



TOWN OF ORCHARD PARK

ENGINEERING DEPARTMENT

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

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

February 27, 2026

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

**Re: *Advertisement for Bid
Municipal Building and Animal Control
Building Updates Project***

Dear Board Members:

Bammel Architects, P.C and OP Engineering are finalizing plans, specifications, and details for the Municipal Building and Animal Control Building Updates Project. Plans and specifications for this project will be available for review in the Engineering Department.

These projects include the creation of a larger evidence room with more secure storage and better evidence handling improvements, N.Y.S required modifications to animal kennels to provide a "sick" isolation kennel, create larger state mandated kennels, etc. The Municipal Building work includes the replacement of police basement stair treads, courtroom entry doors, exterior storage room doors, 12 windows on the first floor, back entrance foot traffic drain pan repairs, Engineering Dept. coat rack wall, and alternate for additional windows..

Funding has been allocated per the Capital Projects Meeting. A Grant for the Police Evidence Improvements (\$125,000) and the Animal Control Improvements (\$18,000) were awarded. Capital accounts have been created: AB-024 "Police Animal Control 2026," AB-025 "Police Evidence Upgrade 2026," and AB-026 "Municipal Building Upgrades 2026," with a possible additional need for funding in the amount of approximately \$60,000.

Bid documents will be available for pick up in the Town Clerks office on April 9, 2026.

I, therefore, recommend that you authorize advertisement in the Orchard Park Bee for sealed bids for the Municipal Building and Animal Control Building Updates Project to be opened on April 30, 2026 at 2:00 pm at the Orchard Park Municipal Center, Basement Meeting Room.

Respectfully submitted,

Wayne L. Bieler, P.E., C.F.M.
Town Engineer

Cc: William C. Even, Town Clerk, Timothy Gallagher, Town Attorney, Cpt. Dan Honer, Orchard Park Police Department, Bob Benning, Maintenance, Nichole Ruf, Accounting,
File # 2010.006.1

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**TOWN OF ORCHARD PARK
ERIE COUNTY, NEW YORK**

**RESOLUTION AUTHORIZING SUBMISSION OF A TRANSPORTATION ALTERNATIVES
PROGRAM (TAP) GRANT APPLICATION AND COMMITTING LOCAL MATCH**

WHEREAS, the Town of Orchard Park proposes to construct a multi-use pedestrian and bicycle corridor and related safety improvements connecting the area surrounding Highmark Stadium to Brush Mountain Park, the Orchard Park Community Activity Center, and adjacent residential neighborhoods (the “Project”); and

WHEREAS, the Project is intended to enhance pedestrian and bicyclist safety, improve multimodal connectivity, reduce vehicle-pedestrian conflicts, and support year-round community mobility and recreation; and

WHEREAS, the Town desires to submit an application for funding through the Transportation Alternatives Program (TAP) administered by the New York State Department of Transportation; and

WHEREAS, the total estimated cost of the Project is \$2,934,494; and

WHEREAS, the TAP program requires a minimum local match of twenty percent (20%) of the total eligible project cost, which for this Project amounts to \$787,750; and

WHEREAS, the Town of Orchard Park is prepared to provide the required local match through a combination of in-kind services, reserve funds, and/or bond proceeds as necessary; and

WHEREAS, the Town has retained J. O’Connell & Associates as its grant consultants and desires to authorize said firm to prepare and submit the TAP grant application on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Orchard Park hereby supports the proposed shared-use path and pedestrian safety improvement Project; and

BE IT FURTHER RESOLVED, that the Town Board authorizes J. O’Connell & Associates, the Town’s grants consultants, to prepare and submit a Transportation Alternatives Program grant application to the New York State Department of Transportation on behalf of the Town of Orchard Park; and

BE IT FURTHER RESOLVED, that upon award of funding, the Town of Orchard Park commits to providing the required local match in the amount of \$787,750, representing at least twenty percent (20%) of the total eligible project cost, through a combination of in-kind services, reserve funds, and/or bond proceeds as necessary; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute all documents and agreements necessary to carry out the intent of this Resolution and to implement the Project, subject to review by the Town Attorney.



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February 27, 2026

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

**Re: New York State Department of Transportation
TAP Application Grant Approval
Highmark Stadium Pedestrian Safety and
Community Connectivity Project**

Dear Board Members:

As directed by the Town Board, a connectivity plan from the Community Activity and adjacent residential areas to Highmark Stadium has been developed. Town Board authorization is required to submit a grant application to the New York State Department of Transportation (NYSDOT) for funding under the Transportation Alternatives Program (TAP).

The Transportation Alternatives Program provides critical funding assistance to municipalities seeking to improve pedestrian and bicycle infrastructure, enhance community connectivity, increase public safety, and reduce reliance on vehicular travel. This program represents a valuable opportunity for the Town of Orchard Park to advance long-term mobility and quality-of-life improvements for our residents.

The Engineering Department has prepared a conceptual Walking and Biking Trail Plan designed to interconnect several key destinations within the Town, including residential neighborhoods, the Orchard Park Community Activity Center, and the new Highmark Stadium facility. The proposed trail network would consist of a multi-use walking path, with potential boardwalk sections through environmentally sensitive or scenic areas, allowing pedestrians and cyclists to safely and comfortably travel across Town-owned property while enjoying natural amenities. This could improve Recreation and Senior program access as well as provide a potential family oriented parking option for Stadium events.

This project aligns directly with the TAP program's goals of improving pedestrian safety, expanding non-motorized transportation options, strengthening community connectivity, and reducing vehicle traffic congestion—particularly during peak periods associated with the stadium and community facilities' events. The preliminary project cost estimate is \$2,934,494. Under the TAP program's 80/20 funding

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structure, the Town would be eligible to receive reimbursement of 80% of approved project costs. Based on current estimates, this would result in an anticipated Town match responsibility of approximately \$787,750.

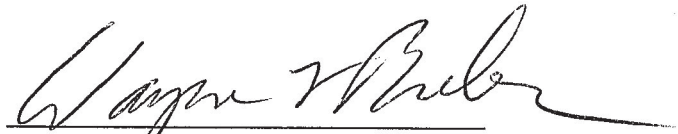
Importantly, a portion of the Town's required match may be satisfied through in-house services, including engineering, design coordination, project management, and related administrative support. Utilization of in-house resources are eligible, and would reduce the direct financial burden on the Town while maximizing the value of grant participation.

Given the significant financial leverage provided by this 80/20 grant opportunity and the long-term transportation and community benefits associated with this project, the Engineering Department recommends that the Town Board authorize the submission of a Transportation Alternatives Program grant application to NYSDOT.

We believe this project represents a strategic investment in Orchard Park's infrastructure, public safety, and community connectivity. We respectfully request the Board's consideration and support.

I therefore recommend the Town Board Authorize the Supervisor, Town Clerk and Town Engineer to sign the New York State Department of Transportation TAP Application documents for the Highmark Stadium Pedestrian Safety and Community Connectivity Project.

Respectfully submitted,



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

Cc: Town Clerk
Town Attorney
Highway Superintendent
Chief of Police
File #

WHEREAS, Carolyn Potochuk is a valued asset to the Town of Orchard Park, and has consistently demonstrated dedication, professionalism, and commitment in the performance of her duties; and

WHEREAS, the Town Board recognizes the importance of retaining experienced and dependable employees whose knowledge and service contribute positively to the community; and

WHEREAS, it is in the best interest of the Town to continue Carolyn's employment in a capacity that supports both the operational needs of the Town and the services provided to residents.

NOW, THEREFORE be it

RESOLVED, that the Town Board hereby approves the lateral transfer of Carolyn Potochuk from the position of Secretary to the Supervisor to Receptionist at the Senior Center, effective March 5, 2026; and be it further

RESOLVED, that Carolyn shall remain a part-time employee of the Town, maintaining her current rate of pay. This transition shall not constitute a break in her service and that all other terms and conditions of her employment shall remain consistent with Town policy and applicable regulations.

Resolution to appointment of Clerk to Town Justice

WHEREAS, the Town of Orchard Park has a vacant full-time non-union position for a clerk to Town Justice Michael Pastrick; and

WHEREAS, there are funds in the 2026 budget to fund the full-time non-union clerk position; and

WHEREAS, Michael Pastrick, Orchard Park Town Justice, has determined that Laurie Githens is ready and able to serve as his clerk in the Town of Orchard Park.

NOW, THEREFORE be it

RESOLVED, that based on this recommendation, Laurie Githens is appointed to the position of Clerk to Town Justice Michael Pastrick in the Town of Orchard Park at an hourly rate of \$23.50 per hour effective March 10, 2026.

Resolution Adjusting the 2026 Non-Union Wage

WHEREAS, an adjustment to the 2026 non-union salary and wage schedule has been determined for Clerk to Town Justice personnel as of March 9, 2026.

NOW, THEREFORE be it

RESOLVED, that the Town Board does hereby approve effective March 9, 2026, an hourly increase be accepted and approved for the following non-union employee.

Clerk to Town Justice- Wage Adjustment (Effective 3/9/2026)

Courtney Miller

Increase from \$24.40 to \$25.50