

MEETING DATE: 4/14/22

TIME: 7:00PM

If Applicable please fill in Executive Session START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
state approx time:  
SUBJECT of Executive Session: \_\_\_\_\_

Re-open to Public? If yes

Subcommittee on Kennel Licensing

NAME of BOARD/COMMITTEE

Sterling Police Department Meeting Room

LOCATION ROOM

Name: Karen Kase, Co-Chair

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

TOWN CLERK OFFICE USE  
ONLY  
**RECEIVED**  
APR 12 2022  
TOWN OF STERLING  
TOWN CLERK

**AGENDA**

- Call to Order
- Roll Call
- Approve Available Minutes
- Review Information Sheet and Press Release
- Approve Information Sheet and Press Release
- Updates on Town Board Meetings
- Unforeseen Agenda
- Set Next Meeting Date
- Adjourn

## **Agenda Template**

1. **Chairman** calls the meeting to order
2. **Roll Call** (record names of members in attendance or absent)
3. **Other Attendees** (Chairman should recognize other additional officials present & list names)
4. **Review/Approve/Vote on Past Meeting Minutes** (note who voted, note who abstained)
5. **Reports**
6. **Appointments**
7. **Public Session** (sign-in-sheet)-Chairman must recognize public before speaking & no action or discussion of issues may be entertained at this time-issues may be rescheduled to a future agenda if action needed or requested.
8. **New Business** ( newsletter, pamphlets, meeting forms & procedures)
9. **Unforeseen Issues** (no action to be taken on these items unless emergency in nature)
10. **Announcement/Correspondence** (includes letters, e-mails, phone calls received/sent)
11. **Next Posted Meeting Date** (unless otherwise notified)
12. **Adjournment** (Chairman must entertain a motion to close meeting)