

**Town of Bethlehem Ethics Board Meeting
Minutes September 17, 2019**

PRESENT: Lisa Allendorph (Chair); Michael Hutter; Timothy Hannigan; Theresa Schillaci; Teresa Newcomb

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

The minutes of the May 28, 2019 meeting contained one error and were approved as corrected in a motion by Michael Hutter. Teresa Newcomb seconded the motion, All present in favor. Tim Hannigan joined the meeting at 8:10, following the vote on the minutes.

New Business

Michael Hutter had a conversation with Mary Tremblay-Glassman, Director of Human Resources, regarding ethics training. The Director indicated that all new Town employees receive on the local ethics code. Each new employee receives a copy of the ethics pamphlet and that the ethics pamphlet, prepared by Ethics Board members, is available at Town Hall. There is also a link to resources on the Ethics Board's webpage. It was the position of HR that any additional training may be problematic. The Board discussed placing an article in the employee newsletter for January 2020. Michael Hutter will speak with HR to find out when an article for the January newsletter would be due. Theresa Schillaci offered to do a small write-up about the Board with links to the pamphlet and webpage.

The next Board meeting date will be January 21, 2020. The Annual Letter to the Town Board will be due at that time.

Upon motion of Tim Hannigan and seconded by Michael Hutter, the meeting was adjourned at 8:20 a.m. The next meeting will be held at Bethlehem Town Hall on January 21, 2020 at 8:00 am. All in favor.

Respectfully submitted,

Theresa Schillaci, Secretary