

Town of Orchard Park Organizational Meeting

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

Organizational Meeting

January 15, 2025

John Mariano
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

Kristin Welch
Director of Rec.,

Patrick Fitzgerald
Chief of Police

Tom Minor
Building Inspector

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 Attorney/Chapter 20
Town Prosecutor / Chapter 20
Secretary to the Supervisor
Bookkeeper to the Supervisor
Accountants / Chapter 116
Agreement with Town Accountants
Town Engineer
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
Recreation Specialist/Senior Director
Director of Recreation Department
Director of Parks & Forestry
Affirmative Action Officer
Americans with Disability Act Coordinator
Fire Wardens / Chapter 29
Emergency Disaster Committee
Emergency Disaster Coordinator & Assistant Disaster Coordinator
Wage Scale for Non-Union Employees
Paydays for Town Employees
Mileage Rate
Official Depositories & Daily Deposits
Post-dating and future date check policy
Town of Orchard Park Investment Policy / § 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
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 the Street Naming 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
Appointment of the Town Arborist

X Establish fees for 2025

XI Observed Holidays

XII **Adjournment**