

**RESOLUTION #8 OF 2020**  
**A RESOLUTION DELEGATING THE TOWN SUPERVISOR THE**  
**RIGHT TO SCHEDULE AND CANCEL MEETINGS**

**WHEREAS**, the COVID-19 pandemic has made it inadvisable for the Board of the Town of Middletown (“Board”) to hold its regularly scheduled meetings and workshops; and

**WHEREAS**, meetings held pursuant to Executive Order 202.1 can be cumbersome to schedule and cancel; and

**WHEREAS**, it is the opinion of the Board that even after the end of the pandemic, it will be efficient to have an expedited way in which to schedule and cancel meetings;

**THEREFORE BE IT RESOLVED** by the Town Board of the Town of Middletown, Delaware County, New York, as follows:

**Section 1.** The Board hereby delegates to the Town Supervisor, (“Supervisor”), subject to the limitations set forth below, authority to schedule and cancel meetings.

A) A notice scheduling or canceling a meeting must be issued to the Board in writing, either by the Supervisor or the Town Clerk at the Supervisor’s request, at least forty-eight (48) hours prior to the time of such meeting.

B) In the event that a majority of the Board sends written notice to the Town Clerk objecting to the scheduling or cancelling of such meeting, the original notice shall be overruled and the action of the Supervisor terminated.

C) In the event a notice from the Supervisor is issued with less than forty-eight hours’ notice, the Board may waive such untimeliness by a majority vote, either by written notice to the Town Clerk or vote at the commencement of the meeting scheduled.

D) The Supervisor shall not have authority to cancel a meeting scheduled at the request of two Board members pursuant to Town Law Section 62(2), unless at least one of those members withdraws their request.

**Section 2.** In the event the Supervisor issues a notice scheduling or canceling a meeting and such notice is not overridden by the Board within twenty-four hours, the Town Clerk shall use reasonable efforts to inform the public of the action taken by the Supervisor.



**Section 3.** As used throughout this resolution, “writing” shall include email and text messages in addition to traditional forms of writing.

**Section 4.** This resolution shall take effect immediately.


Motion made by: Brian Sweeney

Seconded by: Julia Reischel

Resolution adopted by a vote of 5 ayes and 0 nays

I hereby certify that the above resolution was duly adopted by the Town Board of the Town of Middletown at its regular monthly meeting held on May 13th, 2020.


Dated: May 13th, 2020

  
\_\_\_\_\_  
Patricia F. Kelly  
Town Clerk  
Town of Middletown



I, Patricia F. Kelly, Town Clerk of the Town of Middletown, Delaware County, DO HEREBY CERTIFY that I have compared the preceding resolution with the original thereof filed in my office at Margaretville, NY on the 13th day of May, 2020 and adopted by the Town Board of the Town of Middletown, Delaware County, New York on the 13th day of May, 2020 and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunder set my hand and affixed the seal of said Town of Middletown this 13th day of May, 2020.

  
\_\_\_\_\_  
Patricia F. Kelly  
Town Clerk  
Town of Middletown

