

Final Minutes

Town of Bethlehem Ethics Board Meeting

Minutes September 13, 2022

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

I./II. Chair Newcomb called the meeting to order at 8:04. The Chair moved that the minutes from May 17, 2022 be approved. Mr. Hannigan moved that the minutes be approved. Ms. Allendorph seconded the motion. All in favor.

III. The Chair noted that an email had been sent to the Town Supervisor indicating that the Board found that no amendments to the Ethics Code were required at this time. A recommendation concerning the need for live ethics training for Town Board members, elected officials and supervisory staff was also included in the letter.

Mr. Hutter updated the Board regarding his discussion with the Town Attorney Jim Potter concerning the FOIL request and response process. He indicated that once the Town Clerk receives a FOIL request, it is forwarded to the Town Attorney for review. The request is then sent to the appropriate department/board for response. The response is sent to the Clerk and Town Attorney before it is released. At this time, the responding department/board is not notified regarding the final outcome of the request. Mr. Potter indicated that he would update their internal policy to ensure the responding entity is made aware of the outcome of the request.

Chair Newcomb submitted the 2021 Annual Report for review and approval. Ms. Allendorph indicated that FOIL requests received and responded to by the Board throughout the year should be included in the Annual Report. With this one amendment, Ms. Schillaci moved the Report for a vote. Mr. Hannigan seconded the motion. All in favor.

IV. At 8:15, the Board went into Executive Session pursuant to Public Officers Law sec. 105(1)(c) and/or (f). The Board returned to the open meeting at 8:17.

The Board discussed updating its webpage to provide clear guidance for filing a complaint. Chair Newcomb will inquire as to whether the Town has a process for approval of forms. If so, a form will be prepared and language drafted by Ms. Schillaci and will be incorporated into the form and/webpage.

V. A motion to adjourn the meeting was made by Ms. Allendorph and seconded by Mr. Hannigan. All in favor. The meeting concluded at 8:25.

The next meeting of the Board will be held on January 17, 2023.

Respectfully submitted,

Theresa Schillaci, Secretary