

**BOARD OF ETHICS MEETING MINUTES
MONDAY, January 7, 2020**

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

Public Meeting:

DATE: January 7, 2020

TIME: 8:30 a.m. called to order

PLACE: Hergenhan Recreation Center, Upstairs Conference Room

PRESENT: Board of Ethics Members
David Simonds, Chair — Arrived 8:35
Brett Summers, Secretary
Susan Shimer
Edward Lobermann
Kerri Kazak-Lowe
Robin Glat, Alternate — Left 9:13
Nils Chittenden, Alternate

OTHERS PRESENT:
José Berra, Town Board Liaison

1. Call to Order

At 8:30 a.m. the meeting was called to order by the Secretary.

2. Revision and Adoption of Agenda

Agenda item 4, Executive Session, was added. Mr. Lobermann moved to adopt the agenda as revised, Ms. Kazak-Lowe seconded. Vote: 4-yes, 0-no. Motion carried.

3. Comments from the Public

None, at which point Mr. Simonds arrived.

4. Executive Session - Personnel considerations.

Mr. Berra excused himself from the meeting at which time Mr. Simonds moved to enter executive session at 8:38 to discuss a personnel matter. Mr. Summers seconded. The Board resumed the public meeting at 8:46.

5. Unfinished Business

5.1 Educational Initiative

Mr. Simonds suggested that we discuss the educational initiative in the context of the Code revision.

6. New Business

6.1 Implications of Ethics Code Revision

There was consensus that the existing documents and forms should be checked for consistency with the amended ethics code. It was also reported that the complete Ethics Code, as amended, was circulated to all Town officers, employees and volunteers. There was consensus that, by the end of March, the Board should ascertain what percentage of recipients complied with the requirement that they acknowledge receipt of the amended Code "in whatever written form people acknowledge receipt."

There was also consensus that the Board needed to determine by the end of March whether the annual ethics disclosure statements were timely and completely submitted by the elected officials (Town Board, Clerk, and Judges) who continue to be obligated to complete the form.

As for the educational initiative, Mr. Simonds and Mr. Summers will talk with Supervisor Schiliro to determine whether he is receptive to the Board of Ethics request to put together and distribute an educational video. Other options discussed were sending the plain language guide to all officials, employees and volunteers. Mr. Chittenden suggested that the plain language guide be updated to make it more accessible. Ms. Glat left the meeting at 9:13.

7. Chair's Report

None

8. Topics for Future Agendas / Requests for Information

Educational initiative and follow up on acknowledgement of receipt.

9. Communications to the Board of Ethics

None not already shared.

10. Approval of Minutes of December 2, 2019 Meeting

With an amendment offered by Mr. Berra, a motion was made by Mr. Simonds and seconded by Ms. Kazak-Lowe to approve the draft Board of Ethics Minutes of December 2, 2019 as revised. Vote: 5-yes, 0-no. Motion carried.

11. Adjournment

At 10:07 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 10:07 a.m.

Respectfully submitted,


Brett Summers, Secretary

November 30, 2020
Date