

TOWN OF BETHLEHEM

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February 13, 2024

Hon. David VanLuven, Supervisor
Town of Bethlehem
445 Delaware Avenue
Delmar, New York. 12054

Re: 2023 Annual Report

Dear Supervisor VanLuven:

On behalf of the Town of Bethlehem Ethics Board, I respectfully submit this Annual Report for 2023.

We began the year with a full complement of Board members. Theresa Schillaci was appointed to serve as Chair, presiding over three meetings held on May 9 and September 12, 2023, and January 16, 2024, respectively. Ms. Schillaci, whose term expired at the end of 2023, was reappointed to a three-year term. Michael Hutter, Jr., whose term also expired at the end of 2023 and who has served the Board since 2017, chose to resign from the Board at the end of his term. In addition, Timothy Hannigan, whose has served the Board since 2018 and whose term was set to expire on December 31, 2024, recently resigned from the Board. We would like to thank both Mr. Hutter and Mr. Hannigan for their years of dedication and service to the Ethics Board.

As you know, the Bethlehem Code of Ethics (“Code”) 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 March 2023 the Ethics Board was copied on an email concerning a matter. No action was taken as no formal request for review had been requested. This incident as well as the Board’s receipt of deficient requests in the past, resulted in the Board’s review of the statutory and procedural requirements for submitting a valid ethics complaint. By statute, a complaint must be in writing, signed by the complainant and include all information relevant to the request. The Board will not consider any conduct occurring more than one year prior to the filing of the complaint. Accordingly, to make it easier for individuals to file an ethics complaint, we are developing an electronic form to be accessed from the Ethics Board webpage. Working with the Town IT Department, we hope to have this form available for use in the coming months.

In addition, we would like to provide greater access to the Ethics Board pamphlet (currently available online) by displaying hard copies of the document in public areas frequented by Town employees and the public.

As always, we stand ready to provide advice to Town officials and employees upon request and to carry out our duties as provided by the Code of Ethics.

Respectfully submitted,

Theresa A. Schillaci, Chair (2023)

Lisa M. Allendorph

Timothy C. Hannigan

Michael J. Hutter, Jr.

Teresa A. Newcomb