

# Town of Orchard Park Organizational Meeting

Orchard Park Municipal Center, 4295 S. Buffalo Street, Orchard Park New York 14127

Organizational Meeting

January 6, 2021

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|--|---|---------------------------------------|--|
| <b>Conor Flynn</b><br>Councilman               | Supervisor  | <b>Eugene Majchrzak</b><br>Councilman | <b>Joseph Liberti</b><br>Deputy Supervisor |
| <b>E. Joseph Wehrfritz</b><br>Police Chief     |   |                                       | <b>Remy Orffeo</b><br>Town Clerk           |
| <b>Fred Piasecki</b><br>Highway Superintendent | <b>Town Board</b><br>&<br><b>Principal Officers</b> |                                       | Town Attorney                              |
| <b>Wayne Bieler</b><br>Town Engineer           |   |                                       | <b>Steve Bremer</b><br>Building Inspector  |

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**I Invocation – Councilman Majchrzak**

**II Deputy Supervisor’s call to order:**

- Pledge of Allegiance
- Roll Call
- Fire Safety Notification: “Fire Exits are located at the rear in the Board Room and at the doorway to our left. If notified, please move in a calm and orderly fashion to the nearest exit.”

**III Blanket Undertaking / Public Officer Law, Section 11(2)**

**IV Supervisor’s Office:**

Budget Director / Chapter 103  
Town Attorney/ Chapter 20  
Deputy Town Attorney /Chapter 20  
Town Prosecutor / Chapter 20  
Bookkeeper to the Supervisor  
Accountants / Chapter 116  
Crew Chief of Special Improvement Districts/Chapter 20  
Clerk of Special Improvement Districts / Chapter 20  
Standing Committees & Liaison Assignments

**V Town Clerk’s Office:**

Deputy Town Clerks, Deputy Registrar & Sub-Registrars  
Marriage Officers  
Records Management Liaison  
Records Advisory Board / New York State Archives (NYS&A)

**VI Superintendent of Highways**

Deputy Superintendent of Highways/Chapter 32

**VII Town Justice**

Clerks to the Town Justice  
Police Matrons

**VIII Town Board:**

Establish Standard Work Days for Elected and Appointed Officials for NYS Retirement  
Recreation Specialist/Senior Director  
Affirmative Action Officer  
Americans with Disability Act Coordinator  
Bingo Inspector / Chapter 19 Executive Law  
Fire Wardens / Chapter 29  
Emergency Disaster Committee  
Disaster Coordinator & Assistant Disaster Coordinator  
Wage Scale for Non-Union Employees  
Paydays for Town Employees  
Mileage Rate  
Official Depositories & Daily Deposits  
Town of Orchard Park Investment Policy / Section 10 & 11 of the General Municipal Law  
Daily Bank and/or Petty Cash / Chapter 64  
Association of Towns Conference in New York, and Delegates to the Conference  
Procurement Policy & Purchases / Highway Superintendent and Sewer & Water Department  
Purchase Orders for Department Managers  
Supervisor's Annual Report  
Claims against Town / Chapter 118  
Designate Official Newspaper / Chapter 64  
Scheduling Town Board Meetings & Work Sessions / Chapter 62  
Town Attorney Liaison to ECIDA  
Water, Sewer, Storm Water and Road Specifications  
Labor Management Healthcare Fund/Coalition, Inc. (LMHF)

**IX Committees, Clerks & Secretaries:**

Appointment(s) to the Zoning Board of Appeals / Chapter 267  
Appoint Part-time Planning Coordinator and Appointment(s) to the Planning Board / Chapter 271  
Appointment(s) to the Conservation Board / Chapter 20  
Appointment(s) to the Public Safety Committee, Adopt speed & Other Traffic Regulations/ Chapter 20  
Appointment(s) to the Economic Development Committee / Chapter 20  
Appointment(s) to the Trails Task Force Committee  
Appointment(s) to the Employee's Safety Committee  
Appointment of Youth Court Director and Appointments to the Youth Court Board  
Appointment(s) to the North & South Buffalo Architectural Overlay District Board  
Appointment(s) to Senior Services Task Force Committee  
Appointment(s) to Tree Conservancy Committee  
Appointment(s) to the Community Activities Center Task Force  
Appointment(s) to the Drainage Committee  
Appointment(s) to Comprehensive Plan Implementation Committee  
Appointment(s) to the Recreation Commission  
Appointment(s) to Title 6 Coordinator

**X** Establish fees for 2021

**XI Adjournment**