

Ethics Committee Meeting Minutes - *Approved*

Date: December 7, 2011

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

Members attending: Richard Rubenstein, Laurie Noonan, Robert Garofalo and Joan Landzberg.
Non-voting member/Ethics Board Counsel attending: Jeannette Koster

1. Regular Business:

- a. Attendance was noted.
- b. Minutes of the 11/09/2011 meeting were reviewed and approved.

2. President's Comments:

- a. Richard informed the Ethics Committee members present that a member of another Town Committee sought an Advisory Opinion.
- b. The other Town Committee member was interviewed in a closed session prior to the start of the regular meeting.
- c. Jeannette excused herself after the closed session as she was needed at the Town Board meeting that was taking place at that time.

3. New Business:

- a. The conclusion of Bob Garofalo's term on 12/31/11 was discussed. The Committee unanimously agreed to request an extension of his term until the spring of 2012 to allow for consistency in the final stages of Ethics Committee policies and procedures.
- b. Rich agreed to ask Susan Siegel about extending Bob's term.
- c. The Mission Statement, Table of Contents, Receipt of Ethics Complaint Flow Chart and Advisory Opinion Procedures were reviewed by the members present and approved by the Committee.
- d. No other new items were introduced or discussed at this meeting.

4. Next Steps:

- a. The Committee needs to review the Receipt and Investigation of Complaint procedures.
- b. The status of the request to extend Bob's term needs to be determined.
- c. Laurie will make the final edits to the approved Committee documents for submission to the Town Board for approval.
- d. The next meeting was tentatively scheduled for January 9, 2012 at 7:30pm in the Town Hall Conference Room.

The meeting adjourned at 9:00 pm.

Minutes submitted by Laurie Noonan