

Whereas, the Orchard Park Town Board at its November 15, 2023 regularly held meeting approved a Highway Vehicle Usage Policy, and

Whereas, the Town Board wishes to replace the November 15, 2023 Highway Vehicle Usage Policy,

NOW, THEREFORE, be it

RESOLVED, that

The Highway Vehicle Usage Policy dated November 15, 2023 is rescinded from the Town of Orchard Park Personnel Manual.

WHEREAS, the Town Board has amended the Town Vehicle Policy, the following will be added to the employee manual:

WHEREAS, the Highway Superintendent and Deputy Superintendent of Highway are part of the Emergency Services Team, they have the authority to use Town vehicles for town business and each can take the Town vehicle home every night.

It is the policy of the Town of Orchard Park to authorize the utilization of vehicles by these two officials of the Town, to conduct their employment responsibilities, either during the work shift or twenty-four (24) hour on-call basis. Town vehicles are not personal vehicles and are not for personal use.

Town vehicles should be viewed as belonging to the citizens of the Town of Orchard Park and are assigned solely for use consistent with providing services to those citizens.

Highway Superintendent and Deputy of Highway will be responsible for the vehicle use, maintenance, including cleanliness and storage. They shall ensure that vehicles are washed, the interior cleaned, and the preventative maintenance schedule observed.

The assignment of vehicles may be rescinded with reasonable notice by the Town Board for work-related reasons.

RESOLVED, that the Town Board does hereby approve the Special Event Permit request for the Community Easter Egg Hunt to be held on Saturday March 30, 2024 from 10AM – 12PM pending all fees have been paid and insurances have been provided.

WHEREAS, the position of Deputy Town Supervisor is needed to facilitate the operations of town government, and

WHEREAS, Jo Ann Litwin Clinton has the experience in municipal government to be an asset to the Town of Orchard Park, and

WHEREAS, Jo Ann Litwin Clinton is willing and able to serve as the Orchard Park Deputy Town Supervisor,

NOW, THEREFORE, be it

RESOLVED, that Jo Ann Litwin Clinton is hereby appointed to the position of Deputy Town Supervisor effective February 21, 2024 at a rate of \$500.00 per month.

Whereas, the position of Payroll Clerk is needed to facilitate the operations of town government, and

Whereas, Jennifer Comisso has payroll experience and would be an asset to the Town of Orchard Park, and

Whereas, Jennifer Comisso is willing and able to serve as the Town of Orchard Park Payroll Clerk,

NOW, THEREFORE, be it

RESOLVED, that Jennifer Comisso is hereby appointed to the position of Payroll Clerk effective February 20, 2024 at a rate of \$25.96 per hour. This is an hourly, non-union position.

WHEREAS, there is a vacancy in the Senior Center for the position of a part-time Recreation Attendant;
and

WHEREAS, Gina Gartly has the ability and availability to perform the duties of a part-time Recreation Attendant for the Senior Center; and

WHEREAS, the rate of pay for this non-union hourly position is \$16.25 per hour with a planned increase to \$16.75 after a successful 3 month probation review.

NOW, THEREFORE be it

RESOLVED, that the Town Board does hereby appoint Gina Gartly effective March 4, 2024 at a rate of \$16.25 per hour with an increase to \$16.75 after a successful 3 month probation review to the position of non-union part-time Recreation Attendant at the Orchard Park Senior Center upon the recommendation of the Senior Center Director.

WHEREAS, The Orchard Park Police Department was the recipient of a NYS Local Government Records Management Improvement Fund (LGRMIF) Grant; and

WHEREAS, the Town Board did approve the appointment of Jennifer Liber Raines to the position of temporary part time Records Clerk in the Orchard Park Police Department; and

WHEREAS, the funding is available in the 2024 Police Department budget;

NOW, THEREFORE, be it RESOLVED, that upon the recommendation of the Chief of Police, the Town Board does hereby continue the appointment of Jennifer Liber Raines in the position of temporary part time Records Clerk in the Orchard Park Police Department, at her current rate of pay.



TOWN OF ORCHARD PARK

MEMORANDUM

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

DATE: 2/20/2024

TO: Town Clerk, Remy Orffeo
Jenifer Brady
Building Inspector Tom Minor

FROM: Rose Messina, Planning Secretary

SUBJECT: TB Agenda Items for February 21, 2024

OLD BUSINESS:

At their February 8, 2024 meeting the Planning Board made the following recommendations:

- 1. With regard to SBL# 161.06-1-8, Joseph Deck, 3636 South Benzing Road, located on the west side of South Benzing, north of an existing Commercial Plaza, Zoned I-1, that the Town Board APPROVE the presented Site Plan and AUTHORIZE a Building Permit, to construct a 1,600 sq.ft. Warehouse/Shop Building and Contractors' staging area (Phase 1), per the plan received on 12/02/23 based on the following conditions and stipulations:**
 1. All public notices have been filed.
 2. This is an Unlisted SEQR Action, based on the Short EAF submitted on 5/11/2023 and a Negative Declaration is made.
 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. Any Outside Storage is to be approved by the Planning Board.
 5. The Landscape Plan, received 10/10/2023, meets all Green Space regulations of 20%. In accordance with Section 144-44(c)(1)(a)(2) a Certified Check amounting to 50% of the \$52,345 Landscaping Estimate Value shall be deposited with the Town Clerk. (\$26,172.50) Conservation Board approval was granted on 10/07/2023.
 6. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
 7. The Applicant is to provide the Town of Orchard Park Assessor with an "independent" appraisal for the completed project by a Certified Commercial Appraiser
 8. Town Engineering approval was granted on 2/08/2024.
 9. The Applicant must return to the Planning Board for further Phase Development Approvals.

(End of motion) CONTINUED ON PAGE 2, ATTACHED.

2. **With regard to SBL #161.09-5-3.21, Simoncelli, 5455 Webster Road, located on the south side of Webster Road, west of California Road, Zoned B-2,** that the Town Board **APPROVE** the presented Site Plan and **AUTHORIZE** a Building Permit, to construct a 50'-0" X 42'-0" sq.ft. Building addition, per the plans received on 1/23/2024, **based** on the following conditions and stipulations:

1. All public notices have been filed.
2. This is an Unlisted Action, based on the Short EAF submitted on 12/23/2023 and a Negative Declaration is made.
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. The Site does meet all Green Space regulations with 64.65% total Greenspace.
6. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
7. The Applicant is to provide the Town of Orchard Park Assessor with an "independent" appraisal for the completed project by a Certified Commercial Appraiser.
8. Town Engineering approval was granted on 2/02/2024.

3. **With regard to SBL# 184.00-4-13.121, Holy Face Ministry, 6131 Newton Road, located on the south side of Newton Road, Zoned A-1,** that the Town Board **APPROVE** the Site Plan for a 2,300 sq. ft. addition to the existing chapel building located on the property at 6131 Newton Road ("Project Site") along with all related improvements depicted on the engineered plans prepared by Nussbaumer & Clarke, Inc. based on the following findings and conditions:

1. All public notices have been filed.
2. The project was referred to the Erie County Department of Environment and Planning ("ECDEP") on December 15, 2021 pursuant to NYS General Municipal Law Section 239-m since Newton Road is an Erie County Highway.
3. On February 6, 2024, the ECDEP issued a reply stating as follows: "No Recommendation; proposed action has been reviewed and determined to be of local concern."
4. Upon review of the Site Plan and associated documents, including the Short Environmental Assessment Form prepared pursuant to the State Environmental Quality Review Act ("SEQR"), the Planning Board recommends that the Town Board classify the project ("action") as a Type 2 Action pursuant 6 NYCRR 617.5(c)(9) of the SEQR Regulations stating that "construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a Use Variance and consistent with Local Land Use Controls, but not Radio Communication or Microwave Transmission Facilities" is a Type 2 Action.
5. On November 8, 2021, the Erie County Department of Health issued a letter approving the on-site Septic System for the project.

6. A letter with attachment prepared by Robert Pidanick of Nussbaumer & Clarke, Inc. dated January 8, 2024 provides detailed information supporting the professional opinion of the project engineering firm in support of its opinion that the installation of the on-site Stormwater Management System complying with the applicable Stormwater Standards as described in detail in the letter ensures the project will not result in any potentially significant adverse drainage impacts.
7. On March 1, 2022, the Erie County Department of Public Works issued a letter stating as follows: "This Department has received plans and drainage calculations for site modifications at Holy Face Chapel Church located at 6131 Newton Road (CR-110) in the Town of Orchard Park, and find them to be acceptable."
8. The Site Lighting is limited to those fixtures and poles indicated on the Approved Engineered Plans. Light fixtures shall have flat lenses, and all lighting is to be directed downward and toward the site.
9. Specific findings relating to Section 144-44 of the Orchard Park Zoning Code:
 1. All buildings are an integral part of the development and have convenient access to and from adjacent uses and roadways.
 2. Individual buildings are related to each other in design, mass, materials, placement, and connections providing a visually and physically integrated development.
 3. All buildings are arranged to avoid undue exposure to concentrated loading or parking facilities.
 4. All buildings are arranged to be accessible to emergency vehicles.
10. No outside storage or display is permitted.
11. An updated/redated Landscape Plan including demonstrated compliance with all Green Space regulations was submitted and Conservation Board approval was granted on February 6, 2024.
12. To the extent that relief may be necessary from set-back or required yard pursuant to the Town of Orchard Park Zoning Code and its Area and Bulk Regulations by virtue of the project approved by this Motion, the Planning Board recommends, pursuant to Section 144-61 of the Zoning Code, that the Town Board approve this project, and specifically the construction of the addition to the existing structure so long as the said addition is otherwise in conformance with the provisions of the Town Code set forth above.
13. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
14. Town Engineering Department Approval was granted on January 11, 2024.

(End of motion)

CONTINUED ON PAGE 4 ATTACHED.

4. **With regard to SBL# 161.06-2-15, Octavus Storage, 3678 Southwestern Boulevard, located on the north side of Southwestern Boulevard, west of US Route 219, across from the "MAC Center", Zoned I-1,** that the Town Board **APPROVE** the presented Site Plan and **AUTHORIZE** a Building Permit to construct approximately 600-Self Storage Units in 13-Buildings, and a 1,250-sq.ft. New Office Building with Site Improvements, per the plans received on 1/30/2024, based on the following conditions and stipulations:

1. All public notices have been filed.
2. This is an Unlisted SEQR Action, based on the submitted Short EAF, and a Negative Declaration is made.
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. The Landscape Plan, received 6/22/22, meets all Green Space regulations with 39.8% total Greenspace. In accordance with Section 144-44(c)(1)(a)(2) a Certified Check amounting to 50% of the \$28,925 Landscaping Estimate Value shall be deposited with the Town Clerk. (\$14,462.50) Conservation Board approval was granted on 7/05/2022.
6. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
7. The Applicant is to provide the Town of Orchard Park Assessor with an "independent" appraisal for the completed project by a Certified Commercial Appraiser
8. Town Engineering approval was granted on 2/08/2024.

5. **With regard to SBL# 172.08-4-37.11, 84 Lumber, 4365 South Taylor Road, located at the northeast corner of South Taylor and Big Tree Road, Zoned I-1,** that the Town Board **APPROVE** the presented Site Plan and **AUTHORIZE** a Building Permit, to construct a Pavement Extension, per the plans received on 12/01/2023, based on the following conditions and stipulations:

1. All public notices have been filed.
2. This is an Unlisted SEQR Action, and no declaration is required.
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. Any future dumpsters shall be screened, in accordance with Section 144-25 of the Town Code.
6. The Applicant is to provide the Town of Orchard Park Assessor with an "independent" appraisal for the completed project by a Certified Commercial Appraiser.
7. Add Greenspace at front to soften and offset the site using islands at the front of their parking lot.

End of motions.



TOWN OF ORCHARD PARK

MEMORANDUM

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

DATE: 2/20/2024

TO: Town Clerk, Remy Orffeo
Jenifer Brady
Building Inspector Tom Minor

FROM: Rosemary Messina, Planning Secretary

SUBJECT: February 21, 2024 - TB Agenda (additional item)

NEW BUSINESS:

Please refer the following to the Planning & Conservation Boards, for their review and recommendation of the following request:

- 1. 10 Cobham Drive located in Quaker Business Park, off of Route 20A, east of California Road. Zoned I-1.**
Eaton Mission Systems Orchard Park, Inc., is requesting to construct a 49,500-sq.ft addition to the existing building with a multiphase project. (SBL#'s 161.18-2-5.2; 161.18-2-2; 161.18-2-1)

BUILDING DEPARTMENT COPY: Please review above and indicate if any Zoning corrections are needed.

Reviewed by: _____ **Date:** _____

TOWN OF ORCHARD PARK

BUILDING INSPECTOR MONTHLY REPORT

MONTH OF JANUARY 2024

BUILDING PERMITS	# OF	VALUE	BUILDING PERMITS	# OF	VALUE
NEW CONSTRUCTION:		4,039,877	ABOVE GROUND POOLS		
SINGLE DWELLING	9		INGROUND POOLS		
DOUBLE DWELLING			DECKS		
APT/MULTI-FAMILY			ELECTRICAL	5	12,304
COMMERCIAL			FENCES		
ADDITIONS:			GARAGE / BARN / POLE BARN	1	15,918
RESIDENTIAL	1	79,000	GENERATORS	9	98,533
COMMERCIAL			MISC. (OPERATING/ DEMO)	1	1,000
ALTER/REPAIR:			PORCH/PATIO	1	52,0000
RESIDENTIAL	4	114,645	SHEDS		
COMMERCIAL / TENANT BO	1	35,000	SIGNS	2	25,500
COMMERCIAL MISC.	2	245,000	RESIDENTIAL MISC.	4	80,312
SOLAR PV SYSTEM			TOTAL:	40	4,799,089

INSPECTIONS TYPE:	NUMBER OF INSPECTIONS PER ZONE				TOTAL
	1	2	3	4	
NEW CONSTRUCTION:					
RESIDENTIAL	18	6	3	2	29
COMMERCIAL			2	4	6
ADDITIONS:					
RESIDENTIAL					
COMMERCIAL					
ALTER/REPAIR:					
RESIDENTIAL	2		3	2	7
COMMERCIAL / TENANT BO			1		1
ABOVE GROUND POOLS					
INGROUND POOLS					
DECKS				2	2
ELECTRICAL					
FENCES	3				3
GARAGE/BARN/POLE BARN	1	1		2	4
GENERATORS		5	2		7
MISC.	2	2	3	9	16
PROPERTY MAINTENANCE	2	4	1	24	31
SHEDS	5				5
SIGNS				2	2
SOLAR PV SYSTEM					
FIRE INSPECTIONS			3	16	19
CLOSEOUT INSPECTIONS				2	2
TOTAL INSPECTIONS:	33	18	18	65	134

Meetings Attended	Town Board	Planning Board	Z B A	Court
Tom Minor	3	2		
John Wittmann			1	
Natalie Nawrocki				
Robert Rendon				
Natalie Nawrocki				

ZONING BOARD OF APPEALS: GRANTED: 3 DENIED: .

REMARKS:

SIGNATURE: _____

DATE: 2/7/2024