

Date Received 7/3/17  
Town Clerk's Office

**BOARD OF ETHICS MEETING MINUTES  
TUESDAY, APRIL 18, 2017**

**TOWN OF NORTH CASTLE  
15 BEDFORD ROAD  
ARMONK, NY**

**Public Meeting:**

**DATE:** April 18, 2017

**TIME:** 9:00 a.m.

**PLACE:** Judges' Conference Room, Town Hall

**PRESENT:** Board of Ethics Members

David Simonds, Chair  
Brett Summers, Secretary  
John Klem  
Susan Shimer  
Edward Lobermann

**ABSENT:**

Rabbi Stacy Bergman, Alternate

**OTHERS PRESENT:**

None

**1. Call to Order**

At 9:03 a.m. the meeting was called to order by the Chair.

**2. Executive Session**

None.

**3. Revision and Adoption of Agenda**

**Discussion, Action: 3.1 Revisions (if necessary) and adoption of Agenda**

A motion was made by Mr. Summers and seconded by Mr. Simonds to adopt the agenda as presented. Vote: 5-yes 0-no. Motion carried.

**4. Unfinished Business**

**Information, Discussion, Action: 4.1 Annual Disclosure Statement (§27-6(E)) and Initial Acknowledgement Form (§27-23(c)).**

After considerable discussion, Ms. Shimer moved to have the Board of Ethics advise the Town Clerk and the Town Administrator that, under town law (Section 27-6(E)), consistent with state law (General Municipal law Section 801 et sec.), disclosure is required, as well as acknowledgement of receipt. Seconded by Mr. Loberman. The Board recognizes that these requirements involve additional work for the town. The methodology for obtaining the disclosures, whether paper or electronic based, is a decision for the town. Vote: 5-yes 0-no. Motion carried.

**Information, Discussion, Action: 4.2 Plain Language Guide for Employees and Volunteers**

There was general consensus that an approximately two page plain language guide was desirable. Mr. Klem agreed to prepare such a draft and circulate it in advance of the next meeting for discussion at the next meeting.

**Information, Discussion, Action: 4.3 Complaint Form**

After a general discussion, there was consensus that various changes to the existing draft Complaint Form were necessary to conform that document to the Town code. Mr. Simonds volunteered to revise the draft Complain Form and circulate that in advance of the next meeting for discussion at the next meeting. There was also consensus that a Caller Information Sheet would be a valuable tool for memorializing how calls to members of the Board of Ethics are handled. The sample form, tailored to local use, was satisfactory and would be adopted in connection with the others forms under that were being developed..

**Information, Discussion, Action: 4.4 Request for Advisory Opinion §27-19(G).**

There was consensus that the form in development in conjunction with the Board's Internal Guidelines will be used for both informal advisory opinions (which are confidential and not to be made public) and formal advisory opinions (to be made public following an investigation). The Request for Advisory Opinion form will be reviewed and approved in conjunction with other forms at future meetings.

**5. New Business**

None.

**6. Chair's Report**

Mr. Simonds reported that he received confirmation from the Town Administrator that all members of the Board of Ethics have general liability, indemnification and umbrella insurance coverage provided by the Town which is identical to that provided to Town Board members.

**6. Communications to the Board of Ethics**

None.

**7. Board of Ethics Minutes****Action: 7.1 Board of Ethics Minutes: March 10, 2017**

A motion was made by Mr. Klem and seconded by Ms. Shimer to approve the Board of Ethics Minutes of march 10, 2017. Vote: 5-yes, 0-no. Motion carried.

**8. Adjournment**

At 11:15 a.m. a motion was made by Mr. Summers and seconded by Mr. Simonds to adjourn the meeting. Vote: 5-yes 0-no. Motion carried.  
The public meeting ended at 11:15 a.m.

Respectfully submitted,

  
Brett Summers, Secretary

May 9, 2017  
Date