



*Town of Amherst*  
*Office of the Supervisor*

**EXECUTIVE ORDER #2020.7**

**Execution of Local Chief Executive Orders in Response to  
COVID-19**

**WHEREAS**, on March 15, 2020, I issued an Executive Order declaring a local state of emergency in the Town of Amherst; and

**WHEREAS**, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and Erie County and are expected to continue; and

**NOW, THEREFORE**, I, Brian J. Kulpa, Supervisor of the Town of Amherst, by virtue of the authority vested in me by the constitution and the laws of the State of New York, do hereby execute this Executive Order dated April 6, 2020, and I hereby continue any suspension or modification of law made by this Executive Order until April 14, 2020.

**FURTHER**, pursuant to the authority vested in me by Section 24 of Article 2-B of the New York State Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation of parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, I hereby temporarily suspend or modify, for the period from the date of this Executive Order through April 14, 2020 the following:

**Suspension of laws and regulations relating to emergency procurement:**

- The Town of Amherst Procurement Policy and Contract Management Policy as adopted on January 6, 2020 by Resolution 2020-64 is hereby suspended to the extent necessary to purchase necessary equipment, materials, supplies, or services without following the standard procurement processes, including the standard prompt payment policy which will allow for the procurement of necessary goods and services to protect the health and safety of our employees and citizens in the Town of Amherst.

**Closure of Town Facilities**

Under this authority, the Supervisor is hereby closing the following locations: Amherst Center for Senior Services, Clearfield Recreation Center, North Amherst Recreation Center (NARC), Harlem Road Community Center and the Northtown Center at Amherst. These locations are closed to the general public and such closures will remain in effect until further notice. This will exclude employees of the Town and contracted agencies. Amherst Town Hall functions, including the Town Clerk’s office, will be by appointment only. The public should call the respective department (see below) to make an appointment:

Town Clerk	716-631-7021
Assessor	716-631-7038
Building Dept.	716-631-7080
Planning Dept.	716-631-7051

Further and under this authority, the Town of Amherst will open its Emergency Operations Center.

Further and under this authority, services provided by the Town of Amherst Town Clerk’s Office will be limited. Please contact the Town of Amherst Town Clerk’s Office at 716-631-7021.

Further and under this authority, Building Permits will continue to be processed and issued, but specific questions should be addressed to the Building Department at 716-631-7080.

For developing information, including information relative to closures, postponements and/or rescheduled events, please visit the Town of Amherst webpage at [www.amherst.ny.us](http://www.amherst.ny.us).

**Declaration of Essential Staff**

- I hereby declare the following staff to be considered as Essential Staff:
  - Emergency Operations Center Staff
  - Police Department and their Staff
  - Police and Fire Dispatchers
  - Water Pollution and Control Facility and Limited Staff
  - Engineering Department – Limited Staff
  - Highway Department – Limited Staff
  - All Town Department Heads working remote
  - Executive Assistant to the Town Supervisor
  - Councilmembers’ Secretary working remote
  - One (1) person in Vital Statistics
  - One (1) Payroll Staff
  - One (1) Finance Staff
  - Building Maintenance – Limited Staff
  - Building Department Staff working remote
  - Information Technology Staff working remote
  - Senior Services Kitchen Staff and Meals on Wheels Program Personnel – Limited Staff

Under this authority, the Supervisor is hereby authorizing all procurement bid openings to be live streamed on the Town of Amherst website, [www.amherst.ny.us](http://www.amherst.ny.us).

Further under this order, Planning Board Public Hearings will not be required for site plan approvals, subdivisions, or recommendations to the Town Board (including, but not limited to, rezoning actions). Site plan review referrals will be handled administratively for any functions other than Planning Board approval.

Extend the filing of financial disclosure forms in accordance with the Amherst Town Code, Chapter 19: Code of Ethics, Section 6 until May 1, 2020.

Under this authority, the Supervisor is hereby authorizing all procurement bid openings to be live streamed on the Town of Amherst Website, [www.amherst.ny.us](http://www.amherst.ny.us).

Further and under this authority, the Town of Amherst will suspend the issuance of all peddlers' permits.

Further under this order, the Town Board Meeting on Monday, April 6<sup>th</sup>, 2020 will be recorded at 4:00 PM instead of 7:00 PM, and the associated work session is hereby cancelled.

Further under this order, any and all Town departments are authorized to use E-payments for the collection of any fees for Town Services.

Further under this order it will extend the filing of financial disclosure forms in accordance with the Amherst Town Code, Chapter 19: Code of Ethics, Section 6 until May 1, 2020.

Under this authority, the Supervisor is hereby authorizing all procurement bid openings to be live streamed on the Town of Amherst Website, [www.amherst.ny.us](http://www.amherst.ny.us).

Given Under My Hand and the Seal of the  
Town of Amherst, New York on this 6<sup>th</sup> day  
of April, 2020.



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Brian J. Kulpa, Supervisor,  
Town of Amherst