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

ETHICS BOARD MEETING MINUTES October 7, 2020

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

ROLL CALL:

Members Present – Amy Carpenter, Chairperson

Rodney Montgomery, Vice Chairperson Jon Minear, Deputy Town Attorney

Michael Teager

Amy Kobler, Town Clerk

Theresa Funk

Lawrence Kavanaugh Jr.

Members Absent -- Tina Hawthorne, Town Attorney

APPROVAL OF MINUTES

Motion by Chairperson Amy Carpenter, seconded by Ms. Theresa Funk, to approve the Ethics Board Meeting Minutes from September 2, 2020.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS

Ethics Code

Chairperson Carpenter announced that West Seneca Supervisor Gary Dickson asked if there were any changes the Ethics Board wanted to make to the Ethics Code. Supervisor Dickson will be making changes to the process by which the Town Board selects Ethics Board Members. There is a cost involved when changes are made to the Ethics Code.

Ms. Funk thinks there may be some changes needed, but she will review her notes.

Review of Financial Disclosure Forms

Chairperson Carpenter announced that Supervisor Dickson suggested posting completed Financial Disclosure Forms to the website for public viewing.

Chairperson Carpenter did not feel it was necessary. Town Clerk Amy Kobler agreed. Mr. Lawrence Kavanaugh asked if the forms contained any personal information.

Chairperson Carpenter and Ms. Funk confirmed that there is personal information, like addresses on the forms.

The Ethics Board concluded that while these forms can be obtained under the Freedom of Information Act, it is not necessary to post these forms containing personal information on the town website.

EXECUTIVE SESSION

Motion by Mr. Kavanaugh, seconded by Chairperson Carpenter, to move into Executive Session to review completed Financial Disclosure Forms.

Ayes: All

Noes: None

Motion Carried

Motion by Ms. Funk, seconded by Mr. Kavanaugh, to move out of Executive Session.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS continued...

Town of West Seneca Ethics Trainings

Ms. Funk contracted Highway Superintendent Brian Adams and Supervisor Dickson a couple times regarding the Ethics Trainings for town employees. Supervisor Dickson replied back to Ms. Funk a couple weeks ago and advised that she work with Melanie from Human Resources because Melanie is scheduling sexual harassment trainings and can possibly combine. Melanie is working on getting these sessions scheduled.

Mr. Michael Teager sent an email to Chairperson Carpenter a few days after the last Ethics Board Meeting regarding whether or not the training should be in-person or online. He was not sure what was required.

Ms. Funk suggested the Ethics Board have in-person training this year because the Ethics Code has undergone a major update. After that, employees will just receive a copy of the Code, rather than full training every year. Human Resources already has required training every year.

Clerk Kobler explained the training should start from top-down with all employees. Ms. Funk agreed and made that clear to Supervisor Dickson. According to Ms. Funk, Supervisor Dickson also agrees. Ms. Funk explained the training should be for all employees and all board members.

Ms. Funk mentioned that she is open to the training online (vs. in-person).

Clerk Kobler suggested an Ethics Training through the Association of Towns for the Ethics Board Members. Clerk Kobler will research when the next online ethics training will be held through the Association of Towns and email Chairperson Carpenter with what she has found.

Ms. Funk further clarified that the Town does not normally hold a training for the Ethics Code, but because there was a major update recently to the code, the Ethics Board would like to hold a training on it for employees.

Mr. Teager explained that he was suggesting a long-term solution for an online module. He mentioned the only challenge would be verification.

Ms. Funk stated Supervisor Dickson suggested the Ethics Board provide a copy of the Ethics Code and PowerPoint Presentation to the West Seneca Police Department. The Police Department already has their own Ethics Code. Chairperson Carpenter will request a copy from the Chief. Ms. Funk said she will share the Ethics Code and Presentation with the Chief and leave it up to him to review with his department.

OPEN DISCUSSION

None.

GENERAL PUBLIC COMMENTS

None.

ADJOURNMENT

Motion by Mr. Kavanaugh, seconded by Vice Chairperson Montgomery to adjourn the meeting at 6:25 p.m.

Ayes: All

Noes: None

Motion Carried

Amelia S. Greenan

Secretary to the Ethics Board