



BOARD OF ETHICS
Alfred C. Constants III
Chair
Margaret Eaton
Rabbi Perry Raphael Rank
Hal Simon

TOWN OF OYSTER BAY
BOARD OF ETHICS
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OF COUNSEL:
Steven G. Leventhal, Esq.

Samantha Spadaro
Secretary

TOWN OF OYSTER BAY BOARD OF ETHICS

MEETING: Monday, November 18, 2019

Town Hall North

In Attendance:

Alfred C. Constants III, Chairman
Margaret Eaton
Rabbi Rafi Rank
Hal Simon
Steven G. Leventhal, Counsel
Samantha Spadaro, Secretary

Public Session

The Meeting was called to order at 4:00 PM.

1.) Approval of Minutes from the meeting of the July 29, 2019

The Board voted to approve the minutes of the July 29, 2019 meeting.
Minutes of the July 29, 2019 Public Session Meeting will be posted on the
Town website.

2.) Financial Disclosure

- **Compliance for Year 2019** (filing year 2018)
 - a. Compliance: There is full compliance.
 - b. Review: A review for these disclosures is scheduled for Monday November 25, 2019

3.) Ethics Training for officers and employees

- All Department Heads have already received their ethics training, in the process of scheduling
Ethics Training sessions for all Town Employees and Board Members.

- **Financial Disclosure Website**- Spoke about the idea of implementing electronic filing for financial disclosure statements. Nassau County and New York City have already implemented this method of filing

- **Biennial Ethics Training**

It has been suggested that in the future, individuals on the Policy Makers List be required to attend Ethics Training once every two years and other staff members attend every four years. These changes to the Code of Ethics are in the process of being drafted.

-**Holiday Gift Flyer**- Board of Ethics has created a holiday gift flyer with FAQ and “Do’s & Don’ts” of possible gifting to employees and department heads during the holiday season. Flyer will be distributed and posted to the town website.

4.) **Website Update**

Minutes from the Public Sessions of Board meetings continue to be posted on the Town website following approval by the Board.

Two new forms have been created for the website which can be completed on line and Submitted by email: an Ethics Advice Request and an Ethics Complaint Form.

5.) **Annual Report**

An Annual Report is being prepared by Steven Leventhal for presentation to the Town Board.

6.) **New York State Comptroller Audit**

Under a state-wide program including 20 municipalities, a State audit is taking place and is now in the stages of being completed.

7.) **Public Comment**

There were no members of the public in attendance at the meeting.

10.) **Schedule Next Meeting**

The next Board meeting will be held on Monday, February 24, 2020 at 4:00 PM in the Town Board Hearing Room.

Upon motion duly made, seconded and unanimously approved, the meeting was adjourned to Executive Session at 4:23 PM, for the purpose of discussing requests for Advisory Opinions.

Samantha Spadaro
Town of Oyster Bay
Board of Ethics
Secretary