

A Special Session Meeting was called by the Town Board of the Town of Orchard Park, Erie County, New York, held at the Orchard Park Municipal Center, S4295 South Buffalo Street, Orchard Park, New York on the 22nd day of May 2015 at 8:25PM, (local time) and there were:

PRESENT:	Patrick Keem	Supervisor
	Michael Sherry	Councilmember
	Eugene Majchrzak	Councilmember
	John Bailey	Town Attorney
	Remy Orffeo	Town Clerk

1) THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR KEEM, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER MAJCHRZAK, TO WIT:

RESOLVED, that the Town Board does hereby call for a Special Session Meeting.

The resolution was unanimously adopted

1) THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR KEEM, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER MAJCHRZAK, TO WIT:

RESOLVED, that the Town Board does hereby call for a Special Session Meeting.

The resolution was unanimously adopted

2) THE FOLLOWING RESOLUTION WAS OFFERED BY SUPERVISOR KEEM, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER MAJCHRZAK, TO WIT:

RESOLVED, that the Town Board does hereby authorize the Supervisor to submit an application to the New York State Archives, Local Government Records management Improvement Fund (LGRMIF) requesting \$71,040 to survey and inventory records in four Town Departments as a preparatory step to the development of an electronic document management system and implementation of other recommendations made in 2009 Needs Assessment Report, and be it further

RESOLVED, the Town proposes to hire two temporary records clerks through the grant, provide them with training on NYSA retention schedules and reviewing, purging and organizing records, and be it further

RESOLVED, that the Town of Orchard Park will commit to purchasing additional storage boxes, protective ULine N95 dust respirators, an OSHA ladder, and travel costs for the records clerks to NYSARA sponsored workshops, and be it further

RESOLVED, that the Town of Orchard Park will perform confidential disposal of all inactive records identified by this program that have met their retention period, and be it further

RESOLVED, that surveying the Town's records to reduce their overall volume is the first step in the planning, development and implementation of an Electronic document Management System (EDMS) and a component in a five-year Strategic Plan for Information Technology.

The resolution was unanimously adopted

3) THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCILMEMBER SHERRY, WHO MOVED ITS ADOPTION, SECONDED BY COUNCILMEMBER MAJCHRZAK, TO WIT:

RESOLVED, that the Town Board does hereby authorize Police Chief Pacholec to execute the extension of the Memorandum of Understanding concerning overtime with the Police Dispatchers, as recommended by the Chief of Police .

The resolution was unanimously adopted

There being no further business at 8:27 pm on a motion duly made by Councilmember Majchrzak, seconded by Councilmember Sherry, the Special Session Meeting was closed

Respectfully Submitted

A handwritten signature in cursive script that reads "John Bailey".

John Bailey
Town Attorney