TOWN ATTORNEY
FRANK M. SCALERA

SPECIAL COUNSEL
THOMAS M. SABELLICO

Office of the Town Attorney
Town of Oyster Bay

TOWN HALL
54 AUDREY AVENUE
OYSTER BAY, NY 11771
(516) 624-6150
FAX (516) 624-6196
www.oysterbaytown.com

DEPUTY TOWN ATTORNEY
ANTHONY C. CURCIO
PAUL S. EHRLICH
ELIZABETH A. FAUGHNAN
MATTHEW D. FERNANDO
RALPH P. HEALEY
JEFFREY A. LESSER
DENNIS P. SHEEHAN
DOMENICA R. WOLFE

November 25, 2026

REQUEST FOR PROPOSALS
EMPLOYEE RELATIONS HEARING OFFICERS

Dear Sir/Madam:

The Town of Oyster Bay is requesting the submission of resumes of qualified attorneys who wish to serve on the Employee Relations Hearing Officers Panel. Such hearings are usually conducted at 9:30 a.m., Monday through Friday. Hearings are held at the Town of Oyster Bay Department of Public Works CSEA Conference Room, 150 Miller Place, Syosset, New York. Occasionally, hearings may be held at Oyster Bay Town Hall South, 977 Hicksville Road, Massapequa, New York or Oyster Bay Town Hall North, 54 Audrey Avenue, Oyster Bay, New York.

The hearings address whether an employee has violated the Contract between the Town of Oyster Bay and CSEA, or the work rules of the several departments, and what punishment, if any, should be imposed upon the employee. The hearings are conducted pursuant to Section 75 of Civil Service Law of the State of New York.

Background in employee relations or similar matters, including courtroom or prosecutorial experience, is considered in the selection process for the Town of Oyster Bay Hearing Officers Panel.

The compensation rate for a Hearing Officer is $400.00 for a hearing and $150.00 for any subsequent hearing on the same day.

Kindly respond with a resume stating relevant experience via regular mail and email to:

Frank M. Scalera, Town Attorney
Town of Oyster Bay
54 Audrey Avenue
Oyster Bay, New York 11771
fscalera@oysterbay-ny.gov

An additional emailed copy of your response shall also be directed to Jeffrey Lesser, Deputy Town Attorney (jlesser@oysterbay-ny.gov).

Proposals must be received on or before December 14, 2026.

Very truly yours,

FRANK M. SCALERA
TOWN ATTORNEY

Jeffrey Lesser
Deputy Town Attorney