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

# ETHICS BOARD April 18, 2019

Chairperson Carpenter first thanked Deputy Town Clerk Amy Kobler for her service as Secretary to the Ethics Board and welcomed Amelia Greenan as the new Secretary to the Ethics Board.

**ROLL CALL:** Members Present – Amy Carpenter, Chairperson

Rodney Montgomery, Vice Chairperson

Teresa Funk

Jacqueline Felser, Town Clerk Tina Hawthorne, Town Attorney

Members Absent - William Bauer

James Lazaros

Jon Minear, Deputy Town Attorney

Karl Spencer (Excused)

### **APPROVAL OF MINUTES**

Motion by Mr. Montgomery, seconded by Mrs. Funk, to approve Board Meeting Minutes from July 19, 2018 and all Work Session Meeting Minutes from August 23<sup>rd</sup>, 2018 to March 20<sup>th</sup>, 2019 at one time.

Ayes: All Noes: None Motion Carried

### **OLD BUSINESS**

### **Ethics Board Mission Statement**

Chairperson Carpenter read through the proposed Ethics Board Mission Statement.

Motion by Town Clerk Felser, seconded by Mr. Montgomery, to accept Ethics Board Mission Statement.

Ayes: All Noes: None Motion Carried

### **Town Disclosure Form**

Chairperson Carpenter explained:

- The Town Disclosure Form is not asking for anyone to provide financial history and the form is a shorter version compared to most disclosure forms
- The form asks if an individual has any relatives employed by the town or appointed to serve on town committees, and asks individual to include relationship, position held and name of relative.
- The form asks what properties the individual owns or has ownership in
- The form also defines what a 'relative' is.

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- The purpose of the Town Disclosure Form is to identify potential conflicts of interests before such conflicts occur.
- Definitions are provided in the disclosure form

Chairperson Carpenter read through the proposed Town Disclosure Form.

Motion by Mrs. Funk, seconded by Mr. Montgomery, to approve the Town Disclosure Form.

Ayes: All Noes: None Motion Carried

## **Independent Contractor Disclosure Form**

Chairperson Carpenter read through the proposed Independent Contractor Disclosure Form.

Motion by Mrs. Funk, seconded by Mr. Montgomery, to approve the Independent Contractor Disclosure Form.

Ayes: All Noes: None Motion Carried

## **Proposed Ethics Code**

- Discussion with Town Attorney Tina Hawthorne on how to proceed with presentation of Ethics Code
- Has to be a public hearing and document must be sent seven (7) days beforehand
- Ethics Board will send a proposed Ethics Code to Town Board Members before Town Board Meeting so board members can ask questions ahead of time, if need be

### **NEXT MEETING**

The next meeting will be held June 12<sup>th</sup> at 6:00 P.M. in the Community Center & Library.

## **ADJOURNMENT**

Motion by Chairperson Carpenter, seconded by Mrs. Funk, to adjourn the meeting at 6:22 P.M.

Ayes: All Noes: None Motion Carried

Amelia S. Greenan

Secretary to the Ethics Board

Imelia S. Greenan