TOWN OF EAST HAMPTON

ETHICS COMMISSION

REGULAR MEETING

WEDNESDAY, APRIL 15, 2015

TOWN HALL MEETING ROOM

Minutes

Present: Vice Chairman James Valad, Kurt Comisky and Mary Ann Meehl

Not Present: Chairman Whitney Fielding

**Call to Order& Pledge of Allegiance**

Vice Chairman Valad called the meeting to order at 6:30 p.m. in the Town Hall Meeting Room.

**Approval of Minutes**

A motion was made by Ms. Meehl, seconded by Mr. Comisky, to approve the minutes of the Ethics Commission meeting of March 18, 2015. Voted (3-0)

**Chairman’s Communications**

A resignation letter was received from Lori Weech.

The letter prepared for Town Council Chairperson Barbara Moore and other Board and Commission members will need to be edited to remove the wording related to having five full members.

**Discussion of Ethics Complaint Process**

Commission members discussed what constitutes a quorum for various situations and the number of affirmative votes needed. Information was reviewed from area towns related to their Ethics Commissions. The members agreed that for probable cause the affirmative votes should be a majority of the quorum of three and for the decision on a complaint there should be 4 affirmative votes.

The group also agreed that a notary is not needed to sign a complaint form. Certified mail should not be required and a complaint form can be sent either regular mail or hand delivered. The letter acknowledging the complaint should include the date received.

The commission asked about the Ethics training for staff from the Town Attorney.

The commission also feels the ethics forms and rules should be included in new employee packets and that there should be a new commission member packet.

The commission agreed to cancel the May 20th meeting unless documents are received for the commission.

**Adjournment**

A motion was made by Mr. Comisky, seconded by Ms. Meehl, to adjourn the meeting at **8:00p.m**. Voted (3-0)

Respectfully submitted,

Cathy Sirois

Recording Secretary