



TOWN OF ORCHARD PARK

ENGINEERING DEPARTMENT

S 4295 South Buffalo Street Orchard Park, New York 14127-2609

Phone: (716) 662-6425
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TOWN ENGINEER
WAYNE L. BIELER, P.E.

January 26, 2023

Honorable Town Board
Town of Orchard Park
4295 South Buffalo Street
Orchard Park, New York 14127

**Re: Proposed Change Order #1
Brush Mountain Park – 90' Baseball Diamond
Miscellaneous Lamps Replacement**

Dear Board Members:

Industrial Power & Lighting Corp., was retained by the Town Board on September 1, 2021 to replace miscellaneous lamps at the 90' baseball diamond outfield. The estimated not to exceed cost was \$5,100.00.

An invoice from Industrial Power & Lighting Corp. was received January 12, 2023 has an amount due of \$362.10. The \$362.10 Change Order request was due to trouble shooting of the baseball diamond lights, resulting in 3 extra hours of work. The additional services were necessary to complete the project. If approved, this will increase total contract amount to \$5,462.10.

I, therefore, recommend that you approve Change Order #1 to the contract with Industrial Power & Lighting, Corp., 60 Depot Street, Buffalo, NY, 14206 for the Brush Mountain Park 90' Baseball Diamond miscellaneous lamp replacement project in the amount of \$362.10.

Respectfully submitted,

Wayne L. Bieler, P.E., CFM
Town Engineer

Attachment

cc: Remy Orfeo, Town Clerk
File #2021.020

Visit the Town's website at www.orchardparkny.org

TC

RESOLVED, that the Town Board does hereby appoint Nicholas Baich to the Ethics Board with a term to expire on December 31, 2027.

TC

WHEREAS, Jacqueline Mattina has resigned from the Orchard Park Ethics Board, and

WHEREAS, this resignation creates a vacancy on the Orchard Park Ethics Board

NOW THEREFORE

BE IT RESOLVED, that the Town Board does hereby appoint Charles Messina to the Ethics Board with a term to expire on December 31, 2024.

WHEREAS, the Governor of New York State has signed legislation (RPTL 467) that provides “second notices” to residential property owners, and

WHEREAS, the Town of Orchard Park and the Orchard Park School District offer exemptions for low-income seniors, and

WHEREAS, property owners must own and live in the home, be age 65 by December 31, 2023 and have a household combined income of less than \$37,399, and

WHEREAS, the deadline for filing the application for the 2023 assessment roll is March 1, 2023, and

WHEREAS, residents may contact the Assessor’s office at 716-662-6420 with any questions, and

WHEREAS, the language on the Town/County and School Tax bills meets the requirements of the Governor’s legislation,

NOW THEREFORE be it

RESOLVED, that the Orchard Park Town Board adopts the Governor’s “second notice” legislation for Town/County and School taxes.

**Town of Orchard Park
Recreation, Parks, and Forestry Department**

4520 California Rd

Orchard Park NY 14127

leake@orchardparkny.org (716) 662-6450 ext.1

2/1/23

To: Town Board

From: Ed Leak

Director of Recreation

Item 1: Appt. to the staff of the Town of Orchard Park Recreation Department PT for 2023, effective 1/30/23

Lisa Henrich	\$20.00 Special Programs Supervisor
Morgan Rodgers	\$16.00 Program Coordinator 1
Hamilton McGrath	\$16.00 Program Coordinator 1
Sophie McGrath	\$16.50 Lifeguard 2 * (second year staff and obtained her LG cert in Jan.)
Taylor McGrath	\$16.00 Program Coordinator 1
Olivia Overhoff	\$16.00 Lifeguard 1
Hayden Wisniewski	\$16.00 Lifeguard 1

Note: The above appointment is dependent upon the applicant providing the required certifications.

*Att=Attendant

*LG= Lifeguard

Recreation Director: Ed Leak

Assistant Recreation Director: Kristin Santillo

TC

RESOLUTION ADOPTING THE NON-UNION SALARY SCHEDULE

WHEREAS, hourly wages and salaries have been determined for the for non-union personnel, excluding Elected Officials as of January 1, 2023; now, therefore be it

RESOLVED, that effective from and as of January 1, 2023, the salaries, as attached hereto and made a part of this Resolution, be accepted and approved for non-union employees, excluding Elected Officials and

BE IT FURTHER RESOLVED

That a copy of the hourly wages and salaries are on file in the Town Clerk's office.

TC

Resolution for Closure of Capital Projects and Transfer of Capital Projects
Funding – 2022 Year End

WHEREAS, certain capital projects are complete and can be closed, and

WHEREAS, certain projects are in need of funding that is available in other projects, and

WHEREAS, the Town has reviewed the source of funds within each project and determined that the funds can be transferred projects as described,

NOW, THEREFORE, be it

RESOLVED that the Town Board authorizes the closure of the following capital projects and transfers of funding as of December 31, 2022:

Close AB008 Highway Building \$4,474.52 to AB017 Highway Master Plan.

Close AB010 Animal Control Building (\$4,975.82). Transfer \$4,975.82 from AB001 Unallocated Building Projects.

Close AB011 Water & Lighting Sewer Remodel \$748.09 to AB001 Unallocated Building Projects.

Close AB013 HW, SWL, Parks Generator Install \$100,728.83 to AB015 Highway Fuel Rehab.

Close AD008 Acorn Circle (\$9,000). Transfer \$9,000 from AD002 Bussendorfer Drainage.

Close SL002 Light Pole Replacement \$32,744.36 to SL004 NYSEG Overhead Cobras.

Close FX003 Duerr Road \$19,633.53 to FX001 Unallocated Water District Projects.

Close DB007 Lexington/Brenner \$71,645.29 to DB001 Unallocated Highway Projects.

Transfer \$20,000 from DB001 Unallocated Highway Projects to DB014 Bussendorfer Overlay.

Transfer \$30,024.18 from AB007 OP Municipal Buildings to AB017 Highway Master Plan.

Transfer \$80,000 from AB004 CAC Building to AB018 CAC Senior Bocce/Generators.



TOWN OF ORCHARD PARK

MEMORANDUM 16

S.4295 SOUTH BUFFALO STREET
ORCHARD PARK, NEW YORK 14127
(716) 662-6432, ext. 2202

DATE: January 30, 2023

TO: Town Clerk, Remy Orffeo, Jenifer Brady, & Building Inspector Tom Minor
FROM: Rose Messina
SUBJECT: Item(s) for February 1, 2023 - TB Agenda

OLD BUSINESS:

1. **The Planning Board, at their 01/12/2023 meeting, recommended the following to the Town Board:**
With regard to; "New York State Beer Project", V/L Windward Road, located at the northwest corner of Windward Road in the Sterling Business Park off of Milestrip Road, Zoned I-1, that the Town Board APPROVE the presented Site Plan and AUTHORIZE a Building Permit, to construct a 32,000 gsf. Two-story Building, per the plan received on 12/28/2022, based on the following conditions and stipulations:
 1. All public notices have been filed.
 2. This is a Type 1 SEQR Action, based on the Full EAF and a Negative Declaration was made on 10/14/2021.
 3. The site lighting is limited to those fixtures and poles indicated on the approved site plan. Light fixtures shall have flat lenses and all lighting is to be directed downward and toward the site.
 4. No outside storage or display is permitted.
 5. An updated Landscape Plan, received 1/11/2023, meets all Green Space regulations. In accordance with Section 144-44(c)(1)(a)(2), a Certified Check amounting to 50% of the \$59,680 Landscaping Estimate Value shall be deposited with the Town Clerk (\$29,840). Conservation Board approval was granted on 11/01/2022.
 6. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
 7. The applicant is to contact the Town of Orchard Park Assessor regarding an "independent" appraisal for the completed project, by a Certified Commercial Appraiser, and see what he requires.
 8. The Town Board granted this project a "Special Use Permit" for the Restaurant in 2020.
 9. A swale will be constructed along the north property site woods line with an outlet into the basin. The swale will be designed to cut-off drainage from the site and snow storage melt from Lake Avenue properties.
 10. In Spring, 2023 representatives of the Town Engineering Department and Town Planning Board will meet on the property with representatives of Costich to determine placement of evergreen trees (minimum height of five feet) so as to provide screening for the adjacent Lake Avenue properties.
 11. Final Engineering Approval is GRANTED, on 1/30/2023, as required, prior to issuing a Building Permit.

8 **RESOLUTION TO CREATE AN EMPLOYEE HANDBOOK COMMITTEE FOR THE TOWN OF ORCHARD PARK**

WHEREAS, the Town of Orchard Park Town Board desires to update Town human resources policy and the Employee Handbook that reflects those policies; and

WHEREAS, the Town of Orchard Park Town Board seeks input from human resources, legal, and management on recommended updates to such policies and how the policies are reflected in the employee handbook.

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Orchard Park resolves; that

1. An advisory Employee Handbook Committee is hereby created to provide advice and assistance to the Town Board on the update of Town human resources policy and the Town Employee Handbook.
2. The Employee Handbook Committee shall have seven to ten members including at least one Town Board member, one department manager, and one member of the Town Attorney's office. The Committee will be chaired by one member of the Committee as designated by the Town Board.
3. The duties shall include:
 - a. Review current Town human resources policy and provide recommendations to the Town Board on updating where needed.
 - b. Review the Town's Employee Handbook and provide recommendations to the Town Board on updating where needed to reflect the Town's human resources policy.

The Town of Orchard Park Employee Handbook Committee will meet as frequently as needed as determined by the Chair in order to complete the assigned duties. The Committee will provide a report and recommendation to the Town Board by the May 10, 2022 Town Board Work Session.

BE IT FURTHER RESOLVED, that the Employee Handbook Committee will automatically terminate May 31, 2023, unless extended by resolution of the Orchard Park Town Board.

9 **RESOLUTION TO APPOINT INDIVIDUALS TO THE EMPLOYEE HANDBOOK COMMITTEE FOR THE TOWN OF ORCHARD PARK**

WHEREAS, the Town of Orchard Park Town Board has created the Town of Orchard Park Employee Handbook Committee; and,

WHEREAS, the Town of Orchard Park Town Board seeks input from human resources, legal, and management on recommended updates to such policies and how the policies are reflected in the employee handbook.

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Orchard Park hereby appoints the following individuals to the Employee Handbook Committee:

1. Julia Mombrea (Chair)
2. Scott Honer (Vice Chair)

3. Andrew Slotman
4. Sue Hemingway
5. Bob Benning
6. Paul Pepero
7. John Bailey
8. Gail Orffeo



TOWN OF ORCHARD PARK

MEMORANDUM

S.4295 SOUTH BUFFALO STREET
ORCHARD PARK, NEW YORK 14127
(716) 662-6432, ext. 2202

DATE: January 27, 2023

TO: Town Clerk, Remy Orffeo
Deputy Town Clerk, Jennifer Spengler-Serwinowski
Supervising Building Inspector Tom Minor

FROM: Rose Messina

SUBJECT: Item(s) for February 1, 2023 - TB Agenda

NEW BUSINESS:

Please refer the following to the Planning & Conservation Boards for review.

1. Vacant Land, 0 Big Tree Road, located on the south side of Big Tree Road, (Route 20A, west of Shadow Lane, Zoned R-3. NYSEG Corporation, "Big Tree Substation", proposed fence project. (SBL#172.05-9-3)

TOWN OF ORCHARD PARK

BUILDING INSPECTOR MONTHLY REPORT

MONTH OF DECEMBER 2022

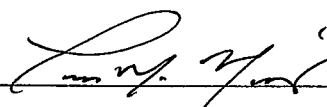
BUILDING PERMITS	# OF	VALUE	BUILDING PERMITS	# OF	VALUE
NEW CONSTRUCTION:			ABOVE GROUND POOLS		
SINGLE DWELLING	1	441,000	INGROUND POOLS		
DOUBLE DWELLING			DECKS	2	28,600
APT/MULTI-FAMILY			ELECTRICAL	11	26,415
COMMERCIAL	1	1,750,000	FENCES	2	4,250
ADDITIONS:			GARAGE / BARN / POLE BARN		
RESIDENTIAL			GENERATORS	24	254,567
COMMERCIAL			MISC. (OPERATING/ DEMO)	2	15,100
ALTER/REPAIR:			PORCH/PATIO	2	23,000
RESIDENTIAL	3	39,033	SHEDS		
COMMERCIAL / TENANT BO	2	152,000	SIGNS	7	74,070
COMMERCIAL MISC.	2	20,500	RESIDENTIAL MISC.	10	100,845
SOLAR PV SYSTEM	1	36,000	TOTAL:	70	2,965,380

INSPECTIONS	NUMBER OF INSPECTIONS PER ZONE				TOTAL
	1	2	3	4	
TYPE:					
NEW CONSTRUCTION:					
RESIDENTIAL	7	5	4	18	34
COMMERCIAL				6	6
ADDITIONS:					
RESIDENTIAL	4	3	2	4	13
COMMERCIAL					
ALTER/REPAIR:					
RESIDENTIAL	12	8	5	6	31
COMMERCIAL / TENANT BO	1		6	7	14
ABOVE GROUND POOLS	1				1
INGROUND POOLS					
DECKS	1				1
ELECTRICAL	12	11	5	10	38
FENCES		1			1
GARAGE/BARN/POLE BARN	1				1
GENERATORS	9	7	5	8	29
MISC.	5		1	5	11
PROPERTY MAINTANICE	3	7	5	11	26
SHEDS				1	1
SIGNS					
SOLAR PV SYSTEM					
FIRE INSPECTIONS		2	6	18	26
CLOSEOUT INSPECTIONS					
TOTAL INSPECTIONS:	55	44	39	94	232

Meetings Attended	Town Board	Planning Board	Z B A	Court
Steven Bremer				
John Wittmann			1	
Tom Minor		1		
Rayne Degre				
Robert Rendon				1

ZONING BOARD OF APPEALS: GRANTED: 1 DENIED: TABLED: 2

REMARKS:

SIGNATURE:  DATE: 1/13/2023