

# Town of West Seneca

To: Honorable Town Board  
From: William P. Hanley Jr.  
Date: April 9, 2020  
Re: Board Meeting Correspondence Procedure

Honorable Town Board:

Whereas, the Town Board is duly elected to represent all residents of the Town of West Seneca and,

Whereas, the Town Clerk is duly elected to perform several duties for the Town of West Seneca, including serving as Secretary to the Town Board; and,

Whereas, the meeting of the Town Board on March 30, 2020, was held virtually in accordance with Executive Order 202.1; and,

Whereas, due to the public not being able to speak at the meeting, correspondence for the agenda items of said meeting was requested and received by the Supervisors office; and,

Whereas, all members of the public deserve equal opportunity to have their voices heard; and,

Whereas, a Town Board may adopt procedural rules which would authorize the Supervisor to retain the original correspondence received, and file copies of such with the Town Clerk.

Now, therefore be it resolved that the Town Board hereby adopts the procedure that correspondences the Town Board requests from the public relative to an agenda item pending at a meeting of the Town Board, be received by the Town Clerk's Office; and,

Be it further resolved, that such correspondences of the public received by a member of the Town Board regarding a pending agenda item before the Town Board be submitted to the Town Clerk as Secretary to the Town Board prior to the occurrence of the next Town Board meeting; and,

Be it further resolved, that the Town Clerk shall distribute such correspondence in a timely manner respectful to Town Board members prior to the occurrence of the next Town Board meeting.

Respectfully,

William P. Hanley Jr.