

TOWN OF CONCORD SPECIAL TOWN BOARD MEETING FEBRUARY 4, 2026
9 a.m.

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR,
at 8:18 a.m.

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

ALSO PRESENT: LAURA SAFFORD, TOWN CLERK
 LARRY HEIM, HIGHWAY SUPERINTENDENT

Supervisor Drozd opened the Special Town Board Meeting at 8:18 A.M.

Special Use Permit for 10100 South Hill Rd.

Supervisor Drozd asked the Board if they wanted to approve the Special Use Permit and make it contingent on no rentals being allowed at the property, but he wasn't sure if they are allowed to do that. Town Clerk Safford read the Board the section of the code pertaining to the permit. The Board agreed to vote on approving the permit without making any conditions.

Motion by Council Member Drake, seconded by Council Member Krzemien.
Council Members Zittel and Supervisor Drozd, voting aye. Carried.

No fee for Demolition Permit for 80 Tarn Trail

CEO Roberts presented the Board with a letter he had written asking that the Lissner family not be charged a fee to obtain a Demolition Permit for the property at 80 Tarn Trail that was destroyed by a fire in January 2026.

Motion by Council Member Krzemien, seconded by Council Member Zittel.
Council Members Drake and Supervisor Drozd voting aye. Carried.

Supervisor Drozd advised the Board that he and Town Clerk Safford have been working on making the changes previously discussed to the 2026 Employee Manual. Town Clerk Safford asked the Members for clarification on some sections that may need changes made. The Board agreed to make the following changes to residency requirements:

The heading will just be Residency. Open positions will be for qualified individuals. Residents of Concord will receive first preference.

Health Insurance opt out-changes will be that any employee who does not receive health insurance benefits from the town will be paid \$202.90 per month, in quarterly installments, which is the current Medicare part B and C reimbursement rate.

Supervisor Drozd is working on adding information in regards to the yearly training needing to be done by all employees.

Council Member Krzemien brought up adding a dress code to the manual, and gave Town Clerk Safford some examples to incorporate.

Supervisor Drozd has been calling numerous accounting firms to do the yearly audit. Donald Przybyl did an audit for the Town of Bennington, which is the type of audit he would propose the Town should use. He sent a copy of the audit to Supervisor Drozd. Mr. Przybyl charges \$35 per hour, and he also included three references in his email. Supervisor Drozd has been speaking to Jeff Smith about the yearly audit, because of the LOSAP and the federal money that the Town will be receiving for the sewer plant. The Town will need to make sure to budget in 2027 for a more in-depth audit that will be required because of the federal money. Council Member Drake is concerned that Mr. Przybyl's information does not indicate that he is a CPA, and he may not be qualified to do our audit. He would like clarification from Jeff Smith on whether the person

conducting the audit needs to be a CPA. Supervisor Drozd placed a call to Jeff Smith at this time in the meeting, and was asking questions about the audit that we need to have. J. Smith said that we do not need to have a CPA do the audit, and a municipal accountant would be fine to use. J. Smith has worked with Mr. Przybyl previously and never had an issue with his work. Council Member Drake would like Supervisor Drozd to make sure that Mr. Przybyl gives the Town financial statements that can be sent to the Bond company. The Town needs to have the AFR completed by the end of March, but Kaufman Utz is supposed to be asking for an extension on that.

Motion by Supervisor Drozd to hire Donald Przybyl to perform the audit, seconded by Council Member Krzemien. Council Members Zittel and Drake voting aye. Carried.

Set Public Hearing Date for Special Use Permit 11998 Trevett Road, Town of Concord

The Public Hearing for the Special Use Permit for Frank Giordano will be on Wednesday, February 18, 2026 at 8:00 a.m.

Motion by Council Member Drake, seconded by Council Member Krzemien. Council Members Zittel and Supervisor Drozd voting aye. Carried.

Spring Trash Pick Up

Town Clerk Safford is going to speak to Town Attorney Attea about changing the wording on the bid specifications for the trash pickup. The two trailer parks have way too many items on their properties and the Town would like to find a way to limit the number of items at those locations.

MOTION TO ADJOURN

Motion by Council Member Zittel, seconded by Council Member Krezmien, to close the Special Town Board meeting at 9:10 a.m. Council Members Drake and Supervisor Drozd, voting aye. Carried.

Laura Safford
Deputy Town Clerk