

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can use a telephone to call in, attend, listen and comment during the meeting. However, they will not be able to see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. For the current meeting, the **meeting ID is 860 5176 8039**, the **passcode is 377930** and the **call in number is 646-558-8656**. The information can also be found using the link above.

Upon written request not less than 24 hours prior to the meeting, a member of the public can request a physical location to attend this virtual meeting at City Hall. Such a member of the public will be provided access to a telephone so that they can attend the meeting in real time. The member of the public can call in, attend, listen and comment during the meeting. However, they will not be able to see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. For the current meeting, the **meeting ID is 860 5176 8039**, the **passcode is 377930** and the **call in number is 646-558-8656**. The information can also be found using the link above. A set of instructions will be left with the telephone for the member of the public to use in order to access the meeting.



Members of the public who wish to "view the meeting live" and/or "provide live comments" can use the Zoom meeting platform by going to www.norwalkct.org/meetings and clicking on the "View/Participate Live on Zoom" link that is on the line with the meeting date and time. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Brian Candela at bcandela@norwalkct.org to provide written public comment prior to the meeting.

REGULAR MEETING

BOARD OF ETHICS

Thursday, October 28, 2021 at 7:00 p.m.

Teleconference/Videoconference

AGENDA

1. ROLL CALL:

2. New Introduction:

3. Public Participation:

4. ACCEPTANCE OF MINUTES:

- September 23, 2021 minutes

5. OLD BUSINESS:

Discuss strategies to update the public and City staff about the updated Code of Ethics and Citizen's Guide to the Code of Ethics.

6. NEW BUSINESS:

7. EXECUTIVE SESSION:

8. ADJOURNMENT:

September 23, 2021
Board of Ethics' Meeting Minutes

**CITY OF NORWALK
BOARD OF ETHICS
REGULAR MEETING
SEPTEMBER 23, 2021**

ATTENDANCE: Michael Church, Chairman; Tony Lopez, Chair; Kara Murphy, Haroldo Williams

OTHERS: Atty. Brian Candela, Corporation Counsel's Office

This meeting was conducted via Zoom.

CALL TO ORDER

Mr. Church called the meeting to order at 7:01 p.m.

ROLL CALL

Mr. Church called the roll. A quorum was present.

NEW INTRODUCTION

There were no new introductions to be made.

PUBLIC PARTICIPATION

There was no one from the public present.

ACCEPTANCE OF MINUTES

• April 22, 2021

**** ATTY. MURPHY MOVED THE MINUTES OF APRIL 22, 2021.**

**** MR. WILLIAMS SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF APRIL 22, 2021 AS SUBMITTED PASSED UNANIMOUSLY.**

• May 27, 2021

**** ATTY. MURPHY MOVED THE MINUTES OF MAY 27, 2021.**

**** MR. CHURCH SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF MAY 27, 2021 AS SUBMITTED PASSED WITH TWO (2) IN FAVOR (MURPHY AND CHURCH) AND TWO (2) ABSTENTIONS (WILLIAMS AND LOPEZ).**

OLD BUSINESS.

Discuss and vote on potential changes to Citizen's Guide to Norwalk's Code of Ethics.

Atty. Candela then reviewed the final changes that were made at the April 22, 2021 meeting. He said that the one remaining item that has to be done is the attaching the Ethic Code via link to the City website.

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE ON PAGE 3 PARAGRAPH 1:**

THE CITY OF NORWALK BOARD OF ETHICS IS AN INDEPENDENT COMMISSION CHARGED WITH ADMINISTERING AND ENFORCING THE CITY OF NORWALK'S ETHICS COMPLAINT PROCESS. THIS GUIDE PROVIDE GENERAL INFORMATION TO THE PUBLIC AND TO THE CITY OF NORWALK EMPLOYEES, AND OFFICERS, BOTH APPOINTED AND ELECTED. IF THERE IS ANY CONFLICT OR DISCREPANCY BETWEEN THIS GUIDE AND CHAPTER 32, CHAPTER 32 GOVERNS.

BY MOVING THE FOLLOWING SENTENCE:

IF THERE IS ANY CONFLICT OR DISCREPANCY BETWEEN THIS GUIDE AND CHAPTER 32, CHAPTER 32 GOVERNS.

TO: PARAGRAPH 3, LINE 3 – TO READ AS FOLLOWS:

THIS GUIDE PROVIDES GENERAL INFORMATION ONLY. THE DESCRIPTION OF THE LAS AND THE CODE ARE NOT INTENDED TO BE EXHAUSTIVE. A COMPLETE COPY OF THE CODE OF ETHICS AND THE CITIZEN'S GUIDE ARE AVAILABLE ON THE CITY'S WEBSITE AT WWW.NORWALKCT.ORG. IF THERE IS ANY CONFLICT OR DISCREPANCY BETWEEN THIS GUIDE AND CHAPTER 32, CHAPTER 32 GOVERNS.

**** MR. LOPEZ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Atty. Candela moved the text on screen.

The discussion moved to the definition of employee and contractors. Atty. Candela referred him to the definitions listed in Chapter 32 of the Code of Ethics. He noted that the definition of employees included those under contract. Mr. Williams requested that the classification of employees as temporary or unclassified be included in the Introduction.

**** MR. LOPEZ MOVED TO APPROVE THE following change to the Introduction from:**

THE CITY OF NORWALK BOARD OF ETHICS IS AN INDEPENDENT COMMISSION CHARGED WITH ADMINISTERING AND ENFORCING THE CITY OF NORWALK'S ETHICS COMPLAINT PROCESS. THIS GUIDE PROVIDE GENERAL INFORMATION TO THE PUBLIC AND TO THE CITY OF NORWALK EMPLOYEES, AND OFFICERS, BOTH APPOINTED AND ELECTED.

TO:

THE CITY OF NORWALK BOARD OF ETHICS IS AN INDEPENDENT COMMISSION CHARGED WITH ADMINISTERING AND ENFORCING THE CITY OF NORWALK'S ETHICS COMPLAINT PROCESS. THIS GUIDE PROVIDE GENERAL INFORMATION TO THE PUBLIC AND TO THE CITY OF NORWALK EMPLOYEES, AND OFFICERS (AS DEFINED BY SECTION 32-3 OF THE NORWALK CODE OF ETHICS.)

**** ATTY. MURPHY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE ON PAGE 4, PARAGRAPH 2, LINE 3:**

FROM "WHICH IN SOME CASES DIFFER FROM WHAT IS TO FOLLOW."

TO: "WHICH IN SOME CASES MAY DIFFER FROM WHAT IS TO FOLLOW."

**** MR. LOPEZ SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The discussion moved to the Prohibition of Special Consideration.

**** MR. LOPEZ MOVED TO APPROVE THE ELIMINATION OF THE SECOND PARAGRAPH UNDER PROHIBITION OF SPECIAL CONSIDERATION – OFFICER AND EMPLOYEES WHICH WAS AS FOLLOWS:**

WHILE IN HIS OR HER OFFICIAL ROLE FOR THE CITY OF NORWALK, OFFICERS SHALL NOT BE GRANTED OR GIVEN SPECIAL CONSIDERATION, TREATMENT, OR ADVANTAGE TO ANY PERSON BEYOND THAT WHICH IS GENERALLY AVAILABLE TO THE PUBLIC.

**** ATTY. MURPHY SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The discussion moved back to the second paragraph on page 4. [19:30]

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE ON PAGE 4, PARAGRAPH 2, LINE 3:**

FROM : “WHICH IN SOME CASES MAY DIFFER FROM WHAT IS TO FOLLOW.”

TO: “WHICH IN SOME CASES MAY DIFFER FROM WHAT IS OUTLINED BELOW.”

**** MR. WILLIAMS SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The discussion moved page 5, the bullet points under Gifts regarding discounts being obtained.

- Discounts obtained on the price of anything sold in the normal course of personal business.

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE:**

FROM: “DISCOUNTS OBTAINED ON THE PRICE OF ANYTHING SOLD IN THE NORMAL COURSE OF PERSONAL BUSINESS.”

TO: “DISCOUNTS OBTAINED IN THE NORMAL COURSE OF PERSONAL

BUSINESS ON THE PRICE OF ANYTHING SOLD.”

Atty. Candela reviewed the next proposed change which separated the section of Nepotism away from Subsequent employment on page 5.

**** ATTY. MURPHY MOVED TO APPROVE THE SEPARATION OF THE CATEGORY OF NEPOTISM OUT OF SUBSEQUENT EMPLOYMENT ON PAGE 5 INTO A SEPARATE CATEGORY.**

**** MR. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The discussion moved to Procurement paragraph 1, “who wished to do business with the City must comply.

**** ATTY. MURPHY MOVED TO CONFIRM THE PROPOSED CHANGE ON PROCUREMENT PARAGRAPH 1 ON PAGE 6:**

FROM: “VENDORS AND CONTRACTORS WHO WISH TO DO BUSINESS MUST COMPLY WITH THE PROCUREMENT GUIDELINES...”

TO: “VENDORS AND CONTRACTORS WHO WISH TO DO BUSINESS WITH THE CITY MUST COMPLY WITH THE PROCUREMENT GUIDELINES...”

**** MR. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The discussion moved to Number 5, paragraph 2.

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE ON PAGE 6, NUMBER 5, PARAGRAPH 2, LINE 1:**

FROM: “NO OFFICER OR EMPLOYEE SHALL USE OR AUTHORIZE TO USE CITY-OWNED PROPERTY”

TO: “NO OFFICER OR EMPLOYEE SHALL USE OR AUTHORIZE THE USE OF CITY-OWNED PROPERTY”

**** MR. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

On Page 8, the Commissioners discussed the removal of a comma in the phrase “any third party by you” in Subsection e and inclusion of “or online at www.norwalkct.org.”

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGES ON PAGE 8 INCLUDING:**

FROM: E. UNLESS THE BOARD OF ETHICS ADVISES YOU (THE COMPLAINANT) OTHERWISE, THE ALLEGATIONS IN THE COMPLAINT AND OTHER INFORMATION RECEIVED FROM THE BOARD OF ETHICS MAY NOT BE DISCLOSED TO ANY THIRD PARTY, BY YOU (THE COMPLAINANT).

TO: E. UNLESS THE BOARD OF ETHICS ADVISES YOU (THE COMPLAINANT) OTHERWISE, THE ALLEGATIONS IN THE COMPLAINT AND OTHER INFORMATION RECEIVED FROM THE BOARD OF ETHICS MAY NOT BE DISCLOSED TO ANY THIRD PARTY BY YOU (THE COMPLAINANT).

AND THE ADDITION OF THE PHRASE “REMAINDER OF” TO THE STATEMENT “PAGE INTENTIONALLY LEFT BLANK”.

**** MR. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion followed regarding the process of delivering a complaint to the City Clerk as shown on page 7. It was agreed that a complaint could be delivered via mail or in person.

The Commission then reviewed the change to page 3 of the complaint form, Subsection 5, which is located on page 15 of the Guide. This involved the removal of a colon and the addition of a period.

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE:**

FROM: 5. DESCRIBE OR ATTACH COPIES OF ANY DOCUMENTS THAT SUPPORT YOUR COMPLAINT:

TO: 5. DESCRIBE OR ATTACH COPIES OF ANY DOCUMENTS THAT SUPPORT YOUR COMPLAINT.

**** MR. CHURCH SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commission then discussed that the complaints could not be delivered to the City Clerk via email or fax in the first item on page 16.

**** ATTY. MURPHY MOVED TO APPROVE THE FOLLOWING CHANGE On PAGE 16:**

FROM: "THIS COMPLAINT WILL NOT BE CONSIDERED FILED WITHOUT THE NAME, ADDRESS AND ORIGINAL SIGNATURE OF THE COMPLAINT."

TO: "THIS COMPLAINT WILL NOT BE CONSIDERED FILED WITHOUT THE NAME, HOME ADDRESS AND ORIGINAL SIGNATURE OF THE COMPLAINT."

**** MR. LOPEZ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Atty. Candela said that they would have to approve the amendment to insert the final approved version of the Code of Ethics under Subsection 4 on page 17.

**** ATTY. MURPHY MOVED TO AUTHORIZE ATTORNEY CANDELA TO INSERT THE FINAL APPROVED VERSION OF THE CODE OF ETHICS UNDER SUBSECTION 4 ON PAGE 17 AND TO ADJUST THE PAGINATION AND TABLE OF CONTENTS AS NEEDED.**

**** MR. LOPEZ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Atty. Candela asked what date would be the certification date for the Citizens Guide on page 1 of the Guide.

**** ATTY. MURPHY MOVED TO INSERT THE DATE OF SEPTEMBER 23, 2021 ON PAGE 1 OF THE CITIZENS GUIDE TO THE NORWALK CODE OF ETHICS.**

**** MR. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Church thanked all the Commissioners for their patience, their time, contributions and suggestions.

Atty. Candela said that once all the changes and pagination was done, he will email the final document to the Commissioners.

NEW BUSINESS

Mr. Church said that now that this was completed, the Commission needs to consider how they can inform the employees and others about the new Code.

Mr. Williams said that the Commission also needs to consider the use of pronouns in the various documents.

EXECUTIVE SESSION

There was no need for an Executive Session at this time .

ADJOURNMENT

**** MR. LOPEZ MOVED TO ADJOURN.**

*** ATTY. MURPHY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services