

**BOARD OF ETHICS MEETING MINUTES
TUESDAY, January 2, 2018**

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

Public Meeting:

DATE: January 2, 2018

TIME: 8:39 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

ABSENT:
Rabbi Stacy Bergman, Alternate
John Klem

OTHERS PRESENT:
None

1. Call to Order

At 8:39 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

There was consensus that an unfinished business item be added to the agenda concerning the applicability of the Code of Ethics to contract employees. A motion was made by Mr. Simonds and seconded by Ms. Shimer to adopt the agenda as amended. Vote: 4-yes 0-no. Motion carried.

3. Executive Session

None

4. Comments from the Public

None

5. Chair's Report

Mr. Simonds reported on his meeting with Supervisor Shiliro, also attended by Mr. Summers, in which Mr. Simonds generally covered the same items as contained in the draft 2017 Town Board Update (see 5.4 below). In addition, the Chair reported that the Board of Ethics request for a line item in the Town's annual budget was approved through a reallocation of a portion of existing reserve funds. Thus, the Town was able to approve the request without increasing the Town's budget. In addition, the Chair reported that the Town Board approved the retroactive renewal of Ms. Shimer's term.

6. Unfinished Business

6.1 Identification of Outside Counsel

Information, Discussion, Action: 6.1 Identification of Outside Counsel

After discussion of the need to identify contingent outside counsel in the event that Mr. Baroni were conflicted from advising the Board of Ethics, there was consensus that Mr. Summers would attempt to contact the new County Executive or County Board of Ethics for a referral. Mr. Summers would also pursue a referral through longstanding counsel to the school district. The objective was to recommend contingent outside counsel at the January 24 meeting of the Town Board.

6.2 Annual Disclosure Reports: Procedure and Review.

Information, Discussion: 6.2 Annual Disclosure Reports: Procedure and Review.

Ms. Shimer reported that the Town apparently has a new individual assisting in the Clerk's office in order to facilitate electronic distribution and receipt of the Annual Disclosure Statement to all employees, officials and volunteers. Mr. Simonds agreed to follow up with the Town Clerk and get more information in advance of our next meeting.

6.3 Contract Employees

Information, Discussion: 6.3 Contract Employees

There was discussion of the continuing need to identify the best method to assure that contract employees would be subject to the same conflict of interest and disclosure standards in the Town's Code of Ethics as those that apply to regular employees. There was consensus that this item would be carried forward by the Board of Ethics with until an appropriate recommendation could be made to the Town Board.

6.4 Annual Presentation and Report to Town Board: Scope and Prep

Information, Discussion: 6.4 Annual Presentation and Report to Town Board: Scope and Prep

The draft slide deck of the 2017 Town Board Update prepared by Mr. Simonds was reviewed and discussed. Mr. Simonds indicated that, as part of his preparation, he reviewed his notes as well as the minutes of every meeting held by the Board of Ethics. Minor edits were made, and there was consensus that the report was comprehensive and appropriate. If they were available, Mr. Simonds invited all members of the Board of Ethics to attend the Town Board meeting on January 24.

7. New Business

7.1 Educational Initiatives

Information, Discussion: 6.1 Educational Initiatives

There was discussion of the need to identify the most efficient and thorough methods to educate those subject to the Code of Ethics on its provisions, prohibitions and obligations. Ms. Shimer agreed to circulate a document for purpose of discussion on this point.

8. Topics for Future Agendas / Requests for Information

None

9. Communications to the Board of Ethics

None

10. Approval of Minutes of September 26, 2017 Meeting

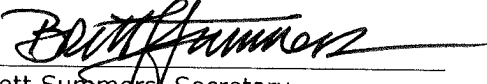
Action: 10.1 Board of Ethics Minutes: October 31, 2017

A motion was made by Mr. Simonds and seconded by Mr. Lobermann to approve the Board of Ethics Minutes of October 31, 2017. Vote: 5-yes, 0-no. Motion carried.

11. Adjournment

At 9:57 a.m., a motion was made by Mr. Summers and seconded by Mr. Lobermann to adjourn the meeting. Vote: 5-yes 0-no. Motion carried.
The public meeting ended at 9:57 a.m.

Respectfully submitted,



Brett Summers, Secretary

February 27, 2018
Date