

ETHICS BOARD

Meeting Minutes

October 9, 2012

Present: Leonard Barham, Bill Gregory, Melissa Hermans, Terry Sullivan, Philip Wellner, Walton Zelle

Absent: Linda Gabaccia, Valerie Schmeickel

Next meeting: November 13, 2012, 7:00pm Town Hall Conference Room

Chairman Zelle called the meeting to order and read the Agenda for the evening with the following items to be considered:

1. Meeting called to order
 2. Adoption of agenda
 3. Attendance
 4. Minutes of last meeting
 5. Appointment of new Chairman
 6. Continuation of discussion of present code of ethics and consideration of possible revisions
 7. Consideration of citizens' complaints if any have been received
 8. Old business
 9. New business
 10. Motion for adjournment
- Chairman Zelle called the meeting to order at 7:05 PM.
 - Agenda was adopted.
 - Minutes were read and adopted.
 - Philip Wellner was nominated as Chairman. Motion passed unanimously.
 - It was agreed that the board meetings would end no later than 8:15 when there are no complaints to consider.
 - Continuation of review of present code started at 23-1 E. Removal of Ethics Board members
 - It was agreed that Terry would personally contact Valerie about whether she will continue to be a member of the board in light of her absence for more than three consecutive meetings.
 - F. Meetings.
 - F. (1) It was agreed that the meetings of the Board of Ethics shall be held on the second Tuesday of each month.
 - F. (2) Following a discussion of the role of the alternate member, it was agreed that the only reason for calling this member an alternate was to ensure a quorum. It was agreed to revise the total number of Board members in section C to seven and to revise section F. (2) such that four members shall constitute a quorum and that any action by the Board requires the vote of the majority of those present.

- F. (3) It was agreed to move the definition of the secretary's role to section C.
- It was agreed that Section C should have three items: (1) Member terms of office, (2) Election of Chairman, responsibilities of Chairman, and term of Chairman (3) Election of Secretary, responsibilities of Secretary and term of Secretary. It was agreed that the Chairman shall be responsible for running meetings, receiving and acknowledging complaints, and communicating as necessary with the Town Board. It was agreed that the term of the Chairman shall be two years. It was agreed that the responsibilities of the Secretary shall be as outlined in the current F. (3) in addition to submitting the monthly minutes of Board meetings to the Town clerk. It was agreed that the term of the Secretary shall also be two years.
- Section G. did not require revision.
- Section H. (1) prompted discussion of the nature of financial disclosure referred to. Bill explained that all Town employees must submit a statement of financial disclosure that is a matter of public record. He suggested that we have a copy of the Town Policy Manual present at the Ethics Board Meetings and agreed to bring a blank copy of the financial disclosure statement for the Board's review.
 - It was agreed to take up with 23-1, section H at the next meeting
- No citizens' complaints have been received.
- The Board had no old business to discuss.
- It was agreed that a week before each Board meeting, the Secretary would contact all members as a reminder and ask for confirmation of attendance.
- Motion for adjournment was made and meeting ended at 8:15
- Next meeting will be November 13 at 7 PM.