

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

**ETHICS BOARD
Work Session
October 18, 2018**

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

ROLL CALL:

Members Present – Amy Carpenter
Jacqueline Felser, Town Clerk
Theresa Funk
Jon Minear, Deputy Town Attorney
Rodney Montgomery

Members Absent - William Bauer
John J Fenz, Town Attorney
James Lazaros

DEFINITION UPDATES

Members presented their ideas and agreed to the following definitions for the Ethics Code:

- Recusal – the act of abstaining from participation of an official action due to a conflict of interest
- Whistle blower – any town employee is defined herein who is in good faith discloses information concerning wrongdoing by another town employee or concerning the business of the town itself
- Conflict of interest – Any action or omission which is in conflict or gives or may reasonably give the appearance of conflict with the performance of official Town business or government
- Relative - A spouse, parent, stepparent, sibling, step-sibling, sibling's spouse, child, stepchild, uncle, aunt, nephew, niece or household member of a Town official, officer or employee and individuals having any of these relationships to the spouse of the Town official, officer or employee

WHISTLEBLOWER POLICY

Chairperson Carpenter suggested the use of an external company to receive complaints from employees and residents with the notification process going through the Town Attorney to investigate the validity of the complaint. Chairperson Carpenter further suggested having a policy and procedure in place to curtail public accusations at Town Board meetings and will research the providers.

Mrs. Funk suggested requiring complainants to use their name when filing an accusation and the complainant must be a town resident.

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TRANSPARENCY

Chairperson Carpenter suggested adding transparency and the value based proposition to the Ethics Code.

FINANCIAL DISCLOSURE

Members presented their ideas and agreed to the following for the Financial Disclosure statement:

- Properties owned by family members shall not require disclosure
- Only property owned within the town shall be disclosed
- Disclosure of family members employed by the town will be required
- Recommended to refer to the form as a "Disclosure Form"
- Financial information shall not be included
- Outside businesses from the employee or family member will be required to be disclosed
- Mrs. Funk will revise the Disclosure Statement

NOVEMBER WORK SESSION

The next meeting will be a work session and will be held on November 14, 2018 at 6:00 P.M. in the conference room of the Community Center & Library.

The work session concluded at 6:49 P.M.

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