

**City of Troy, Ethics Commission Monthly Meeting Minutes  
433 River Street Troy, New York 12180**

January 29th, 2015 - 6 pm

**I. Call to Order**

Commissioner Cubit called the meeting to order at 6:03 pm.

**II. Roll Call**

Present - Cubit Bennett Carmichael Shaw

Absent - Ellis

**III. Organizational Meeting**

1. Introductions

*The commission welcomes Jennifer Carmichael as the newest Commissioner.*

2. Appointment of Chair and Secretary for 2015

*Commissioner Bennett received two nominations, therefore without challenge is named Chairwoman.*

*Commission Cubit was appointed Secretary for 2015*

3. Resolution #E4 Adoption of Meeting Guidelines (Exhibit A)

*Tabled for date changes to last Wednesday of the month per request of Commissioner Ellis. Item will be voted on for February meeting. Commissioner Cubit will arrange with the Mayors Office.*

*Motioned Carmichael/Bennett      Vote YES - 4 / NO - 0*

4. Resolution #E5 Adoption of the Commission's Regular Monthly Meeting Schedule for 2015

*Tabled for date changes to last Wednesday of the month per request of Commissioner Ellis. Item will be voted on for February meeting. Commissioner Cubit will arrange with the Mayors Office.*

*Motioned to table Bennett/Shaw      Vote YES - 4 / NO - 0*

5. Resolution #E6 Appointing Counsel for 2015

*Motioned Bennett/Shaw      Vote YES - 4 / NO - 0*

**IV. Adjournment of Organizational Meeting**

*Meeting adjourned at 6:32*

**V. Call to order of Regular Monthly Meeting**

Chairwoman Bennett called meeting to order at 6:34 pm.

**VI. Roll Call**

Present - Cubit Bennett Carmichael Shaw

Absent - Ellis

**VII. Approval of Minutes from last meeting**

Chairwoman Bennett requested a copy be included in agenda. Commissioner Cubit stated that the previous months minutes are emailed to all commission members within 2 weeks after the meeting for review and corrections in an effort to cut down on the wasted paper. Commissioner

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Carmichael stated she did not receive a copy. Commissioner Cubit provided a hard copy for immediate review by Chairwoman Bennett and Commissioner Carmichael.

**Motion: Shaw/Carmichael Vote: YES-4 / NO-0**

**VIII. Open Issues**

1. **Annual disclosures and Jurisdiction** - *Tabled from December 2014 meeting*  
*Chairwoman Bennett request to keep item tabled as nothing has been done at this time. No vote to lift from table.*
2. **Review of Nepotism in City Charter** - *Tabled from November 2014 meeting*  
*Chairwoman Bennett request to keep item tabled as nothing has been done at this time. No vote to lift from table.*
3. **Public Officers and Committee Training**  
*Training for Commission has been scheduled for February 25th with the NYS ABO. Currently only Commissioner Cubit and Carmichael are registered.*

**IX. New Business**

1. Case review
  - *Case #E509152014-REV - Robertson v. Hoffman Review, update received from complainant*  
***Tabled due to no quorum present to discuss with recusal of Commissioner Shaw***
  - *Case #E610082014-REV Hoffman v. Robertson, Amended complaint received.*  
***Tabled due to no quorum present to discuss with recusal of Commissioner Shaw***
  - *Pending Case # E101082015 Sullivan v. City of Troy - Receipt acknowledged pending sworn complaint submission.*  
***No formal complaint filed with commission. Commissioner Cubit contacted Mr. Sullivan and sent a formal complaint form. Commissioner Cubit requested filing within 30 days or case would be closed.***
  - *Commissioner Cubit requested an addition to the agenda for an informal advisory opinion for review of §43-24.*  
***Request denied due to advisory request was submitted after the agenda filing date. Will be on February's agenda.***
  - *Open discussion on the vacant seats in the commission. The commission still has 3 seat remaining unfilled. One appointment from the Mayor is needed as well as two from the City Council Majority Leader. They have been notified repeatedly of the need to fill those spots. Council Majority is still seeking candidates.*

**X. Public forum**

The public is encouraged to attend the ethics commissions monthly meeting to address the commission, or to turn in sworn complaints (there will be no discussion on submitted complaints or current cases). Speakers are limited to 5 minutes and are to be directed to the Commission only.

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**XI. Adjournment**

*Motion: Cubit/Carmichael    Vote: YES-4 / NO-0*

Meeting adjourned at 7:24 pm

Next meeting scheduled for Wednesday February 25th at 6:00pm in the main conference room at City Hall.

**CITY OF TROY, ETHICS COMMISSION  
433 RIVER STREET  
TROY, NEW YORK 12180**

**RESOLUTION # E4**

January 29, 2015

**RESOLUTION ADOPTING MEETING GUIDELINES**

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**BE IT RESOLVED:** That pursuant to Troy City Code § 43-19 (B)(1), the Ethics Commission hereby adopts the following rules and regulations governing its internal organization and procedures, as set forth in the “**Ethics Commission Meeting Guidelines**”, annexed hereto and made part hereof as Exhibit “A”; and be it further

**RESOLVED:** That the Secretary shall cause a copy of this Resolution and the annexed Ethics Commission Meeting Guidelines to be filed with the Office of the City Clerk and with the Office of the Corporation Counsel.

Pass  Fail

Vote Count: Yes 4 No 0

\_\_\_\_\_ Date \_\_\_\_\_  
Certified to be a true submission

**CITY OF TROY, ETHICS COMMISSION  
433 RIVER STREET  
TROY, NEW YORK 12180**

**RESOLUTION # E5**

**RESOLUTION ADOPTING THE COMMISSION'S REGULAR MONTHLY  
MEETING SCHEDULE FOR 2015**

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**WHEREAS:** Code of Ethics § 43-19 (B) allows the Chair or a simple majority of the Ethics Commission to call a meeting of the Ethics Commission outside of the required quarterly meeting; and

**WHEREAS:** It is the sense of the Chair and the Ethics Commission that the Commission should meet monthly, rather than quarterly, to review all recent action taken; now, therefore be it

**RESOLVED,** that pursuant to §43-19 (B) of the Code of Ethics, the Commission hereby calls eight (8) regular meetings outside of and in addition to the required quarterly meetings; and be it further

**RESOLVED,** that the Commission hereby adopts the Regular Meeting Schedule set forth below, with each Scheduled meeting held in the Main Conference Room at Troy City Hall, 433 River Street, 5th Floor, Troy, NY 12180.

**Regular meeting schedule 6:00pm**

January 29, 2015  
February 26, 2015  
March 26, 2015  
April 30, 2015  
May 28, 2015  
June 25, 2015  
July 30, 2015  
August 27, 2015  
September 24, 2015  
October 29, 2015  
November 19, 2015  
December 17, 2015

**TABLED FOR REVISION OF DATES**

Pass\_\_\_ Fail\_\_\_  
Vote Count: Yes\_\_4\_\_ No\_\_0\_\_

Date\_\_\_\_\_

Certified to be a true submission

**CITY OF TROY, ETHICS COMMISSION  
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**RESOLUTION # E6**

February 6, 2015

**RESOLUTION APPOINTING COUNSEL**

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**IT IS HEREBY RESOLVED:** That the Commission hereby appoints James L. Quinn, an attorney practicing law at 2311 15<sup>th</sup> Street, 1<sup>st</sup> Floor, Troy, NY 12180, to serve as volunteer legal counsel to the Commission, for a term commencing on January 1, 2015 and expiring on December 31, 2015.

**Resolution**

**by the following vote:**

**AYES: 4**

**NOES: 0**

**ABSTAIN:**

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Certified to be a true submission