

Jason J. Kovacs, Esq.  
Town Attorney

# **RESOLUTION OF THE TOWN BOARD**

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## **TOWN OF ULSTER**

### **Policy Regarding Adoption of Local Laws**

**Date: January 1, 2026**

**Be it resolved by the Town Board of the Town of Ulster as follows:**

A proposed local law may be introduced only by a member of the Town Board at a meeting of such Board. **(MEETING #1)**

At the next regularly scheduled meeting of the Town Board, **(MEETING #2)** the Town Board shall schedule a public hearing on the local law. Notice of the public hearing must be given at least five (5) days prior to hearing.

At the public hearing, interested parties may be allowed to speak either for or against the local law. **(MEETING #3)**

It is the policy of the Town Board that the Board shall delay the vote on the proposed local law until the next meeting after the 30 day period has expired to receive written comments. **(MEETING #4)** A majority of the full Board is necessary to approve the local law, and the names and votes must be entered in the minutes.

If a vote on the matter has not been taken within 120 days of the Public Hearing **(Meeting #4)** the matter must start the process over again.

If a mandatory or permissive referendum is required, the procedures of the Municipal Home Rule Law must be followed.

The adoption of the local law must be certified by the Town Clerk after passage, as to accuracy and procedure by the Town Attorney. The certified copy shall contain only the text of the local law and shall be on the forms prescribed by the Department of State.

Local laws shall be numbered consecutively, beginning with No. 1 in each calendar year. Laws subject to referendum should not be numbered until filed.

A local law becomes effective twenty (20) days after adoption and filing, unless otherwise provided in the local law, and no local law shall take effect before it is filed.

All local laws filed in the Clerk's office shall be recorded in a separate book or books, which are to be indexed.

Motioned:

Seconded:

#### ROLL CALL VOTE

Councilman Clayton Van Kleeck:

Councilwoman MaryAnn DeGrootd:

Councilman Michael Schatzel:

Councilwoman Laura Hartmann:

Supervisor James E. Quigley 3<sup>rd</sup>: