

**BOARD OF ETHICS MEETING MINUTES
THURSDAY, June 6, 2019**

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

Public Meeting:

DATE: June 6, 2019

TIME: 8:34 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 8:34 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. Vote: 5-yes, 0-no. Motion carried.

3. Comments from the Public

None

4. Unfinished Business

**4.1 Annual Disclosure Obligation
Follow up re Non-Filers**

Mr. Simonds will coordinate with the Town Clerk and send a letter to all persons identified as non-filers of the Annual Disclosure Form distributed to all Town officers, employees and volunteers in January 2019. Mr. Simonds will distribute that list to all Ethics Board members. Pursuant to Mr. Summers's request, there was consensus that all Ethics Board members and alternates will keep a record of any related communication with any individual on that list.

Mr. Berra related prior communications with two individuals who reportedly have not completed the Annual Disclosure Statement.

**4.2 Annual Disclosure Form
Certification of Non-Interest**

After discussion, there was consensus on the changes to the Ethics Disclosure Statement for the 2019 calendar year, which would be due March 15, 2020. Mr. Summers moved that the form be approved as amended, and the motion was seconded by Mr. Simonds.

Vote: 4-yes, 0-no, 1 absention. Motion carried. Mr. Summers will revise and circulate the form, as amended.

**4.3 Educational Initiative
Video Script
Video Scheduling**

After discussion, there was consensus on the suggested revisions to the script for the training video. Mr. Summers will revise and circulate the script and Mr. Simonds will again seek to schedule the video recording with the Town's videographer.

5. New Business
None

6. Chair's Report

Mr. Simonds will confirm with the Town Administrator that the Board of Ethics's present budget line will remain in the proposed budget presented to the Town Board for consideration in next year's budget.

7. Topics for Future Agendas / Requests for Information
None

8. Communications to the Board of Ethics
An E-mail regarding the annual disclosure form was shared to all.

9. Approval of Minutes of April 30, 2019 Meeting
A motion was made by Mr. Summers and seconded by Mr. Simonds to approve the draft Board of Ethics Minutes of April 30, 2019. Vote: 5-yes, 0-no. Motion carried.

10. Adjournment
At 10:19 a.m., a motion was made by Mr. Simonds and seconded by Mr. Summers to adjourn the meeting. Vote: 5-yes, 0-no. Motion carried.

The public meeting ended at 10:19 a.m.

Respectfully submitted,



Brett Summers, Secretary

August 9, 2019
Date