

Town of Orchard Park Organizational Meeting

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

Organizational Meeting

January 3, 2024

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
Ed Leak Director of Rec., Parks, & Forestry	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 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 (NYS)

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 2024

XI Adjournment