Sutton Town Council
August 17, 6:00 pm - Emergency Meeting Minutes
Council Chambers, Sutton Municipal Building

1. Call Order **Start Time: 6:01 p.m.**

2. Roll Call

The meeting was opened by Mayor Carolyn Hoover.

Pledge of Allegiance by all attendees

Name	Present	Absent
Mayor Carolyn Hoover	X	
Thomas Gates – Council member	X	
Anita Lambert – Council member	X	
Darrell Pierson – Council member	X	
Justin Hill – Council Member	X	
Tia Mullins – Council Member	X	

Quorum: A quorum was present

Purpose: Discussion and possible action to maintain essential municipal financial, administrative, and recordkeeping operations following the resignation of the elected Town Recorder and the resulting vacancy in that office.

Facts and circumstances constituting the emergency: The Town Recorder resigned during the August 13, 2026, council meeting, and the governing body accepted the resignation. Immediate council action is necessary because municipal payroll, banking transactions, tax deposits, required governmental filings, and preservation and processing of official records cannot be delayed until the Town appoints and qualifies a successor recorder.

3. Statement of the facts and circumstances requiring the emergency meeting, including the resignation of the Town Recorder and the immediate need to maintain essential municipal.

MOTION Councilman Thomas Gates: I move that the governing body find that the vacancy in the office of Town Recorder has created circumstances requiring immediate official action to prevent interruption of municipal payroll, banking, tax deposits, required filings, financial administration, and official recordkeeping

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [**4**] Nays [**1**] Abstentions [ ] Absent/not voting [ ] **Motion Carried**

4. Discussion and possible action concerning the Town Recorder's oral statement of resignation made during the August 13, 2026, Council meeting.

MOTION Councilman Thomas Gates: I make a motion to accept the town recorders oral statement of resignation made during the August 13,2026 Council Meeting.

SECOND: Councilman Tia Mullins: I second the motion.

VOTE: Ayes [**4**] Nays [ ] Abstentions [ ] Absent/not voting [**1**] **Motion Carried**

5. Temporary Clerk of council and administrative/recordkeeping authority.

MOTION Councilman Anita Lambert: I make a motion that we make the town of Sutton clerk temporary recorder of the council and administrative/recordkeeping authority.

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [**3**] Nays [ ] Abstentions [**1**] Absent/not voting [1] **Motion Carried**

6. Temporary financial processing authority and authorized bank signatories

MOTION: Councilman Anita Lambert: I make a motion that we allow Kristen Gates to be temporarily authorized to prepare and process municipal payroll, payroll taxes, tax deposits, routine accounts payable, required governmental filings, and necessary accounting transactions.

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [**3**] Nays [ ] Abstentions [**1**] Absent/not voting [**1**] **Motion Carried**

MOTION Councilman Tia Mullins: I make a motion that we temporarily authorize Kristen Gates as temporary signatories for the Town of Sutton's municipal bank accounts maintained at City National Bank, subject to the towns dual signature requirements.

SECOND: Councilman Anita Lambert: I second the motion

VOTE: Ayes [**3**] Nays [ ] Abstentions [**1**] Absent/not voting [**1**] **Motion Carried**

7. Secure transfer and inventory of Town records and property.

MOTION: Councilman Anita Lambert: I make a motion that the temporary town recorder be given authority to conduct and document immediate secure inventory and transfer of records of all municipal records, finical records, bank information, tax documents, keys, equipment, electronic accounts, software access, passwords, files and other town property previously held under control under the former town recorder.

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [**3**] Nays [ ] Abstentions [**1**] Absent/not voting [**1**] **Motion Carried**

8 & 9 Authorization to consult necessary professionals, institutions, and town attorney.

MOTION: Council Anita Lambert: I make a motion that the temporary town clerk be authorize to communicate and consult with the Town Attorney, financial institutions, payroll providers, tax agencies, auditors, Insurers, software providers and other necessary governmental or professional entities solely as necessary to preserve town records and maintain uninterrupted municipal operation during the vacancy in the office of town recorder.

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [**3**] Nays [ ] Abstentions [**1**] Absent/not voting [**1**] **Motion Carried**

10. Adjourn Time: 6:19p.m.

MOTION: Councilman Thomas Gates: I make a motion to adjourn

SECOND: Councilman Tia Mullins: I second

VOTE: Ayes [**5**] Nays [ ] Abstentions [ ] Absent/not voting [ ] **Motion Carried**

Minutes prepared by: Kristen Gates

_____ _____

Presiding Officer / Mayor

Date approved: _____

Authorized Clerk of Council

Approved: [ ] Yes [ ] As corrected