

**BOARD OF ETHICS ANNUAL REPORT TO BOARD OF TRUSTEES  
PURSUANT TO SECTION 21-10 OF THE CODE OF ETHICS FOR 2009**

**I. OVERVIEW**

In accordance with Local Law No. 1-2009, adopted in January of 2009 (the “Code of Ethics”) the Ethics Board was reconstituted and the first meeting of the Board was held on March 4, 2009.

The reconstituted Board of Ethics devoted the bulk of its efforts during 2009 to:

- A. reviewing and gathering the annual disclosure forms;
- B. meeting its statutory obligations and enforcing the Code of Ethics;
- C. developing institutionalized processes for the Board of Ethics and developing information and forms for the public, all of which for the first time was published on the Village website;
- D. soliciting feedback regarding the law and providing its views to the Board of Trustees as to legislative matters; and
- E. publishing and distributing a “Plain Language Guide” to begin formatting a framework of guidance for officials and the public.

**II. SUMMARY OF ACTIVITIES**

A. Institutionalizing and Publishing Procedures

At its first meeting on March 4, 2009, the Board of Ethics initiated the practice of holding regularly scheduled meetings and posting minutes on the Village’s website. In May 2009, the Board of Ethics adopted and published an initial set of Rules and Regulations to provide for the efficient working of the Board. Meeting dates are posted on the Village’s website and the public was encouraged to attend the open portions of the Board of Ethics meetings. All meetings of the Board of Ethics have been in public session, with the exception of those portions of meetings where the Board of Ethics went into executive session to discuss confidentiality requests.

The Board of Ethics also developed (i) general information for the public concerning the ethics law and (ii) a form that citizens may use if they file a complaint authorized under the Code of Ethics.

The Board of Ethics has established a page on the Village's website. In addition to its Internal Rules and Regulations, postings on the Board of Ethics page include: the "Code of Ethics Citizen Complaint Form."

**B. Code of Ethics Enforcement and Compliance**

The Board of Ethics reviewed disclosure forms for compliance, directed the issuance of notices to covered persons where forms were either deficient or delinquent, and assessed instances of continued refusal to comply with the Code of Ethics.

**C Legislative Matters**

The Board of Ethics received and assessed numerous comments from members of the public regarding the ethics law. The Board of Ethics recommendation regarding code changes are set forth below.

**III. RECOMMENDATIONS**

The Board of Ethics recommends that the Village of Mamaroneck Board of Trustees examine and address the interrelationship between the Ethics Code, those individuals who are covered under its purview and local merchants.

The Board of Ethics also/recommends that the Village make publicly available, in an accessible format and venue, an accurate list of the following who have entities as they relate to the Village: (i) current vendors; (ii) executed contracts; (iii) awarded contracts; (iv) prospective contracts let out to bid; (iv) bids being considered; (v) the identity of the individuals who are reviewing the bids; and (vi) the identity of the individuals who are responsible for making final contract awards.

As is common when there has been a major statutory revision, technical amendments and refinements to the new legislation may be appropriate. The Board of Ethics recommends that such as initiative be undertaken in the first half of 2010, after the Board of Trustees, the Board of Ethics and the community have had a full year's experience under the new Code of Ethics. Possible areas of recommendation already being considered include revisions to the Disclosure Form. To that end, attached to this report are recommended revisions to the current Disclosure Form.

**IV. BOARD OF ETHICS INTENDED EMPHASIS FOR 2010**

The Code of Ethics is an important and integral part of Village government and of relations of Village officials with Village citizenry. The Board of Ethics believes that steps to prevent potential problems are in the interest of good government and the goals of the Code of Ethics. The Board of Ethics believes that it is crucial that guidance be available for Village officials and the public through published opinions, guidelines, standards, forms and procedures so as to provide guidance in advance to Village officials, prevent misunderstandings regarding

the reach and scope of the Village's Code of Ethics, and help facilitate the fairness goals of the Code of Ethics.

The Board of Ethics presently intends to devote a major portion of its work in the Year 2010 on continuing its work on facilitating guidance and compliance with respect to the Code of Ethics by developing standards, suggesting refinements to forms and procedures, increasing the ease of public access, and developing training and program materials.

Respectfully submitted,  
Village of Mamaroneck Board of Ethics  
Charles Mitchell, Chairperson  
Ann Marie Terrone  
Lloyd Green  
Rev. Deborah G. Tammearu, Secretary  
Patricia Castellani

cc: Agostino Fusco, Clerk-Treasurer  
Richard Slingerland, Village Manager