

**ETHICS BOARD MINUTES**  
**DRAFT**

**Town of Bethlehem Ethics Board Meeting**

**Minutes January 17, 2023**

**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 asked that the minutes from September 13, 2022 be approved. Mr. Hannigan moved that the minutes be approved. Ms. Allendorph seconded the motion. All in favor.

III. The Chair stated that an email reminder was sent to the Town Supervisor requesting a response to an earlier letter dated February 28, 2022. The February letter recommended to the Town Board that live ethics training be conducted for Town executives and staff. The Board awaits a response.

Chair Newcomb updated the Board regarding the development of a form for submission of an ethics complaint. A Town official indicated that there is no formal procedure for the review and approval of Town forms. Accordingly, the Board will submit a draft form for review at its next meeting.

IV. Chair Newcomb indicated that the 2022 Annual Report will be submitted to the Board for review and approval before its next meeting.

The Board unanimously elected Theresa Schillaci to serve as its Chair in 2023. Mr. Hannigan will serve as Board Secretary. The Board thanked Ms. Newcomb for her service as Board Chair.

V. A motion to adjourn the meeting was made by Mr. Hannigan and seconded by Ms. Newcomb. All in favor. The meeting concluded at 8:12.

The next meeting of the Board will be held on May 9, 2023.

Respectfully submitted,

Theresa Schillaci, Secretary