

TOWN OF EVANS, NEW YORK
Office of the Supervisor
Mary K. Hosler

EXECUTIVE ORDER 2020.3

Regarding Local State of Emergency in Response to COVID-19

WHEREAS, on March 17, 2020, I issued an Executive Order declaring a local state of emergency in the Town of Evans; and

WHEREAS, on March 22, 2020, I promulgated additional local emergency orders consistent with my previous Executive Order declaring a local state of emergency in the Town of Evans; 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, Mary K. Hosler, Supervisor of the Town of Evans, by virtue of the authority vested in me by the Constitution and the laws of the State of New York, pursuant to Section 24(2) of Article 2-B of the Executive Law and the Governor's Declaration of a Disaster Emergency, do hereby issue the following Executive Order dated April 2, 2020 which shall be in effect for five days, unless extended;

Declaration of Essential Staff

To provide continuity of government and to efficiently manage the Local State of Emergency, I hereby declare the following staff to be Essential Staff:

- o Police Department and their Staff
- o Police and Fire Dispatchers
- o All Town Department Heads
- o Executive Assistant to the Town Supervisor
- o Two (2) persons in Vitals Statistics
- o One (1) Payroll Staff
- o One (1) Finance Staff
- o One (1) Human Resources
- o Assessor
- o Building Maintenance Staff
- o Planning Clerical (as required by Director)
- o Parks and Water maintenance personnel

- o Code Enforcement Officers and Clerical Staff
- o Town Attorney
- o Highway Department (with modified schedule)

Under this order, building permits, inspections and public safety issues will continue to be handled by code enforcement officers but specific questions should be directed to the Code Enforcement Department at 549-5753. Code enforcement officer are directed to wear personal protection gear and will ask any occupants to leave the building before entering the structure for their safety and the safety of occupants.

Under this order, all other staff is requested to work from home where applicable, and further, all department heads will ensure that departmental staff is checking emails and addressing phone messages daily.

Facility Status: As of this date all town buildings will remain closed to the public, with the exception of essential staffing as listed above until further notice. Public looking to contact the town for essential functions shall contact the department via their numbers provided as an attachment to this Executive Order.

Further under this order, the Planning Board in-person Public Hearings will not be required for site plan approvals, subdivisions, or recommendations to the Town Board (including, but not limited to, rezoning actions) and will be conducted via live stream. Link will be provided on the Town website: www.townofevans.org

Further under this order, the Supervisor is hereby authorizing bids to be received by the town via in-person delivery and authorizing all procurement bid openings to be conducted via live stream. Link will be provided on the Town website: www.townofevans.org

Further under this order, public in-person attendance at Town Board meetings is hereby suspended, and any proceedings of the Town Board shall be made available via livestream, with a link posted on the Town of Evans website: www.townofevans.org

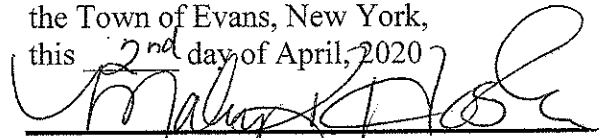
Further under this order, public in-person attendance at all Town advisory boards and/or committees are hereby suspended and any meeting conducted of such committee or advisory board will be available to the public via livestream with a link posted on the Town of Evans website: www.townofevans.org ,

Further under this order, all laws providing for deadlines for action of any board are hereby suspended during the pendency of this State of Emergency.

Additional emergency orders may be issued in light of further developments in responding to this disaster

A copy of these emergency orders herein shall be posted on the Town of Evans website, and distributed to the media.

Given Under My Hand and the Seal of
the Town of Evans, New York,
this 2nd day of April, 2020

A handwritten signature in black ink, appearing to read 'Mary Hosler', written over a horizontal line.

Mary Hosler, Supervisor, Town of Evans