

**BOARD OF ETHICS MEETING MINUTES  
THURSDAY MARCH 31, 2022**

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

**Public Meeting**

**DATE:** March 31, 2022

**TIME:** 8:34 a.m. called to order

**PLACE:** Virtual meeting conducted via Zoom

**PRESENT:** Board of Ethics Members

Brett Summers, Chair

Kerri Kazak, Secretary

Edward Lobermann

Susan Shimer

David Simonds

Charity Lunder, Alternate

José Berra, Town Board Liaison

**1. Call to Order**

At 8:34 a.m. the meeting was called to order by the Chair.

**2. Revision and Adoption of Agenda**

D. Simonds moved to adopt the agenda, E. Lobermann seconded. Vote: 6-yes, 0-no. Motion carried. E. Lobermann requested to amend the agenda to include discussion of changing ethics code to address ethical issues of non-monetary nature. Unanimous adoption of amended agenda.

**3. Comments from the Public - None**

**4. New Business**

**4.1 Prep for Annual Report to the Town Board**

All present agreed on April 13th as preference for the work session date. Topics to be discussed: education initiative and expansion of individuals required to sign annual disclosure. The group discussed expanding disclosure requirement to ZBA, PB, Assessment Review Board, Architectural Review Board, and department heads. Next, the group discussed whether the scope of disclosure should be expanded to include business or real estate in town. It was agreed that the following should be disclosed: 1) real estate holdings in town other than primary residence; 2) entities the signatory has an interest in that do business with the Town - no de minimis exception; and 3) doing business in the town beyond a de minimis amount of \$10,000. J. Berra asked about privacy concerns. B. Summers noted that if someone did a FOIL request for disclosure forms the Ethics Board could redact out personal information. All present agreed there would not be time in the upcoming work session to go into much detail on expanding the scope of disclosures and that would be addressed later.

**4.2 Expansion of Code**

E. Lobermann began discussion about whether code needs to be expanded beyond pecuniary benefits. S. Shimer stated that the language of the code addresses financial or material benefit. D. Simonds stated that the task force that revised the code definitely intended benefits beyond pecuniary interests to be encompassed in the code.

Note: D. Simonds left meeting at 9:57 a.m.

B. Summers noted that he would propose another change to the code to add a term for an alternate's appointment, as there is currently no term.

**5. Old Business**

**5.1 Alternate Member for Ethics Board**

All present discussed approaches to recruit a volunteer for this position. Agreed to mention it at the work session with the Town Board.

**6. Chair's Report**

B. Summers reported that he and S. Shimer spoke by phone following her email. He agreed with her position and reaffirmed his intention to inform and involve the entire board on every item that is feasible and practical.

**7. Topics for Future Agendas / Date for Next Meeting**

- 7.1 K. Kazak will report on compliance of 2021 disclosures at the next meeting.
- 7.2 Next meeting June 16 at 8:30 a.m.

**8. Approval of Minutes of February 10, 2022 Meeting**

S. Shimer moved to approve the draft minutes of the February 10, 2022, E. Lobermann seconded. Vote: 6-yes, 0-no. Motion carried.

**9. Communications to the Board of Ethics - None**

**10. Adjournment**

At 10:31 a.m. S. Shimer made a motion to adjourn the meeting, and E. Lobermann seconded. Vote: 5-yes, 0-no. Motion carried. The public meeting ended at 10:31 a.m.

Respectfully submitted,

Kerri Kazak  
Kerri Kazak Secretary

June 16, 2022  
Date