

TOWN OF CONCORD TOWN BOARD MEETING February 12, 2026
6:00 p.m.

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR,
at 6:00 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, HIGHWAY SUPT.
 BRIAN ATTEA, TOWN ATTORNEY

JAMES TRAVELLA

INVOCATION DELIVERED BY TOWN CLERK SAFFORD

PLEDGE TO THE FLAG LED BY COUNCIL MEMBER DRAKE

ITEM #1 CONSENT AGENDA

- a) Approval of Minutes:
 - (1) Work Session – 01/08/2026
 - (2) Organizational Meeting – 01/08/2026
 - (3) Town Board Meeting – 01/08/2026
 - (4) Public Hearing – 01/08/2026
 - (5) Public Hearing – 02/04/2026
 - (6) Special Meeting – 02/04/2026

Motion by Council Member Drake, seconded by Council Member Zittel, to approve Consent Agenda, Items 1-6. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- b) Monthly Reports:
 - (1) Code Enforcement Report – January 2026
 - (2) Dog Control Officer Report – January 2026
 - (3) Town Clerk Report – January 2026
 - (4) Judge Frank – January 2026
 - (5) Judge Gibbin – January 2026
 - (6) Senior Center – January 2026
 - (7) Assessor's Report – January 2026
 - (8) Supervisor's Report – January 2026

Council Member Drake got the reconcilements from Kaufman Utz and compared it to the Supervisor's report and they do not match. Jena from Kaufman Utz was going to go back and recheck and try and find the differences which total about \$400,000. Council Member Drake is not sure if there is a misunderstanding about what has to go on the report, but he doesn't have any confidence in the Supervisor's report because it doesn't match the bank. Supervisor Drozd spoke to Jena and she was working on finding the discrepancies.

Motion by Supervisor Drozd, seconded by Council Member Krzemien, to approve Consent Agenda, Items 1-8. Council Members Drake and Zittel voting no, Council Members Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #2 RESIDENT CONCERNS

Supervisor Drozd opened the floor for Public Comment. There was no one who wished to address the Board.

ITEM #3 HIGHWAY DEPARTMENT

a) Hwy Supt. Heim read his Report-

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

b) Agreement to Spend Highway Funds-

**AGREEMENT TO SPEND TOWN HIGHWAY FUNDS YEAR 2026
TOWN OF CONCORD COUNTY OF ERIE**

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected for the repair and improvement of highways, and received from New York State for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS

The estimated sum of \$ 533,000 may be expended for general repairs upon 25.30 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof. (Exact CHIPS funding has not been decided on yet by NYS, last year's figure is included)

2. IMPROVEMENTS - The following sum shall be set aside to be expended for the improvement of town highways:

(a) On Kaiser Road, starting at Mortons Corners Rd and ending at the Town Line, a total distance of 5824 Feet, there shall be estimated repairs in the sum of \$ 35,000.

Type Top: Fibermat Width of traveled surface 24 feet

Thickness Top: inches Thickness binder: inches

(b) On Morton Road, starting at Grote Rd and ending at Pritchard Rd, a distance of 3850 feet, there shall be estimated repairs in the sum of \$25,000.

Type Top: Fibermat Width of traveled surface: 20 feet

Thickness Top: inches Thickness binder: inches

(c) Once spring road assessment has been completed, we will be performing Full Depth Recycle and Fibermat Chipping on various town roads.

NOTE: This Agreement must be signed by a majority of the members of the Town Board and by the Town Highway Superintendent. One copy must be filed in the Town Clerk's Office.

Motion by Council Member Drake, seconded by Council Member Zittel, to approve the Agreement to Spend Highway Funds. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #4 OLD BUSINESS

a) KBWWTP –

Supervisor Drozd updated the Board on this project. The Town did not receive the grant from WIHA. There was an appeal process that Supervisor Drozd went through and at a Zoom meeting this week he found out that the Town did not win the appeal.

b) CDBG –

Erie County mailed a letter stating that the Town's application for funding for work on the restrooms in Town Park was denied.

c) Community Engagement Team –

Deputy Miller was at another meeting, and was moved to speak after section h in this meeting. Starting next month, he will be listed first on the agenda so that he is able to attend the other meetings in the area. He went over his report for the month of January: There were 141 calls, 16 car accidents, 5 arrests, 27 traffic stops and 18 complaints. The Sheriff's office has a new QR code that connects to their Facebook page, and it will advertise some of the activities that they are present at. There also created an app that residents can make anonymous tips to.

ITEM #5 NEW BUSINESS

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

Year 2026 Abstract 2:
General Fund A, Abstract 2, \$49,440.11
General Fund B, Abstract 2, \$2,441.30
Craneridge Sewer, Abstract 2, \$13,561.26
Highway DA, Abstract 2, \$2,390.17
Highway DB, Abstract 2, \$58,658.02
Kissing Bridge Water, Abstract 2, \$716.44
Kissing Bridge Sewer, Abstract 2, \$282.28

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

b) Approve 2026 Annual Permits –

1. Mining Permits - Motion by Council Member Drake, seconded by Council Member Zittel, to approve the following Mining Permit Renewals, a-e, as recommended by the Planning Board:

- a) McEwan
- b) Cold Spring-Sharp Street Pit
- c) Gernatt Pits: Middle Road-Vaughn/Gentner; Zylinski Clay Mine; Waterman Pit; Wendel Pit.
- d) D&H Materials, Inc.
- e) Star Lake Construction, LLC

Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

2. Junkyard Permit Renewals - Motion by Council Member Drake, seconded by Council Member Krzemien, to approve the following Junkyard Permit Renewals, a-d, as recommended by the Planning Board:

- a) Jordan's Salvage
- b) Southern Tier Auto Center Inc
- c) Arthur P. King
- d) Ronald Miller

Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

Mobile Home Park Permit Renewals – The Planning Board tabled these annual permits until their June Meeting to allow the CEO Officer time to do the inspections of the mobile home parks.

- 1. Richard Perkins Mobile Home Court
- 2. Springville Mobile Home Park

- c) Advertise Spring Trash-

Supervisor Drozd asked Town Clerk Safford for an update to the changes made to the bid specifications for Spring Trash pick-up. Town Clerk Safford has been in contact with Town Attorney Attea in regards to these changes. There have been several issues in the past with the amount of trash that is left out on the street and then collected at the Mobile Home Parks, especially at the North Street Park. The changes being proposed are as follows:

There will be a 5-item limit for each mobile home, with a maximum of two tires per each mobile home

- a) Each mobile home resident in the North Street Mobile Home Park must place their items for pick up at the end of their personal driveways, with nothing going out before May 8, 2026. No items will be picked up if placed on North Street.
- b) Each mobile home resident in the Middle Road Mobile Home Park must place their items for pick up in one of the three designated areas in the park.
- c) It will be up to the owners of each Mobile Home Park to notify its residents of these rules.

There are several resident complaints each year because of the amount of trash that starts accumulating early on North Street. Council Member Zittel asked how the Town will be able to enforce this, and Supervisor Drozd stated that the CEO will be in charge of that. Council Member Krzemien thinks that the mobile home park owners should be in charge of their own trash pickup, and provide a dumpster for their residents. Supervisor Drozd brought up possibly making changes to the rules for businesses next year. The bid opening was set for Friday March 6, 2026 at 10am.

Motion by Council Member Krezmien, seconded by Council Member Zittel, to authorize Town Clerk Safford to advertise for Spring Trash pickup. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

- d) Approve revisions to current business permit application and the last page of the building permit application-

Motion by Council Member Krezmien, seconded by Council Member Zittel, to approve revisions. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

e) Kayla Higgins-Permission to survey/trap for ECFF-

Council Member Drake said that this request comes every year. He questioned what is in the trap, and if the Town would be liable if someone got hurt because of it. Town Attorney Attea asked Supervisor Drozd to forward the agreement to him so he can look it over. The Board agreed to table this matter until Town Attorney Attea can look at the agreement.

f) Resignation of Joe Warner, van driver-

Motion by Supervisor Drozd, seconded by Council Member Kassel to accept with regret. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

g) Speed limit decrease on Genesee Rd.-

The Town received a copy of the letter that NYS sent to Erie County in regards to decreasing the speed limit. The state does not recommend lowering the speed limit.

h) SGI requests use of baseball fields-

The request is only for the Junior Varsity and Modified teams for this season, from March 9th to approximately June 12th. Highway Supt. Heim and Supervisor Drozd will be meeting with the SGI Athletic Director sometime in March, and will then bring in the Town Bookkeeper in regards to reservations for the park. The school has offered their grounds people to assist and maintain the fields. Highway Supt. Heim will work with the school on this. He asked the Board if there were any questions or suggestions that he should bring up to the school when he meets with them. Council Member Drake said that his only concern are the travel baseball leagues. The school is not in charge of the travel leagues. People that work with the travel baseball teams are in contact with Supervisor Drozd about use of the fields. He will be meeting with them and Stephanie Bacon from SYI soon. Rose is reaching out to other towns around our size to see if they charge schools or clubs to use their baseball fields. Council Member Drake stated that he is not so much worried about the school using the fields, but SYI. The season seems to extend longer than we are told it will, and other residents want to rent the park and pay to use it. He recommends that the Town tell SYI that unless there is a game listed on the schedule, it cannot be played. Highway Supt. Heim said that maybe in the future the Town needs to make it so that when the ball clubs come in, they carry in and carry out everything that they need, including garbage. The Board then discussed charging a cleaning fee if the park is not cleaned at the end of the night.

Motion by Council Member Drake, seconded by Council Member Zittel, to approve use of the fields. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

i) CEO Kevin Manchester leave of absence-

Supervisor Drozd read a letter from CEO Manchester requesting an unpaid leave of absence from 2/15/26 until 3/15/26 for medical reasons. If he needs to extend this leave, he will notify Supervisor Drozd in a timely manner.

Motion by Council Member Krzemien, seconded by Council Member Zittel, to approve the unpaid leave of absence. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

j) WNY Snowmobile Club-

Supervisor Drozd added this section during the meeting. He received a letter from John Baronich, President of the WNY Snowmobile Club requesting permission to ride on the Niagara Mohawk trails. Town Board Attea approved having Supervisor Drozd sign the document provided. Niagara Mohawk requires consent from any of the towns that the property is located in that the snowmobiles will be riding on.

Motion by Council Member Krzemien, seconded by Council Member Zittel, to approve Supervisor Drozd to sign the letter. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #6 COUNCIL MEMBER NOTES

Supervisor Drozd received an email to please contact Chief Randal Beach with the Pickens Police Department in South Carolina. Chief Beach told Supervisor Drozd that he had to contact the Town Court offices, and that the court clerks and judges that he spoke to were some of the best that he has ever dealt with.

Erie County Personnel audited the Town for July 2025 payroll, and everything was fine.

All of the corrections to the Erie County and State Civil Service have been made by secretary Rose Heyden.

Supervisor Drozd has been working on the KB bills from when the Town switched over the meter. He went over what the Town actually paid to KB, and KB was overpaid \$129.88. KB sent over a check to cover that on 2/6/26

Supervisor Drozd is going to be checking into what money is left over and what money was spent from the two grants from Lindsay Lorigo.

The AFR extension was approved until 4/30/26, but Kaufman Utz is going to try and get it done by the deadline of 3/31/26.

The Tax Cap form was submitted and approved by NYS.

The Mortons Corners Installation dinner was changed to 4/18/26.

The tapes of the inspection that Reding did on the sewer lines in Town Hall were sent to Supervisor Drozd, and he has forwarded them to Caleb Henning and the pipe relining firm that Caleb recommended.

Waste Management gave a quote for servicing the Town's dumpsters, and Supervisor Drozd is getting one from MRC. He will have it for the Special Town Board meeting on 2/18/26 so the Board can discuss and vote on the matter. Council Member Drake asked if this service needs to be bid on-no.

Twelve Springs Church has offered to refinish the floors in the Hall. Supervisor Drozd is going to check into the price of supplies. Council Member Zittel wants to know about insurance coverage to have the church do work in the building, and Supervisor Drozd stated that the church already has an insurance policy that they have provided to us since they use the building for church.

Council Member Drake asked for an update on the audit with Don Pryzbyl. Supervisor Drozd received the GASBY report today, which is needed to conduct the audit. When Kaufman Utz is finished with the AFR Mr. Pryzbyl will come to the building and work with Council Member Drake on the audit.

Town Clerk Safford discussed updating the Town's website and email addresses with the Board. The website address was changed last year from .com to .gov, but the website itself needs to be updated and the email addresses need to be changed to all end the same. Town Clerk Safford is going to get different quotes from IT places to present to the Board at a later date.

Highway Supt. Heim told the Board that the WNY Pro Pulling Series donated a check to the Children's League for \$5,500. The group raised that money during an auction at their annual Christmas party.

Council Member Zittel informed the Board that the East Concord Fire Hall has been rented to host a spaghetti dinner to benefit the Lissner family. It will be held on 3/7/26.

SYI is holding a meat raffle on 3/7/26.

ITEM #7 EXECUTIVE SESSION

Supervisor Drozd advised that an Executive Session will be necessary to discuss a personnel matter. Motion by Supervisor Drozd, seconded by Council Member Drake, to go into Executive Session at 7:50 p.m. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

Motion by Supervisor Drozd, seconded by Council Member Krezmien, to come out of Executive Session at 8:22 p.m. Council Members Drake, Zittel, Krzemien & Kassel; Supervisor Drozd, voting aye. Carried.

ITEM #8 MOTION TO ADJOURN

Motion by Council Member Krezmien, seconded by Council Member Zittel, and passed unanimously, to adjourn the meeting at 8:23 p.m. in memory of:

Richard Guild
Angel Pierluissi
Clarence Harrison, Jr.
Simon Lissner
Marilyn Boser
Meggin Lynn Mosher
Mary Hill
Paul Bergan

Laura Safford
Town Clerk