



City of Kingston Board of Ethics
Meeting
September 16, 2019

Minutes to the Board of Ethics Meeting

Those present were Allen Nace, Dana Blackmon, Jackie DeCicco, Mike Decker, and Robert DiBella

The meeting was called to order by Allen Nace at 4:07pm on September 16, 2019 in conference room 1 of City Hall.

The meeting minutes were read. Motion was made by Mike Decker to accept the meeting minutes from June 3, 2019. Seconded by Dana Blackmon.

Old Business:

The Financial Disclosure Statements were reviewed at the last meeting. 67 employees/officers submitted completed statements while 4 employees/officers did not turn in a Disclosure Statement. 8 statements had the wrong year and 7 statements were incomplete.

The Board discussed the next steps to be taken regarding the missing and/or incomplete statements. Allen Nace will draft a letter for each of the employees/officers requesting that they submit a completed statement or complete their submitted statement within 30 days from the date of the letter. Letters will be sent out by Jackie DeCicco.

In the case of the wrong year being put on the Disclosure statement the employee/officer can write in the correct year, date and initial it.

The Board decided to add the year to the Financial Disclosure Statement for 2020 so there won't be any confusion.

Mike Decker prepared a draft of the Rules and Regulations for the Board to review and make amendments as needed. The Board reviewed the draft and discussed changes to the draft. All agreed to the changes needing to be made. Mike will update the Rules with the agreed upon changes and the Rules and Regulations will be added to the Ethics webpage.

A complaint form was created by Mike Decker and reviewed by the Board. Changes were discussed and the Board agreed to accept the new complaint form with the changes discussed. Mike will make changes and email to Jackie to add to the Ethics webpage.

Jackie DeCicco is managing the webpage for the Board. The following items will be added to the webpage as soon as they are updated and available.

- The Board of Ethics Purpose
- Rules and Regulations
- Complaint Form
- Instructions for filing a complaint
- Expectations of filing a complaint and what NOT to expect
- Confidentiality Statement

New Business:

Robert DiBella indicated he recently relocated outside of the City limits. Robert will be submitting a letter of resignation to Mayor Noble. The Mayor will need to appoint a new member to finish out Robert's term which expires July 31, 2021.

Tentative meeting scheduled for December 9th only if needed.

Motion was made by Jackie DeCicco to adjourn the meeting. Motion was seconded by Robert DiBella. The meeting was adjourned at 5:20pm.

Respectfully submitted,
Jackie DeCicco, Secretary