

**Town of Red Hook
Ethics Board Minutes**

Friday, August 21, 2009

Attendance: Fred Cartier, Susan Goldstein, Linda Keeling, Gail Nussbaum, and Susan Simon

Liaison: Harry Colgan

Attorney: Christine Chale

Location: Red Hook Town Hall

Propose:

Review and accept Minutes of June 19, 2009 and July 17, 2009

Announce the new Ethics Committee Secretary: Sheila Franklin

Review "Operating Rules and Procedures"

Meeting was called to order at 8:10am.

The minutes for June 19:

Areas of discussion-

Wording corrections were made, to the attached minutes.

Christine stated in regards to the minutes should reflect the sense of the meeting reflecting accurately the significant issues and comments made during the discussion with recording of resolutions, a sense of the discussion, the record of the vote taken.

Conversation dealt with the question, do we want a transcript or a summary?

Susan Simon commented that as Christine said, what we discuss, what the votes are and eliminate the little petty back and forth things.

Motion was made by Susan Goldstein to accept the corrected minutes, seconded by Gail Nussbaum, unanimously passed.

The minutes for July 17

Areas of discussion-

Wording corrections were made, see the attached minutes.

Christine led a discussion on record keeping dealing with the taping of the meetings. Though the meetings have been taped by two members, they are the personal tapes of those members. It is a regular procedure that the standing Boards of the Town tape their meetings. The new secretary should be instructed in taping the minutes and after her use of them should be turned over to the Town Clerk for filing.

Motion was made by Linda Keeling to accept the corrected minutes, seconded by Susan Simon, unanimously passed

New Secretary-The Chairman announced that Sheila Franklin will be appointed by the Town Board to be the Secretary to the Ethics Board.

Operating Rules and Procedures

Areas of discussion-

In Executive session, Christine explained that there are times when material discussed in the Session may not be considered confidential where it is not as clear as we would want it to be, it depends on the discussion
(Christine is going to give more material on this)

FOIL Material- Christine stated that draft minutes are to be given to the Town Clerk within two weeks following the meeting. The draft minutes can be placed on the web-site or can be FOILED even though changes may be made to them at the next meeting when the minutes are corrected and passed.

Normally the secretary will complete the minutes, turn them into the chairman who, upon reading, can make minor corrections, i.e. names, etc.

“Personal” emails that Ethics Board members send to each other on matters before the Board can be FOILED

It was recommended that a list of the letters to be listed, and that each letter is to be on a separate page when issued. (The chairman pointed out that this was done on the handout for the convenience of paper.)

- Disclosure of Potential conflict
- Request for Advisory Opinion
- Complaint Regarding Violation of the Town’s Code of Ethics
- Acknowledgement of Receipt of Complaint...

Audiotapes are FOILable.

A motion to accept the Operating Rules and Procedures was made by Susan Goldstein seconded by Susan Simon and unanimously passed (with the understanding that Christine will be providing further material)

The Chairman asked for further comments or questions, hearing none the meeting was adjourned on motion by Susan Goldstein and seconded by Susan Simon, passed unanimously, at 9:35am.

The next meeting is scheduled for Friday, September 18th at 8am .The purpose will be to discuss additions to the “Operating Rules and Procedures” by Christine Chale.

Respectfully submitted

Fred Cartier, Chairman