park – Kenneth D. Zittel; Kenneth Kassel (Alternate)
- s) Liaison to Mortons Corners Fire Co. – Kimberly S. Krzemien
- t) Liaison to East Concord Vol. Fire Co. – Kenneth D. Zittel
- u) Liaison to Springville Vol. Fire Co. – Philip Drozd; Clyde M. Drake (Alternate)
- v) Liaison to Boston Fire Co. – Kenneth Kassel
- w) Liaison to CEO- Philip Drozd
- x) Special Districts for Budget Purposes—Clyde Drake, Dawn Martin and Tom Roberts
- y) Committees:
 - *Youth / Recreation – Philip Drozd, Kimberly S. Krzemien
 - *Buildings & Grounds – Philip Drozd, Kenneth D. Zittel
 - *Financial – Philip Drozd, Clyde M. Drake
 - *Cemeteries – Kenneth D. Zittel, Kimberly S. Krzemien
 - *Safety-Laura Safford, Larry Heim and Holly Hunt

ITEM #2 RECOMMENDED BY SUPERVISOR FOR APPOINTMENT BY TOWN BOARD

Motion by Council Member Zittel, seconded by Council Member Krzemien, to approve the appointments a-y. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- a) Tax Collector – Laura Safford
 - b) Registrar – Laura Safford
 - c) Code Enforcement Officers – Thomas Roberts and Kevin Manchester
 - d) Town Attorney – Brian F. Attea
 - e) Deputy Town Attorney – Kevin R. Rautenstrauch
 - f) Town Prosecutor – Kevin R. Rautenstrauch
 - g) Deputy Town Prosecutor – Brian F. Attea
 - h) Special Counsel – Hodgson Russ and Attea & Attea
 - i) Park & Cemetery Superintendent – Larry K. Heim
 - j) Bingo Inspector – James M. Krzemien
 - k) Planning Board Chairman – Joseph Edbauer
 - l) Zoning Board of Appeals Chairman – Edwin Heary
 - m) Dog Control Officer – Amanda Bowen
 - n) Assistant Dog Control Officer – Cory Bowen
 - o) Alternate Dog Control Officer – Reuben Bugenhagen
 - p) Court Officers/Constables – Timothy J. Chase and Kimberly A. Scurr
 - q) CPA – Drescher & Malecki, LLP
 - r) Consultant for Zoning – Ronald Bennett and Hodgson Russ
 - s) Coordinator for American Disability Act – Kimberly S. Krzemien
 - t) Freedom of Information Officer – Laura Safford
 - u) Natural Disaster Services Coordinator – Michael Willibey
 - v) Deputy Natural Disaster Services Coordinator – Philip Drozd
 - w) Discrimination/Harassment Committee – Philip Drozd and Clyde M. Drake
 - x) Recreation Specialist – Senior Center – Holly Hunt
 - y) Concord Van Coordinator – Holly Hunt
3. Appointment by Town Clerk:
- a) Deputy Town Clerk, Deputy Tax Collector – Michelle D. Dell
4. Appointment by Town Highway Superintendent – Deputy Highway Superintendent Shawn Cramer
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, and NYCLASS
- 7.. Official Paper - Springville Journal
8. Meal allowance for Jurors - \$15.00 lunch and \$20.00 dinner
9. Sick leave for employees - 12 days per year, 160 days 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 1/1/26 \$.72.5 per mile
14. Meal allowance - \$40.00 regular NY City - \$75.00 per day
15. Tool purchase - Highway Superintendent \$2,000.00 without permission
16. Delegate and Alternative for Association of Town Meetings:
Supervisor Philip Drozd and Alternate Clyde M. Drake

17. Regular Town Board meeting day - second Thursday of each month at 6:00 p.m. Work sessions prior or as needed
18. Vacation schedule - remains the same, each department head must maintain vacation schedule records.
19. Salaries as listed and adopted in the 2026 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. Credit Card Policy-accept present policy
23. Petty cash amounts in Town Clerk office Daily \$50, Tax Drawer \$250, Petty Cash Drawer \$275, Senior Center \$75 Justice Court Office \$100/each Judge
24. Approve Fee schedules:

Supervisor Drozd and the Board discussed the current fee schedule, and then went over the proposed changes to the fee schedules. Motion by Council Member Zittel, seconded by Council Member Krzemien, to approve the changes agreed upon. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

Motion by Council Member Kassel, seconded by Council Member Zittel, to adjourn the Organizational Meeting at 6:53pm. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

Laura Safford
Town Clerk