

SCHENECTADY COUNTY BOARD OF ETHICS

County Auditor's Office, 6th floor, County Office Building,
620 State Street, Schenectady, NY 12305-2114 (518) 388-4358

March 17, 2021

Dear Schenectady County Filer,

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.

PERIOD COVERED: The information required on this form in 2021 is for the prior year of 2020. It is the same process as filing your yearly income tax.

DEADLINE: April 15th, 2021 All information will be kept confidential.

WAYS TO FILE:

- File the completed form by scanning and emailing it with your electronic signature. patti.ellis@schenectadycounty.com
- If necessary, you may mail or drop off to the above address.

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

QUESTIONS ON THE FORM: Please answer all questions or the form will be returned to you for completion. If the question does not apply, check "None". Every question answered must have a 'Reporting Category' letter as well.

ACKNOWLEDGEMENT OF RECEIPT OF COMPLETED FORM: You may wish to send your document with a Read Receipt. Due to the volume of filers you will be advised of non-receipt of your filing by the end of April.

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.

Sincerely,

Confidential Secretary Patti Ellis