

**BOARD OF ETHICS MEETING MINUTES
TUESDAY, JANUARY 19, 2021**

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

Public Meeting:

DATE: January 19, 2021

TIME: 8:3 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
Robin Glat, Alternate
Nils Chittenden, Alternate

ABSENT:
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

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

Mr. Simonds spoke with the Town Administrator, Kevin Hay, about the most efficient manner in which to briefly educate employees and volunteers about the Ethics Code. Since the Department Heads meet monthly (the day after the first Town Board meeting of the month), we will coordinate with Mr. Hay to participate in the February 11 Dept. Head meeting to introduce ourselves, run through our brief training, and answer any questions. As for volunteers, Ms. Kazak will reach out to the Town Clerk to obtain the contact list for all committee chairs to coordinate similar outreach. *The script originally prepared for the ethics video will provide the outline of the presentation, and the Plain Language Guide can be distributed to Department Heads and Committee Chairs in advance.*

4.2 2020 Ethics Forms Submissions

Ms. Glat reported that all 2020 ethics disclosure forms were submitted to the Town Clerk, with the exception of the forms pertaining to the Town Justices. Ms. Shimer reported that most judges are required to submit annual financial disclosures to the Office of Court Administration ("OCA"), but does not believe such a requirement applies to Town Justice. There was consensus that we ask the Town Justices to contact the Office of Court

Administration for guidance on how to submit annual ethics disclosures in light of the Board of Ethics request to complete local ethics disclosure forms. Mr. Simonds will contact the town Justices in this regard.

As for 2021 ethics disclosure forms, the Town Clerk reportedly recently distributed requests to all elected officials that they complete a 2021 ethics disclosure form. We will follow up in three weeks if there are outstanding forms and include a request that filers be provided with a deadline for submission.

4.3 Leadership Roles

Mr. Simonds nominated Ms. Kazak for the role of Secretary of the Board of Ethics, and Ms. Shimer seconded. The motion carried unanimously. Mr. Simonds then nominated Mr. Summers for the role of Chair of the Board of Ethics, and Ms. Kazak seconded. The motion carried unanimously.

4.4 Annual Report to the Town Board

After discussion, there was consensus that we would try to get on the Town Board's agenda for their meeting on February 24 to present the Annual Report of the Board of Ethics.

5. New Business

None.

6. Chair's Report

Mr. Simonds reported on his communications with Mr. Berra and Mr. Hay regarding coordination of the educational initiative. Mr. Summers also took the opportunity to recognize and thank Mr. Simonds for his tremendous contributions to the Town and the Board of Ethics. With other task force committee members, Mr. Simonds worked for years towards the drafting and adoption by the Town of the new and substantially improved Code of Ethics, and Mr. Simonds served the Board of Ethics extremely well as Chair following the inception of the new code to today. The Board was also unanimous in its appreciation of the work of Ms. Glat who will be stepping down from her role as Alternate Member given her change of state residency.

7. Topics for Future Agendas / Requests for Information

There was consensus for Mr. Simonds's suggestion that future agendas include here a prompt for "Date of Next Meeting." A date for the next meeting of the Board of Ethics was set for February 22, 2021 at 8:30 a.m. via Zoom.

8. Communications to the Board of Ethics

None.

9. Approval of Minutes of November 30, 2020 Meeting

Mr. Summers moved to approve the draft minutes of the November 30, 2020 Board of Ethics meeting, and Ms. Kazak seconded. Vote: 5-yes, 0-no. Motion carried.

10. Adjournment

At 9:40 a.m., a motion was made by Mr. Summers to adjourn the meeting, and Ms. Kazak seconded. Vote: 5-yes, 0-no. Motion carried.

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

Respectfully submitted,


Kerri Kazak Secretary

February 22, 2021
Date