



TOWN OF ORCHARD PARK

ENGINEERING DEPARTMENT

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

Phone: (716) 662-6425
Email: bielerw@orchardparkny.gov

TOWN ENGINEER
WAYNE L. BIELER, P.E., CFM

June 26, 2026

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

**Re: LaBella Associates, DPC
Change Order No. 2 – Phase II Rezoning District Legal Descriptions
Stadium Area comprehensive Development Plan**

Dear Board Members:

As you are aware for the Stadium Area Comprehension Development Plan, LaBella Associates, DPC was hired to complete a master plan of the area. Now due to the current workload of the Orchard Park Engineering Department, LaBella Associates, DPC is requesting additional funds to prepare legal descriptions for the newly created MNU, BC, and RS zoning districts. The cost of this work is \$9,000.00. MNU
NMO

If approved, this change order would increase the Contract amount from \$252,700.00 to \$261,700.00, representing an increase of 3.56%. Fund will be needed to be transferred to Capital Account AB020 "Stadium Area Comprehension Plan".

I, therefore, recommend that you adopt the following resolutions:

1. The Town Board approve Change Order #2 to the Contract with LaBella Associates, DPC, 300 State Street, Rochester, New York 14614 for preparing legal descriptions for the newly created MNU, BC, and RS zoning districts as a part of the Stadium Area Comprehension Development Plan in an amount not to exceed \$9,000.00.
2. Approve the transfer of \$9,000 from AD002 "Bussendorfer Drainage" to AB020 "Stadium Area Comprehensive Plan".

Respectfully submitted,

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

Attachment

Cc: Ed Flynn, LaBella Associates, DPC
Nichole Ruf, Drescher & Malecki
File #2024.024

June 24, 2026

Via Email: bielerw@orchardparkny.gov

Wayne Bieler P.E. CFM
Town Engineer
4295 South Buffalo Street
Orchard Park N.Y. 14127

Project: Phase II Rezoning District Legal Descriptions (MNU, BC, RS)

Scope of Services

LaBella will prepare Legal Descriptions for the newly created NMU, BC, and RS zoning districts as shown on the exhibit attached to this proposal.

Draft legal descriptions will be submitted to the Town for review prior to finalization. Following review and incorporation of comments, final legal descriptions will be provided as one (1) PDF file and five (5) hard copies stamped and signed by a licensed Professional Land Surveyor.

To ensure continuity between zoning district boundaries and compliance with Town Surveyor requirements, supporting legal documents such as deeds for adjoining properties, road rights-of-way, and municipal boundary descriptions may be required. These documents will be obtained by LaBella and billed as a reimbursable expense in addition to the lump-sum fee below. If there are major changes to the scope of work or there are a significant number of revisions, LaBella will provide a request for additional fee.

Schedule: drafting of the legal descriptions will begin within 2 weeks of notice to proceed, a first draft for review will be available 1 week after beginning. Final delivery will be made within 1 week of the last revisions/comments by the Town Surveyor.

FEE: \$9,000 (lump sum)

If this proposal is acceptable, please sign and return one (1) copy along with the requested lump sum fee. Receipt of the executed proposal and payment will authorize us to proceed with the services described. This proposal is valid for 30 days from the date hereof.



6/24/2026

Jacob Griffis, LS
Survey Manager
LaBella Associates

Orchard Park Date

Title



Approve a Special Events Permit for the Summer Send Off 8K

RESOLVED, that the Town Board does hereby approve the Special Event Permit request for the “Summer Send Off 8K” to be held on Thursday August 20, 2026 from 6PM – 9PM pending all fees have been paid and Department Heads have approved.

Extend Grant Writer's contract

WHEREAS, the Town currently receives professional grant writing services from J. O'Connell & Associates, Inc.; and

WHEREAS, the Town Board wishes to extend said agreement through December 31, 2026, upon the same terms and conditions currently in effect.

NOW, THEREFORE be it

RESOLVED, that the Town Supervisor is authorized to execute an extension of the agreement with J. O'Connell & Associates, Inc., through December 31, 2026.



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TOWN ENGINEER
WAYNE L. BIELER, P.E., CFM

June 25, 2026

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

**Re: Orchard Park Public Library – Parking Lot Sealing and Striping Project
Bid Award**

Dear Board Members:

Bids were canvased for the Orchard Park Public Library – Parking Lot Sealing and Striping Project on June 25, 2026. The project consists of the cleaning, sealing, and striping of the parking lot at the Orchard Park Public Library.

The Engineering Department has reviewed the various contractors' bids for this project. This department also performed a review of the contractor's experience and knowledge of the work scope. The lowest responsible bid submitted is \$3,100.00 from Seal-Rite Blacktop Sealing, LLC.

Funds would need to be allocated under Capital Projects AB029, "Parking Lot Repairs and Sealing" for this project. I recommend a transfer of funds from Capital Project AD002 "Bussendorfer Drainage," in the amount of \$15,000.00.

I, therefore, recommend the following:

1. The Board approve the creation of Capital Projects Account AB029, "Parking Lot Repairs and Sealing"
2. Approve the transfer of funds in the amount of \$15,000 from Capital Project AD002 "Bussendorfer Drainage."
3. Award the contract for the Orchard Park Public Library – Parking Lot Sealing and Striping Project to the lowest responsible bidder, Seal-Rite Blacktop Sealing, LLC., 6138 South Abbott Rd. Orchard Park, NY 14127, in the amount not to exceed \$3,100.00.

Respectfully submitted,

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

cc: William Even, Town Clerk
Timothy Gallagher, Town Attorney
Seal-Rite Blacktop Sealing, LLC.
File #2026.020

Town Vehicle Policy

WHEREAS, the Town Board has amended the Town Vehicle Policy, the following will replace a portion of the Town of Orchard Park's Personnel Manual titled "Use of Assigned vehicles." It will be amended to read as follows:

Any Town employees assigned a Town vehicle for the purposes of conducting town business, vehicle is to be used during the day and/or evening for Town business only. These vehicles must be kept in the parking lot of the Town property where the designated department is located when not in use. These assigned vehicles may not be used to commute to and from work. The use of Town owned vehicles for personal use is strictly prohibited.

Town vehicles are assigned to specific departments and may be designated to certain individuals. The Police Chief, Police Captains, Highway Superintendent, Deputy Highway Superintendent and Director of Parks, Grounds and Compost will have a vehicle assigned to them and may take their vehicles home. The use of these vehicles when off duty is limited to commuting to and from work and when attending meetings outside of normal working hours as a representative of the Town. Assigned vehicles for personal use is strictly prohibited.

NOW, THEREFORE be it

RESOLVED, the Town Board hereby authorizes the Human Resource Department to amend the Town of Orchard Park's Personnel Manual to incorporate the above referenced revisions and to make the revised Personnel Manual available on the Town's website.