

TOWN OF NISKAYUNA ETHICS BOARD MINUTES
August 18, 2020 8:00 a.m.
Niskayuna Town Hall, Paul Schaefer Room, 2nd Floor

In Attendance:

Matt Cutler - Member
Vince Valenza - Member
Tracy Cazer - Member
Jill LaFlamme – Member
Alexis Kim – Deputy Town Attorney

1. Call to Order
 - Meeting called to order at 8:05 a.m.
2. Approval of minutes
 - A motion was made to approve the January 8, 2020 minutes. The motion is passed.
3. New business and miscellaneous business
 - The Town Board expects to appoint a member to the empty seat on the Ethics Board at the August 25 meeting.
 - A new procedure was approved to have the Ethics Board secretary retrieve mail from the post office box once a week.
 - The board needs to have a standard procedure for acknowledgement of a complaint. Matt Cutler will draft and present to the board for review.
 - Due to Covid-19 the board had to cancel meetings. Two meetings need to be scheduled before year end.
4. Executive session
 - A motion is made to enter into executive session. The motion is passed.
5. Scheduling of next meeting
 - The next meeting will be held Sept. 16 at 8 a.m. at Niskayuna Town Hall.
6. Adourn
 - A motion is made to end the meeting at 9:41 a.m. The motion is passed.