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TOWN OF NEW WINDSOR  
209 High Street - P. O. Box 609  
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### EXECUTIVE ORDER NO. 04-01-2020

Pursuant to the powers granted to me by virtue of Section C4-4 of the Charter of the Town of New Windsor and pursuant to an Executive Order issued by the Governor of the State of Maryland on March 12, 2020, "Extending Certain Licenses, Permits, Registrations and Other Governmental Authorizations and Authorizing Suspension of Legal Time Requirements", I find that:

1. The suspension of the deadlines for responding to requests for public records under the Maryland Public Information Act, (hereinafter "Act"), Maryland Code Annotated, General Provisions Article, Title 4, will not endanger the public health, welfare or safety.

2. Due to the closing of Town Hall, the lack of presence of Town staff at that facility, and the inability of Town staff to access documents and records subject to Public Information requests, the Town cannot comply with the above Public Information Act timelines which the Town administers until after the expiration of the State of Emergency declared in the Governor's Order.

3. The temporary suspension of those timelines which the Town administers until after the termination of the State of Emergency and rescission of the Catastrophic Health Emergency will not deprive any person of their due process rights.

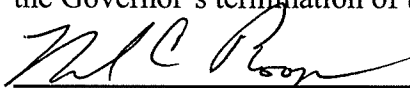
Therefore, notification having been made to the Governor at least twenty-four (24) hours prior to the effective date hereof, I direct:

1. The various deadlines for the Town's response to a request imposed by Section 4-202, 4-203, and 4-358 of the Act, shall be and hereby are suspended until the conclusion of the present State of Emergency, declared by Governor Hogan on March 12, 2020. At such time as the State of Emergency concludes, the deadlines imposed by the MPIA will begin to run.

2. To the extent that documents and records requested pursuant to the Maryland Public Information Act are available for Town staff to access remotely, staff shall use its best efforts to timely respond to requests during the pendency of the State of Emergency and Proclamation of Catastrophic Health Emergency specified in the Governor's Order.

3. Reasonable public notice of this Order be provided, by posting this Order on the Town's website, distribution via any social media regularly used by the Town to communicate with residents, and by posting of this Order at Town Hall.

This Executive Order shall take effect on April 1, 2020, at 9:00 A.M., and shall remain in effect until the expiration of thirty (30) days following the Governor's termination of the Maryland State of Emergency.

  
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Neal C. Roop, Mayor  
Town of New Windsor, Maryland

