

**BOARD OF ETHICS MEETING MINUTES  
MONDAY, April 1, 2019**

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

**Public Meeting:**

**DATE:** April 1, 2019

**TIME:** 8:35 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

Kerri Kazak-Lowe

Nils Chittenden, Alternate

**OTHERS PRESENT:**

José Berra, Liaison with the Town Board

**1. Call to Order**

At 8:35 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 revised with a New Business Item requested by Mr. Loberman. Vote: 5-yes, 0-no. Motion carried.

**3. Comments from the Public**

None

**4. Unfinished Business**

**4.1 Annual Report to Town Board**

The Board discussed what additional information was required for the update to the Town Board, including the percentage of employees, board members and volunteers who had completed the Annual Disclosure Statement, and whether a distinction was to be drawn between union and non-union employees. The Board also discussed various strategies for the educational initiative and completion of the disclosure forms as between union and non-union employees. There was consensus that the Board would seek additional information from counsel advice regarding a bifurcated strategy. Ms. Kazak-Lowe volunteered to meet with the Town Clerk to offer assistance and provide a status update to the Board of Ethics.

Ms. Shimer emphasized the importance of highlighting during the presentation of the Annual Report the ongoing disclosure and recusal obligations for covered individuals. There was consensus that Ms. Shimer would prepare a draft letter that, when finalized, would be sent to all elected officials, employees, board members and volunteers outlining and reminding everyone of such requirements.

There was also discussion of modifying the Annual Disclosure Statement to eliminate the requirement that individuals list all of their Interests, and in its place would certify that neither they or their relatives have an interest in an attached list of those entities doing business with the Town. Mr. Summers would prepare a draft form for discussion.

Mr. Chittenden also recommended that there be a more clear understanding of the sanctions resulting from non-compliance of disclosure form requirements.

**5. New Business**

**5.1 Mt. Vernon Board of Ethics**

Mr. Lobermann raised the question of whether the City of Mt. Vernon required one member of its Board of Ethics to be an employee of that city. There was consensus that the Code of Ethics for the Town of North Castle prohibited paid municipal officer or employees of the Town from serving on the Board of Ethics.

**6. Chair's Report**

None

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

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

None.

**9. Approval of Minutes of October 31, 2018 Meeting**

A motion was made by Mr. Summers and seconded by Mr. Simonds to approve the draft Board of Ethics Minutes of January 7, 2019. Vote: 5-yes, 0-no. Motion carried.

**10. Adjournment**

At 10:15 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 10:12 a.m.

Respectfully submitted,

  
Brett Summers, Secretary

April 30, 2019  
Date