

**BOARD OF ETHICS MEETING MINUTES
MONDAY, November 4, 2019**

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

Public Meeting:

DATE: November 4, 2019

TIME: 8:37 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 8:37 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**

Ms. Kazak-Lowe will prepare a final spreadsheet with the status of all required filers. Mr. Simonds will send a letter to those still listed as not having filed.

**4.2 Annual Disclosure Form (Ethics Disclosure Statement)
- List of Town Contractees**

Mr. Berra opined that it should not take much time to create a list of those doing business with the Town. Ms. Shimer noted that such a list would be necessary for all new Town employees regardless of the status of the annual filing obligations. Mr. Summers will check with the Town Administrator to confirm the necessary lead time to compile such a list.

**4.3 Educational Initiative
Video Production**

Additional comments and edits were suggested and adopted for the script for the educational video. Mr. Summers will again make the edits and circulate in advance of the next meeting. Mr. Simonds and Mr. Summers will follow up with Mr. Kevin Hay, the new Town Administrator, to check on the schedule for video taping.

4.4 Consideration of Ethics Code Amendments

Mr. Berra indicated that he had no further information since the last meeting of the Board of Ethics. There was consensus that all elected officials, Town employees, and volunteers eventually change over time, but the policies and procedures establishing an appropriate and healthy ethics policy should be reasonable and enduring. There was also consensus that additional information on the rationale for the requested changes to the ethics code was needed in advance of any work session. Messrs. Simonds and Summers were scheduled to meet with the Town Supervisor and others on November 8 to get additional information.

5. New Business

None

6. Chair's Report

The Chair's report was included within the discussion of agenda item 4.4.

7. Topics for Future Agendas / Requests for Information

8. Communications to the Board of Ethics

None

9. Approval of Minutes of August 9, 2019 Meeting

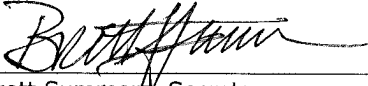
A motion was made by Mr. Simonds and seconded by Ms. Shimer to approve the draft Board of Ethics Minutes of October 2, 2019. Vote: 5-yes, 0-no. Motion carried.

10. Adjournment

At 10:05 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 10:05 a.m.

Respectfully submitted,



Brett Summers, Secretary

December 2, 2019
Date