

**DRAFT**

**Town of Red Hook  
Ethics Board Meeting Minutes  
September 18, 2009**

**CALL TO ORDER**

The meeting was called to order at 8:09 A.M. by Chairman Fred Cartier.

**ROLL CALL**

Members Present: Fred Cartier, Susan Goldstein, Linda Keeling, Gail Nussbaum,  
Susan Simon

Also Present: Harry Colgan, TB Liaison; Christine Chale, Attorney to the Town  
of Red Hook

**PRELIMINARY BUSINESS**

Chairman Cartier introduced Sheila Franklin, the new Secretary. He welcomed her to the Board

Minutes of August 21, 2009: Chairman Cartier asked if everyone had read the Minutes and invited comments or questions. During discussion, several changes to the Minutes were proposed by the members. A motion to accept the Minutes as amended was made by Gail Nussbaum, seconded by Susan Goldstein and unanimously passed.

**REVIEW OF OPERATING RULES AND PROCEDURES**

Chairman Cartier invited comments and/or corrections to the document. Discussion ensued; however no substantive changes were suggested. Chris Chale noted that complaints should be identified by number and date. She asked who will be assigning the complaint numbers, the Town Clerk or the Secretary of the Board? Sheila asked if the complaints would be coming directly to her. Chris Chale responded that they normally come to the Town Clerk. However, they might come in as correspondence. She suggested that Sheila Franklin discuss the matter with Sue McCann and determine who will assign the numbers.

In response to Susan Goldstein's comment, Chris Chale confirmed that although the original complaint has to be notarized, that is not a requirement for supporting documentation. She said that the purpose of notarizing the complaint is, given the serious nature of the allegation, to make sure that the complaint was validly executed by the person purporting to execute it. She further explained the procedures and suggested that the Secretary review them and discuss them with a member of the Board. Continuing her response to the comments of the Board, Chris Chale said that it is up to the Board to determine what documentation they deem acceptable and whether they require additional documentation.

Chris Chale asked where the Minutes Book for the Board is kept. It was determined that Sue McCann is keeping the Minutes. She suggested that the Secretary maintain a book with the Code, the Procedures and the Minutes. She said that a file of complaints and a file of dispositions and decisions must be maintained. In general, a lot of those documents are going to be confidential because the deliberations and decisions of this Board are advisory to the Town Board. The Town Board would ultimately take action if action were determined to be necessary. At that point some of those documents might become public, but not before. She will spend some time with the Secretary to clarify these matters.

Motion to Approve Operating Rules and Procedures

Susan Simon made a motion to add approval of the Operating Rules and Procedures to the previous motion to approve the Minutes of August 21, 2009. The motion was seconded by Linda Keeling and unanimously passed.

**ADJOURNMENT**

Chairman Cartier said that he would be scheduling the next meeting when we had business to conduct. A motion to adjourn was made by Susan Goldstein, seconded by Linda Keeling and unanimously passed. The meeting was adjourned at 10:55 A.M.

Respectfully submitted,

Sheila Franklin  
Secretary to the Ethics Board