

**BOARD OF ETHICS MEETING MINUTES
MONDAY, November 30, 2020**

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

Public Meeting:

DATE: November 30, 2020

TIME: 8:37 a.m. called to order

PLACE: Virtual meeting conducted via Zoom. Public comments and requests for invitations to virtually attend the meeting were to be received at bsummers.ethicsboard@gmail.com. None were received either before or during the meeting.

PRESENT: Board of Ethics Members

David Simonds, Chair

Brett Summers, Secretary

Susan Shimer

Edward Lobermann

Kerri Kazak-Lowe

Robin Glat, Alternate

OTHERS PRESENT:

José Berra, Town Board Liaison

ABSENT:

Nils Chittenden, Alternate

1. Call to Order

At 8:37 a.m. the meeting was called to order by the Chair.

2. Revision and Adoption of Agenda

Mr. Simonds moved to adopt the agenda, Mr. Summers seconded. Vote: 5-yes, 0-no. Motion carried.

3. Comments from the Public

None.

4. Unfinished Business

4.1 Educational Initiative

There was consensus that the Chair would contact the Town Administrator, Mr. Hay, to coordinate in the most efficient means appropriate participation by members of the Board of Ethics in the virtual meetings of the Town's Officers, Employees and Volunteers for the purpose of presenting an overview of the Town's Code of Ethics and taking any questions. Shortly in advance of each such meeting, the attendees would be provided with an electronic copy of the Plain Language Guide. To reduce the burden on the Town Administrator, the Chair will also provide Mr. Hay with suggested language for distribution to meeting attendees. The Chair will also request from Mr. Hay a comprehensive list of all departments and boards to enable tracking to assure training was provided to all individuals. The objective is to provide such training by the end of the first quarter 2021.

5. New Business

5.1 2020 Ethics Forms Submissions

With the amendment of the Code of Ethics by the Town Board, the only required filers of the Ethics Disclosure Form are the Elected Officials, i.e., the Town Board members, the Town Clerk, and the Town Justices. Timely forms were received by three of the five Town Board members. Ms. Kazak-Lowe and Ms. Glat will follow up with the Town Clerk on the non-filers from the Town Board. The Board of Ethics will create an agenda item on how to handle the non-filing of the Town Justices.

5.2 Leadership Roles

Mr. Simonds provided background on the staggered terms of the members of the Board of Ethics, as well as the authority of the Board of Ethics to appoint its own Chair and Secretary. Mr. Simonds and Mr. Summers have been in their respective roles since the Code of Ethics was substantially revised, and Mr. Simons invited any members to consider whether they were interested in either of these roles. This will be carried over into the next meeting.

5.3 Annual Report to Town Board

There was consensus that the Board of Ethics would seek to present its annual report to the Town Board at the second Town Board meeting of 2021, and suggest a prior work session to invite discussion by Town Board members.

6. Chair's Report

None.

7. Topics for Future Agendas / Requests for Information

7.1 Educational Initiative

7.2 Town Justice ethics forms

7.3 Leadership Roles

8. Communications to the Board of Ethics

None.

9. Approval of Minutes of January 7, 2020 Meeting

Mr. Berra pointed out a typo, and Ms. Shimer moved to approve the draft Board of Ethics Minutes of January 7, 2020 as revised. Mr. Summers seconded the motion. Vote: 5-yes, 0-no. Motion carried.

10. Adjournment

At 9:43 a.m., a motion was made by Ms. Shimer and seconded by Mr. Lobermann to adjourn the meeting. Vote: 5-yes, 0-no. Motion carried.

The public meeting ended at 9:43 a.m.

Respectfully submitted,



Brett Summers, Secretary

January 19, 2021
Date