

TOWN OF CONCORD TOWN BOARD MEETING      May 13, 2026  
6:00 p.m.

MEETING CALLED TO ORDER BY PHILIP DROZD, SUPERVISOR,  
at 6:02 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  
                         BRIAN F. ATTEA, Town Attorney

ABSENT:              LARRY HEIM, Highway Superintendent

INVOCATION DELIVERED BY TOWN CLERK SAFFORD

PLEDGE TO THE FLAG LED BY COUNCIL MEMBER KASSEL

ITEM #1      CONSENT AGENDA

- a) Approval of Minutes:
  - (1) Work Session – 4/09/2026
  - (2) Town Board Meeting – 4/09/2026
  - (3) Special Meeting – 4/28/2026

Motion by Council Member Drake, seconded by Council Member Zittel, to approve Consent Agenda, Items (a)1-3. 5 ayes, Carried.

- b) Monthly Reports:
  - (1) Code Enforcement Report – April 2026
  - (2) Dog Control Officer Report – April 2026
  - (3) Town Clerk Report – April 2026
  - (4) Senior Director Report—April 2026
  - (5) Judge Frank Report – April 2026
  - (6) Judge Gibbin Report – April 2026
  - (7) Assessor’s Report – April 2026
  - (8) Supervisor’s Report—April 2026-not received
  - (9) Highway Report—April 2026

Motion by Council Member Krzemien, seconded by Council Member Zittel, to approve Consent Agenda, Items (b)1-7 and 9. 5 ayes, Carried.

ITEM #2      RESIDENT CONCERNS

There were no resident concerns.

ITEM #3      OLD BUSINESS

The property where the pump station is located is on the Erie County tax foreclosure list. The homeowner’s association is interested in purchasing it. Supervisor Drozd asked Town Attorney Attea what would need to be done for the Town to purchase the land from the County, because the Town Engineers thought it would be helpful if the Town owned it. Town Attorney Attea has no experience with this, but can research it. The Board discussed if it would be beneficial to the Town to purchase this, but it may become a liability for the Town. If the Town owned the land, then they would not have to get any easements with residents for the pump station work that needs to be done. The Board discussed this, and decided if there is no practical current or future use then the Board should not take on the responsibility of owning the land. Supervisor Drozd said that he will keep an eye on the auction list and see what happens.

Construction on the KB Watermain Extension was scheduled to start on May 18, 2026, but has been delayed until the first week in June 2026. Council Member Drake informed the Board that a new account needs to be set up for this project. There is an HI CD for the sewer, but there should be an HJ set up for the construction of the water extension. Supervisor Drozd will get with Council Member Drake, Kaufman Utz and Jeff Smith to take care of this.

The following was sent by Caleb Henning in regards to the Town projects currently underway:

Town of Concord

Summary of all Active Projects - Project Status Update May 13, 2026 -Town Board Meeting Prepared: May 12, 2026

**23031 - Craneridge SD Pump Station**

- Last meeting held on July 16, 2025 between the Town, Ridgeview HOA, and our office - Town was going to look into buying the 16 acre parcel with the general plan to construct a new pump station near the townhomes.
- The parcel appears to be coming up for tax sale in August 2026
- Ben Slotman has requesting some pricing for rehabilitating the existing pump station. We will review the info when he sends it to us.
- The Town, Ben Slotman, and our firm should discuss this to identify the best path forward. At this point, it may be best to rehabilitate the existing pump station, given the difficulty of acquiring land or permissions to move it.

**24031 - PHASE 2 - Craneridge Replacement WWTP**

- SPDES Permit Modification - Still Waiting on update from the NYSDEC
- Railroad ROW
  - Received updated survey showing property as expected
  - Communicated from RR about work permit application and putting it together
  - Recommend re-lining 8" gravity pipe crossing the road and the RR. This would be a cure in place (CIP) lining system.
- Design of the new Plant progress
  - Sizing of a flow equalization chamber and low lift pump station at the head end of the new plant
  - Layout of the proposed building. This building will house the following:
    - Control Equipment
    - Screening Room
    - 11 UV Disinfection Equipment
    - 11 Lab Equipment
    - Restroom and small office space for storage of reports and records.
- Next Steps....
  - Sign the RR application and submit it with the application fee
  - Meet to discuss the progress on design (site layout and construction sequencing)
  - Follow up with the NYSDEC to get an update on the SPDES permit timeline
  - Discuss I&I issues in Craneridge and agree on a plan for evaluation and mitigation options

**24030 - General Services**

- 24030D - RIC Solar application review

- o We are waiting to assist the Town with building permit application materials as needed
- 24030H- Kissing Bridge Watermain Extension
  - o Construction scheduled to start May 18, 2026
  - o Construction Easement from KB obtained
  - o Construction Easement from three property owners obtained
  - o We have requested a few remaining shop drawing submittals from the contractor for review
  - o We will provide construction observation and assist with homeowner coordination as needed
  - o Ehmke is scheduled to be onsite for testing the booster pumps the last week of May.

**25030 - General Services**

- 25030A - Structural review of Highway Barn Mezzanine
  - o No update - just waiting on the additional structural updates to be made by highway department when time allows.

**26030 - General Services**

- Review of KB Wastewater Agreement with Brian Attea (March 2026)
- Review of Wendys Driveway Permit (March 2026)

Please contact me via phone or email with any questions or comments regarding this update or our service.

Respectfully,  
Caleb Henning, MBA,  
PE Partner/Project  
Manager

ITEM #4     NEW BUSINESS

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

Year 2026 Abstract 5:  
General Fund (A), Abstract 5, \$109,757.93  
General Fund (B), Abstract 5, \$759.24  
Concord Senior Van (JV), Abstract 5, \$299.30  
Joint Youth (JY), Abstract 5, \$25,125.69  
Craneridge Sewer (SS1), Abstract 5, \$6,133.11  
Highway Outside Village (DB), Abstract 5, \$29,124.78  
Kissing Bridge Water (SW1), Abstract 5, \$4,501.40  
Kissing Bridge Sewer (SS2), Abstract 5, \$9,351.68  
Solar Energy (CM1) Spr Boston Rd, Abstract 5, \$18,850.43

Motion by Council Member Kassel, seconded by Council Member Zittel, to approve the bills as presented in Abstract 5. 5 ayes, Carried. Council Member Drake advised the Board that on page 19 of the abstract there is an invoice from MDA for \$3,667.66 that is for the water extension, so it needs to be moved to the new account. Supt. Heim let Town Clerk Safford know that there was a double payment on his account, which the Bookkeeper is going to address.

b) Employee Manual-All Members are satisfied with the changes made to the manual. Motion made by Council Member Krzemien, seconded by Council Member Drake to approve the 2026 Employee Manual. 5 Ayes, Carried.

c) Appointment – Affirmative Action Officer: Supervisor Drozd,

Alternate Council Member Drake – Supervisor Drozd and Council Member Drake will attend the zoom training for the Town. Motion by Council Member Krzemien, seconded by Council Member Kassel, to appoint Supervisor Drozd as Affirmative Action Officer and Council Member Drake as Alternate. 5 ayes, Carried.

d) School Tax Addendum to 2026-2027 agreement- Town Clerk Safford informed the Board that SGI previously paid a bank to receive and process any school tax payment that was sent in the mail. She has been speaking with Bryan Ford, the School Business Administrator, about the Town Clerk's office handling those payments. The school district is willing to pay an additional \$4500.00 for this service. Motion by Council Member Zittel, seconded by Council Member Krzemien to approve the addendum. 5 ayes, Carried.

e) Cybersecurity Training-There is a new NYS mandate for cybersecurity training for all employees. A webinar is available on 6/23/26 at 9am, and Supervisor Drozd is going to get it set up at the Senior Center for all employees who are able to attend that day. If they are not able to attend then they will have to do the training on their own and get a certificate. Motion made by Council Member Zittel, seconded by Council Member Krzemien to have the Cybersecurity Training at the Senior Center on 6/23/26. 5 ayes, Carried.

#### ITEM #5      COUNCIL MEMBER NOTES

Supervisor Drozd spoke to the Board in regards to the letter received on 5/6/26 from Dr. Todaro at Eden Vet Clinic in regards to the new regulation from NYS for dogs. Town Clerk Safford informed them that NYS now requires that all Town renewal notices and original dog licenses have an option listed on them asking if the dog owner would like to make a donation to the clinic that shelters the Town's dogs.

Council Member Krzemien informed the Board that the Springville Field and Stream is having their annual chicken barbeque on June 7, 2026 at 11 a.m.

Council Member Drake went to Kaufman Utz on 5/7/26 and spent most of the day there trying to figure out the AFR, because it is not clear what the previous CPA did. It looks like the previous CPA submitted the AFR and thought they would fix it next year if it was wrong. Now Council Member Drake and Kaufman Utz are trying to figure out the errors. It looks like they are within \$5000 of having it resolved.

Highway Supt. Heim is looking into purchasing a small trailer to use at the park. There is money in parks equipment to purchase this. Next week the playground will have new mulch, and they should be able to open it to the public. Council Member Zittel asked if the tanks should be emptied every year since there are so many children that use the park. Supervisor Drozd thinks that would be a good idea, and said it should be done before the 4<sup>th</sup> of July.

Supervisor Drozd said that there are three new Eagle Scouts: Danny Backhaus, Hunter Swanson, and Christopher Agle.

A cannabis tax check was received for \$79.72 on May 7, and the last check was for \$4,633.54 which was received on February 26.

The Town received a letter from the Bread of Life in Colden thanking us for the \$200 donation.

The floor at the Bensley Center needs to be replaced. That could possibly be covered if a grant comes through next year.

Council Member Krzemien left the meeting at 6:52 p.m. to attend a Planning Board meeting for the Village of Springville.

Darlene Sarver, the Deputy Town Historian came in to address the Board. A motion was made by Council Member Zittel, seconded by Council Member Kassel, to add section f to new business: Allow Darlene Sarver to use the lawn space at the Bensley Center during the Art Crawl. 4 ayes, Carried.

f) Allow Darlene Sarver to use the lawn space at the Bensley Center during the Art Crawl- She is working with the Boys and Girls Club and the Concord Historical Society to recreate the event when books were taken from the Academy St. school to the Buffalo St. property. They had a bucket brigade to move all of the books. The Boys and Girls Club are putting on a play about this during the Art Crawl. Motion made by Council Member Kassel, seconded by Council Member Zittel to approve. 4 ayes, Carried. Supervisor Drozd let Darlene know that he thinks that she is doing a great job in her new role as Deputy Town Historian, and he has heard many good things about her.

Town Attorney Attea brought up that the moratorium for the solar and battery storage expires in June. He has been reviewing the work that has been done on these thus far, but he is concerned that the work being done will not be completed before the moratorium expires. The Board discussed extending the moratorium for six months, and will hold a meeting before June 12th on this matter.

ITEM #6      EXECUTIVE SESSION

Motion by Council Member Drake, seconded by Council Member Zittel to go into Executive Session at 6:31 p.m. 5 ayes, Carried.

Motion by Council Member Krzemien, seconded by Council Member Zittel, to come out of Executive Session at 6:48 p.m. 5 ayes, Carried.

ITEM #7      MOTION TO ADJOURN

Motion by Council Member Drake, seconded by Council Member Kassel, and passed unanimously, to adjourn the meeting at 7:26 p.m. in memory of:

David Westman  
Jacob Coates  
Lawrence J. Steinkirchner  
Lawrence Gay

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Laura Safford  
Town Clerk