

# Town of Orchard Park Organizational Meeting

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

Organizational Meeting

January 4, 2023

**Conor Flynn**  
Councilmember

**Julia Mombrea**  
Councilmember

**Eugene Majchrzak**  
Supervisor

**Joseph Liberti**  
Councilmember

**Scott Honer**  
Councilmember

**Wayne Bieler**  
Town Engineer

**Town Board  
&  
Principal Officers**

**Remy Orffeo**  
Town Clerk

**Andrew Slotman**  
Supt. of Highways

**Timothy Gallagher**  
Town Attorney

**Ed Leak**  
Director of Rec.,  
Parks, & Forestry

**Patrick Fitzgerald**  
Chief of Police

Building Inspector

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## **I Invocation – Supervisor Majchrzak**

## **II 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  
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 (NYSA)

## **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  
Town Personnel Manual  
Recreation Parks & Forestry  
Affirmative Action Officer  
Americans with Disability Act Coordinator  
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  
Continuing Education Seminars  
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 Comprehensive Plan Implementation Committee  
Appointment(s) to the Conservation Board / Chapter 20  
Appointment(s) to the Drainage Committee  
Appointment(s) to the Economic Development Committee / Chapter 20  
Appointment(s) to the Employee's Safety Committee  
Appointment(s) to the Historic Preservation Board  
Appointment(s) to the North & South Buffalo Architectural Overlay District Board  
Appoint Part-time Planning Coordinator and Appointment(s) to the Planning Board / Chapter 271  
Appointment(s) to the Public Safety Committee, Adopt speed & Other Traffic Regulations/ Chapter 20  
Appointment(s) to the Recreation Commission  
Appointment(s) to Senior Services Task Force Committee  
Appointment(s) to Title 6 Coordinator  
Appointment(s) to Tree Conservancy Committee  
Appointment of Youth Court Director and Appointments to the Youth Court Board  
Appointment(s) to the Zoning Board of Appeals / Chapter 267

**X** Establish fees for 2023

**XI Adjournment**