

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

ROLL CALL:

Members Present - Michael Teager, Chairperson
Teresa Funk, Vice-Chairperson
Anna Garvey
Lawrence Kavanaugh, Jr.
Kayla Leonard

Absent - Jon Minear, Deputy Town Attorney
Amy Kobler, Town Clerk

MINUTES TO BE APPROVED

Motion by Chairperson Teager, seconded by Vice-Chairperson Funk, to approve Minutes of the April 13, 2022 meeting.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS

Ethics Code Bylaws

Chairperson Teager introduced the idea of bylaws to the Ethics Board and stated the bylaws could include the following and be adopted/amended annually:

- ✓ Recusal policy
- ✓ Attendance policy
- ✓ Housekeeping items for self-governance

Mr. Kavanaugh questioned what would be in the bylaws that is not already in the Ethics Code. Chairperson Teager stated the board could include what they wanted, for example, the recusal policy as outlined by the source Mr. Kavanaugh had presented.

Vice-Chairperson Funk questioned if Mr. Teager had reviewed other Ethics Board's websites. Chairperson Teager stated he had not but as a former member of an arts commission the group had bylaws that were adopted each year including an attendance policy and defaulting to Robert's Rules of Order. Further, the bylaws do not need to be included in the Ethics Code and require Town Board approval.

Ms. Garvey stated she was surprised the Ethics Board does not have bylaws in place and agrees it is a good idea to have normal work processes, rules of order, and policies outlined; this would be helpful to a new Chairperson or member to the board. Chairperson Teager stated the previous Chairperson was extremely helpful, but it would be beneficial to have a document to refer to.

Mr. Kavanaugh stated he would like Deputy Town Attorney Minear's input and to review other Ethics Boards' policies. Mr. Kavanaugh stated he is not familiar with what towns have Ethics Boards. Ms. Funk stated all towns have them. Chairperson Teager stated he understands that some only convene to hear complaints.

Chairperson Teager stated he would like to formalize the submission of ethics complaints. Ms. Garvey stated having detailed notes on the process is another option.

Ms. Funk stated there is information available online the board can use for reference. Chairperson Teager stated the bylaws document does not need to be elaborate. Ms. Martin referred to the Erie County Ethics Board Rules and Regulations document on their website.

Mr. Kavanaugh stated he would like a recusal policy added to the Ethics Code as the term "recuse" is defined. Chairperson Teager stated a recusal policy could be an element of the bylaws and added to the Ethics Code.

EXECUTIVE SESSION

Motion by Chairperson Teager, seconded by Ms. Leonard, 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. Garvey, to adjourn the meeting at 6:42 P.M.



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