

**TOWN OF GEDDES
ADMINISTRATIVE/ETHICS COMMITTEE
Meeting Minutes**

Committee Members

Supervisor Albrigo – Chairman

Assistant Supervisor Weber

Councilor Martin Kelley

Councilor Susan LaFex

Guests: Ethics Board of Town of Geddes

Meeting held on Monday, July 2, 2018 @ 6:00 pm

1. Ethics -

- The Ethics Committee met with the Ethics Board to (primarily) address issues related to the Conflict of Interest Statements that are to be signed annually by all employees including Board Members. Additionally, to address issues concerning Town employees that may be reporting to a family member. The Ethics Committee assured the Ethics Board that all of the concerns brought forward during the meeting will be addressed by the Committee and if necessary the Board.

2. Town Manager Position:

- Further discussion on the role of Town Manager. A job description was distributed to with all Committee Members for their review and feedback. A resolution to advertise for the position will be on the July 2018 Board Meeting Agenda.

3. Town Engineer retirement and search for replacement:

Counselor Donovan distributed sample RFP document for search for a Town Engineer.

4. Comptroller Services Update –

- Financial Board package has been finalized and will be utilized on the next Board Meeting.

5. NYS Comptroller Office Audit –

- The audit is a work in progress. The Town Supervisor has not received any official or unofficial report to date.

6. Arbitration Update –

- Arbitration hearing was held. Each party presented their case. Arbitrator will issue a decision in approximately 3 weeks.