

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

**ROLL CALL:**

- Members Present - Michael Teager, Chairperson  
Amy Carpenter  
Teresa Funk  
Lawrence Kavanaugh, Jr.  
Jon Minear, Deputy Town Attorney
- Absent - Tina Hawthorne, Town Attorney  
Amy Kobler, Town Clerk  
Rodney Montgomery

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**MINUTES TO BE APPROVED**

Motion by Chairperson Teager, seconded by Vice Chairperson Carpenter, to approve minutes of the February 3, 2021 meeting.

Ayes: All

Noes: None

Motion Carried

**COMMUNICATIONS**

▪ **Term Dates**

Chairperson Teager discussed the discrepancies regarding Ethics Board members terms with Supervisor Dickson, and it was mutually agreed upon that an item should be presented to the Town Board to align the committee member appointments to the Ethics Code: three members to be appointed in 2021 and two members to be appointed in 2022.

- 2021 appointments: Theresa Funk and Lawrence Kavanaugh, Jr., and one open position
- 2022 appointments: Michael Teager, and one open position

Regarding Amy Carpenter and Rodney Montgomery, Chairperson Teager sought clarification if this was to be the last year for both members. Ms. Carpenter confirmed this was her understanding as well. Ms. Funk confirmed this also. Deputy Town Attorney Minear referred to email correspondence with Chairperson Teager and suggested it be reviewed for clarification.

Chairperson Teager suggested he would be the third person for the 2021 appointments with a term ending in 2025 and Ms. Carpenter and Mr. Montgomery's terms would end December 31, 2021. Mr. Minear stated this would be appropriate.

Motion by Chairperson Teager, seconded by Ms. Funk, to send a request to the Town Board to re-appoint Michael Teager to the term of January 1, 2021 through December 31, 2025, Amy Carpenter to a term ending December 31, 2021, and Rodney Montgomery to a term ending December 31, 2021.

Ayes: All

Noes: None

Motion Carried

▪ **Contractor disclosure forms**

Chairperson Teager referred to a discussion from the previous meeting about the lack of clarity in obtaining and reviewing contractor disclosure forms on a rolling basis. Deputy Town Attorney Minear stated the committee should be reviewing them but in practice it does not seem to be happening. Ms. Funk stated the forms are not being completed.

Chairperson Teager questioned the appropriate way to seek compliance with this aspect of the Ethics Code. Mr. Minear stated a memo from the Ethics Board to all department heads would be sufficient and he can review the memo before it is sent out. Further, the language of the Ethics Code does require both an individual and contractor disclosure forms be completed by the contractors; this requirement can be modified in a future revision of the Ethics Code.

Chairperson Teager requested confirmation that the existing contractors should be submitting the disclosures annually annually as well. Mr. Minear stated this would be correct. Ms. Funk questioned if a list of contractors is or could be made available for reference. Mr. Minear referred the board members to Ms. Wnek, the Director of Finance, for a list.

Mr. Kavanaugh questioned if a bid could be submitted without including the disclosure form. Mr. Minear stated upon hiring by the town a contractor is required to submit the disclosure. Ms. Funk stated work should not begin until the Ethics Board reviews the disclosure form and suggested including this in the reminder memo to department heads. Chairperson Teager pondered the authority of the Ethics Board should a potential violation be discovered. Mr. Minear stated the Ethics Board is an advisory board and can submit an advisory opinion to the Town Board. Chairperson Teager stated the reminder memo should then just focus on the process of submitting the form. Mr. Minear agreed.

**EXECUTIVE SESSION**

Motion by Chairperson Teager, seconded by Ms. Carpenter, to enter into executive session to review disclosure forms, as they pertain to past employment history, future employment plans, employment history of a corporation or limited liability company, and/or matters that may lead to the employment, demotion, discipline, suspension, dismissal, or removal of a particular person or business entity.


Ayes: All

Noes: None

Motion Carried

**ADJOURNMENT**

Motion by Chairperson Teager, seconded by Ms. Funk, to adjourn the meeting at 6:39 P.M.

  
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Margaret A. Martin  
Deputy Town Clerk/Secretary to the Ethics Board