

CHAUTAUQUA COUNTY ETHICS BOARD MEETING MINUTES

DATE: March 16, 2022

LOCATION: Rooms 331 & 333, Gerace Office Building, 3 North Erie Street,
Mayville, New York 14757

TIME: 3:02 - 4:35 p.m.

MEMBERS PRESENT: John Hamels
Diane Hannum
John Marengo
David Rowe

OTHERS PRESENT: Mark Perry
Sharon Smead
Stephanie Stevens
Amanda Gallagher from the County Executive's Office
Kristen Wright from the County Law Department
Respondent for Case No. 2022-01
Department Head of Respondent for Case No. 2022-01
Scott Cummings from the North Chautauqua Lake Sewer District
(NCLSD)

CALL TO ORDER & PUBLIC NOTIFICATION:

Dave called the meeting to order at 3:02 p.m.

Amanda confirmed proper public notification was completed as the notice of today's meeting was sent out to the local media and posted on the county website on March 8, 2022. The meeting agenda and materials were posted on the county website on March 8, 2022. She also confirmed that the meeting appeared in the Post-Journal's "Briefly" section on March 9, 2022.

APPROVAL OF MINUTES:

John H. motioned to approve the minutes from the November 17, 2021 meeting, which was seconded by Diane. All in favor.

PRIVILEGE OF THE FLOOR:

Mark Perry and Sharon Smead from the Village of Mayville Planning Board spoke to the Board about an intermunicipal agreement between the Village of Mayville and the Town

of Chautauqua concerning Code Enforcement Officer services. They sought the board's guidance on if this was ethical.

John M. arrived at the meeting at 3:11 p.m.

Perry and Smead were given a "Chautauqua County Ethics Board- Request for an Advisory Opinion for An Officer or Employee of a Municipality Located within Chautauqua County" form should they wish to receive an opinion on NYS General Municipal Law Article 18 or the municipality's code of ethics. Kristen also indicated that they could have the town and village attorneys reach out to her concerning this matter.

Perry and Smead left the meeting at 3:17 p.m.

REVIEW CORRESPONDENCE:

John M. reported that the Ethics Board did not receive any mail addressed to it in the Board's P.O. Box.

MEMBERSHIP UPDATES AND VOTING FOR BOARD CHAIR AND SECRETARY:

Amanda introduced Stephanie Stevens to the Ethics Board. Stephanie will be replacing Mary Kay Szwejbka on the Board and her appointment will go before the County Legislature on March 23 for its review and approval.

Dave requested that the Board hold off on voting for its Board and Secretary until its next meeting when it will have full membership.

REVIEW CORRESPONDENCE:

Amanda left the meeting at 3:26 p.m.

Amanda, Respondent for Case No. 2022-01, and Respondent's Department Head arrived at the meeting at 3:27 p.m.

The Board reviewed Case Number 2022-01 and the matter will be settled by having Respondent complete an Extension Request Form and update the previously submitted disclosure form within 10 days of today's meeting (by March 26, 2022).

This has been assigned ERF-D-01.

Respondent and Respondent's Department Head left the meeting at 3:38 p.m.

Scott Cummings arrived at the meeting at 3:58 p.m.

Cummings discussed actions taken by his Department and the NCLSD Board to ensure ethical conduct concerning the upcoming appointment of the new NCLSD Director and a family member that works with the department.

Cummings left the meeting at 4:09 p.m.

STATUS OF ANNUAL CODE OF ETHICS TRAINING FOR COUNTY EMPLOYEES AND BOARD MEMBERS:

Amanda provided an update on the 2021 Code of Ethics Training.

John M. motioned to give an employee who still needs to complete the 2021 Code of Ethics Training an extension through 3/31/22. The employee will need to complete the 2021 Code of Ethics Training and Extension Request Form, as well as the current 2022 Code of Ethics training by the 3/31/22 deadline, seconded by Dave. All in favor.

This has been assigned ERF-T-03.

Amanda provided an update on the 2022 Code of Ethics Training. In January, the annual training materials were assigned to employees in the NEOGOV LEARN training system. In January, the training was also administered to department liaisons for them to distribute to their board members. Reminder emails will go out to department heads next week to notify them of any employees or board members under their purview who have not completed the training yet so they can ensure they meet the annual training deadline of 3/31/22.

John H. motioned to approve the extension for ERF-T-01, which was seconded by John M. All in favor.

Dave motioned to approve the extension for ERF-T-02, which was seconded by John M. All in favor.

STATUS OF FINANCIAL DISCLOSURE FORMS AND ANNUAL FILING

Amanda reported that the Agreement to Settle and fine were received for Case No. 2021-03A, and fines were received for Case No. 2021-04 and 2021-14. All three cases were closed at the end of 2021.

She also reported that the Board reviewed and approved 370 disclosure forms with a 2021 deadline.

Amanda also reported that forms for the 2022 filing have also been coming in for the Board's review. The annual filing notice for the 2022 Statements of Financial Disclosure will go out by the end of the month and all forms are due by 4/30/2022.

The Board reviewed and approved one form during the meeting.

The Board reviewed Case No. 2022-02.

John H. motioned to approve a one-day extension for Respondent once an Extension Request Form is received.

This has been assigned ERF-D-02.

NEXT MEETING:

The Board set its meeting dates for 2022. They will be held on May 18, September 21, and November 16. All meetings will be held at 3 p.m. in the Gerace Office Building in Mayville.

MEETING ADJOURNED:

Dave motioned to adjourn the meeting at 4:35 p.m., which was seconded by John H.

Minutes prepared by Amanda Gallagher and respectfully submitted to John Marengo.