

**BOARD OF ETHICS MEETING MINUTES
TUESDAY, September 26, 2017**

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

Public Meeting:

DATE: September 26, 2017

TIME: 8:42 a.m. called to order

PLACE: Hergenhan Recreation Center, Upstairs Conference Room

PRESENT: Board of Ethics Members
David Simonds, Chair
Brett Summers, Secretary
John Klem
Susan Shimer
Edward Lobermann

ABSENT:
Rabbi Stacy Bergman, Alternate

OTHERS PRESENT:
None

1. Call to Order

At 8:42 a.m. the meeting was called to order by the Chair.

2. Revision and Adoption of Agenda

Discussion, Action: 2.1 Revisions (if necessary) and adoption of Agenda

The Board discussed whether to amend the agenda to include items on contractors and confidentiality, and possible recommendations for revisions to the Town Code. There was consensus that these items would be included as eventual future agenda items. Thus, no need to amend the current agenda. A motion was made by Mr. Summers and seconded by Ms. Shimer to adopt the agenda as presented. Vote: 5-yes 0-no. Motion carried.

3. Executive Session

At 8:48 am., a motion was made by Mr. Simonds and seconded by Mr. Summers to move into executive session to discuss a personnel matter: Board of Ethics member. Vote: 5-yes 0-no. Motion carried. The Board returned to public session at 9:47 am.

4. Comments from the Public
None

5. Unfinished Business

5.1 Board of Ethics Forms:

Information, Discussion, Action: 5.1.1 Plain Language Guide

The document entitled "Plain Language Guide of the Town of North Castle Code of Ethics, Covering Municipal Officers and Employees", was presented as a final read. Mr. Klem moved to approve the document with minor edits and a notation of approval in the footer, and Ms. Shimer seconded the motion. Vote: 5-yes 0-no. Motion carried. Mr. Summers agreed to make the final edits and send to Town Clerk together with other previously approved and submitted forms, all for posting on the Board of Ethics landing page on the Town's website.

Information, Discussion, Action: 5.1.2 Caller Information Sheet

The document entitled "Caller Information Sheet" was presented as a final read. Mr. Simonds moved to approve the document with a notation of approval in the footer, and Ms. Shimer seconded the motion. Vote: 5-yes 0-no. Motion carried. Mr. Summers agreed to edit the footer and distribute copies to Board of Ethics members for future use as necessary.

6. New Business

Information, Discussion: 6.1 Annual Presentation and Report to Town Board: Scope & Prep.

After discussion, there was consensus that the Board of Ethics would meet at approximately 6:45 pm pm. on December 13 to discuss and consider the report to be given by the Chair to the Town Board at the Town Board's meeting that evening. Mr. Simonds will use the minutes from the previous year to outline his report, and will also consider other items such as public education and adding a second alternate to the Board of Ethics.

Information, Discussion: 6.2 Annual Disclosure Reports: Procedure and Review.

After discussion of the respective roles and responsibilities of the Board of Ethics, Town Board and various Town employees concerning the Annual Disclosure Form, there was consensus that the role of the Board of Ethics was to obtain adequate assurance that the Annual Disclosure Form will be distributed annually to all appropriate Town employees, volunteers and elected officials, and that a system is in place to identify individuals who fail to adequately complete the form or make affirmative disclosures of potential or actual conflicts of interest. There was consensus that Mr. Summers would draft a letter to this effect to the Town Board copying the Town Clerk and Town Administrator.

7. Chair's Report

Mr. Simonds re-distributed a New York State Bar Association article entitled "Running a Local Municipal Ethics Board: Ten Steps to a Better Board" that had been distributed to Board of Ethics members at one of the initial meetings. Mr. Simonds recommended that Board members review the document in light of our collective experience in dealing with many of the issues raised and discussed in the article.

8. Topics for Future Agendas / Requests for Information

Education and publicity of the obligations under the Code of Ethics, as well as the scope of the Code of Ethics, were topics suggested for future agendas.

9. Communications to the Board of Ethics

Mr. Simonds reported on conversations with town officials and the town attorney regarding Board of Ethics procedures and confidentiality.

10. Approval of Minutes of July 11, 2017 Meeting

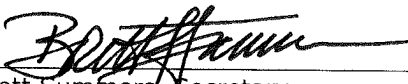
Action: 10.1 Board of Ethics Minutes: July 11, 2017

A motion was made by Mr. Simonds and seconded by Ms. Shimer to approve the Board of Ethics Minutes of July 11, 2017. Vote: 5-yes, 0-no. Motion carried.

11. Adjournment

At 10:40 a.m., a motion was made by Mr. Klem and seconded by Mr. Summers to adjourn the meeting. Vote: 5-yes 0-no. Motion carried. The public meeting ended at 10:40 a.m.

Respectfully submitted,


Brett Summers, Secretary

October 31, 2017
Date