

MINUTES OF A MEETING OF THE ETHICS BOARD OF THE VILLAGE OF MAMARONECK, NEW YORK, HELD ON WEDNESDAY, MARCH 4, 2009 AT 7:00 P.M. IN THE COURTROOM AT 169 MT. PLEASANT AVENUE, MAMARONECK, NEW YORK.

These are intended to be "Action Minutes" which primarily record the actions voted on by the Ethics Board at the meeting held March 4, 2009.

**PRESENT:** Patricia Castellani  
Charles Mitchell  
Ann Marie Terrone  
Rev. Deborah Tammearu  
Janet M. Insardi, Village Attorney

**ABSENT:** Lloyd Green

1. **Call to order**

The meeting was called to Order at 7:00 P.M.

2. **Introduction**

Board members introduced themselves and reviewed selected provisions of the Ethics Law to determine their duties and priorities. The Village Attorney provided the Board with sample bylaws and regulations, an annual report and a sample complaint form for their review and consideration. A brief guide to the Ethics law in draft form was also submitted to the Board for review and comment. The Board discussed next steps, including the use of the Village's website. The Board heard suggestions from Norman Rosenblum.

3. **Next Meeting/Schedule of Meetings**

The Board discussed its meeting time and a possible schedule of meetings on the first Wednesday of the month. Mr. Mitchell noted that his anniversary falls on the first Wednesday of next month. On a motion of Ann Marie Terrone and seconded by Rev. Tammearu, the Board scheduled its next meeting for April 1<sup>st</sup> at 7:30 p.m. in the Courtroom.

Ayes: Castellani, Mitchell, Terrone, Tammearu  
Nays: None  
Motion carried

4. **Election of Chairman**

The Board discussed the need to elect a chair and discussed the duties of the chair. On a motion of Ms. Castellani, seconded by Rev. Tammearu, the matter was tabled until its next scheduled meeting on April 1<sup>st</sup>.

Ayes: Castellani, Mitchell, Terrone, Tammearu  
Nays: None  
Motion carried

5. **Election of Secretary**

The Board discussed the duties of the secretary to the Board. Rev. Tammearu volunteered to serve as secretary to the Board, but suggested all members vote at the next meeting. On motion of Ms. Castellani, seconded by Ms. Terrone, the matter was tabled until April 1<sup>st</sup>.

Ayes: Castellani, Mitchell, Terrone, Tammearu  
Nays: None  
Motion carried

**6. New York State Open Meetings Law**

The Board discussed the applicability of the New York State's Open Meetings Law to the Ethics Board.

**7. Drafting of Ethics Board Bylaws**

The Board discussed the need to draft its bylaws. It will be reviewing sample bylaws and discussing the matter further at its next meeting.

**8. Financial Disclosure Statements and Distribution of Ethics Code**

The Board was advised by the Village Attorney that the disclosure forms and ethics law had been distributed. The Board acknowledged its duty to review the forms and discussed receiving the forms on a rolling basis. The Village Attorney will be communicating this to the Clerk-Treasurer so that the process may begin expeditiously. The Village Attorney will be emailing the Board the list of those who are required to complete a financial disclosure form.

**9. Housekeeping**

The Board discussed housekeeping issues including filing and staffing. The Board asked that they be given email addresses for all members and that they receive the previous "Bylaws and Rules of the Ethics Board" in a word document if possible.

**10. Next Meeting Agenda Items**

The Board set the agenda for the next meeting including:

- (a) Election of Chair and Secretary
- (b) Discussion of Ethics Board Bylaws
- (c) Discussion of process/evaluating forms received
- (d) Adoption of minutes

**11. Adjourn**

On a motion of Rev. Tammearu, seconded by Ms. Castellani, the meeting was adjourned at 8:05 pm.

Aye: Castellani, Mitchell, Terrone, Tammearu  
Nays: None  
Motion carried

Prepared by:  
Janet M. Insardi