

Minutes of the Board of Ethics of the Village of Mamaroneck

Held on: Wednesday, January 05, 2011 7:30 PM

Location: Village Courtroom
169 Mt. Pleasant Avenue, Mamaroneck, NY

Present: Patricia Castellani Charles Mitchell
John Romans Deborah Tammearu
Ann Marie Terrone

1. Call to Order

The meeting was called to order at 7:30 PM by Acting Chair Mitchell. The Board unanimously elected Charles Mitchell as Chair and Deborah Tammearu as Secretary for 2011.

2. Approval of Minutes from December 1, 2010 Meeting

On a motion by Castellani and a second by Terrone, the minutes were accepted as given.

3. Discussion/Adoption of Annual Report Draft

Members discussed the draft of the 2010 Annual Report to be presented to the Board of Trustees. After two minor changes were included, the Report was approved unanimously. Chair Mitchell will forward the BOE's 2010 report to the Board of Trustees.

4. Advisory Opinion Request

The Board discussed a request consisting of 2 parts. After some discussion, it was decided that not enough information was included in the first part for a considered opinion to be issued. Chair Mitchell will request further information for the Board's consideration in this matter. The members issued an opinion on the second part of the request, finding no reason for membership on a VOM volunteer board to preclude participation in support of a political party.

5. Disclosure Form Communication

Members discussed several aspects of the annual disclosure forms and determined the following: 1. All persons employed by the Village of Mamaroneck who are required to complete and submit a disclosure form should also include those serving in a Pro Tem position. 2. The cover letter was edited and approved for use with this year's forms. 3. All forms will have a return self-addressed envelope to the Ethics Board and will not be opened by or exposed to anyone other than a member of the Board of Ethics. 4. Concerning the request of a former Village Trustee for the disclosure form to be returned, members determined it is a matter of the Ethics Law that all forms are to be held by the Village of Mamaroneck for 6 years. This is according to Section 21-11, Part B. 4. Chair Mitchell will check with the VOM to be sure the current Ethics Code and a copy of the approved changes, have been or will be distributed to all VOM employees, as per Section 21.5 of the Ethics Law.

6. Agenda for 2011

Looking ahead to this year, members discussed goals and focus, determining the following: 1. a time table will be put in place for follow up and compliance with the Annual Disclosure Forms. 2. "N/A" is not an acceptable response on the forms, and this must be communicated in some way to those who submit them. 3. Training and education concerning the Ethics Code and proper conduct of employees and volunteer board members will be a major focus of the BOE in 2011. Ideas for communication of ideas, including a newsletter, a segment of the BOE web page and inviting the chairs of VOM boards to attend presentations offered by the BOE were discussed. Further discussion and planning on these matters will continue at the BOE meeting on February 2, 2011.

7. New/Open Issues

It was decided, by consensus, that all Annual Disclosure Forms will be reviewed in Executive Session to guard the confidentiality of the forms.

8. Adjournment

On a motion by Tammearu and a second by Terrone, the meeting was adjourned at 8:33 P.M.

Next Regular Meeting: Wednesday, February 2, 2011, 7:30 PM in VOM Court