

**Town of Bethlehem Ethics Board
Meeting Minutes
January 26, 2016**

Present: Lisa Allendorph, Chair; Michael Fallon (by telephone); George Lenhardt; Theresa Schillaci; Loretta Simon

Guest: Jim Foster

Chair Allendorph called the meeting to order at 8:03 a.m.

The minutes of the September 24, 2015 meeting were approved by motion of Loretta Simon, second by Michael Fallon, all in favor.

George Lenhardt read an email from a Carl Morris from Texas concerning the Town's policy on the removed "Merry Christmas" sign. Consensus was the topic is not relevant to the charge to the Ethics Board under the Town's Ethics Law and no action was taken.

New Business

Request for information: Jim Foster raised a question regarding political fund raising events during the Town's hours of official business. He said that during the 2015 campaign for Town elections, Supervisor John Clarkson held a fund raiser at a local coffee shop from 7:30 to 9:30 a.m., and the Town website lists the Town's hours of operation as between 8:30 a.m. and 4:30 p.m. He asked if this was an inappropriate action of the Supervisor under the Town's Ethics Law.

The Ethics Board responded that the Ethics Law prohibits political campaign activities by employees during assigned working hours. Elected officials, however, do not check in and out on a time sheet, as is the case with Town employees. Instead, elected officials are accountable to the public in how they conduct their political campaign activities.

Mr. Foster thanked the Board for the information.

Election of a new Board Chair: By motion of George Lenhardt, second by Theresa Schillaci, all in favor, the Board elected Michael Fallon to serve as Chair during 2016. They thanked outgoing Chair Lisa Allendorph for her service during 2015.

Continuing information effort: Theresa offered to write another article for the Town Newsletter, this time concerning the process for seeking advisory opinions.

Michael asked Jim Foster if he had any suggestions on what more the Board could do to increase the public's understanding of the Ethics Law and the responsibilities of the Ethics Board. Jim said the Town website was a good source of information and that most people interested in local government would be familiar with the website. He suggested outreach in other media, however, such as *Our Town* and *The Spotlight*.

The Board will give thought to a poster that could appear as an ad in such publications.

Orientation for employees: Theresa suggested Board members once again attend orientation meetings for new employees so they will know who the Board members are. Lisa will inquire of Mary Tremblay-Glassman concerning the training schedule.

There being no further business before the Board, the meeting adjourned at 8:25 a.m.

Respectfully submitted,

Loretta Simon, Secretary