

**East Greenbush
Board of Ethics
February 6, 2017 Meeting Minutes**

Present:

Board Members: Kathleen Luria (Chairperson), Jessica Lansing, Cheryl Vallee, Roger Johnson, Guy Warner

BOE attorney - Joe Slater

Town Board Liaison - Mary Ann Matters

Call to Order/Determination of Quorum

Call to order at 7:00 pm and meeting proceeded with the determination of a quorum.

Pledge of Allegiance

All those present participated in the pledge of allegiance.

Reading of Minutes

Mr. Warner made a motion to waive the reading of the minutes from the October 17, 2016 meeting. Ms. Lansing seconded the motion. Motion passed by a vote of 5 – 0.

Old Business:

Chairperson Luria introduced the newest member of the Board of Ethics (BOE), Roger Johnson, as well as indicated the BOE had two new alternates, Mary Boisvert (who was present in the audience) and Leighton Cookson.

Chairperson Luria thanked former BOE member Judy Ehrlich for her past service.

Chairperson Luria reported that a secure location for BOE documents had been obtained.

Chairperson Luria discussed that the BOE needed to review and revise as necessary the BOE Internal Rules and Regulations. After discussion it was determined that Chairperson Luria would send a copy of the document to all BOE members for their review and each member will in turn circulate any suggested changes.

Ethics training was discussed. Past meeting discussions were revisited, specifically who would give the training and how it might be presented. Since it had previously been discussed that Town Supervisor Conway may be interested in conducting the training, Chairperson Luria offered to contact Supervisor Conway on the possibility of that option.

Ms. Lansing reported that the Town's employee manual was being updated.

Ms. Lansing reported that the updated financial disclosure form was completed but will look into having a version created that was more user-friendly.

Ms. Lansing distributed copies to each of the BOE members for them to complete and return.

Mr. Warner made a motion to accept the BOE 2016 Annual report as final. Ms. Lansing seconded the motion. Motion passed by a vote of 4 – 0 with Mr. Johnson abstaining as he was not part of the BOE in 2016.

Ms. Lansing reported that she had received a question regarding the recently enacted Local Law #3 2016 – Code of Ethics. Specifically why on page 3 of said Local Law the Receiver of Taxes and the Town Clerk were not listed with other “elected officials, certain employees, officers and independent contractors” required to complete the financial disclosure form. BOE attorney Slater stated that the Receiver of Taxes and the Town Clerk, as elected officials, are required to file the financial disclosure form and noted that the list of people required to file the financial disclosure form on page 3 of said Local Law also included the statement “including but not limited to”.

The next scheduled meeting of the BOE was set for April 3, 2017 at 7:00 in the Town Hall.

Public Comments

Ms. Matters introduced herself to Mr. Johnson and Ms. Boisvert, explaining her role as the Town Board Liaison to BOE.

Call to Adjourn

Mr. Warner made a motion to adjourn the meeting. Ms. Lansing seconded the motion. Motion passed by a vote of 5 – 0.

BOE moved to Executive Session

Additional Comments

While actions and comments made during Executive Session are not normally made public, the BOE did discuss an item that would normally be discussed during the open session: the selection of the 2017 Chairperson. Mr. Warner nominated Ms. Luria and this motion was seconded by Ms. Lansing. Motion passed by a vote of 4 – 0 with Chairperson Luria abstaining. After a discussion with BOE attorney Slater it was determined that the BOE would have the selection noted in the minutes and future votes regarding the Chairperson of the committee would be held as necessary in the open session portion of future meetings.

Minutes respectfully submitted by Guy Warner.