

**Council on Ethics  
Minutes of Special Meeting  
Town of Wilton, Connecticut  
Thursday, February 1, 2024**

Chair Thanh Tsoi called the Wilton Council on Ethics meeting to order at Comstock Community Center at 7:01 p.m. in the presence of a quorum. Present were Council Chair Tsoi and Members Rhonda Brown, Warren Serenbetz, and Elizabeth Edwards

Tsoi explained that she had updated the Agenda to reflect the correct date of the Council's last meeting as December 6, not December 26. Tsoi moved to adopt the Agenda; Brown seconded. The Agenda as filed was adopted unanimously.

Brown moved to amend the Minutes of the December 6, 2023 meeting to include the dates that the Council had selected for their regular meetings in 2024: March 26, 2024 and November 5, 2024. Tsoi seconded. Tsoi, Brown, and Edwards voted to adopt the Minutes of the December 6, 2023 meeting as amended (attached below). Serenbetz abstained as he was not in attendance at the December 6<sup>th</sup> meeting.

Brown voted to move the Council into Executive Session to review a Complaint, dated January 17, 2024, that had been received by the Town Clerk. Edwards seconded the motion. The Council went into Executive Session at 7:04. Member Tamara Conway joined Executive Session at 7:40 pm.

After discussion, Serenbetz moved to leave Executive Session. Conway seconded the motion. The Council left Executive Session at 8:45.

Brown moved that the Council issue a finding concerning the Complaint. Serenbetz seconded. The motion passed unanimously. The substance of the finding will remain confidential, as provided in Section 3.6 (2)(a) of the Code of Ethics.

Tsoi said the next Regular meeting would be on March 26, 2024 and the Council would continue its discussion of creating procedures for addressing requests for Advisory Opinions and reviewing Complaints.

Tsoi then moved to adjourn. Edwards seconded. The Council voted unanimously to adjourn the meeting at 8:49.

**Note: These Minutes have not been reviewed by the Council and may be subject to revision in future minutes.**

**Council on Ethics  
Minutes of Special Meeting  
Town of Wilton, Connecticut  
Tuesday, December 6, 2023  
*Revised and Approved on February 1, 2024***

Chair Thanh Tsoi called the Wilton Council on Ethics meeting to order at Comstock Community Center, Room 31, at 7:06 p.m. in the presence of a quorum. Present were Council Chair Tsoi and Members Rhonda Brown, Tamara Conway, and Elizabeth Edwards

Tsoi moved to adopt agenda; Edwards seconded. The agenda as filed was adopted unanimously.

Tsoi moved to accept the Minutes of the October 12, 2023 meeting. Edwards seconded. The members voted unanimously to adopt the Minutes of the October 12, 2023 meeting as filed.

Chair Tsoi announced that a new member, Warren Serenbetz had been appointed to the Council and sworn in last week. He was unable to attend this meeting.

Discussion moved to Roles and Responsibilities of the Council members and the election of officers. Conway nominated Thanh Tsoi to continue as Chairperson; Brown seconded. Tsoi was re-elected unanimously. Conway nominated Brown to continue as Secretary. Edwards seconded. Brown was re-elected unanimously. Edwards nominated Tamara Conway to be Vice-Chairperson. Tsoi seconded. Conway was elected unanimously.

Discussion moved to procedures for the Council when requested to issue an Advisory Opinion. Tsoi moved that the Council would set four meetings when an

Advisory Opinion was requested: 1) for an initial discussion; 2) to hear witnesses or requested written information; 3) to discuss a draft Opinion; 4) to Finalize the Opinion. Edwards seconded. The motion passed unanimously. The members agreed that the four-meeting schedule could be condensed to three meetings if a meeting to discuss additional information was not needed. The members also agreed to continue the assigning of initial Advisory Opinion drafting on a volunteer basis.

The Council then discussed a letter mailed to the Town Clerk suggesting a complaint. The letter writer was not identified, and the letter was not notarized. The Council voted on the following with respect to the letter: A person submitted a letter as a complaint, but it does not meet the requirements for a complaint on which the Council can act. Conway made the motion; Brown seconded it and it passed unanimously.

Brown then moved that the Council add: Because the complaint was anonymous the Council agreed it is unable to take further steps. Conway seconded and the motion passed unanimously.

The members discussed whether there are steps the Council might take when a letter or complaint is received that does not meet the requirements specified in the Code of Ethics. If the name of the complainant is included, the members discussed asking the Town Clerk to contact the writer and provide information on how to file a complete complaint under the Code. In the event of an anonymous letter or complaint relating to a serious matter raised with enough detail, the members discussed involving the Town Counsel.

The members chose dates for the Council's 2024 Regular meetings. March 26, 2024 and November 5, 2024.

Tsoi moved to adjourn. Brown seconded. The Council voted unanimously to adjourn the meeting at 8:07.