

**BOARD OF ETHICS MEETING MINUTES  
TUESDAY, July 12, 2018**

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

**Public Meeting:**

**DATE:** July 12, 2018

**TIME:** 8:36 a.m. called to order

**PLACE:** Hergenhan Recreation Center, Upstairs Conference Room

**PRESENT:** Board of Ethics Members

David Simonds, Chair

Brett Summers, Secretary

Susan Shimer

Edward Lobermann

John Klem

Kerri Kazak, Alternate

**OTHERS PRESENT:**

José Berra, Liaison with the Town Board

**1. Call to Order**

At 8:36 a.m. the meeting was called to order by the Chair.

**2. Revision and Adoption of Agenda**

**Discussion, Action: 2.1 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.

**3. Comments from the Public**

None

**4. Unfinished Business**

**4.1 Annual Disclosure Obligation**

**Information, Discussion: 5.1 Annual Disclosure Obligation**

A discussion was held regarding the question of whether state law mandates town officers and employees to submit annual financial disclosure forms. There was also a discussion of the Town Clerk's statements regarding the requirement for a public hearing in the context of the labor issue. There was consensus that Mr. Summers and Ms. Shimer would draft a letter to counsel seeking a formal legal opinion, and Mr. Berra would follow up with the Town Clerk, Town Administrator and Town Board regarding the labor issue and the annual disclosure form. There was consensus that a meeting with all parties would be necessary to move this issue along. Such individuals would include, at a minimum, the Board of Ethics, Town Administrator, Town Clerk, Liaison to the Town Board, and Town Attorney.

**4.2 Educational Initiative**

**Information, Discussion: 4.2 Educational Initiative**

A discussion was held regarding the most efficient and effective manner for representatives of the Board of Ethics to provide in person training sessions for all town employees, officers and committee members on the general requirements of the Code of Ethics. Mr. Simonds reported that town officials, employees and volunteers are organized into

15 departments and 23 advisory or other boards and committees. There was consensus that preparation of a short video was preferred over attempting to script individual presentations by different Board of Ethics members. The Plain Language Guide would be the general outline for the video, and Mr. Berra indicated that creation of the video should be coordinated through the Town Administrator and the Confidential Secretary to the Supervisor.

The current plan would be to assign each ethics board member to attend three department meetings to distribute the Plain Language Guide, present the video, and take questions. Coordination of committee meeting presentations would be determined at a later date.

**5. New Business**

None.

**6. Chair's Report**

None.

**7. Topics for Future Agendas / Requests for Information**

Contract Employees.

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

The Town Clerk's communication had been shared with all members.

**9. Approval of Minutes of May 10, 2018 Meeting**

A motion was made by Mr. Summers and seconded by Mr. Klem to approve the draft Board of Ethics Minutes of May 10, 2018. Vote: 5-yes, 0-no. Motion carried.

**10. Executive Session**

None

**11. Adjournment**

At 10:07 a.m., a motion was made by Mr. Summers and seconded by Mr. Klem to adjourn the meeting. Vote: 5-yes 0-no. Motion carried.

The public meeting ended at 10:07 a.m.

Respectfully submitted,

  
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Brett Summers, Secretary

October 31, 2018  
Date