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RE-AFFIRMING THE PROCEDURES FOR PREPARATION  
OF AGENDAS FOR TOWN BOARD MEETINGS

RESOLVED to re-affirm the following procedures for the preparation of Agendas for the Town Board Meetings:

1. All Matters are to be filed in the Town Clerk's Office by 9:30 AM on or before the Thursday before the meeting.
2. The Clerk shall prepare a draft Agenda for each meeting and deliver it to the Supervisor by noon on the Thursday before each meeting.
3. The Supervisor shall prepare a final Agenda for each meeting, and deliver it to the Town Clerk by noon on or before the Friday before each meeting.
4. The Clerk shall make copies of all appropriate items and keep on file for inspection, and shall deliver the same to the Town Board members on or before the Friday before the meeting.
5. No matter shall be placed on the Agenda after the Agenda is approved by the Supervisor unless it is of an emergency nature or it is deemed by the Supervisor to be in the best interests of the Town to place it on the Agenda.

FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.