THE RENSSELAER COUNTY BOARD OF ETHICS

MAY 24, 2023 MEETING AGENDA

Date: Wednesday, May 24, 2023
Time: 2:30 P.M.
Location: Room 302, 3rd Floor Conference Room, Rensselaer County Office Building, 99 Troy Road, East Greenbush, NY
Notice: In accordance with Public Officers Law Section 104

I. CALL TO ORDER

II. MINUTES OF THE FEBRUARY 24, 2023 MEETING

III. REVIEW OF 2023 ANNUAL DISCLOSURE STATEMENTS
(Ethics Law §§ 16.2 and 18.2)

IV. COMPLAINT FORM
(Ethics Law § 17.3.a)

V. ADJOURN PUBLIC SESSION TO EXECUTIVE SESSION

   Discuss, with respect to correspondence received by the Board regarding a particular person, matters regarding the employment history of such person or matters leading to the demotion, discipline, suspension, dismissal or removal of such person

VI. RETURN TO PUBLIC SESSION

VII. ADJOURNMENT

Next meeting date to be determined.
Date:    Friday, February 24, 2023
Time:   10:00 A.M.
Location:  Third Floor Conference Room, Rensselaer County Office Building,
99 Troy Road, East Greenbush, NY
Notice:   In accordance with Public Officers Law Section 104
Board Members  Stacey Farrar
Present:  Frederick W. Kirwin
Larry Kivitz
Theresa Sullivan

Others   Carl J. Kempf III, Esq., County Attorney
Present:  3 members of the public

I.       CALL TO ORDER

• Meeting was called to order at 10:00 am

II.     ELECTION OF CHAIR

• Motion by S. Farrar to elect T. Sullivan as Chair
• Motion seconded by L. Kivitz
• Motion was unanimously approved

III.   CONSIDER ADOPTION OF RULES FOR ETHICS BOARD MEETINGS

• Motion by F. Kirwin to adopt the rules as presented with the Agenda
• Motion seconded by L. Kivitz
• Motion was unanimously approved
IV. REVIEW OF LIST OF PUBLIC OFFICIALS

- S. Farrar recommended updates to the List of Public Officials as presented with the Agenda
- Motion by L. Kivitz to direct the County Attorney to update the List of Public Officials as recommended by S. Farrar and to approve the List of Public Officials as updated
- Motion seconded by S. Farrar
- Motion was unanimously approved

V. VOTE TO ADJOURN PUBLIC SESSION TO EXECUTIVE SESSION

- Motion by L. Kivitz to enter into executive session for the following purposes:
  - Discuss, with respect to Rensselaer County Ethics Board Matter 2023-01 regarding a particular person, matters regarding the employment history of such person or matters leading to the demotion, discipline, suspension, dismissal or removal of such person (Public Officers Law § 105.1.f)
  - Discuss, with respect to a Rensselaer County Ethics Board Matter 2023-02, matters leading to the employment of such person (Public Officers Law § 105.1.f)
- Motion was seconded by S. Farrar
- Motion was unanimously approved

Executive Session

- Rensselaer County Ethics Board Matter 2023-01: S. Farrar recused herself from decision and otherwise unanimously approved to direct the County Attorney to draft and present to the Board letter finding no jurisdiction and, as stated, no violation.

- Rensselaer County Ethics Board Matter 2023-02: Unanimously approved to direct the County Attorney to draft and present to the Board letter to the Department Head denying the request for a waiver for a prospective employee or for an opinion that the Ethics Law does not apply to the position for the prospective employee.

- At 11:05 am, unanimously approved to close executive session and return to public session.
VI. RETURN TO PUBLIC SESSION

- After return to public session, there being no further business, at 11:06 am unanimously approved to adjourn the meeting

VII. ADJOURNMENT

- Next meeting tentatively scheduled for Friday, May 19, 2023 at 10:00 am
RENSSELAER COUNTY ETHICS BOARD
MAY 24, 2023 MEETING
AGENDA ITEM III
Disclosures are on file with the Ethics Board
THE RENSSELAER COUNTY BOARD OF ETHICS

Complaint Form

I. Complainant’s Information

Your Name: ________________________________

Phone Number: ________________________________

Email Address: ________________________________

Mailing Address: ________________________________

II. Alleged Violation

Who is the complaint against?: ________________________________

What is your association or affiliation to the person (s) you are filing a complaint against?: ________________________________

How is this person associated to Rensselaer County?

☐ EMPLOYEE
☐ OFFICER

Position Title: ________________________________

Department: ________________________________

Date and Time Alleged Violation Occurred: ________________________________

Location and Address of Alleged Violation: ________________________________

Ethics Law Section(s) of Alleged Violation: ________________________________
Please explain your complaint fully, providing a detailed description of the facts and the actions of the person (s) named on page 1 of this form. Include relevant dates and the names and addresses of persons whom you believe may be witnesses. If insufficient space is provided below additional sheets may be attached.

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

Identify below any supporting documents, i.e. Emails, contracts, photographs, invoices, statements of witnesses, and audio/visual recordings. Attach all supporting documents to this form.

___________________________________________________________________________________________________________________

III. Verification

I, ________________________________, hereby acknowledge that making a false statement herein is punishable as a misdemeanor under section 210.45 of the New York State Penal Law.

Dated: ____________________________________________

Signature: __________________________________________

Printed Name: ______________________________________

STATE OF __________
COUNTY OF __________

Subscribed and sworn to before me on this ___ day of ________, 20___.

________________________
Notary Public
RENSSELAER COUNTY ETHICS BOARD
MAY 24, 2023 MEETING
AGENDA ITEM V
(EXECUTIVE SESSION MATERIALS)