



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

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, April 15, 2019

Town Hall North

In Attendance: Alfred C. Constants III, Chairman

Margaret Eaton

Rabbi Rafi Rank

Steven G. Leventhal, Counsel

Lesley Lazarus, Secretary

Samantha Spadaro, Deputy Secretary

Public Session

The Meeting was called to order at 4:10 PM.

1.) Approval of Minutes from the meeting of the February 20, 2019

The Board voted to approve the minutes of the February 20, 2019 meeting.

Minutes of the February 20, 2019 Public Session Meeting will be posted on the Town website.

2.) Board of Ethics Vacancies

There are two positions on the Board of Ethics to be filled. Interviews are currently being conducted. There are candidates yet to be interviewed and the interviews are proceeding as quickly as possible.

3.) Board of Ethics Letterhead

It has been decided to change the letterhead for the Board of Ethics. The Supervisor's name will no longer appear on the letterhead. The names of the Board members will be listed on the left hand side, with the Board's Counsel and Secretary on the right.

4.) Financial Disclosure

- Compliance for Year 2018 (filing year 2017)
 - a. There is full compliance from all staff members required to file.
 - b. Review: A review for these disclosures has been completed by the Board.

- Compliance for Year 2019 (filing year 2018)

Disclosure Forms have been distributed for all staff designated as Policy Makers. The forms are due by May 15, 2019. This year the list of those required to file has become more extensive.

5.) Ethics Training

Financial Disclosure Workshops have been conducted and were very informative. Ethics Training will take place this year for all Town employees and Board members.

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.

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 are being 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 now being reviewed and revised and then will be available on the website.

At the Board's next meeting, another addition to the website, a Frequently Asked Questions Section will be discussed by the Board.

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, July 29, 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 5:25 PM, for the purpose of discussing requests for Advisory Opinions.

Lesley Lazarus
Town of Oyster Bay
Board of Ethics
Secretary