***City of Scranton***

 **Ethics Board**

 340 N. Washington Avenue

 Scranton, PA 18503

 Board Members: Stephanie Bressler, David Falchek,

 Kathryn Lafferty-Danner, 2 vacancies

 Solicitor: John M. Hart

**Meeting Minutes**

**Wednesday, November 17, 2021 @ 6:00 p.m.**

**Virtual Session Broadcast on ECTV**

1. **Call to Order**

Ethics Board Secretary Stephanie Bressler called the meeting to order at 6:00 p.m.

1. **Welcome and Roll Call**

Secretary Bressler, Board Members Dave Falchek and Kate Lafferty-Danner, and Solicitor John Hart were in attendance and answered affirmatively to the roll call. The Board currently has two vacancies.

1. **Reading and Approval of the Minutes of the October 20th meeting**

Board Member Falchek made a motion to suspend the reading of and approve the minutes of the October 20th meeting. Board Member Lafferty-Danner seconded the motion. The motion passed.

Secretary Bressler informed the Board that at the request of a member of the public approved minutes are now posted on the Board’s webpage. City Council also receives approved meeting minutes for review.

1. **Reports**
	1. Solicitor’s Report
		1. Pending Complaint

Solicitor Hart reported that the Investigative Officer of Complaint 20-001 is completing his Findings Report this week. As required by the Ethics Code the IO will provide the complainant and the subject with a copy of the Report. The subject will have 30 days to request an Evidentiary Hearing at which time the Board will be notified. The Evidentiary Hearing must be held within 45 days of the request.

Solicitor Hart will request that the IO submit his invoice for services when the Final Report is issued. Board Member Falchek suggested that the Board request future invoices be submitted within 30 days of service so the Board can stay current with expenses.

* 1. Secretary’s Report

Secretary Bressler reported there has been no movement in filling vacancies by the Mayor and City Council. Solicitor Hart suggested Board Members should encourage residents to consider applying for Board vacancies.

* 1. Finance Report

Secretary Bressler reported that the City’s proposed budget for 2022 maintains the $10,000 line item established for the Board in the current budget. It is unclear how much of that figure the Board has spent in the current year. She reminded the Board that City Attorney O’Brien said more money could be allocated if complaints required additional expenditures.

* 1. Gift Subcommittee Report

Secretary Bressler reported no gift reports were received since the last meeting.

1. **Other Business**
	1. Approval of Times-Tribune Public Notice Invoice

The Board considered an invoice for $77.80 for a meeting announcement in the Scranton Times. Board Member Lafferty-Danner made a motion to approve payment of the invoice and Board Member Falchek seconded the motion. The motion passed.

Secretary Bressler informed the Board that the City Business Administrator’s Office has set up a system to approve payment of vouchers via email.

* 1. Scranton Code of Ethics: A Quick Guide

Board Member Lafferty-Danner informed the Board that she has reviewed the Quick Guide and found no errors. She will suggest formatting and readability changes at the January meeting.

1. **Public Participation**

Secretary Bressler reported that no comments or questions were submitted by the public.

1. **Next Meeting: Wednesday, December 15, at 6:00 p.m.**

Secretary Bressler confirmed that the next meeting is scheduled for Wednesday, December 15, at 6:00 p.m. The Board plans to meet virtually if necessary to approve the IO’s invoice.

1. **Adjournment**

Board Member Falchek made a motion and Board Member Lafferty-Danner seconded the motion to adjourn the meeting at 6:18 p.m. The motion passed.

**Respectfully submitted, Stephanie Bressler Board Secretary**