TO: Greenburgh Town Board  
CC: Greenburgh Town Clerk  

Board of Ethics Supplemental Report Regarding Distribution of the Code of Ethics  

I. Background  

Reference is made to the Report to the Town Board "Promulgation of Code of Ethics and Ethics Training" dated August 8, 2011 (copy reprinted below). Like that Report, this Supplemental Report is being issued under Section 11H of the Code of Ethics. The Code of Ethics (Section 10) assigns the responsibility for distributing copies of the Code of Ethics to the Town Clerk (for elected officers and agency members) and the Town Attorney (for appointed officers and employees).  

As noted in the August Report, during several recent Board of Ethics investigations the subjects of verified complaints stated that they had never received copies of the Code of Ethics.  

II. Recommendation  

The Board of Ethics recommends that a statement acknowledging receipt of the Code of Ethics be added to the bottom of the oath of office executed by each elected officer or agency member upon taking office and be added to one of the papers signed by new appointed officers and employees upon employment.  

BY THE BOARD OF ETHICS  
Adopted at October 19, 2011 Meeting  
Voting for: Mr. Eisen  
Mr. McLaughlin  
Mr. Sigal  
Not Present:  
Mr. Constantine  
Mr. Scott  
* * * * *

To: Greenburgh Town Board  
Copies: Town Attorney, Town Clerk  
Subject: Promulgation of Code of Ethics and Ethics Training  
August August 8, 2011  

During several recent Board of Ethics meetings, the subjects of verified complaints stated that they had never received copies of the Code of Ethics and never received any ethics training. Section 10 of the Code of Ethics requires that the Town Attorney and the Town Clerk have responsibilities to provide copies of the Code of Ethics and that the Town Attorney's Office has the responsibility to provide ethics training.  

The Board of Ethics wrote to both the Town Clerk and Town Attorney. The Town Clerk responded that copies of the Code of Ethics were sent out to all those she was responsible to send (elected officers and agency members) in March 2011. The Town Attorney never responded. Thus, it appears that the Code of Ethics has not been given to Appointed officers and employees or to persons or legal entities having contracts with the Town in excess of $100,000.  

Furthermore, it appears that the Town Attorneys Office has not developed and presented training materials and/or programs
The Board of Ethics has, through a Subcommittee, been investigating potential aids for ethics training. As part of this investigation, we identified a DVD titled “Government Ethics Training for Government Employees” from The Richardson Company in Lakewood, Washington, costing $325. The Board of Ethics believes this DVD would be appropriate for training of general employees of the Town, but that special training materials, as required by the Code of Ethics for the Town Attorneys Office to develop, would be required for training of elected officials, appointed officials and senior employees.

The Board of Ethics recommends that the Town Board cause the Town Attorney to:

- Comply with distribution of the Code of Ethics as provided in paragraphs §570-10A and §570-10C, and
- Develop and present training materials as provided in paragraph §570-10F of the Code of Ethics.

The Board of Ethics requests that the Town Board promptly consider this recommendation.

Respectfully submitted,

GREENBURGH BOARD OF ETHICS

   Mike Sigal, Chair
   Mark Constantine, Secretary
   Jack McLaughlin
   Eric Scott
   Glenn Eisen

cc: Town Clerk
    Town Attorney
    Joseph Malara, Esq., Counsel Greenburgh Board of Ethics