TOWN OF ORCHARD PARK

S.4295 SOUTH BUFFALO STREET
ORCHARD PARK, NEW YORK

MEMORANDUM

FROM: Wayne L. Bieler, P.E., CFM, Town Engineer DATE: January 10, 2020
TO: Remy Orffeo, Town Clerk

SUBJECT: Agenda Items for 1/15/20 Town Board Meeting

Please place the following items on the agenda for the Town Board meeting of January 15, 2020:

- Approve Change Order #6 to our Plumbing Contract with Numarco Inc. for the Brush Mountain Community Activity Center Project.
- Approve Change Order #15 to our General Contract with Javen Construction Co., Inc. for the Brush Mountain Community Activity Center.
- Approve Change Order #11 to our Electrical Contract with Industrial Power & Lighting Corporation (IPL) for the Brush Mountain Community Activity Center.

RESOLVED, to approve Freed Maxick CPAs, P.C. to provide independent audit and consulting services for the December 31, 2019, and December 31, 2020 fiscal years.

Trust earned.

FreedMaxick®

November 26, 2019

Mr. Patrick Keem
Supervisor
Town of Orchard Park
4295 South Buffalo Street
Orchard Park, New York 14127

Dear Supervisor Keem:

Thank you for the opportunity to submit this quotation to continue to serve as independent accountants and consultants for the Town of Orchard Park (The Town). Freed Maxick CPAs, P.C. greatly appreciates this opportunity to be considered for re-appointment. This quotation represents our firm commitment to the Town and our enthusiastic desire to provide independent audit and consulting services for the December 31, 2019, and December 31, 2020, fiscal years with a two-year option for the 2021 and 2022 fiscal years. The Town is a valued client of our firm and we will continue to provide the highest level of service. We have assisted the Town in the past with responding in a timely manner to questions or issues as they arise and we welcome these opportunities to assist the Town in the future.

Scope of Work & Timing:

We are proposing to perform an independent audit of the financial statements of the Town for the years ending December 31, 2019, and December 31, 2020, with a two-year option for the 2021 and 2022 fiscal years. Our audits will be performed in accordance with U.S. Generally Accepted Auditing Standards and Government Audit Standards. Should the Town expend in federal funds in excess of the required thresholds and an audit in accordance with the Uniform Grant Guidance is required we will discuss with management the fee for these additional services. The audit fees stated below will include meetings, required communications with management prior and subsequent to the audit fieldwork, and other assistance. Our fees also include the review of the Comprehensive Annual Financial Report (CAFR). We also intend to report to the Town Board in a management report with our recommendations for potential improvements in financial procedures and controls, which may become apparent as a result of our procedures.

We place a high regard on the importance of quality and timeliness of financial information and intend to continue with the reporting timeliness to Town management and Board as we have done in the past.

One Evans Street
Batavia, New York 14020
585.344.1967
Fax 585.344.4156

FREEDMAXICK.COM

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Fees:

The fees that Freed Maxick CPAs, P.C. propose for performing the requested services for the Town of Orchard Park are broken out by year below. Our fees are based on the professional hours we expect to incur by level, valued at a significant discount from our standard rates.

Audited Financial Statements for Years:		4-Year Term		
✓ *2019*		$20,200		
✓ *2020*		$20,675		
✓ *2021*		$21,050		Optional year
✓ *2022*		$21,550		Optional year

As you can imagine, there is a great deal of effort required to prepare for the audit, such as the preparation of the trial balances, supporting schedules, various account analyses, and the inspection of a substantial number of underlying supporting documents. The fees and timing of our work are predicated on the assumption of the availability of your accounting personnel to assist in the preparation of these schedules and analyses. In addition, the fee proposal assumes that the operations of the Town do not change significantly. In the event these assumptions do not remain valid, or if other circumstances not presently contemplated arise, which could have a material effect on the time required to complete the engagement and other required assistance, we shall advise management immediately before proceeding with the work.

I am entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Town of Orchard Park, New York. This quotation for audit services is intended solely for the use of management.

Very truly yours,

Freed Maxick CPAs, P.C.

Laura L. Landers

Laura L. Landers, CPA, MPA

TOWN OF ORCHARD PARK
APPLICATION FOR PERMISSION TO HOLD SPECIAL EVENT

NAME OF ORGANIZATION: St. John's Lutheran Church

ADDRESS: 4536 S. Buffalo St.

CITY/STATE/ZIP: Orchard Park, NY 14127

CONTACT PERSON: Sam Fink EMAIL: sam@stjohnsop.com

PHONE: (CELL) (734) 255-3493 (HOME/WORK) 662-4747

THE EVENT: Frozen Chosen 5K

DATE OF EVENT Saturday, February 8 # OF PARTICIPANTS: 250

TIME OF EVENT START: 10:00am TIME OF EVENT FINISH: 1:00pm

☑ RACE OR WALK PROVIDE MAP AND ROUTE including Start & Finish Points ☐ Not Applicable

APPLICATION (non-refundable): $75.00 Date Paid 12/30/19 Payment Type CK # 521 Clerk Initials JB

(A.0000.1289) Date of Town Board Agenda 1/15/20

☑ CERTIFICATE OF LIABILITY INSURANCE ☐ Not Applicable

RECREATION CENTER RENTAL AT GREEN LAKE: $250/DAY Date Paid _____ Payment Type _____
(A2001.000)

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR THE ABOVE DESCRIBED SPECIAL EVENT, AND AGREE TO BE BOUND BY THE TERMS HEREIN STATED.

PRINT NAME: ~~Sam Fink~~ Mike Brinkerhoff 604-8949

SIGNATURE: M. Brinkerhoff **DATE:** 12/30/19

OFFICE USE ONLY: ADDITIONAL SERVICES TO BE DETERMINED BY TOWN DEPARTMENTS

BUILDING INSPECTOR: (3.0000.2590) ☐ YES ☐ Not Applicable Total $ _____

TENT OPERATING PERMIT NEEDED ($50.00) _____

FIREWORKS OPERATING PERMIT NEEDED ($75.00) _____

POLICE: (PS.0000.1520.0003) (fee is minimum 2 hours) ☒ YES ☐ Not Applicable Total $ 440.00 EJV

WITH CAR ($110/hr) X WITHOUT ($90/hr) _____ (PRIVATE HIRE) _____

Note: Two Cars Requested One Each at Locations Marked on Map

HIGHWAY: (DA.0000.2770.001) ☐ YES ☐ Not Applicable Total $ _____

FENCING: _____ BARRICADES/LOCATION: _____

CONES: Highland to Elmhurst OTHER: _____

FEES: Additional Town/Village Fees May Apply

TOTAL FEES: $ _____ DATE PAID _____

TOWN BOARD Approved ___ Denied ___ Date ___ BUILDING Approved ✓ Denied ___ Date 1/6/20

POLICE Approved ✓ Denied ___ Date 1/2/20 HIGHWAY/PARKS Approved ✓ Denied ___ Date 1/3/20

TO BE NOTIFIED: ☐ RECREATION ☐ VILLAGE ☐ EMERGENCY DISASTER COORDINATOR

☐ APPLICANT NOTIFIED Date: _____

RECEIVED
JAN 03 2020
TOWN OF ORCHARD PARK
BUILDING INSPECTOR

FINAL APPROVAL IS AT THE DISCRETION OF OP TOWN AND/OR VILLAGE BOARD

RECEIVED
DEC 30 2019
TOWN CLERK

NOW, THEREFORE, be it RESOLVED that the Town Board does authorize the creation of one additional position of "Public Safety Dispatcher Full Time" to the rolls of the Orchard Park Police.

NOW, THEREFORE, be it RESOLVED that the Town Board does accept the change in status of Full Time Public Safety Dispatcher, Kevin M. Jewett to a Part Time Public Safety Dispatcher effective January 17, 2020 at the same rate of pay, range 0007 step D, $24.71 per hour.

RESOLVED, that the Town Board does hereby move PSD Chelsea Vasquez from Part-time status to seasonal status from 1/16/2020 to 4/16/2019.

RESOLVED, that the Town Board does hereby authorize the appointment of Marie G. Armstrong to the position of Public Safety Dispatcher (part time, probationary) effective January 16, 2020, pay range 0007 step. 1st year, $19.21 per hour, as recommended by the Chief of Police.

RESOLVED, that the Town Board does hereby authorize to continue the extension of Patrick J. McMaster to the position of transition/training consultant as of January 16th, 2019 at a rate of $28.50 per hour, not to exceed 90 days.

TOWN OF ORCHARD PARK HIGHWAY DEPARTMENT
4350 South Taylor Road, Orchard Park, NY 14127 Phone: (716) 662-6442 Fax: (716) 662-6457

Frederick J. Piasecki, Jr. ~ Highway Superintendent

January 13, 2020

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

Re: Purchase of 2020 Freightliner
114 SD 4x2 Cab and Chassis

Dear Board Members:

In accordance with our truck replacement program, we are looking to purchase one (1) New 2020 Freightliner as listed above, to replace our 2008 International in our fleet

The cost of this new truck, cab and chassis is $181,402.50 under New York State Bid Contract

I, therefore, recommend that you give me authorization to proceed with the purchase of this truck. Monies are in place in the budget for this purchase.

Respectfully submitted,

Frederick J. Piasecki, Jr.
Highway Superintendent

TOWN OF ORCHARD PARK HIGHWAY DEPARTMENT
4380 South Taylor Road Orchard Park, NY 14127
Phone: (716) 662-4442 Fax: (716) 662-2187
Frederick J. Piasecki, Jr. - Superintendent of Highways

MEMORANDUM

January 7, 2020

To: Dawn - Payroll

From: Frederick J. Piasecki, Jr.

Ref: Payroll - Compost (Seasonal)

Dawn,

#10295 Dave Hdwig started at Compost on (1-3-20) rate of $20.40/Hr.

#81011 Ronald Henning at Compost rate of $20.00/Hr.

Note: Rates same as previous year

Coding SR 8161 50104

Kathy Swarbrick

From: Roberta Buczkowski <buczkowskir@orchardparkny.org>
Sent: Friday, January 10, 2020 8:29 AM
To: 'Kathy Swarbrick'; 'Jennifer Brady'
Cc: 'Remy Orffeo'
Subject: Emergency Management

Disaster Comm

Kathy
At the January 15th town board meeting Jordan Kellerman needs to be placed on the Emergency Management
Thanks

Roberta Buczkowski
Roberta Buczkowski
Town of Orchard Park
Supervisor Office
716-662-6400 Ext 1502
Fax 716-662-6479

Kathy Swarbrick

From: Roberta Buczkowski <buczkowskir@orchardparkny.org>
Sent: Monday, January 6, 2020 1:25 PM
To: 'Remy Orffeo'
Cc: 'Kathy Swarbrick'; 'Jennifer Brady'
Subject: Town Board Meeting 1-15-2020

Dissolve

Remy
Please put on the agenda for the 1-15 meeting to remove JoAnn Litwin as Assistant Emergency Coordinator and replace with
Bob Benning and Jordan Kellerman
Thank you

Roberta Buczkowski
Roberta Buczkowski
Town of Orchard Park
Supervisor Office
716-662-6400 Ext 1502
Fax 716-662-6479

BILLING HISTORY RELEASE FORM

Erie County Energy Aggregation

ERIE COUNTY and **FLUENT ENERGY (AGENT),** are hereby authorized to receive billing history for the following customer account(s).

CUSTOMER

ADDRESS

Account Number(s) – *NYSEG [15 character POD], National Grid [10 digit Account #], NFG [9 digit Account#]*

The applicable Local Distribution Companies (National Grid, NYSEG, National Fuel Gas) are authorized and requested to respond to ERIE COUNTY and AGENT in matters pertaining to the account(s) listed above. We the customer, request that the applicable Local Distribution Companies provide billing records, or any additional information deemed necessary by ERIE COUNTY and AGENT. This letter of authorization is valid for a period of two consecutive calendar years beginning with the date noted below.

AGREED TO AND REPRESENTING CUSTOMER:

Print Name	Phone Number	Fax Number
Authorized Official Signature	Title or Position	Date

Please Return to:

Peter Acampora
Fluent Energy
325 Delaware Ave.
Suite 210
Buffalo, New York 14202

Office: (716) 842-1710 ext. 204
Email: pacampora@fluentenergy.com

New York State Department of State
Division of Corporations, State Records and Uniform Commercial Code
One Commerce Plaza, 99 Washington Avenue
Albany, NY 12231-0001
www.dos.ny.gov

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ **County** ☐ **City** ☒ **Town** ☐ **Village**
(Select one:)

of Orchard Park

Local Law No. 1 **of the year 20**20

A local law Amending Zoning Section 144 Attachment 1
(Insert Title)

Be it enacted by the Town Board **of the**
(Name of Legislative Body)

☐ **County** ☐ **City** ☒ **Town** ☐ **Village**
(Select one:)

of Orchard Park **as follows:**

A. Applications or appeal to the Architectural Overlay District Committee, Conservation Board, Conservation Management Overlay District, Planning Board, Town Board and Zoning Board of Appeals shall be subject to the following fees: [Amended 10-7-1992;5-1-2002; 1-16-2008 by L.L. No. 1-2008; 4-27-2011 by L.L. No. 1-2011; 3-4-2015 by L.L. No. 1-2015]

(1) Initial applications to the Architectural Overlay District Committee, Conservation Board, Conservation Management Overlay District, and Planning Board shall be accompanied by a fee of $50 payable to the Town of Orchard Park.

(2) Zoning Board of Appeals applications or appeals, applications for variances or appeals shall be accompanied by a fee of $100 payable to the Town of Orchard Park. Furthermore, if a petitioner requests adjournment of a public hearing which has been published or noticed, said petitioner shall bear the costs incurred to re-publish or re-notice said hearing.

(3) Applications for public hearings before the Town Board or the Planning Board shall be accompanied by a fee of $ $100 payable to the Town of Orchard Park.

(4) All above fees in this section shall be considered nonrefundable.

ESTABLISHED BY THE TOWN BOARD AT ITS ANNUAL ORGANIZATIONAL MEETING

SEE ATTACHED SCHEDULE A

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(1) Any owner who presents a subdivision in an area zoned R-3 or R-4 shall be assessed $1,400 for each lot in said subdivision.

(2) Any owner who presents a subdivision in any area zoned R-2 shall be assessed $1,650 for each lot in said subdivision.

(3) Any owner who presents a subdivision in any area zoned R-1 shall be assessed $2,250 for each lot in said subdivision.

(4) Any owner who presents a subdivision in any area zoned A-1 shall be assessed $3,250 for each lot in said subdivision.

(5) Any developer who secures a building permit for multidwelling units in any zone shall be assessed $9,000 per acre. In the event that multidwelling units carry senior residence (SR) designation, the assessment shall be directed to an account dedicated to senior activities.

E. Commercial parking lot fee. **[Added 10-7-1992; amended 1-16-2008 by L.L. No. 1-2008; 6-18-2014 by L.L. No. 1-2014]**

(1) Operators of commercial parking lots shall be obligated to pay an annual fee of $75. Each permit shall be used for a period commencing June 30 and terminating July 1 of the following year.

F. Subdivision engineering review fees. **[Added 1-16-2008 by L.L. No. 1-2008]**

(1) Subdivisions of 20 lots or less (2 reviews): $50 per lot.

(2) Subdivisions over 20 lots (2 reviews): $1,000 plus $30 per lot (over 20 lots).

(3) Multiple dwelling (2 or more families): $50 plus $50 per unit over two units.

(4) Additional reviews after first 2 initial reviews: $250 per review.

(5) Engineering review of residential lot grading and drainage plan: $75 per lot.

G. Commercial engineering review fees. **[Added 1-16-2008 by L.L. No. 1-2008]**

(1) Review of site plan: $100.

(2) Review of site plan if detention or utility extension is included: $400 for the first acre plus $50 per acre.

(3) Additional reviews after first two initial reviews: $250.

H. Flood zone development engineering review fees. **[Added 1-16-2008 by L.L. No.1-2008]**

(1) Permit application (any new project in flood zone): $100 plus $0.02 per square foot.

(2) Flood zone letter: $25.

[2] 5 acres to 10 acres: $700.

[3] More than 10 acres: $700 plus $200 for each 5 acres or portion thereof.

(b) If design is not in conformance with New York State Design Manuals and Town of Orchard Park Standard SWPP plan design plan review:

[1] Less than 5 acres: $600

[2] 5 acres to 10 acres: $750.

[3] More than 10 acres: $750 plus $100 for each 5 acres or portion thereof.

Construction inspection.

[1] Less than 5 acres: $500.

[2] 5 acres to 10 acres: $700.

[3] More than 10 acres: $700 plus $200 for each 5 acres or portion thereof.

(2) Engineering stormwater pollution prevention plan reviews and construction site inspections - multiphase residential and commercial development projects.

(a) When the entire project is first being reviewed and approved by the municipality, use the single phase residential and commercial development project schedule above to determine an initial fee based on the entire acreage of the project to be developed in several phases.

(b) Add $500 for each subsequent phase after the first initial phase, to be collected at the beginning of the development of each subsequent phase. This additional $500 is to be used for construction inspection assuming that the SWPP plan and design plans do not change.

Note: These fees are in addition to the existing site plan or subdivision review/application fee.

(c) Engineering review of public storm sewer extensions (not part of a commercial or subdivision plan): $50 plus $50 per 100 feet or portion thereof.

L. Water **[Added 1-16-2008 by L.L. No. 1-2008]**

(1) Engineering review of a public mainline extension (not part of a commercial or subdivision plan): $50 plus $25 per 100 feet or portion thereof.

M. Miscellaneous. **[Added 1-16-2008 by L.L. No. 1-2008]**

(1) Rezoning map and description review: $50.

(2) Reinspection (called to make inspection, work not completed): $35 per inspection.[1]

New York State Department of State
Division of Corporations, State Records and Uniform Commercial Code
One Commerce Plaza, 99 Washington Avenue
Albany, NY 12231-0001
www.dos.ny.gov

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ **County** ☐ **City** ☒ **Town** ☐ **Village**
(Select one:)

of Orchard Park

Local Law No. 2 **of the year 20**20

A local law Eliminating Chapter 45 Building Construction §45-5.1
(Insert Title)

Be it enacted by the Town Board **of the**
(Name of Legislative Body)

☐ **County** ☐ **City** ☒ **Town** ☐ **Village**
(Select one:)

of Orchard Park **as follows:**

§ 45-5.1 as set out below is eliminated:

§ 45-5.1 Appointment of Electrical Inspectors.

[Added 6-20-2001] The Town Board shall designate Electrical Inspectors for the period of one year at the yearly organizational meeting. All entities seeking to perform electrical inspection services for the Town of Orchard Park shall submit an application form from the Building Inspector's office.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF ORCHARD PARK

MEMORANDUM

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

DATE: January 10, 2020

TO: Town Clerk, Remy Orffeo
✓ Kathy Swarbrick
Building Inspector Steve Bremer

FROM: Rose Messina

SUBJECT: Item(s) for January 15, 2020 - TB Agenda

NEW BUSINESS:

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

1. 4370 Taylor Road, located on the west side of Taylor Road, just north of US Route 20A (Big Tree Road), Zoned I-1. (SBL#172.07-1-6.1) Paul Bliss is requesting to construct a 2-Story, 12,000 gsf Office Building with 44-parking spaces and on-site utility improvements. The existing home and driveway will be demolished.

TOWN OF ORCHARD PARK

BUILDING INSPECTOR MONTHLY REPORT **MONTH OF DECEMBER 2019**

BUILDING PERMITS	# OF	VALUE	BUILDING PERMITS	# OF	VALUE
NEW CONSTRUCTION:			ABOVE GROUND POOLS		
SINGLE DWELLING			INGROUND POOLS		
DOUBLE DWELLING			DECKS		
APT/MULTI-FAMILY			ELECTRICAL	6	37,925
COMMERCIAL			FENCES	4	40,398
ADDITIONS:			GARAGE / BARN / POLE BARN	2	47,000
RESIDENTIAL	2	91,000	GENERATORS	33	270,053
COMMERCIAL	2	1,004,000	MISC.	1	150,000
ALTER/REPAIR:			PORCH/PATIO		
RESIDENTIAL	5	212,900	SHEDS		
COMMERCIAL / TENANT BO	6	335,000	SIGNS	6	14,550
SOLAR PV SYSTEM			**TOTAL:**	67	2,202,826

INSPECTIONS	NUMBER OF INSPECTIONS PER ZONE				TOTAL
TYPE:	**1**	**2**	**3**	**4**	
NEW CONSTRUCTION:					
RESIDENTIAL	7	1		14	22
COMMERCIAL			3		
ADDITIONS:					
RESIDENTIAL	2	1	3	5	11
COMMERCIAL				1	1
ALTER/REPAIR:					
RESIDENTIAL	4	5	2	2	13
COMMERCIAL / TENANT BO			4	10	14
ABOVE GROUND POOLS					
INGROUND POOLS					
DECKS			1	2	3
ELECTRICAL	6	6	5	4	21
FENCES	5	1	2	1	9
GARAGE/BARN/POLE BARN		1	1		2
GENERATORS	11	13	3	3	30
MISC.	1	2	9	5	17
PROPERTY MAINTANICE	1	2	5	5	13
SHEDS	4		2	1	7
SIGNS			2	4	6
SOLAR PV SYSTEM		1			1
FIRE INSPECTIONS	8		7	17	32
CLOSEOUT INSPECTIONS					
TOTAL INSPECTIONS:	49	33	49	75	205

Meetings Attended	Town Board	Planning Board	Z B A	Court
Steven Bremer	2	1		
David Holland			1	
John Wittmann				2
Tom Minor				
Rayne Degre				

ZONING BOARD OF APPEALS: GRANTED: 1 . DENIED: 1 .

REMARKS:

SIGNATURE: _____ DATE: 1/16/20

F/TOWN/BLDGINSP/MONTHLYREPORTS2019