

Resolution for Closure of Capital Projects and Transfer of Capital Projects Funding

WHEREAS, certain capital projects are complete and can be closed, and

WHEREAS, certain projects are in need of funding that is available in other projects, and

WHEREAS, the Town has reviewed the source of funds within each project and determined that the funds can be transferred projects as described,

NOW, THEREFORE, be it

RESOLVED, that the Town Board authorizes the closure of the following capital projects and transfers of funding as of December 31, 2025:

Close AD007 Townwide Drainage District Consolidation balance of \$1,661.29 to AD001 Unallocated General Drainage.

Close AP005 Yates Park Trail balance of \$8,929 to AP009 Brush Mountain Football Field

Close AP009 deficit balance of \$12,589.61 by transferring \$12,589.61 from AP001 Unallocated General Parks projects.

Close DB006 Burmon Drive Reconstruction balance of \$554,617.70 to DB011 Eaglebrook HWY.

Close DB008 Lakeview HWY balance of \$351,964.18 to DB015 Dennis Road Bridge.

Close DB014 Bussendorfer Overlay balance of \$2,368.59 to DB001 Unallocated HWY Projects.

Close FX002 Chestnut Ridge Rd Waterline balance of \$61,564.66 to FX013 Elmtree/Dorchester Waterline.

Close FX008 Bussendorfer Waterline balance of \$247,934.82 to FX009 Eaglebrook Waterline.

Close FX011 Lakeview Waterline Balance of \$6,206.87 to FX001 Unallocated Water District Projects.

Close G0011 Lakeview Sanitary Sewer balance of \$228,565.25 to G0001 Unallocated Sanitary Sewer Projects.

RESOLUTION EXTENDING INTERIM CHIEF APPOINTMENT

WHEREAS, the Town previously appointed Greg Sheppard to serve as Interim Chief; and

WHEREAS, it is in the best interest of the Town to maintain continuity of leadership in this role for an additional period of time.

NOW, THEREFORE, be it

RESOLVED, that the Town Board hereby extends the appointment of Greg Sheppard as Interim Chief through and including May 3, 2026; and be it further

RESOLVED, that all appropriate Town officials are hereby authorized and directed to "take all actions necessary to effectuate this extension in accordance with applicable laws, rules, and regulations.

Approve the extension of the Contracted Mowing Service with Jensen Lawn and Yard Care.

RESOLVED, that the Town Board does hereby approve an additional extension of the 2024 contract with Jensen Lawn & Yard Care for the Mowing Service for Town owned cul-de-sacs and other entrance ways to the 2026 season, as recommended by the Highway Superintendent.

Town of Orchard Park Recreation & Parks Department

2024

Contractor Name/Business **JENSEN LAWN & YARD CARE**
P.O BOX 304
ORCHARD PARK NY 14127

Address _____

Phone Number 716-481-8370 FAX Number _____

Email edjensenjr@gmail.com

Price Quote for one complete weekly mowing of the areas listed: \$ 890⁰⁰

By signing this document I agree to all terms of this agreement including the above pricing.

Signature Edmond N. Jensen Jr. Printed Name EDMOND N. JENSEN JR.
Date 1/29/2024

Please Note:

Sealed bid opening will take place:

Date: Feb 1, 2024

Time: 11am

Place: Basement meeting room

Orchard Park Town Hall

4295 S. Buffalo St

Orchard Park NY 14127

Town of Orchard Park Recreation & Parks Department

Mowing Service Proposal 2024

The Town of Orchard Park is receiving price quotations for the contracted mowing of the cul-de-sacs and other areas on the attached schedule. The Town will award the mowing contract for 2024 to the most qualified, responsible lawn service contractor submitting the lowest price quotation.

Agreement Terms

- In the lawn service business for a minimum of two years with references available
- Must have up-to-date equipment and qualified employees
- Responsible for mowing all areas listed on a weekly basis starting in April, 2024 unless notified by the Director of Recreation and Parks to mow bi-weekly during the dry months. Mowing services will continue through the first full week of October.
- Contractor is to control weed growth in mulched beds during the season and also maintain the beds with mulch provided by the Town.
- Grass areas are to be cut to a height between 2 ½ " – 4".
- Litter to be picked up before grass is cut.
- Responsible for all grass trimming and clean up/pick up as necessary.
- Implement the necessary precautions to maintain a safe and visible workspace for the protection of employees, motorists and bystanders.
- Must provide the Town of Orchard Park with proof of liability, auto, workman's compensation and disability insurance at a level of at least \$1,000,000.00 and list the Town of Orchard Park as additionally insured.
- Submit an invoice for payment every two weeks after work is completed with dates of service listed in detail.
- The Town of Orchard Park is exempt from sales tax.
- Agrees to satisfy all legitimate complaints within 24 hours of notice.
- Town reserves the right to cancel this contract if work has not been completed in a satisfactory manner.
- Based on satisfactory performance this contract is valid for two additional years at the current price.

NON-COLLUSIVE BIDDING CERTIFICATE

pursuant to

SECTION 103-d of the GENERAL MUNICIPAL LAW (amended)

By submission of this bid or proposal, the bidder certifies that:

(a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor:

(b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.

(c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.

(d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in the certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

(e) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid or proposal in behalf of the corporate bidder.

JENSEN LAWN YARD CARE
(Firm Name)

By: Edmond Jensen (PRES)
(Title)

RESOLUTION APPOINTING CHIEF OF STAFF

WHEREAS, the Town desires to appoint a Chief of Staff to assist in the administration, coordination, social medial strategy, and implementation of Town policies and initiatives; and

WHEREAS, it is in the best interest of the Town to formally appoint Brooke Majka to the position of Chief of Staff and to establish the effective date and regular work hours.

NOW, THEREFORE, be it

RESOLVED, that the Town Board hereby appoints Brooke Majka to the part time regular position of Chief of Staff, effective January 5, 2026; and be it further

RESOLVED, that the regular work hours for the Chief of Staff shall not exceed 19.5 hours per week at a pay rate of \$25.00 per hour. Her work hours will range between the hours of 10:00 a.m. to 2:00 p.m., Monday through Friday; and be it further

RESOLVED, that all appropriate Town officials are hereby authorized and directed to take all actions necessary to implement this appointment in accordance with applicable laws, rules, and regulations.

Town of Orchard Park
Recreation Department
4520 California Rd
Orchard Park NY 14127
welchk@orchardparkny.gov

RESOLVED, that the Town Board is hereby authorized to approve the following residents appointments to the 2026 part-time Seasonal staff for the Orchard Park Recreation retroactive to March 8, 2026 as recommended by the Recreation Director:

Sean Dovi	\$17.25 Lifeguard
Vincenzo Mesi	\$17.25 Lifeguard
Ayla Pitirri	\$17.25 Lifeguard
Alex Shields	\$16.50 Program Coordinator
Matthew Wright	\$17.25 Lifeguard
Gloria Buckwalter	\$17.75 Program Supervisor

Planning Board approval for 11 Cobham Drive's Change in Use.

WHEREAS, at the Planning Board's March 12, 2026 meeting they recommended a Change in Use be approved for 11 Cobham Drive.

NOW, THEREFORE be it

RESOLVED, that the Town Board does hereby approve a Change in Use for Planning Board File #03-26, 11 Cobham Drive, located in the Quaker Centre Industrial Park, Zoned I-1. (SBL#161.18-2-3.12); and be it further

RESOLVED, that the Change in Use is from Light Industrial to Vehicle Storage Facility with the following stipulations:

1. Personal use only
2. Nothing service or rental related
3. This is a private collection of classic cars



TOWN OF ORCHARD PARK PLANNING DEPARTMENT

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

MEMORANDUM

DATE: March 13, 2026

TO: Bill Even, Town Clerk
Jennifer Brady, Deputy Town Clerk
Tom Minor, Building Inspector

FROM: Kristin B. Mahoney, Recording Secretary

SUBJECT: March 18, 2026 - TB Agenda "Old Business Item(s)"

OLD BUSINESS:

At its meeting of March 12, 2026, the Planning Board recommended the following:

1. With regard to **P. B. File #03-26, 11 Cobham Drive, located in the Quaker Centre Industrial Park, Zoned I-1. (SBL #161.18-2-3.12)**, the Planning Board moved to recommend the Town Board **approve** the requested Change in Use at 11 Cobham Drive from Light Industrial to Vehicle Storage Facility with the following stipulations:
 1. Personal use only
 2. Nothing service or rental related
 3. This is a private collection of classic cars

Authorizing the Hiring of Olivia Jurek as a Part-Time IT Employee

WHEREAS, the Town of Orchard Park requires additional assistance in the Information Technology (IT) Department to meet workload demands; and

WHEREAS, Olivia Jurek, who holds a Bachelor of Science degree in Cybersecurity from the University of Tampa, has been recommended for this position; and

WHEREAS, funds for this position are available in the 2026 IT Budget.

NOW, THEREFORE, be it

RESOLVED, that the Town Board authorizes the hiring of Olivia Jurek as a Part-Time Employee in the Information Technology Department at the rate of \$20.00 per hour, effective March 23, 2026 as recommended by the Director of IT.

TOWN OF ORCHARD PARK

BUILDING INSPECTOR MONTHLY REPORT

MONTH OF FEBRUARY 2026

BUILDING PERMITS	# OF	VALUE	BUILDING PERMITS	# OF	VALUE
NEW CONSTRUCTION:			ABOVE GROUND POOLS		
SINGLE DWELLING	1	347,250	INGROUND POOLS		
DOUBLE DWELLING			DECKS		
APT/MULTI-FAMILY			ELECTRICAL	3	22,100
COMMERCIAL			FENCES	2	26,246
ADDITIONS:			GARAGE / BARN / POLE BARN		
RESIDENTIAL			GENERATORS	3	32,192
COMMERCIAL			MISC. (OPERATING/ DEMO)	2	17,000
ALTER/REPAIR:			PORCH/PATIO	1	49,000
RESIDENTIAL	11	261,810	SHEDS	1	21,705
COMMERCIAL / TENANT BO	2	550,000	SIGNS	3	24,000
COMMERCIAL MISC.	1	9,755	RESIDENTIAL MISC.	8	125,332
SOLAR PV SYSTEM	1	66,000	TOTAL:	39	1,552,390.00

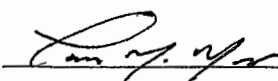
INSPECTIONS	NUMBER OF INSPECTIONS PER ZONE				TOTAL
TYPE:	1	2	3	4	
NEW CONSTRUCTION:					
RESIDENTIAL	8	6	7	4	25
COMMERCIAL					
ADDITIONS:					
RESIDENTIAL	3	1			4
COMMERCIAL		1		4	5
ALTER/REPAIR:					
RESIDENTIAL	6	1	6	1	14
COMMERCIAL / TENANT BO			2	1	3
ABOVE GROUND POOLS					
INGROUND POOLS					
DECKS					
ELECTRICAL					
FENCES	5	15	8	14	42
GARAGE/BARN/POLE BARN				1	1
GENERATORS		2			2
MISC.	4	1	8	11	24
PROPERTY MAINTENANCE	2		1	6	9
SHEDS	39	31	53	24	147
SIGNS					
SOLAR PV SYSTEM					
FIRE INSPECTIONS		1	3	20	24
CLOSEOUT INSPECTIONS					
TOTAL INSPECTIONS:	67	59	88	86	300

Meetings Attended	Town Board	Planning Board	Z B A	Court
Tom Minor	4	3		
John Wittmann				
Natalie Nawrocki			1	
Paul Tatko				1
Jake Klahn				

ZONING BOARD OF APPEALS: GRANTED: 3

Adjourned: _____ Denied 2

REMARKS:

SIGNATURE: 

DATE: 3/4/2026