

**TOWN OF NEW LEBANON
RESOLUTION # __, 2025
AGENDA SUBMISSION POLICY
October 16th, 2025**

At a duly called and noticed meeting of the New Lebanon Town Board, held on the 16th day of October, 2025, the following Resolution was proposed and seconded:

Resolution by _____

Seconded by _____

AGENDA SUBMISSION POLICY

WHEREAS, agendas and supporting documents put out by the Town Supervisor are often lengthy and time consuming to review; and

WHEREAS, members of the Town Board of the Town of New Lebanon require more time to review agenda materials than the 4 days that it has had in years past; and

WHEREAS, it is important for members of the Town Board to come to meetings properly prepared and having read and reviewed the agenda and all supporting documents;

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) The Town Supervisor should distribute the agenda and supporting documents to the Town Clerk for distribution to the Town Board and the public by end of day on the Friday before the regular monthly meeting of the Town Board.
- 2) The Town Supervisor should email the Town Board a pre-agenda and supporting documents by end of day on the Friday before the agenda goes to the Town Clerk with all agenda items that have been received by the Town Supervisor by noon on that Friday.
- 3) All submission requests for the agenda are due to the Town Supervisor by end of the day the Tuesday before the regular monthly meeting of the Town Board.
- 4) Whenever possible, the Town Supervisor should email the Town Board any agenda requests when they are received, especially when those agenda requests have large attachments to review.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Steve Powers	_____
Councilmember Scout Metzler	_____
Supervisor Tistrya Houghtling	_____
Councilmember Joanne Amlaw	_____

Councilmember Craig Skerkis

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: October 16, 2025

Marcie Robertson
Town Clerk
Town of New Lebanon