

## Ethics Committee Meeting Minutes - *Approved*

Date: August 9, 2011

The meeting began at 7:15 pm in the Town Hall Conference Room.

Members attending: Richard Rubenstein, Laurie Noonan, Robert Garofalo, Ira Forman

### 1. Regular Business:

- a. Attendance was noted.
- b. Previous minutes and draft documents were once again reviewed by the Committee members present.

### 2. President's Comments:

- a. Richard indicated that the Receipt and Investigation of Complaints and Advisory Opinion draft procedures that have been distributed to the Ethics Committee members for review, should be sent to Jeannette Koster for review prior to our next meeting.

### 3. New Business:

- a. The Summary of Ethics Complaints that was reviewed at the previous closed Committee meeting on July 6, 2011 were distributed and reviewed with the members. Richard made a suggestion for revision of the wording on the Committees recommendations to the Town Board.
- b. The Committee discussed the posting of the meeting minutes on the Town website. Richard requested that Laurie send all documents that need to be posted to him. Richard will then forward the documents to Dave Humphrey and Susan Siegel requesting that they be posted.
- c. A brief review of the draft Advisory Opinion and Receipt & Investigation of Complaint procedure documents was conducted by the members. No additions or changes to the draft documents were suggested by the Committee members present.
- d. It was agreed that the previously discussed template letter would not need to be drafted, as all recommendations for review of a Complaint by the Ethics Committee will go directly to the Town Board. The Town Board will be responsible to communicate with the party submitting a Complaint.
- e. As the Ethics Committee meetings are to be publicized on the website, the members discussed the development of a schedule of future meetings to be posted. Rich suggested that the second Monday of each month be the designated meeting date for the Committee. Laurie agreed to check the schedule with Janet to determine if the Town Hall Conference Room is available for these dates. It was noted that other interim meetings may need to be scheduled as Ethics Complaints are received or other issues arise.
- f. No other new items were introduced or discussed at this meeting.

### 4. Next Steps:

- a. Laurie agreed to revise the draft Complaint Summary to be provided to Susan Siegel before the next Town Board Meeting on Sept 6, 2011.
- b. The next meeting was tentatively scheduled for Sept 12, 2011 at 7:30pm.

The meeting adjourned at 8:00 pm.