

Minutes  
Board of Ethics  
Special Meeting  
April 6th, 2022  
Zoom

INSTR # M2022000286  
DATE FILED 04/21/2022 09:49:20 AM  
DEBORAH SZEGEDI  
TOWN CLERK  
EASTON CT

Meeting was called to order at 7:02 pm.

Members in attendance were:

Ben Lehberger, Craig Sternberg, Mark Peyser, Vivian Hardison and Emma Montoya

Non-Members in attendance were:

Dan Lent and Grant Monsarrat

Pursuant to the Agenda, the following items were taken up:

Board of Ethics meeting called to order at 7:02pm.

1. Discussed and reviewed a minor amendments to Ethics Rules of Operation . Vivian Hardison moved to adopt the revision. The revisions were passed unanimously by the Board of Ethics.
2. No public comment, those not invited to executive session left the meeting.
3. At 7:10 Vivian Hardison made the motion to move the meeting to executive session. Seconded by Mark Peyser. The motion was passed unanimously, and the Board of Ethics went into executive session. Executive session ended at 8:55 PM.
4. The Board agreed to meet again April, 20<sup>th</sup> at 7pm via zoom

There being no further business, the meeting was adjourned at 8:56pm

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Vivian Hardison

Co-Chair

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Ben Lehberger

Co-Chair

### **Rules of Operation for Board of Ethics**

1. Three present members of the Board constitute a quorum.
2. A simple majority vote is necessary for most motions. The exceptions being votes on cause and/or possible ethics violations. These two situations require three affirmative votes.
3. All complaints, and all deliberations, decisions, and opinions of the Board of Ethics regarding complaints, shall remain confidential to protect the identities of the complainant and the respondent. The Board may disclose a decision or opinion identifying the respondent only if:
  - a. the Board finds that a violation of the Ethics Ordinance (Ch. 52 of the Code of Ordinances) has occurred; or
  - b. disclosure is requested or authorized by the respondent.
4. All complaints to the Board of Ethics shall be in writing, dated and signed by the complainant with the complainant's name and address.
5. Upon receipt of a complaint, the complainant will receive written confirmation within 10 days by electronic or regular (e.g., hard copy) medium.
6. When a complaint is received, that (a) sufficiently identifies a respondent and (b) states a complaint that is facially within the scope of the Board of Ethics, the Board shall first discuss and deliberate the complaint in executive session to determine whether there is cause of an ethics violation to warrant an investigation.
  - a. If the Board votes that no cause exists, then no further action will be taken.
  - b. The Board will notify the complainant in writing (marked personal and confidential).
7. If the Board votes that the complaint raises an issue of cause, the Board will provide an opportunity for the complainant to be heard in executive session. A date will be established and the complainant so notified.
8. After the complainant has been heard in executive session, the Board shall discuss, deliberate, and vote in executive session to determine whether or not there is still cause that a violation of the Ethics Ordinance has occurred.
  - a. If the Board determines that there is no cause that a violation of the Ethics Ordinance has occurred, the Board will notify the complainant in writing (marked personal and confidential) and no further action shall be taken.

- b. If the Board determines that there is cause that a violation of the Ethics Ordinance has occurred, the Board will then send a copy of the complaint to the respondent (marked personal and confidential) with the complainant's name and address and other identifying information removed and provide an opportunity for the respondent to be heard in executive session. A date will be established and the respondent so notified in writing (marked personal and confidential).
9. After hearing the respondent in executive session, the Board shall discuss and deliberate in executive session whether or not a violation of the Ethics Ordinance has occurred. More executive sessions can be held to further discuss and deliberate the issue. The Board will then vote in executive session as to whether or not a violation of the Ethics Ordinance has occurred.
10. If the Board determines that a violation of the Ethics Ordinance has occurred, the Board shall (within 35 workdays, unless extended by the Board of Selectmen) provide a written decision and any recommendations it may deem appropriate to the Board of Selectmen with a copy to the complainant and the respondent. The decision shall also be reflected in the Board's public minutes.
11. The Board of Selectmen shall, thereupon, take such action it may deem appropriate.
12. If the Board determines that a violation of the Ethics Ordinance has occurred that involves any member of the Board of Selectmen, the Board shall take any action that it deems appropriate in accordance with Section 15-12(5).

Dated April 7, 2022

/s/ Vivian Hardison

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Vivian Hardison  
Co-Chair

/s/ Benjamin Lehberger

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Benjamin Lehberger  
Co-Chair