

Ethics Committee Meeting Minutes - *Approved*  
Date: February 8, 2012

The meeting began at 7:30 pm in the Town Hall Conference Room.

Members attending: Richard Rubenstein, Ira Forman, Joan Landzberg and Laurie Noonan.  
Non-voting member/Ethics Board Counsel attending via conference call: Jeannette Koster

1. Regular Business:

- a. Attendance was noted.
- b. Minutes of the 01/19/12 meeting were reviewed and approved.

2. President's Comments:

- a. Rich Rubenstein indicated that he had invited the subject of a current ethics complaint to the 2/8/12 meeting via a letter left at Town Hall. However, he had not heard back from said subject prior to the meeting.
- b. Rich informed the Board that the Attorney General conducting a review of the Town's Policies and Procedures. The President agreed to function as the contact for any inquires or reviews by the Attorney General.

3. New Business:

- a. Members reviewed the status of a recent subject of an Ethics Complaint during Closed Session. Rich had invited said subject to the meeting for a closed session interview. No response was received from subject of complaint. The members agreed that they could not make a suggestion to the Town Board regarding the complaint until it could be determined that the subject of the complaint received the invitation to the interview.
- b. The Mission Statement, Table of Contents, Receipt of Ethics Complaint Flow Chart and Advisory Opinion Procedures were once again reviewed by the members present. Additional edits were made to the documents.
- c. No other new items were introduced or discussed at this meeting.

4. Next Steps:

- a. Laurie will contact the subject of a recent complaint for invitation to the next meeting.
- b. Laurie will make the additional edits to the policy and procedure documents so that they can be reviewed by the Ethics Board members at the next meeting. The documents will then be submitted to the Town Board for approval.
- c. An outstanding item on the agenda that was not discussed during this meeting was the storage of Ethics Board files and records at the Town Hall. This will be on the agenda at the next meeting.
- d. The next meeting was tentatively scheduled for March 14th at 7:30pm in the Town Hall Conference Room.

The meeting adjourned at 9:00 pm.