To: Greenburgh Town Board

Copies: Town Attorney

Town Clerk

Subject: Promulgation of Code of Ethics and Ethics Training

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