

**BOARD OF ETHICS MEETING MINUTES
TUESDAY, October 31, 2017**

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

Public Meeting:

DATE: October 31, 2017

TIME: 8:39 a.m. called to order

PLACE: Hergenhan Recreation Center, Upstairs Conference Room

PRESENT: Board of Ethics Members
David Simonds, Chair (Arrived 9:05)
Brett Summers, Secretary
John Klem
Susan Shimer
Edward Lobermann

ABSENT:
Rabbi Stacy Bergman, Alternate

OTHERS PRESENT:
None

1. Call to Order

At 8:39 a.m. the meeting was called to order by the Secretary.

2. Revision and Adoption of Agenda

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

There was consensus that a new business item be added to the agenda concerning the applicability of the Code of Ethics to contract employees. A motion was made by Mr. Summers and seconded by Mr. Klem to adopt the agenda as amended. Vote: 4-yes 0-no. Motion carried.

3. Executive Session

None

4. Comments from the Public

None

5. Unfinished Business

5.1 Board of Ethics Internal Guidelines

Information, Discussion, Action: 5.1 Internal Guidelines

The Chair joined the meeting in progress at 9:05. After discussion, consensus was reached as to minor edits to the current draft Internal Guidelines. Mr. Simonds moved to approve the document, as edited, and Mr. Klem seconded the motion. Vote: 5-yes 0-no. Motion carried. Mr. Summers agreed to make conforming edits and send to Town Clerk for posting on the Board of Ethics landing page on the Town's website.

5.2 Website publication of BOE forms (Forms sent 7/12/17 and 9/28/17: Annual Disclosure, Conflict of Interest, Complain Form, Request for Advisory Opinion; Form sent 9/28/17: Plain Language Guide.)

Information, Discussion: 5.2 Website Publication of Forms

Concern was expressed regarding the lack of website publication of previously approved forms and documents that were transmitted to the Town Clerk in July and again in September. There was consensus that, rather than a formal letter, Mr. Summers would check with the town Clerk to ascertain the reason for the delay.

5.3 Annual Disclosure Reports: Procedure and Review

Information, Discussion: 5.3 Annual Disclosure Reports

There was discussion of the continuing need for an assurance from the Town that a system would be put in place to distribute the Annual Disclosure Form and identify individuals who failed to adequately complete the form or make affirmative disclosures of potential or actual conflicts of interest. A draft letter prepared by Mr. Summers was discussed, and there was consensus on suggested edits. Mr. Summers agreed to make conforming edits and send the letter to the Town Board copying the Town Clerk and Town Administrator.

5.4 Caller Information Sheet, distribution to members

Information, Discussion: 5.4 Caller Information Sheet

A request was made that an electronic copy of the Caller Information Sheet be circulated to all committee members. Mr. Summers will circulate that form by email.

5.5 Annual Presentation and Report to Town Board: Scope & Prep

Information, Discussion: 5.5 Annual Presentation and Report to Town Board

Mr. Simonds will circulate a draft report for discussion at the next meeting of the Ethics Board.

6. New Business

Information, Discussion: 6.1 Code of Ethics and Contract Employees

After discussion, there was consensus that the Chair would raise the issue with the Supervisor.

7. Chair's Report

None

8. Topics for Future Agendas / Requests for Information

None

9. Communications to the Board of Ethics

None

10. Approval of Minutes of September 26, 2017 Meeting

Action: 10.1 Board of Ethics Minutes: September 26, 2017

A motion was made by Mr. Klem and seconded by Mr. Simonds to approve the Board of Ethics Minutes of September 26, 2017. Vote: 5-yes, 0-no. Motion carried.

11. Adjournment

At 10:18 a.m., a motion was made by Mr. Simonds and seconded by Mr. Klem to adjourn the meeting. Vote: 5-yes 0-no. Motion carried.
The public meeting ended at 10:18 a.m.

Respectfully submitted,


Brett Summers, Secretary

January 2, 2018
Date