

**DRAFT MINUTES**  
**(to be reviewed and approved at the next Board meeting)**

**Town of Bethlehem Ethics Board Meeting**  
**Minutes January 25, 2022**

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

I./II. Chair Hutter called the meeting to order at 8:05. The Chair moved that the minutes from October 7, 2021 be approved. Mr. Hannigan moved that the minutes be approved. Ms. Newcomb seconded the motion. All in favor.

III. The Chair discussed the suggestion made by Town Board member Dan Coffey that the Ethics Board review the Town's current ethics code. It was noted that Ms. Schillaci had conducted an extensive review of local and regional ethics codes over the summer at the request of the Town Supervisor and that copies were supplied to all Town Board members. It was the opinion of the Ethics Board that the Town of Bethlehem ethics laws are commensurate with most area ethics laws. Ms. Newcomb noted that the Town law does not use the term "interested source" in its definition of gift and, like the State, it may be worth considering an amendment to the gift law at some future date. The Board determined that no changes were warranted at this time.

IV. In light of recent events, Ms. Schillaci recommended that all executive staff of the Town as well as all elected officials receive in-person ethics training. Board members agreed that such training was warranted and that our Board would participate if requested to do so. Ms. Newcomb offered to present such training, if this were a desirable option. A rough draft of a letter recommending training was prepared during the meeting for circulation and comment. The Chair indicated that the final letter should be sent to the Town Supervisor and Board members by February 1, signed by the new Chair.

The Chair indicated he would prepare the 2021 Annual Report and send it to members for review within the next 10 days. He also indicated that he would contact Jim Potter to discuss whether Boards and Departments could receive copies of responses to FOIL requests, relevant to their operations.

V. By unanimous vote, Teresa Newcomb was elected Chair of the Ethics Board for 2022. The Board members thanked Michael Hutter for his service to the Board during a difficult and challenging year.

VI. A motion to adjourn the meeting was made by Ms. Allendorph and seconded by Mr. Hannigan. All in favor.

The next meeting of the Board will be held on May 17, 2022. The third meeting of the year is tentatively scheduled for September 20, 2022.

Respectfully submitted,

Theresa Schillaci, Secretary