

SCHENECTADY COUNTY BOARD OF ETHICS

County Auditor's Office, 6th floor, County Office Building,
620 State Street, Schenectady, NY 12301-0823
(518) 388-4358

December 10, 2020

Dear Schenectady County Filer,

We were all faced with a very different and difficult year resulting in the Ethics Financial Disclosure coming to you at this late date.

The position you hold with Schenectady County, the Board of Ethics, SCCC, Metroplex, IDA, SCCC Trustees and Public Library Trustees has been determined to be a policy making position requiring you to file by law. A policy making position is determined using NYS Civil Service, Agency and Authority job specifications and duties.

The information required here is for the prior year (like your income tax is). A quick turnaround period is requested.

DEADLINE: December 26th, 2020.

WAYS TO FILE:

- The preferred method to file is by scanning and emailing it.
patti.ellis@schenectadycounty.com
- If necessary, you may:
 - Mail it to the above address.
 - Drop it in the above office's basket.

FORMS: Available on the Schenectady County Website. www.schenectadycounty.com

QUESTIONS ANSWERED / SIGN & DATE FORM: Any answer submitted on the left side must have a matching Reporting Category letter on the right side, or it will be returned to you for completion. Electronic signature is accepted.

HOUSEHOLD: You are responsible for reporting for yourself, your spouse and your dependent children.

APPEAL: You can appeal the determination that your position is deemed to be policy making by filing an appeal form within ten days of the date of this letter. Your appeal request will be acknowledged upon receipt

LAW: If you knowingly and willfully fail to file, or if you knowingly and willfully, with the intent to deceive give incorrect information, there is the potential of a civil penalty (a fine not to exceed \$10,000). The potential of prosecution for a Class A misdemeanor, public disclosure and the County may impose disciplinary action, as otherwise provided by law.

MULTIPLE FILINGS:

Schenectady County will only accept the NY State's Financial Disclosure Statement in place of filing ours.

All information will be kept confidential.

Sincerely,

Patti Ellis