

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

**ETHICS BOARD
MEETING MINUTES
November 4, 2020**

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

ROLL CALL: Members Present – Amy Carpenter, Chairperson
Rodney Montgomery, Vice Chairperson
Michael Teager
Theresa Funk

Members Absent -- Tina Hawthorne, Town Attorney
Lawrence Kavanaugh Jr.
Amy Kobler, Town Clerk
Jon Minear, Deputy Town Attorney

APPROVAL OF MINUTES

Motion by Ms. Theresa Funk, seconded by Vice Chairperson Montgomery, to approve the Ethics Board Meeting Minutes from October 7, 2020.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS

Review of Financial Disclosure Forms

Chairperson Carpenter announced there are no new financial disclosure forms to review.

Town of West Seneca Ethics Trainings

Ms. Funk will present an Ethics Code Training to all reports of Highway Superintendent Brian Adams tomorrow, November 5 at 8:00am in the West Seneca Community Center Large Conference Room. This includes the Highway Department, Buildings and Grounds and Sanitation Department.

Ms. Funk gave a summary of the presentation. (Linked under the 11/4/2020 meeting items.) There was a discussion on gifts and what examples Ms. Funk may be able to offer during her presentation.

Vice Chairperson Montgomery asked if the training will be video recorded. Ms. Funk replied that it will not be recorded. Vice Chairperson Montgomery expressed a concern

that employees may incorrectly reference an example given at the training as justification for an ethical mistake. Ms. Funk replied that she will not extensively elaborate and will use more obvious examples.

Mr. Teager mentioned the importance of referencing and clarifying even the smaller examples and potential ethical allegations.

Chairperson Carpenter asked Ms. Funk if the managers were going to have a separate training. Ms. Funk clarified that it is one large group.

Chairperson Carpenter emphasized the need for the Ethics Code and Presentation so that the employees have a better understanding of the Ethical standards in the Town of West Seneca.

Ethics Code

The Ethics Board Members will all review the Ethics Code for any changes needed.

OPEN DISCUSSION

None.

GENERAL PUBLIC COMMENTS

None.

ADJOURNMENT

Motion by Mr. Teager, seconded by Ms. Funk to adjourn the meeting at 6:26 p.m.

Ayes: All

Noes: None

Motion Carried



Amelia S. Greenan
Secretary to the Ethics Board