November 30, 2017

Hon. John Clarkson, Supervisor
Town of Bethlehem
Bethlehem Town Hall
445 Delaware Avenue
Delmar, NY 12054

Dear Supervisor Clarkson:

The Town of Bethlehem Board of Ethics is pleased to present you and the Bethlehem Town Board with our 2017 Annual Report. The Bethlehem Code of Ethics authorizes the Ethics Board to render advisory opinions to officers and employees of the Town, receive complaints, conduct investigations, and make recommendations to the Town Board regarding such complaints.

In 2017, the Ethics Board held three meetings — January 31, April 25, and September 6. No complaints or requests for advisory opinions have been submitted to the Board to date.

At the January 31 meeting, Loretta Simon was elected new Board Chair. There was no new business before the Board.

At the April 25 meeting, the Board welcomed new member Michael Hutter, who was appointed to fill the vacancy created by the resignation of George Lenhardt. Potential outreach actions were discussed, and Michael Hutter suggested the Town's brochure describing the Ethics Law and how to contact the Ethics Board be available in the Bethlehem Public Library. All agreed this was a good idea.

Pursuant to the meeting, Michael Fallon created a second version of the brochure specifically geared to the general public. Copies of that version were printed and distributed to the library. Mary Tremblay-Glassman, Director of Human Resources, has assumed responsibility for printing the employees' version of the brochure as needed.

At the September 6 meeting, Loretta Simon resigned as Board Chair because of family responsibilities; and Michael Fallon agreed to assume the office until the end of the year when a Chair for 2018 could be elected.

A new appointment is needed to fill the vacancy created by Loretta Simon's resignation.

In addition, the terms of Michael Hutter, Jr. and Theresa Schillaci are set to expire on December 31, 2017.

Respectfully submitted,

Michael Fallon, Interim Chair
Lisa Allendorph
Michael Hutter
Theresa Schillace