

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

**ETHICS BOARD
MEETING MINUTES
August 5, 2020**

Vice Chairperson Montgomery called the meeting to order at 6:04 P.M.

ROLL CALL: Members Present – Rodney Montgomery, Vice Chairperson
Teresa Funk
Lawrence Kavanaugh Jr.

Members Absent -- Tina Hawthorne, Town Attorney
Amy Carpenter, Chairperson
Jon Minear, Deputy Town Attorney
Amy Kobler, Town Clerk

Vice Chairperson Montgomery noted that both Chairperson Carpenter and Deputy Town Attorney Minear are excused.

APPROVAL OF MINUTES

Motion by Theresa Funk, seconded by Lawrence Kavanaugh, to approve the Ethics Board Meeting Minutes from August 5, 2020.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS

I. Ethical Misconduct Complaint Form

Secretary Amelia Greenan distributed the updated Ethics Complaint Form edited by Chairperson Carpenter for approval.

Motion by Mr. Kavanaugh, seconded by Ms. Funk, to approve the edits made to the Ethics Complaint Form.

Ayes: All

Noes: None

Motion Carried

II. Ethics Training Form

Ms. Funk sent Supervisor Gary Dickson and Highway Superintendent Brian Adams dates and times to host Ethics Training for employees. She has not yet heard back from either individual but will follow up.

OPEN DISCUSSION

I. Ethics Board Conference

Vice Chairperson Montgomery mentioned an idea on behalf of Chairperson Carpenter and himself:

There was discussion regarding the future possibility of hosting an Ethics Board Conference with other surrounding Ethics Boards in an effort to share best practices. The Ethics Board may want to expand this conference in the future to other departments.

Ms. Funk commented that this may be a good opportunity for collaboration and discussion regarding other Ethics Codes and therefore the potential for improvement.

GENERAL PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Motion by Mr. Kavanaugh, seconded by Ms. Funk to move into Executive Session to review a previous ethic complaint.

Ayes: All

Noes: None

Motion Carried

Motion by Ms. Funk, seconded by Mr. Kavanaugh to approve the Memorandum Decision 2020-01.

Ayes: All

Noes: None

Motion Carried

Motion by Vice Chairperson Montgomery, seconded by Ms. Funk to move out of Executive Session.

Ayes: All

Noes: None

Motion Carried

Open Discussion Continued...

Ms. Funk proposed ways by which the Ethics Board can be more formal when reviewing Ethics Complaints. She suggested the Ethics Board receive a formal copy of the Ethics Complaint prior to meeting and begin numbering complaint submissions.

Vice Chairperson Montgomery suggested the Ethics Board receive the Ethics Complaint by way of physical copy only, and on a colored sheet of paper.

Motion by Ms. Funk, seconded by Mr. Montgomery to move forward with all suggested practices when reviewing an Ethics Complaint.

Ayes: All

Noes: None

Motion Carried

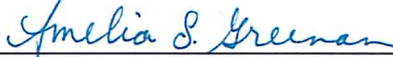
ADJOURNMENT

Motion by Ms. Funk, seconded by Mr. Kavanaugh to adjourn the meeting at 6:37 p.m.

Ayes: All

Noes: None

Motion Carried



Amelia S. Greenan
Secretary to the Ethics Board