

**BOARD OF ETHICS MEETING MINUTES
WEDNESDAY, October 2, 2019**

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

Public Meeting:

DATE: October 2, 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
Robin Glat, Alternate

ABSENT:

Nils Chittenden, Alternate

OTHERS PRESENT:

José Berra, Town Board Liaison

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. Simonds and seconded by Mr. Summers to adopt the agenda, advancing for immediate consideration the draft minutes of the August 9 meeting. Vote: 5-yes, 0-no. Motion carried.

3. Approval of Minutes of August 9, 2019 Meeting

A motion was made by Mr. Summers and seconded by Ms. Shimer to approve the draft Board of Ethics Minutes of June 6, 2019. Vote: 5-yes, 0-no. Motion carried. Mr. Berra arrived.

4. Comments from the Public

None

5. Unfinished Business

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

Each member, as well as Mr. Berra, updated the Board on their efforts to follow up with non-filers. The vast majority of non-filers were contacted, and virtually no one had an objection to filing as requested. There were few individuals who had yet to be contacted.

**5.2 Annual Disclosure Form (Ethics Disclosure Statement)
- schedule for distribution and receipt
- List of Town Contractees**

Mr. Lobermann registered his objection to the Code of Ethics requirement that employees, elected officials and volunteers submit completed annual disclosure forms. Consensus, however, was that such forms were an important component of a healthy ethics function. After discussion and revision of the draft letter Mr. Summers prepared for use in connection with next year's annual ethics filing, the form letter was approved by unanimous consensus. Mr. Summers will circulate in advance of the next meeting.

5.3 Educational Initiative
Video Script
Video Scheduling

The script for the educational video was slightly modified. Mr. Summers will make the edit and circulate in advance of the next meeting. Mr. Simonds and Mr. Summers will follow up with the interim Town Administrator as well as Mr. Kevin Hay, the new Town Administrator, to schedule a date for video taping.

6. New Business

6.1 Consideration of Ethics Code Amendments

Mr. Berra indicated that the objections or concerns from the Town Board concerned (i) eliminating the obligation of elected officials, employees and volunteers to complete an annual ethics disclosure statement, and (ii) eliminating the ability of the Board of Ethics to undertake on its own volition an investigation of an apparent violation of the Code of Ethics. There may be some effort by members of the Town Board to schedule a work session followed by a public hearing. In advance of a work session, there was consensus by members of the Board of Ethics that more information about each concern was necessary to adequately prepare for a work session.

7. Chair's Report

None

8. Topics for Future Agendas / Requests for Information

9. Communications to the Board of Ethics

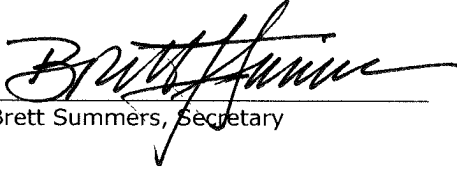
None

10. Adjournment

At 10:32 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 10:32 a.m.

Respectfully submitted,


Brett Summers, Secretary

November 4, 2019
Date