

**TOWN OF WEST SENECA**  
**1250 Union Road**  
**West Seneca, NY 14224**

**ETHICS BOARD**  
**July 19, 2018**

Vice-Chairperson Carpenter called the meeting to order at 5:37 PM followed by the Pledge of Allegiance.

**ROLL CALL:** Members Present – Amy Carpenter  
Theresa Funk  
Susan Kims  
Rodney Montgomery  
Jacqueline Felser, Town Clerk  
John J Fenz, Town Attorney

Members Absent - William Bauer  
James Lazaros

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Motion by Mr. Montgomery, seconded by Mrs. Felser, to nominate Mrs. Carpenter to the position of Ethics Board Chairperson.

Ayes: All    Noes: None    Motion Carried

Motion by Mrs. Felser, seconded by Chairperson Carpenter, to nominate Mr. Montgomery to the position of Ethics Board Vice-Chairman.

Ayes: All    Noes: None    Motion Carried

**APPROVAL OF MINUTES**

Motion by Mr. Montgomery, seconded by Mrs. Funk, to approve the minutes from June 28, 2018.

Ayes: All    Noes: None    Motion Carried

**OLD BUSINESS**

**Ethics Board Attorney**

Attorney Jon Minear introduced himself and was interviewed by the members of the Ethics Board.

Motion by Mrs. Felser, seconded by Mrs. Kims, to recommend to the Town Board the hiring of Mr. Minear as the Attorney to the Ethics Board.

Ayes: All

Noes: None

Motion Carried

Abstained: Mr. Montgomery

Mr. Montgomery abstained from this vote due to the potential appearance of impropriety arising from his personal employment.

### **NEW BUSINESS**

#### 1. Review of Town Ethics Code

- Chairperson Carpenter stated there are areas that use value based vs. rule based codes and believes it simplifies the code by explaining how and why decisions are reached and further expressed the need to see more decorum at meetings with town officials as well as from members of the public.
- Mrs. Funk suggested Ethics materials should be posted and distributed on a regular basis to all town employees.
- Mrs. Funk suggested adding definitions to the current Ethics Code i.e. conflict of interest, outside employer/business, etc. Mrs. Funk further suggested providing outside business and organizations that do business within the town a copy of the Ethics Code.
- Mrs. Felser suggested defining family members better in the Code.
- Mrs. Funk has asked the following parts of the current Ethics Code be looked at:
  - a) Value of gifts – amount and time period
  - b) Use of Town property/equipment
  - c) Additional verbiage with “official action with members of immediate family”
  - d) Future employment of employees
  - e) Financial Disclosure statements
- Mrs. Funk commented on the absence of the Whistle Blower Policy from Town Code.

2. Discussions

- Mrs. Funk questioned if Town employees go through Ethics Training and suggested an annual training. Town Attorney John Fenz replied upon hiring employees are given an acknowledgment form with no formal orientation.
- Mrs. Kims questioned if there was an employee handbook. Town Attorney John Fenz replied the HR Department has been putting together a handbook.

3. By- Laws

- Mrs. Felser suggested changing the timing of the regular meeting.
- Chairperson Carpenter stated the calling of a meeting needs to be reworded and remove the reading of minutes from the order of business.

**PUBLIC COMMENT**

A Covington Drive resident suggested the Union Steward be present when employees are asked to sign the Code of Ethics.

**AUGUST MEETING**

The next meeting will be a work session on August 23<sup>rd</sup> at 6:00 P.M. in the Community Center & Library.

**ADJOURNMENT**

Motion by Mr. Montgomery, seconded by Mrs. Kims, to adjourn the meeting at 6:02 P.M.

Ayes: All

Noes: None

Motion Carried

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Amy M. Kobler  
Deputy Town Clerk/Secretary to the Ethics Board