

MINUTES OF MEETING
TOWN OF OYSTER BAY BOARD OF ETHICS

MEETING DATE: April 27, 2017

MEETING

LOCATION: 54 Audrey Avenue, Oyster Bay, NY 11771
First Floor Ante Room

ATTENDEES: Board of Ethics Members and Counsel
Alfred C. Constants, III, Chairman
Edward C. Bermant
Margaret Eaton
Robert Harrison
Mary Sanchez
Steven G. Leventhal, Counsel
Erin Smith-Kelly, Acting Secretary
A member of the public

MINUTES PREPARED BY: Erin Kelly, Acting Secretary

Meeting of the Board of Ethics opened at 3:30.

1. Board welcomed Board Member, Edward Bermant (E. Bermant), as the newest member to the Board.
2. Board recognized Secretary, Leslie Lazarus, who was not in attendance due to being out of state but did recognize a temporary fill in, Erin Kelly, to take the minutes of the meeting.

Steven G. Leventhal, counsel to the Board was temporarily called away from meeting.

3. Chairman, Alfred C. Constant, III made a motion to adopt the minutes of the prior meeting of March 13, 2017. The motion was duly seconded and carried unanimously.

Steven G. Leventhal returned to meeting at approximately 4:00 pm

4. Discussion held regarding Rules of Procedure for conducting Fact Finding Hearings.

Chair moves to adopt procedures for conduction fact finding hearings; R. Harrison seconds the motion. The motion carries unanimously.

5. FINANCIAL DISCLOSURE –

- May 15th – disclosure forms due;
- Memo distributed to all Town Department Heads – to prepare a list of all in their department who have to file a disclosure and provide;

R. Harrison moves to adopt instructions for completing annual statement of financial disclosure; M. Sanchez seconds the motion. The motion carries unanimously.

6. ETHICS TRAINING SESSION:

- First session was attended by elected officials and department heads and members of the Board of Ethics.

7. WEBSITE UPDATE:

- The Board of Ethics discussed additions to the web site.

8. DISCLOSURE AFFIDAVITS:

- Counsel handed members Department of Planning and Development Disclosure statements for applicants;
- Board to give input on applicant disclosure statements (to be discussed at next Board meeting);

9. PUBLIC COMMENT:

- The Board of Ethics heard public comment. Board decides next meeting will be held on May 24th @3:30 pm in the ante room – Leslie to be notified.

M. Sanchez moves to adjourn meeting into executive session to discuss matters that could lead to personnel action or otherwise constitute and unwarranted invasion of personal privacy if disclosed; E. Bermant seconds the motion. The motion carries unanimously.

**MINUTES OF EXECUTIVE SESSION
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Executive session commences at 5:20 pm

Counsel and board discuss written agenda items.

Chairman moved to adjourn meeting; E. Bermant seconds the motion. Motion carries unanimously
– meeting closed at 7:10 pm