

The annual Ethics Board Meeting was held on Wednesday, October 21, 2020, at the BallstonTown Hall Meeting Room located at 323 Charlton Road, Ballston Spa.

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| PRESENT: | James Towne | Chairman of the Ethics Board |
| | Steven Zarelli | Ethics Board Member |
| | Tom Mazza | Ethics Board Member |
| | Iain Holmes | Ethics Board Member |
| | Greg Winkler | Ethic Board Member |
| | Debra Kaelin | Town Attorney |
| | Carol Gumienny | Town Clerk as Acting Secretary |

The meeting was called to order at 6:00 p.m. by Chairman Towne. The Board is now complete with two new members, Iain Holmes, and Greg Winkler.

Social distancing (6 feet apart) and masks were worn by everyone due to the ongoing pandemic COVID-19. The Board unanimously approved the June 2019 meeting minutes.

The Clerk compiled forms for each Board member to review. Mr. Zarelli received no library employee forms as he is a Library Board of Trustee. Each Committee member reviewed statements to make sure all forms were completed, signed, and notarized including the notary's stamp.

After the review, it was suggested, moving forward, that all "titles" be spelled out and not be abbreviated. There were two forms with no notary stamps, and three forms had no "appointment date". It was noticed that one form was notarized from out of state due to the committee member going south for the winter. Town Attorney, Deb Kaelin stated that these forms should be notarized in New York State and the form can be completed upon returning. Separate forms must continue to be filled out for each committee or board a person is serving on.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Carol A. Gumienny
Acting Secretary