

**BOARD OF ETHICS MEETING MINUTES
TUESDAY, May 9, 2017**

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

Public Meeting:

DATE: May 9, 2017

TIME: 8:47 called to order

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 8:47 a.m. the meeting was called to order by the Chair.

2. Executive Session

None

3. Comments from the Public

None

4. 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. Lobermann to adopt the agenda as presented. Vote: 5-yes 0-no. Motion carried.

5. Unfinished Business

Information, Discussion, Action: 5.1 Annual Disclosure Statement (§27-6(E)) and Initial Acknowledgement Form (§27-23(C))

After discussion, the form entitled "Town of North Castle Employees/Officials Disclosure Statement (2017)" was approved by unanimous consent after amending the reference of "Section 27" to "Chapter 27" and formatting longer lines. The form entitled "Acknowledgement of Receipt" was approved by unanimous consent after amending the title to "Acknowledgement of Receipt Pursuant to Code of Ethics §27-23(C)" and striking all language after the first sentence. The signature and date portion of the form will remain.

The form entitled "Disclosure – Conflict of Interest" was also approved by unanimous consensus with minor editing changes including adding "or potential" to the last printed sentence, and adding a final sentence: "Questions on the scope of restrictions should be addressed to the Board of Ethics for guidance. A "Print name" line should be added.

Information, Discussion, Action: 5.2 Plain Language Guide and Forms

After considerable discussion of the form entitled "Town of North Castle Code of Ethics, Covering Municipal Officers and Employees", consensus was reached on amendments to that form. Mr. Klem, who drafted the original version of the document, agreed to reflect those amendments in a revised draft to be circulated for further review and discussion at the next scheduled meeting of the Board of Ethics.

The form entitled "Town of North Castle, BOARD OF ETHICS, COMPLAINT FORM" was revised by unanimous consent with minor formatting and non-substantive language changes. Similarly, the form entitled "Town of North Castle, BOARD OF ETHICS, REQUEST FOR ADVISORY OPINION" was revised by unanimous consent with minor formatting and non-substantive language changes.

There was consensus that a "Caller Information Sheet" be prepared for review and eventual adoption. For all matters pertinent to the work of the Board of Ethics, that form would provide a record of each new communication to any member of the Board of Ethics, as well as recommendations to the caller or the disposition of such inquiries.

6. New Business

Information, Discussion, Action: 6.1 Budgeting for Fees for Outside Counsel When Necessary

After discussion, there was unanimous consensus that the Board of Ethics would eventually recommend to the Town Board that the annual municipal operating budget for the Town contain a budget line for Board of Ethics expenditures for fees and expenses of outside counsel, when necessary as determined by the Board of Ethics. The specifics of such a request would be carried over to the next subsequent meeting of the Board of Ethics.

7. Chair's Report

None.

8. Topics for Future Agendas / Requests for Information

None.

9. Communications to the Board of Ethics

Ms. Shimer received an email on May 8, alleging possible ethics violation of town officer or employee, and will distribute that email to members of the Board of Ethics. It was agreed by unanimous consensus that the Chair would respond on Board of Ethics letterhead, reference the operative town code provisions and provide a draft complaint form if available.

10. Board of Ethics Minutes

Action: 7.1 Board of Ethics Minutes: March 10, 2017

A motion was made by Mr. Summers and seconded by Mr. Klem to approve the Board of Ethics Minutes of April 18, 2017. Vote: 5-yes, 0-no. Motion carried.

11. Adjournment

At 11:40 a.m., a motion was made by Mr. Summers and seconded by Ms. Shimer to adjourn the meeting. Vote: 5-yes 0-no. Motion carried.
The public meeting ended at 11:40 a.m.

Respectfully submitted,


Brett Summers, Secretary

July 11, 2017
Date