

## Ethics Committee Meeting Minutes

Date: June 6, 2011

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

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

### 1. Regular Business:

- a. The minutes of the June 6, 2011 minutes were distributed.
- b. Attendance was noted.

### 2. President's Comments:

- a. Richard indicated that the focus of this meeting would be to review sample Ethics Board procedures from other municipalities and to select a format for the Yorktown Ethics Board Procedures and Complaint Forms.
- b. At the next meeting, scheduled for July 6, 2011, an initial review of the complaints submitted since the Town Board approved the Amendments to the Ethics Code, would be conducted.

### 3. New Business:

- a. The Committee members reviewed Ethics Committee procedures from several municipalities.
- b. The members present unanimously agreed that the Town of Putnam Valley Ethics Committee procedures would be used as a guideline to draft the Town of Yorktown Ethics Committee Procedures.
- c. A review of the Putnam Valley Advisory Opinion and Receipt & Investigation of Complaint procedures was conducted by the members to tailor the procedures to Yorktown's Ethics law.
- d. It was agreed that a template letter would need to be drafted to indicate whether a submitted complaint would be reviewed by the Ethics Committee or if the complaint would not be reviewed, as it is outside the scope of the Yorktown Ethics Code.
- e. No other new items were introduced or discussed at this meeting.

### 4. Next Steps:

- a. Laurie agreed to draft the Advisory Opinion and Receipt & Investigation of Complaint Procedures and Forms for review at a future meeting. Joan agreed to finalize the Mission Statement and Ethics Committee Guidelines.
- b. The next meeting was scheduled for July 6, 2011 at 7pm.

The meeting adjourned at 8:00 pm.