

**TOWN OF WEST SENECA**  
**1300 Union Road**  
**West Seneca, NY 14224**

**ETHICS BOARD**  
**Work Session**  
**January 23, 2019**

Chairperson Carpenter called the meeting to order at 6:00 PM.

**ROLL CALL:**

Members Present – Amy Carpenter  
William Bauer  
Jacqueline Felser, Town Clerk  
Theresa Funk  
Jon Minear, Deputy Town Attorney  
Rodney Montgomery  
Karl Spencer

Members Excused – Tina Hawthorne, Town Attorney  
James Lazaros

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**RECAP OF LAST YEAR**

- Setting up ethical standards that are understood
- Value based standards
- Whistle blower policy - performed by external agency for employees
- Whistle blower policy for the public – use Erie County
- Creation of Annual Disclosure Statement
- Revision of the definitions of the Code of Ethics

**SUGGESTIONS AND RECOMMENDATIONS**

- Would like to implement a policy regarding decorum by town officials and the public during meetings
- Prohibiting an officer from a political party from holding a paid position within the town
- Address the terms and composition of the Ethics Board
- Mandatory training for elected officials
- Ethics training for all employees and elected officials
- Creation of a employee handbook by the Human Resources Department
- Creation of an on boarding policy

**AMMENDING THE CODE**

- Discussion of term limits of the Ethics Board members
  - ✓ Staggering appointments vs. continuity of the board
  - ✓ No term limits due to the amount of turnover of members
- Suggested researching Ethic Codes of other municipalities with five member boards
- Review the model Ethics Code previously sent from Deputy Town Attorney Jon Minear
- Review of the financial disclosure form for elected officials and information provided from Westlaw

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**CHECKLIST OF ITEMS TO BE PRESENTED**

- Finalization of Code of Ethics
  - ✓ Add training
  - ✓ Composition of the board
  - ✓ Execution of whistle blower policy
  - ✓ Disclosure statements

**DEPUTY TOWN ATTORNEY JON MINEAR**

- Presented an article that states the Ethics Board is governed by the same conditions of a county board; may subpoena a witness to testify before the Ethics Board

**FEBRUARY WORK SESSION**

- The next work session will be held on February 20, 2019 at 6:00 PM in the conference room of the Community Center

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