

## Ethics Committee Meeting Minutes - *Approved*

Date: April 25, 2011

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

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

Non-voting member/Ethics Board Counsel attending via conference call: Jeannette Koster

### 1. Regular Business:

- a. The minutes of the March 03, 2011 minutes were distributed.
- b. Attendance was noted.

### 2. President's Comments:

- a. Richard discussed the Public Hearing scheduled to be held during the upcoming Town Board Meeting. Topics for each Committee member to present at the meeting were suggested.
- b. The Committee agreed that Richard will address the issue of gatekeeper, Bob will address the Disclosure Form, Laurie will review the Mission Statement and commentary prepared by Joan and Ira will address recordkeeping and privacy concerns expressed by various board

### 3. New Business:

- a. Jeannette indicated that changes to the Amendments to the Code of Ethics have been made to address Committee Chairs and members who are required to complete the Disclosure Form. Points of discussion:
  - i. Committees that don't set policy or have decision-making authority should be removed from the revised list of committees that are required to complete the Disclosure Form.
  - ii. The Affordable Housing and Community Housing Board members should be added to the list.
  - iii. Other committees that should be considered for addition to the list include:
    1. Group Home Committee
    2. Senior Citizens Advisory Committee
    3. Planning Approval Review Committee

### 4. Next Steps:

- a. The agenda for the next Ethics Committee meeting was discussed. Joan agreed to develop proposed internal operating procedures for the Committee. Bob indicated that he would work on suggested guidelines for handling ethics-related complaints.
- b. The Committee members agreed to schedule the next meeting after the upcoming Town Board Meeting and Work sessions. The next meeting is tentatively scheduled for June 6<sup>th</sup> at 8pm.

The meeting adjourned at 8:00 pm.