

**WEST SENECA ETHICS BOARD - MEETING MINUTES**  
**WEST SENECA COMMUNITY CENTER - 1300 UNION ROAD, WEST SENECA, NY 14224**

**DATE**

May 13, 2026

**CALL TO ORDER**

The regular meeting of the West Seneca Ethics Board was called to order by Chairperson Leonard at 6:05 PM.

**ROLL CALL**

Present:

1. Kayla Leonard, Chairperson
2. Braedan Gillman
3. Theresa Funk
4. Maggie Mackert
- Michael Mingo, Deputy Town Attorney

Absent:

1. Anna Parkes, Vice Chairperson
- Councilmember Robert Breidenstein, Town Board Liaison (Excused)

**APPROVAL OF MINUTES**

Motion by Chairperson Leonard, seconded by Mr. Gillman, to table the approval of the April 2026 meeting minutes until the June 2026 meeting.

Ayes: All

Noes: None

Abstain: None

Motion: Carried

**COMMUNICATIONS**

- Roll Book Signatures Follow-Up

Chairperson Leonard reported that she had previously contacted Town Board Liaison Councilmember Breidenstein regarding the requirement for board members to sign the oath book at the Town Clerk's office but has not yet received a response. Chairperson Leonard stated she will send a follow-up communication to Councilmember Breidenstein to inquire if an employee from the Town Clerk's office could bring the book to a future meeting for board members to sign.

**PUBLIC COMMENT**

None received.

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**EXECUTIVE SESSION**

Motion by Chairperson Leonard, seconded by Mr. Gillman, to enter into executive session at 6:09 PM to review disclosure forms as they pertain to past employment history, future employment plans, employment history of a corporation or limited liability company, and/or matters that may lead to the employment, demotion, discipline, suspension, dismissal, or removal of a particular person or business entity.

Ayes: All Noes: None Abstain: None Motion: Carried

Motion by Chairperson Leonard, seconded by Ms. Funk, to move out of executive session at 7:00 PM.

Ayes: All Noes: None Abstain: None Motion: Carried

Chairperson Leonard reported that during executive session, it was determined that Ms. Funk had a conflict regarding disclosure form C26-004, and Ms. Funk recused herself from its review.

Chairperson Leonard reported she was requested to recuse herself from the review of disclosure form C26-003 and did so. Due to the recusals, a quorum was not technically present to move out of Executive Session, but to end the meeting and relieve all meeting attendees, Chairperson Leonard resumed her authority to end executive session.

**ADJOURNMENT:**

Motion by Chairperson Leonard, seconded by Ms. Mackert, to adjourn the meeting at 7:02 PM.

Ayes: All                      Noes: None                      Abstain: None                      Motion: Carried

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Respectfully submitted by Matthew Fincel  
Secretary to the Ethics Board

