

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

**ETHICS BOARD  
Work Session  
February 20, 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  
James Lazaros  
Rodney Montgomery

Members Absent - Tina Hawthorne, Town Attorney  
Jon Minear, Deputy Town Attorney  
Karl Spencer

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**ETHICS BOARD MEMBERS & TERM LIMITS**

- All members were in agreement that the Town Clerk should remain on the Ethics Board as an ex-officio member
- Discussion was held regarding possible term limits and composition of the Ethics Board:
  - ✓ No term limits
  - ✓ Resignations be filled by Town Board seat number
  - ✓ Have a five member board through attrition
  - ✓ Keep a six member board and the Town Clerk as an ex-officio member, as a person leaves a Town Board member receives an appointment

**WHISTLEBLOWER POLICY**

- Rewrite the Whistleblower section of the code to include the use of the County of Erie for public use and an external agency for employees

**CONTRACTOR DISCLOSURE STATEMENT**

- Addition of the contractor's disclosure statement to the code

**RECOMMENDATIONS TO THE TOWN BOARD**

- Creation and use of a employee handbook
- Would like a ethics training page in the handbook
- On-boarding ethics training along with annual retraining on ethics

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### **INTRODUCTION TO THE CODE**

- Chairperson Carpenter would like to include a introduction to accompany the revised Code of Ethics which will provide an understanding of what the Ethics Board is and what they are trying to accomplish; points to be included should be transparency, civility, courtesy, conflict of interest, recusal, usage of town property, misuse of confidential information, improper gifts and thinking of what is best for the town in regards to decision making.

### **MARCH MEETING**

- A copy of the code will be available for review before the March meeting
- The March meeting will be held on March 20, 2019 at 6:00 pm in the conference room located in the Community Center

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