

TOWN OF BETHLEHEM ETHICS BOARD
Meeting Minutes, June 7, 2013
Bethlehem Town Hall

Present: Theresa Schillaci, Chair; Lisa Allendorph; Peter Lauricella; Loretta Simon

7:35 A.M. Chairwoman Schillaci called the meeting to order.

Operating Procedures. The Board discussed operating procedures, including the need for a form letter. It was decided all letters will include a statement of facts, a statement of the law, and an opinion and would be signed by the Chair. Board members will take turns drafting opinions. Because opinions are to be kept confidential, they will be filed on a zip drive. Opinions will be transmitted electronically to the person requesting the opinion.

Theresa determined that under the Open Meetings Law the Board can communicate via e-mail as long as members are not in a chat room where all members would be gathering on line at the same time. E-mail communication would not constitute an official meeting. The Board will determine, on a case by case basis, when they need to convene a meeting regarding a particular case.

Theresa will talk with Mary Tremblay-Glassman about establishing a locked file in Town Hall for other Ethics Board materials.

7:45 A.M. The Board entered Executive Session pursuant to Public Officers Law, Section 105(f) and Section 16-8 of the Town Code.

8:00 A.M. Executive session closed.

Annual Report. The Ethics Board will prepare an annual report and present it to the Town Board in September, 2013, one year from the appointment of the first Ethics Board members on September 12, 2012. Board members will be prepared to answer at a public meeting any questions the Town Board may have regarding the report. The report will include the following:

1. the number of opinions rendered,
2. the number of complaints received,
3. the number of meetings held,
4. when Town officials and employees received training concerning the Ethics Law,
5. comments and questions regarding problems encountered under certain provisions of the Ethics Law, including absence of a process to appeal opinions.

Meeting Schedule. The Board will establish a schedule of at least four meetings per year, including an annual meeting in October at which new officers will be elected.

The next meeting of the Ethics Board will be held on September 3, 2013 at 7:30 A.M. in the Town Hall.

8:20 A.M. The meeting adjourned by motion of Peter Lauricella, second by Lisa Allendorph.

Respectfully submitted,

Loretta Simon, Secretary