



Memorandum to: Employees of the Albany Pine Bush Preserve Commission  
From: Christopher A. Hawver, Executive Director  
Re: Lobbying Contacts

Public Authorities Law § 2987 requires that the Albany Pine Bush Preserve Commission adopt a policy for recording any lobbying contacts with employees of the Commission. The type of contacts regulated are narrowly defined to those involving the adoption or rejection of a rule or regulation, or the outcome of any rate-making proceeding, neither of which is within the authority of the Commission. Regardless, it is necessary for you to report to the Ethics Officer any contact received from any lobbyist.

If you are contacted by a lobbyist regarding any matters within your duties as a Commission employee, send the Ethics Officer a memo or an e-mail detailing the following:

- Name, address and phone number of lobbyist;
- Date and time of contact;
- General nature of inquiry.

Please send the above report as soon after the contact as possible to:

Lisa Anthony, Ethics Officer  
[lanthony@albanypinebush.org](mailto:lanthony@albanypinebush.org)  
195 New Karner Road  
Albany, NY 12205

If you have any doubt or question whether a particular contact is, in fact, that of a lobbyist, send the report to the Ethics Officer and the determination will be made by management.