

19 Beverly Drive
Angola, NY 14006
May 10, 2011

R+F

Mr. Robert M. Graber
Clerk to Erie County Legislature
92 Franklin Street
Buffalo, NY 14202

Dear Mr. Graber:

Enclosed please find a copy of my letter to the Erie County Board of Ethics (without attachments) and their response relative to my position as Assistant Deputy Commissioner for the Erie County Division of Sewerage Management and as a Village Trustee for the Village of Angola.

Based on the ruling of the Board of Ethics, I accepted the appointment to the Trustee position and was subsequently elected to serve the remaining two years of a four year term. As stated in my letter to the Board of Ethics, I will abstain from voting on any issues that involve the County of Erie, the sewer district, or the Division of Sewerage Management. In addition, I intend to adhere to the Board of Ethics stipulations that I refrain from voting on **and discussing** matters which may cause a conflict of interest and I will not conduct village business during the normal hours of my County position.

Please let this letter serve as formal notification of my Village Trustee position to the Erie County Legislature. If you need any additional information, please contact me at (716) 523-1918.

Thank you for your attention to this matter.

Sincerely,



CHARLES KATRA
Assistant Deputy Commissioner – SMA
Erie County Division of Sewerage Management

11D-7

19 Beverly Drive
Angola, NY 14006
February 1, 2011

Mr. David Mineo
Chairman
Erie County Board of Ethics
6th Floor
95 Franklin Street
Buffalo, NY 14202

RE: Application for review by the Board of Ethics

Dear Mr. Mineo:

Since July of 2010, I have served as *Assistant Deputy Commissioner – Sewerage Management Administration* for the Erie County Division of Sewerage Management. My duties to date have been primarily human resources and labor relations. I have attached the full Erie County personnel job specification for your use and review.

Recently I have been approached by representatives of the Board of Trustees for the Village of Angola to fill a vacancy on the Village Board. Village Law §4-412 sets forth both the general powers and certain specific powers of the board of trustees. I have attached an excerpt summarizing these points for your review. It is important to note that trustees do not possess any power in their individual capacities to act on behalf of the Village; rather, any action taken is done by majority vote of the Board.

Because the Village is a member of Erie County Sewer District No. 2 serviced by the Division of Sewerage Management, I am requesting a review by your honorable body to ensure that my serving as a member of the Village's board of trustees does not create or constitute a conflict of interest with my position in the Division of Sewerage Management.

Of course, as a Village board member I would abstain from voting on any issues that involve the County of Erie, the sewer district, or the Division of Sewerage Management. I would also like to point out that my position with the Division is primarily administrative. As you will see in my job description, my responsibilities consist of assisting the Deputy Commissioner in all facets of accounting, budgeting, and wastewater mergers of services as well as training, organizational development, and human resources functions.

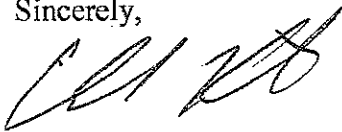
Any policy decisions directly associated with Erie County Sewer District No. 2 are determined by the District's Board of Managers which is comprised of various elected officials and appointed citizens that reside in the District. I would also point out that I am

Mr. David Mineo
February 1, 2011
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not a member of the Board of Managers for Erie County Sewer District No. 2. As outlined above, I do not foresee any conflicts with my full time position with Erie County and service as a trustee for the Village of Angola. I am respectfully submitting this for your review and opinion.

Thank you for your attention to this matter. If you have any questions, please contact me at (716) 523-1918.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Katra', written in a cursive style.

CHARLES KATRA
Assistant Deputy Commissioner-SMA

Encl.

ERIE COUNTY BOARD OF ETHICS

95 Franklin Street, Room 604
Buffalo, New York 14224

February 28, 2011

Mr. Charles Katra
19 Beverly Drive
Angola, New York 14006

RE: Review Request

Dear Mr. Katra;

This letter follows the voice message I left for you last week in which I advised you that the Erie County Board of Ethics reviewed your letter of February 1, 2011.

During our meeting of February 7, 2011 the board discussed the opportunity you have to fill a vacancy on the Board of Trustees for the Village of Angola. You have asked for our review and opinion on if this position would conflict with your current position as Assistant Deputy Commissioner – Sewerage Management Administration.

With the information you have provided, the Board of Ethics does not find that your service as a member of the Village's Board of Trustees to be a conflict of interest to your current position.

In addition to the points raised in your letter, the Board of Ethics wants to emphasize the following points;

- In addition to not voting on matters which may cause a conflict of interest, you should additionally, not participate in any discussions concerning the issue.
- While in the normal hours of your current position, you should not conduct village business.
- You should report your Board of Trustee position to the Erie County Legislature.

Thank you for asking the Board of Ethics for our opinion and best wishes in your service to the Village of Angola.

Sincerely,



David C. Mineo
Chairman
716.639.0058

cc: Honorable Howard Frawley, Mayor of Angola
Linda D. Giancarlo, Village Clerk