

**Date: June 4, 2020**

**To: Mayor Lee Kyriacou ( [mayor@cityofbeacon.org](mailto:mayor@cityofbeacon.org) )**

**From: Board of Ethics**

**Cc: Mr. Collin Milone**, Assistant to the Mayor ( [cityofbeacon@cityofbeacon.org](mailto:cityofbeacon@cityofbeacon.org) ),  
**Ms. Amanda Caputo**, Deputy City Clerk ( [deputyclerk@cityofbeacon.org](mailto:deputyclerk@cityofbeacon.org) ),  
**Joe Galbo**, ( [jgalbo@cityofbeacon.org](mailto:jgalbo@cityofbeacon.org) ),  
**Arthur Camins**, ( [acamins@cityofbeacon.org](mailto:acamins@cityofbeacon.org) ),  
**Phil Greenblatt**, ( [pgreenblatt@cityofbeacon.org](mailto:pgreenblatt@cityofbeacon.org) ),  
**Andre Richards**, ( [arichards@cityofbeacon.org](mailto:arichards@cityofbeacon.org) ),  
**Montos Vakirtzis** ( [mvakirtzis@cityofbeacon.org](mailto:mvakirtzis@cityofbeacon.org) )

**Sent via Email.**

**Reference: Meeting Minutes, 2020 Quarter 2 (Jun. 4, 2020)**

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Dear Mayor Kyriacou,

On Thursday, June 4, 2020 at 6:30 pm, the Board of Ethics met via a Zoom web call. The following are the highlights of our meeting:

- All members were in attendance: Arthur Camins, Joe Galbo, Phil Greenblatt, Andre Richards, and Montos Vakirtzis.
- All members completed “Responsibilities and Procedures” training on May 7, 2020 provided by Drew Gamils, Esq. Keane & Beane, P.C.
- There are no new or open submissions that the Board of Ethics is currently aware of.
- As per the email from Drew Victoria Gamils, Esq.. Keane & Beane, P.C. timestamped Friday, May 22, 2020 5:05 pm, ...

“...The Ethics Violation Compliant Form is available online at <https://www.cityofbeacon.org/wp-content/uploads/2019/09/Ethics-Board-Complaint-Form.pdf> . I have asked Collin to update the form to refer to the current board members. The form can be mailed, faxed or dropped off at City Hall or emailed directly. These submissions can go directly to the board...”

The complaint form has not yet been updated with the current memberships’ contact information and thus needs to be updated. In addition, all submission needs to be routed directly to the board members as per the capability identified by Drew.

This form needs to be made available in Spanish, as well.

We request a discussion with City's web administrator to optimize the taxonomy and/or search capabilities of the current website for gaining easy and intuitive access to the form by the general public.

We would like to proactively communicate to the public who this board is, what our purpose is, and how to file a submission; e.g., article in the Free Press and on the City's home page.

Our ultimate goal is that this board receives all submissions/complaints irrelevant of the City Council's decision to pursue further or not. We request the City Council be mandated to inform and document to this board any and all submissions whether written or oral. At minimum this would demonstrate complete transparency to the Board of Ethics and would simplify the process.

Please advise on your position and/or next steps.

Our next quarterly scheduled board is September 3, 2020 at 7 pm. If required, this board is prepared meet prior, as necessary.

Respectfully submitted by: **Joe Galbo, Chairman**

JG/mv