

**LOCAL LAW NO. 1 OF 2024
COUNTY OF OTSEGO, NEW YORK**

**A LOCAL LAW TO AMEND LOCAL LAW NO. 2 OF 1990 ETHICS LAW AS
AMENDED BY LOCAL LAW 4 OF 2017 ETHICS LAW**

Be it enacted, by the Board of Representatives of the County of Otsego as follows:

SECTION 1. PURPOSE AND INTENT

The purpose of this law is to create the Otsego County Ethics and Disclosure Law in compliance with Article 18 of the New York State General Municipal Law. The citizenry of Otsego County are entitled to the expectation of exemplary ethical behavior from their county officers, employees and appointed officials, and this law is intended to create the minimum standards which constitute that behavior. This legislation recognizes that varying degrees of professional and governmental responsibility warrant equitable requirements of disclosure in pursuit of official integrity, which must be balanced against individual constitutional rights. Any particulars not determined in this law shall be construed within the provisions of General Municipal Law Article 18.

SECTION 2. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined such for the purpose of the Otsego County Ethics Law:

- (a) "Agency" means any of the divisions of county government, referred to in subdivision (d) of this section except the legislature.
- (b) "Appropriate body" pursuant to Article 18 of General Municipal Law means the Board of Ethics of the County of Otsego.
- (c) "Child" means any son, daughter, step-son or step-daughter of a county officer, employee or appointed official if such child is under 18 or he/she is a dependent of the officer, employee or appointed official as defined in the Internal Revenue Code Section 152(a)(1) and (2) and any amendments thereto.
- (d) "County" means the County of Otsego or any department, board, executive division, institution, office, branch, bureau, commission, agency, legislature or other division or part thereof.
- (e) "Interest" means a direct or indirect pecuniary or material benefit accruing to a county officer, employee or appointed official, his or her spouse, or child whether as the result of a contract with the county or otherwise. For the purpose of this chapter, a county officer, employee or appointed official shall be deemed to have an interest in the contract of (i) his/her spouse and children, except a contract of employment with the county (ii) a firm, partnership or association of which such officer, employee or appointed official or his/her spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or his/her spouse or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by an officer, employee or appointed official, or his/her spouse or child.
- (f) "Legislation" means a matter which appears upon the calendar or agenda of the County Legislature of Otsego County or upon a committee

thereof upon which any official action has been taken and shall include adopted acts, local laws, ordinances or resolutions.

- (g) "Officer" or "employee" means any officer or employee of the county of Otsego and any elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Otsego whether paid or unpaid.
- (h) "County elected official" means a County Legislator, the County Clerk, the District Attorney, the County Treasurer or the Sheriff.
- (i) "Appointed official" means any individual who is appointed by the County Legislature to any agency, institution, department, office, branch, division, council, commission, board or bureau, whether unpaid or paid.
- (j) "Relative" means a spouse or child of a county officer, employee or appointed official.
- (k) "Reporting officer, employee or appointed official" means an officer, employee or appointed official or a candidate for county elected office who is required to complete and file an annual statement of financial disclosure pursuant to this Local Law.
- (l) "Spouse" means the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law unless legally separated from such officer, employee or appointed official.
- (m) "Jurisdiction" shall mean having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the county agency (as defined above at 2.1(a) in which she/he is an officer, employee or appointed official (as defined above at 2.1(h)).
- (n) "Policy-making position" means an officer or employee whose duties are not of majority ministerial in nature, as designated to be "policy making" by the County Legislature, of which the Legislature shall promulgate a list of policy making positions prior to January 31 of each year in which the employment is in effect.
- (o) "Reporting Category" for the purpose of completing the financial disclosure reports (Forms A, B and C; pursuant to Article IV, sections 3, 4, and 5 of this law) means the category of interest, income, value or worth of said reported items. No exact dollar amounts are to be included in the completion of the statements of financial disclosure; rather all amounts are to be indicated using the following categories:

- "A". \$0 - \$5,000
- "B". \$5,001 - \$10,000
- "C". \$10,001 - \$25,000
- "D". \$25,001 - \$50,000
- "E". \$50,001 - \$100,000
- "F". Over \$100,001

SECTION 3. CODE OF ETHICS

A. Prohibited Activities

It is the policy of the County Legislature that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict or a potential conflict exists

whenever an officer or employee has an interest, direct or indirect, which conflicts with their duty to the county or which could adversely affect an individual's judgment in the discharge of his or her responsibilities. No officer or employee shall:

1. Take action or participate in any manner whatsoever in his or her official capacity in the discussion, negotiation or the awarding of any contract or in any business or professional dealings with the County of Otsego or any agency thereof in which the official or employee has or will have an interest, direct or indirect, in such contract or professional dealings.

2. Engage in, solicit, negotiate for or promise to accept, private employment or render services for his or her personal benefit when such employment or service creates a conflict or impairs the proper discharge of his or her official duties.

3. Solicit, directly or indirectly, any gifts, or receive or accept any gift having the value of Seventy-Five Dollars (\$75), or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

4. Disclose confidential financial information acquired in the course of his or her official duties or use such information to further his or her personal interest.

5. Take action on a matter before the county or any instrumentality thereof which, to his or her knowledge, the performance of that action would provide a pecuniary or material benefit to himself or herself.

B. Nepotism

Except as otherwise required by law:

(1) No County officer or employee, either individually or as a member of a board may participate in any decision specifically to appoint, hire, promote, discipline, or discharge a relative for any County position or any County board.

(2) No County officer or employee may directly or indirectly supervise a relative in the performance of the relative's official duties unless such supervision is in compliance with an individual written plan that has been proposed by the affected Department in conjunction with the Personnel Officer and reported to the appropriate Legislative Committee to which the particular Department reports. Nothing in this policy should be construed to interfere with the appointment of Election Commissioners and their appointed staff, although best practice would have them conform to this Nepotism portion of the Otsego County Ethics Law.

(3) For purposes of this section III.B only, the definition of a relative is as follows: "Relative" means a parent, step-parent, spouse, domestic partner, sibling, step-sibling, sibling's spouse, child, step-child, grandparent, parent of spouse or domestic partner; including in-laws and members of the household of a County officer or employee, and individuals having any of these relationships to the spouse of the county officer, or employee, or appointed or elected official.

SECTION 4. DISCLOSURE OF INTEREST

1. Any officer who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Legislature of the County of Otsego or by any official, Board, Agency, officer or employee of the County of Otsego, and who participates in the discussion before or who gives an opinion or gives advice to any board, agency or individual considering the same, shall publicly disclose on the official record the nature and the extent of such interest.

2. Any officer or employee of the County of Otsego who has knowledge of any matter being considered by any board, agency, officer or employee of the County of Otsego in which matter he or she has or will have or intends to acquire any direct or indirect interest, shall be required immediately to disclose, in writing, his or her interest to such board, agency, officer or employee, and the nature and the extent thereof, to the degree that such disclosure gives substantial notice of any potential conflict of interest.

3. LEVEL A DISCLOSURE - CERTAIN FULL-TIME POSITIONS. Any county elected officials, and all heads of agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Otsego who receive compensation above expense reimbursement levels and has full-time employment status as listed on Exhibit attached only must file with the Ethics Board a Level "A" statement of financial disclosure, which shall be supplied to them with other terms of employment material. This statement shall be completed and returned to the Ethics Board on or before March 31 of the year for which the employment is in effect.

4. LEVEL B DISCLOSURE - CERTAIN PART-TIME POSITIONS. All appointed chairpersons or heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Otsego who receive compensation above expense reimbursement levels at part-time employment status, as listed on Exhibit attached only, as well as all full time compensated policy-making officers or employees not required to complete a "Level A" statement above must file with the Ethics Board a "Level B" statement of financial disclosure, which shall be supplied to them with other terms of employment material. This statement shall be completed and returned to the Ethics Board on or before March 31 of the year for which the employment is in effect.

5. LEVEL C DISCLOSURE - OTHER PART-TIME POSITIONS. All other part time compensated policy-making officers or employees not required to complete a "Level A" or "B" statement above, as well as all appointed chairpersons or heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Otsego who are not compensated beyond expense reimbursement levels listed on Exhibit attached, must file with the Ethics Board a "Level C" statement of financial disclosure, which shall be supplied to them with other terms of employment material. This statement shall be completed and returned to the Ethics Board on or before March 31 of the year for which the employment is in effect.

6. A person who is subject to the filing requirement of this local law from more than one county may satisfy the requirements by filing only one annual statement of financial disclosure, and filing with the other(s) a notice that such filing has been made, inclusive of the date and place of the filing.

7. Any person who is subject to the reporting requirements of this local law and who has or shall timely file with the Internal Revenue Service an application for automatic extension of time in which to file his/her individual income tax return for the immediately preceding calendar or fiscal year which would extend filing with the IRS beyond May 15 of that year shall be required to submit notice of said application on or before March 31, of the year in which the employment is in effect. Such person shall file a completed disclosure form, absent only the portions stated within the application for automatic extension, on or before May 15 of the year for which the employment is in effect, and a supplementary statement for any item as so noted on the annual statement of financial disclosure, without liability under Article VIII of this local law, if said supplementary statement is filed within fifteen (15) days of the expiration of the automatic extension.

8. Any person who is required to file an annual statement of financial disclosure may request, prior to March 31, of the year for which the employment is in effect, an extension of filing for an additional specific period of time. Such request shall be made in writing to the Board of Ethics, with approval based upon substantiation of justifiable cause or undue hardship. The Board of Ethics may grant or deny the request, by vote of the membership, and extensions shall be for the specific period of additional time requested.

9. Any person required to file an annual statement of financial disclosure who becomes so required, or experiences a change in reporting levels, or becomes a candidate for County elected office, after March 15, of the year for which the employment is in effect, shall file the appropriate annual statement within thirty (30) days.

SECTION 5. ANNUAL CODE OF ETHICS REVIEW

1. Every official and employee is required to attest on an annual basis that he or she has reviewed the Code of Ethics of the County of Otsego, to be made on or before March 31 of the year for which the employment is in effect. Said attestation is to be filed with the Otsego County Ethics Board.

SECTION 6. ETHICS BOARD

1. Establishment

The Legislature of the County of Otsego, pursuant to Article 18 of the New York State General Municipal Law, hereby establishes the Otsego County Board of Ethics, responsible for ensuring full compliance with this code of ethics and disclosure. The Ethics Board shall consist of three members. No more than two shall be of the same enrolled party affiliation. All shall be approved by majority vote of the entire board. A majority of the members shall not be officers or employees of such county or municipalities wholly or partially located in Otsego county and at least one of whom shall be an elected or appointed officer or employee of Otsego County or a municipality located within such county.

2. Membership

Members of the Ethics Board shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses and for mileage, in accordance with rules established by the County Legislature. Members of the Ethics Board shall be

construed under this local law as policy-making officials, and thus be subject to all of the appropriate ethics and disclosure requirements.

The members of the Ethics Board shall serve staggered 3 year terms, provided that the first appointments to the Ethics Board shall be as follows: one member, appointed for a one year term; one member, appointed for a two year term; one member, appointed for a three year term. Members of the Ethics Board shall not serve more than two full three year terms.

3. Removal

In addition to penalties defined specifically for violation of the Otsego County Ethics Law, and other pertinent sections of local, state and federal law, members of the Ethics Board may be removed for cause by the vote of two-thirds (2/3) of the County Legislature. Prior to removal, the Ethics Board member shall be given written notice of the grounds for removal and an opportunity to reply.

4. Powers and Duties

- a) The Board of Ethics shall possess all powers and duties authorized by Section 808 of General Municipal Law.
- b) The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to Section 808(5) of the General Municipal Law and Article IV herein and such written instruments, affidavits and disclosures as required under this local law.
- c) The Board of Ethics shall possess, exercise and enjoy all the rights, powers and privileges necessary and proper to the enforcement of the Code of Ethics and completion and filing by reporting officers, employees and appointed officials of the county of annual statements of financial disclosure required by this act.
- d) The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties enumerated herein. Said rules and regulations shall include rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. The County Legislature may empower the Board of Ethics to subpoena any individual, whether or not a county officer, employee or appointed official, and any document or thing which the Board of Ethics deems necessary to the resolution of any pending adjudicatory proceeding or matter.
- e) The Board of Ethics shall render advisory opinions in writing regarding specific matters pertaining to filings and reporting categories, to officers, employees and appointed officials of the county with respect to this local law and Article 18 of the General Municipal Law. Such opinions shall be rendered only upon written request by the officer, employee or appointed official concerning only the subject of the inquiry as it pertains to the requesting individual's own filing requirements.
- f) Such opinions shall not be made public or disclosed unless required by the Freedom of Information Law (Public Officers Law, Article 6) or required for use in a disciplinary proceeding or proceeding under Article VII of this local law involving the officer, employee or appointed official who requested the advisory opinion. Whenever a request for access to an advisory opinion herein is received, the officer, employee or appointed official who requested the opinion shall be notified of the request within forty-eight (48) hours of the receipt of the request. Under no circumstances shall the "Reporting Categories" be disclosed to the public, as stated in New York State General Municipal Law Section 813.18(a)(1).
- g) The County Attorney shall serve as counsel to the Board of Ethics.

- h) The Ethics Board shall be empowered to request support staff assistance from the County Legislature or the chief elected official in furtherance of its duties and responsibilities.

SECTION 7. PENALTIES

A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who knowingly and willfully with intent to deceive makes a false statement or gives information which such individual knows to be false on such statement of financial disclosure filed pursuant to this section shall be assessed a civil penalty in an amount not to exceed ten thousand dollars. Assessment of a civil penalty hereunder shall be made by the Otsego County Board of Ethics. For a violation of this section, other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Otsego County Board of Ethics may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, but only after such referral, such violation shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is falsely understated. Upon an appropriate determination and vote, the Otsego County Ethics Board may file a written recommendation with the chief elected official or other disciplinary body, establishing grounds for removal of cause, in accordance with other provisions of the Otsego County laws pertaining to officers, officials and employees and rules governing conduct. Notwithstanding any other provision of law to the contrary, no other penalty, civil or criminal may be imposed for a failure to file, or for a false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law. The Otsego County Board of Ethics shall adopt rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. Such rules shall provide for due process procedural mechanisms substantially similar to those set forth in Article Three of the State Administrative Procedure Act but such mechanisms need not be identical in terms or scope. Assessment of a civil penalty shall be final unless modified, suspended or vacated within thirty (30) days of imposition and upon becoming final shall be subject to review at the instance of the affected reporting individual in a proceeding commenced against the Otsego County Board of Ethics pursuant to Article seventy-eight of the Civil Practice Law and Rules.

SECTION 8. ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

The Otsego County Legislature hereby designates Forms "Level A", "Level B" and "Level C", as attached, as the official annual statement of financial disclosure for the purposes of fulfilling the requirements of Article IV, sections 3, 4 and 5, respectively, of the Otsego County Ethics and Disclosure Law.

SECTION 9. EFFECTIVE DATE

This local law shall take effect immediately upon filing with the Secretary of State.

Offered by: Administration Committee

Adopted: November 20, 1990 (Local Law No. 2 of 1990)

Amended: December 6, 2017 (Local Law No. 4 of 2017) adopted by resolution 352-201701206

EXHIBIT 1

Members, Board of Representatives
Members, Board of Ethics
County Clerk
District Attorney
County Treasurer
Sheriff
Commissioner of Social Services
Superintendent of Highway
Emergency Services Coordinator
Director of Real Property Tax Services II
Personnel Officer
Purchasing Agent
Clerk of the Board
County Administrator
County Auditor
Public Defender
County Attorney
Deputy County Attorney
Director of Data Processing
Director of Veterans Service Agency
Director of Patient Services
Director, Department of Health
Director, Community Mental Health Services
Director, Office for the Aging
Director, J.T.P.A.
Director of Probation
Economic Developer
Nursing Home Administrator
Building Services Director
Child Advocacy Center Coordinator
Communications Center Supervisor
Code Enforcement Officer
Director, Youth Bureau
Director of Planning
Social Services Attorney
Election Commissioner
Alternatives to Incarceration Coordinator
Chairman, Otsego County Youth Advisory Board
Chairman, Otsego County Community Services Board
Chairman, County of Otsego Industrial Development Agency
Chairman, Local Conditional Release Commission

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF OTSEGO
LEVEL A**

(ELECTED COUNTY OFFICIALS AND FULL-TIME DEPARTMENT HEADS
SEE OFFICIAL LIST FOR SPECIFIC REFERENCE)

FOR 20____

1. Name and Home Address.

Name/Title

Residential Street Address

Department or Agency of Employment

Start Date

County Address

County Telephone

2. Spouse and Children.

Provide the name of your spouse (if married) and the names of any dependent children.

Spouse

Child/Age

Child/Age

Child/Age

3. Financial Interests.

- a. "Reporting Category" for the purpose of completing the financial disclosure reports. No exact dollar amounts are to be included in the completion of the statements of financial disclosure; rather all amounts are to be indicated using the following categories:

"A". \$0 - \$5,000

"B". \$5,001 - \$10,000

"C". \$10,001 - \$25,000

"D". \$25,001 - \$50,000

"E". \$50,001 - \$100,000

"F" Over \$100,001

b. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization for you, your spouse, and your dependent children, if any, and indicate whether these businesses are involved with the County of Otsego in any manner.

Family Member	Position	Organization	County Dept. or Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

c. Outside Employment. Describe any outside occupation, employment, trade, business, or profession held by you, your spouse, and your dependent children, if any, and indicate whether such activities are regulated by any state or local agency.

Family Member	Position	Organization	County Dept. or Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Other Income. Identify the source and nature of any other income from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or other income of any nature, for you, your spouse, and your dependent children, if any.

Family Member	Name & Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

e. Investments. Itemize and describe all investments or capital stock above a 5% share of ownership in any business, corporation or partnership, for you, your spouse, and your dependent children, if any. Security listed on an exchange need not be listed unless your ownership exceeds 5% as well. List the location of all real estate within the county, or within five (5) miles of the county, in which you, your spouse, or your dependent children, have an interest through those holdings listed above.

Family Member	Name & Address of Business	Description of Investment	Reporting Category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures in excess of \$250 for any matter that relates to your official duties. The term "reimbursement" includes any travel-related expenses provided by anyone other than the county for speaking engagements, conference, or fact finding events that relate to your official duties.

Source	Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Interest in Contracts.

Describe any interest of you, your spouse, or your dependent children, if any, in any contract involving the county.

Family Member	Contract Description	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Political Parties.

List any positions you held within the last five (5) years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with, or a subsidiary of, a political party.

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete.

Signature

Date

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF OTSEGO
LEVEL B**

(PART-TIME CHAIRPERSONS OR DEPARTMENT HEADS
SEE OFFICIAL LIST FOR SPECIFIC REFERENCE)

FOR 20____

1. Name and Home Address.

Name/Title

Residential Street Address

Department or Agency

Start Date

County Address

County Telephone

2. Spouse and Children.

Provide the name of your spouse (if married) and the names of any dependent children.

Spouse

Child/Age

Child/Age

Child/Age

3. Financial Interests.

- a. "Reporting Category" for the purpose of completing the financial disclosure reports. No exact dollar amounts are to be included in the completion of the statements of financial disclosure; rather all amounts are to be indicated using the following categories:

"A". \$0 - \$5,000

"B". \$5,001 - \$10,000

"C". \$10,001 - \$25,000

"D". \$25,001 - \$50,000

"E". \$50,001 - \$100,000

"F". Over \$100,001

b. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization for you, your spouse, and your dependent children, which you believe could be in potential conflict with your duties as an employee or officer of Otsego County.

Family Member	Position	Organization	County Dept. or Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

c. Outside Employment. Describe any outside occupation, employment, trade, business, or profession held by you, your spouse, and your dependent children, if any, and indicate whether such activities are regulated by any state or local agency.

Family Member	Position	Organization	County Dept. or Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Other Income. Identify the source and nature of any other income from any source not described above, including teaching income, lecture fees, consultant fees, contractual income, or other income of any nature, for you, your spouse, and your dependent children, which you believe could be in potential conflict with your duties as an employee or officer of Otsego County.

Family Member	Name & Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____

e. Investments. Itemize and describe all investments or capital stock above a 5% share of ownership in any business, corporation or partnership, for you, your spouse, and your dependent children, which you believe could be in potential conflict with your duties as an employee or officer of Otsego County. List the location of all real estate within the county, or within five (5) miles of the county, in which you, your spouse, or your dependent children, have an interest through those holdings listed above.

Family Member	Name & Address of Business	Description of Investment	Reporting Category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Interest in Contracts.

Describe any interest of you, your spouse, or your dependent children, if any, in any contract involving the county.

Family Member	Contract Description	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Political Parties.

List any positions you held within the last five (5) years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with, or a subsidiary of, a political party.

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete.

Signature

Date

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF OTSEGO
LEVEL C**

(OTHER PART-TIME POSITIONS
SEE OFFICIAL LIST FOR SPECIFIC REFERENCE)

FOR 20____

1. Name and Home Address.

Name/Title

Residential Street Address

Department or Agency

Start Date

County Address

County Telephone

2. Spouse.

Provide the name of your spouse (if married).

Spouse

3. Financial Interests.

a. Outside Employment. Describe any outside occupation, employment, trade, business, office or business title, or profession held by you or your spouse, and indicate whether such activities are regulated by any state or local agency.

Family Member	Position	Organization	County Department or Agency and Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. "Reporting Category" for the purpose of completing the financial disclosure reports. No exact dollar amounts are to be included in the completion of the statements of financial disclosure; rather all amounts are to be indicated using the following categories:

- "A". \$0 - \$5,000
- "B". \$5,001 - \$10,000
- "C". \$10,001 - \$25,000
- "D". \$25,001 - \$50,000
- "E". \$50,001 - \$100,000
- "F" Over \$100,001

c. Investments. Itemize and describe all investments or capital stock of which you hold a majority share of ownership in any business, corporation or partnership, for you or your spouse, which you believe could be in potential conflict with your duties as an employee or officer of Otsego County. List the location of all real estate within the county, or within five (5) miles of the county, in which you, your spouse, or your dependent children, have an interest through those holdings listed above.

Family Member	Name & Address of Business	Description of Investment	Reporting Category
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Interest in Contracts.

Describe any interest of you, your spouse in any contract involving the county, which you believe could be in potential conflict with your duties as an employee or officer of Otsego County.

Family Member	Contract Description	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Political Parties.

List any position you held within the last five (5) years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with, or a subsidiary of, a political party.

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete.

Signature Date