

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

**ETHICS BOARD**  
**Work Session**  
**December 12, 2018**

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

**ROLL CALL:**

Members Present – Amy Carpenter  
William Bauer  
Jacqueline Felser, Town Clerk  
John J Fenz, Town Attorney  
Theresa Funk  
James Lazaros  
Jon Minear, Deputy Town Attorney  
Rodney Montgomery  
Karl Spencer

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**ANNUAL STATEMENT OF DISCLOSURE**

- Deputy Town Attorney Jon Minear discussed the legal changes made to the Annual Statement of Disclosure.

**STATEMENT OF DISCLOSURE FOR CONTRACTORS**

- Discussion was held requiring contractors engaging in business with the Town of West Seneca to submit a completed Statement of Disclosure
  - ✓ the Statement of Disclosure verbiage will be tweaked to fit contractors
  - ✓ will be required for bid opening contracts as well as contracts requiring Town Board voting
  - ✓ advised to make the requirement part of the towns Procurement Policy

**WHISTLEBLOWER POLICY**

- Discussion was held regarding public complaints being handled by Erie County
- Recommendation was made for employees to have a separate portal with any accusations being reported to the Town Attorney
  - ✓ Town Attorney John Fenz suggested the use of a whistleblower voice mailbox which the Deputy Town Attorney Jon Minear has access
- Complaints found to be criminal would be handled by the District Attorney's office
- A policy will be presented for the whistleblower policy to ensure a due process

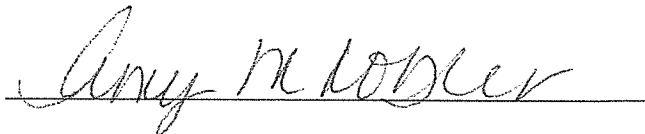
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**JANUARY WORK SESSION**

The next meeting will be a work session and will be held on January 23, 2019 at 6:00 P.M. in the conference room of the Community Center & Library.

The work session concluded at 6:50 P.M.

A handwritten signature in cursive script that reads "Amy M. Kobler". The signature is written in black ink and is positioned above a solid horizontal line.

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