

**MINUTES and REPORT of the MEETING of the ERIE COUNTY WATER AUTHORITY'S INDEPENDENT ETHICS PANEL held via Microsoft Teams video conference on the 25th day of February 2021.**

**PRESENT: Maureen Krause, Ad hoc Member  
Raymond Herman, Ad hoc Member  
Margaret A. Murphy, General Counsel  
Katherine A. Gillette, Associate Attorney**

**CALL TO ORDER AT 9:00 a.m.**

**I. – DISCUSSION**

The meeting began with a discussion with the Authority's General Counsel, Margaret A. Murphy, regarding the resignation of Paul Wolf and her letter to members of the Independent Ethics Panel dated February 19, 2021. Ms. Murphy stated the Board requested the letter to be sent to IEP members, so they understood the background and deliberation relating to the adoption of the Authority's Financial Disclosure Statement and its Nepotism Policy. She further explained the Board never intended to limit any discussion among IEP members or to change its agenda. After answering questions, Ms. Murphy left, and the meeting continued.

**II. - ROLL CALL**

**II. - READING OF MINUTES**

Motion by Raymond Herman, seconded by Maureen Krause to waive the reading of the Minutes of the Meeting held on Thursday, October 6, 2020. Motion carried.

**III. - APPROVAL OF MINUTES**

Motion by Mr. Herman, seconded by Ms. Krause to approve the Minutes of the Meeting held on Thursday, October 6, 2020. Motion carried.

**IV. NEW BUSINESS**

**1. Review and discuss proposed changes to the ECWA Financial Disclosure Statement for Calendar Year 2020**

IEP members reviewed each section of the proposed financial disclosure statement. The IEP members recommends that Erie County Board of Ethics Section on page 7 be amended to list the titles of the members, officers and employees required to file an annual financial disclosure statement with the Erie County Board of Ethics (i.e., the Commissioners, the Secretary to the Authority, the Chief Operating Officer, the Chief Financial Officer, the General Counsel and the Executive Engineer). The IEP has found this section has caused confusion on the 2019 Financial Disclosure Statement. The IEP members also recommend that a line be added for the "Date" on page 8.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board the proposed changes to the 2020 ECWA Financial Statement. Motion carried.

**2. Review and discuss proposed revisions to the Code of Ethics & Conflict of Interest Policy**

IEP members reviewed the Code of Ethics & Conflict of Interest Policy. The IEP members made no recommendations for revisions to the Code of Ethics & Conflict of Interest Policy.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board that no changes be made to the Code of Ethics & Conflict of Interest Policy. Motion carried.

**3. Review and discuss proposed revisions to the Authority's Whistleblower Policy**

IEP members reviewed the Whistleblower Protection Policy. The IEP members made no recommendations for revisions to the Whistleblower Protection Policy.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board that no changes be made to the Whistleblower Protection Policy. Motion carried.

**4. Review and discuss the Authority's Nepotism Policy**

IEP members reviewed and discussed the Authority's Nepotism Policy. The IEP members made no recommendations for revisions to the Nepotism Policy.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board that no changes be made to the Nepotism Policy. Motion carried.

**5. Review and discuss proposed changes to the 2020 Acknowledgment**

IEP members reviewed the 2020 Acknowledgment and discussed that the 2019 Acknowledgment had not been returned with all 2019 ECWA Financial Disclosure Statements. The IEP members are recommending that the 2020 Acknowledgment be made as the last page to the 2020 ECWA Financial Disclosure Statement.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board the proposed changes to the 2020 Acknowledgment. Motion carried.

**6. Review and discuss the 2020 Vendor List**

IEP members reviewed the proposed 2020 Vendor List and are recommending that the

Authority continue the practice of only listing vendors receiving \$500 or more.

Motion made by Mr. Herman and seconded by Ms. Krause to recommend to the Authority's Board the 2020 Vendor List. Motion carried.

## **V. ADJOURNMENT**

Motion to adjourn by Mr. Herman and seconded by Ms. Krause. Motion carried and meeting adjourned at 10:43 a.m.