

**BOARD OF ETHICS MEETING MINUTES
MONDAY FEBRUARY 22, 2021**

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

Public Meeting:

DATE: February 22, 2021

TIME: 8:35 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 kkazak.ethicsboard@gmail.com. None were received either before or during the meeting.

PRESENT: Board of Ethics Members
Brett Summers, Chair
Kerri Kazak, Secretary
Edward Lobermann
Susan Shimer
David Simonds
Nils Chittenden, Alternate
José Berra, Town Board Liaison
Charity Lunder, Member of the Public

1. Call to Order

At 8:35 a.m. the meeting was called to order by the Chair.

2. Revision and Adoption of Agenda

S. Shimer moved to adopt the agenda, D. Simonds seconded. Vote: 5-yes, 0-no.
Motion carried.

3. Comments from the Public

None.

4. Unfinished Business

4.1 Educational Initiative

D. Simonds has not heard back yet from the Town Administrator, Kevin Hay, about getting on the calendar to participate in the March Dept. Head meeting to introduce ourselves, run through our brief training, and answer any questions. The presentation at this meeting could be live by B. Summers and D. Simonds and a recording of this presentation would then be circulated to the Town committees and boards for viewing.

5. New Business

5.1 2021 Ethics Forms Submissions

Town Clerk sent out the 2021 forms plus reminder emails. D. Simonds sent a letter to the Town Justices in this regard. The Town Clerk informed K. Kazak that everyone had signed and sent in their submissions except one individual. K. Kazak will obtain copies of all *submissions and review them.*

5.2 Annual Report to the Town Board

Reviewed draft powerpoint prepared by B. Summers for his presentation to the Town Board on February 24.

5.3 New Alternate Member For Ethics Board

Discussion of whether an alternate must be a member of a certain political party. D. Simonds explained that the two alternates must be of different political parties because, in the event that there was a particular matter for which a member was unavailable, one of the alternates would need to be selected to participate in that matter. Since no more than three people on the board may be from the same political party, the alternate that would be chosen would be such that that rule would be followed.

Discussion that the Town Code does not contain a term for an alternate, and agreement that a term should be added to the Code. B. Summers also stated that another addition to the code should be added which provides that if a board member's term is set to expire and the Town Board does not renew that person's term or name another person in their place, the original member's term should continue until the Town Board appoints a replacement.

Board unanimously agreed that B. Summers will send a recommendation to the Town Board for Charity Lunder to be appointed as the new alternate.

6. Chair's Report

B. Summers thanked everyone for electing him chair.

7. Topics for Future Agendas / Requests for Information / Date for Next Meeting

7.1 Topics for Future Agendas

J. Berra suggested the Ethics Board run through a hypothetical problem for practice.

7.2 Date for Next Meeting

A date for the next meeting of the Board of Ethics was set for April 12, 2021 at 8:30 am via Zoom.

8. Communications to the Board of Ethics

None.

9. Approval of Minutes of January 19, 2021 Meeting

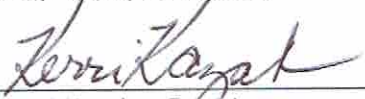
S. Shimer moved to approve the draft minutes of the January 19, 2021 Board of Ethics meeting, and D. Simonds seconded. Vote: 5-yes, 0-no. Motion carried.

10. Adjournment

At 9:55 a.m., a motion was made by D. Simonds to adjourn the meeting, and K. Kazak seconded. Vote: 5-yes, 0-no. Motion carried.

The public meeting ended at 9:55 a.m.

Respectfully submitted,


Kerri Kazak Secretary

April 16, 2021
Date