



**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.  

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Samantha Spadaro  
*Secretary*

**TOWN OF OYSTER BAY BOARD OF ETHICS**

**MEETING: Monday, July 29, 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

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Public Session

The Meeting was called to order at 4:15 PM.

- 1.) Welcome New Member- Hal Simon Joined the Board of Ethics.
- 2.) Approval of Minutes from the meeting of the April 15, 2019  
The Board voted to approve the minutes of the April 15, 2019 meeting.  
Minutes of the April 15, 2019 Public Session Meeting will be posted on the Town website.
- 3.) Board of Ethics Letterhead  
Hal Simon, New Member to the Board of Ethics, Must be added to the Board of Ethics Letterhead.
- 4.) Financial Disclosure
  - Compliance for Year 2019 (filing year 2018)

- a. There is a very high compliance rate of filers. Working on getting the final three (3) Disclosure statements as soon as possible.
- b. Review: A review for these disclosures is being scheduled.

5.) 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 is going to create a one page 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.

6.) 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.

The forms are going to be posted on the website.

7.) Annual Report

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

8.) 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.

9.) 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, November 18, 2019 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 4:55 PM, for the purpose of discussing requests for Advisory Opinions.

Samantha Spadaro  
Town of Oyster Bay  
Board of Ethics  
Secretary