

BOARD OF ETHICS MEETING MINUTES
Wednesday, February 1, 2023

TOWN OF NORTH CASTLE
15 BEDFORD ROAD
ARMONK, NY

Public Meeting

DATE: February 1, 2023

TIME: 8:30 a.m.

PLACE: Town Hall Meeting Room

PRESENT: Board of Ethics Members
Brett Summers, Chair
Kerri Kazak, Secretary
Edward Lobermann
Susan Shimer
David Simonds
José Berra, Town Board Liaison

Attending via Zoom: Charity Lunder, Alternate

1. Call to Order

At 8:33 a.m. the meeting was called to order by the Chair.

2. Revision and Adoption of Agenda

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

3. Comments from the Public - None

4. Organizational Meeting

B. Summers made a motion for D. Simonds to become the new Chair. E. Lobermann seconded. Vote: 5-yes, 0-no. D. Simonds made a motion for K. Kazak to be appointed as Secretary. E. Lobermann seconded. Vote: 4-yes, 1-abstained. Members expressed their appreciation for B. Summers serving as Chair for the past two years. D. Simonds stated his preference to hold future meetings in a more communal setting, seated in a circle, not a formal setting like the Town courtroom. Will look into a setting with a webcam.

5. Old Business

5.1 Educational Initiative

Discussion of immediate next steps. Agreed that B. Summers will update the script with new language and circulate the new draft. D. Simonds noted that the video should be recorded in the courtroom. S. Shimer stated that we should contact the chairs of the volunteer boards and committees to find out their meeting schedules and request to be placed on the agenda. K. Kazak will make a list of board and committee chairs and their contact info. D. Simonds will speak to M. Milim about holding a work session with committee and board chairs once we have revised the script and heard from the videographer. Next steps: B. Summers will update the script and circulate it, B. Summers will contact the videographer. Once these items are complete, D. Simonds will contact M. Milim about a work session and draft an email to the board and committee chairs. K. Kazak will check with the Town Clerk about when the

Town Code will be updated to reflect changes in Section 27-6E and Definition of Interest that the Town Board agreed to. Next issue will be contacting the department heads through K. Hays.

6. New Business

6.1 Disclosure Forms

Members of the Town Board, Planning Board, Zoning Board of Appeals, and Assessment Review Board required to file forms by March 1st. January 17th email from Town Clerk linked to the old code. K. Kazak will follow up with the Town Clerk on March 1st to request forms that have been filed and names whose forms are still outstanding so we can follow up. We should alert clerk that her email link was to the old code and recommend that she send a new link with an email highlighting the new language.

6.2 Annual Update

D. Simonds recommends updating the Town Board mid-year. S. Shimer agreed. B. Summers suggested May for the update. D. Simonds will ask if we can get on the Town Board agenda for its May 24th meeting.

6.3 Update Plain Language Guide

K. Kazak noted that the Plain Language Guide doesn't address how people can come before the Board of Ethics. D. Simonds stated that it is an internal document so we should review it. Agreed that K. Kazak and B. Summers will take a look at revising the language. B. Summers noted that the County publishes a booklet that contains the Ethics Code and uses its Plain Language Guide as the introduction in this booklet.

6.4 Recommendations for Code Changes

K. Kazak reviewed a recent situation that highlighted an area of the code that needs to be revised. Specifically, in Section 27-2 the definition of interest provides that a municipal office or employee is deemed to have an interest in any private organization when they are a member of that organization. As there is no time frame for this membership, a person can cancel their membership immediately before the organization comes before the board or committee that person serves on, and then immediately reinstate their membership in the organization. S. Shimer circulated draft language to address this issue that contains a 6 month cooling off period. D. Simonds recommended that we keep the code change on our agenda for the next meeting. B. Summers mentioned that we had also agreed to add a five year term limit for alternates to the code.

7. Chair's Report - Addressed in items above.

8. Topics for Future Agendas / Date for Next Meeting - March 24th.

9. Communications to the Board of Ethics - None.

10. Approval of Minutes of October 24, 2022 Meeting

B. Summers moved to approve the draft minutes of the October 24, 2022 meeting, S. Shimer seconded. Vote: 5-yes, 0-no. Motion carried. J. Berra made corrections to minutes in section 4.1 and then S. Shimer moved to approve minutes as amended, B. Summers seconded. Vote: 5-yes, 0-no.

11. Adjournment

At 9:58 a.m. B. Summers made a motion to adjourn the meeting, and E. Lobermann seconded. Vote: 5-yes, 0-no. Motion carried. The public meeting ended at 9:58 a.m.

Respectfully submitted,

Kerri Kazak
Kerri Kazak Secretary

May 15, 2023
Date