

**Town of Bethlehem Ethics Board Meeting (Held via Zoom Video)**  
**Minutes May 18, 2021**

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

Chair Hutter called the meeting to order at 8:06.

The Chair moved that the minutes from the January 19, 2021 meeting be approved. Mr. Hannigan seconded the motion. All in favor.

In new business, The Chair thanked Ms. Schillaci for her work on the ethics survey. The requesting party raised no further questions or issues so the matter appears to be resolved.

Ms. Allendorph stated that all of the available records of the Ethics Board have been centrally located to a single thumb drive, thereby insuring the proper security and confidentiality of certain Board records.

In New Business, the Board received a request for 25-30 ethics pamphlets. The Chair queried whether the document required updating. The Board determined no update was required at this time.

The Chair suggested the need to post in the Town newsletter a reminder regarding the existence of the Ethics Board. It was agreed this reminder should be posted in January of each year in conjunction with the filing of the Annual Report. The Chair will contact the Town Supervisor regarding the filing of the Report.

The next regular meeting of the Board will be held on September 21, 2021 at 8am.

Motion to adjourn was made by Mr. Hannigan and seconded by Ms. Allendorph. All in favor.

The meeting adjourned at 8:25 am.

Respectfully submitted,

Theresa Schillaci, Secretary