

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~
~~City~~ of Lebanon
Town
~~Village~~

Local Law No. 2 of the year 19 ..80.....

A local lawTown..of..Lebanon..Code..of..Ethics.....
(Insert title)

Be it enacted by theTown..of..Lebanon..Town..Board..... of the
(Name of Legislative Body)

~~County~~
~~City~~ of Lebanon as follows:
Town
~~Village~~

TOWN OF LEBANON CODE OF ETHICS
LOCAL LAW #2, 1980

Be it resolved by the Town Board of the Town of Lebanon as follows:

Section 1. Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Lebanon recognized that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Lebanon. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Lebanon. The rules of ethical conduct of this resolution, as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definition.

(a) "Municipal Officer or Employee" means an officer or employee of the Town of Lebanon whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.

(b) "Interest" means a pecuniary or material benefit accruing to a municipal

Section 3. Standards of Conduct. Every officer or employee of the Town of Lebanon shall be subject to and abide by the following standards of conduct:

(a) Gifts. He shall not directly or indirectly, solicit any gift; or accept or receive any gift having a value of \$25.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonable be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

(b) Confidential Information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.

(c) Representation before one's own agency. He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.

(d) Representation before any agency for a contingent fee. He shall not receive, or enter any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(e) Disclosure of Interest in Legislation. To the extent that he knows thereof, a member of the Town Board and any officer or employee of the Town of Lebanon, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.

(f) Investments in conflict with official duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.

(g) Private employment. He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.

(h) Future employment. He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Lebanon in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Lebanon, or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 5. Distribution of Code of Ethics. The Supervisor of the Town of Lebanon shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town within thirty (30) days after the effective date of the resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

Section 6. Board of Ethics. The Town Board shall consist of the Board of Ethics. The Board shall render advisory opinions to officers and employees of the Town with respect to Article 18 of the General Municipal Law and with respect to this Code of Ethics. Such advisory opinions shall be rendered pursuant to the written request of any such officer and employee and within forty-five (45) days of such request. The Board shall have the

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No.2..... of 1980...
~~XXXXXX~~
of the ~~XXXX~~ Town of Lebanon was duly passed by the Town Board
~~XXXXXX~~ (Name of Legislative Body)
on2-11..... 1980. in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer, * or repassage after disapproval.)

I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
County
of the City of was duly passed by the
Town (Name of Legislative Body)
Village
on 19..... and was approved not disapproved by the
repassed after disapproval Elective Chief Executive Officer *
and was deemed duly adopted on 19....., in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
County
of the City of was duly passed by the
Town (Name of Legislative Body)
Village
on 19..... and was approved not disapproved by the
repassed after disapproval Elective Chief Executive Officer *
on 19...... Such local law was submitted to the people by reason of a
mandatory referendum, and received the affirmative vote of a majority of the qualified electors voting
permissive general
thereon at the special election held on 19....., in accordance with the appli-
annual
cable provisions of law.

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
County
of the City of was duly passed by the on
Town (Name of Legislative Body)
Village
..... 19..... and was approved not disapproved by the on
repassed after disapproval Elective Chief Executive Officer *

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. of 19..... of the City of..... having been submitted to referendum pursuant to the provisions of § 36 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special election held on general 19 became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. of 19..... of the County of, State of New York, having been submitted to the Electors at the General Election of November, 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph above.

Ethel M. Stankers
Clerk of the County legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: Feb-11-1980

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK
COUNTY OF MADISON

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

[Handwritten signature]

RESOLUTION NO. _____

ADOPTING CODE OF CONDUCT FOR LEBANON TOWN OFFICIALS

WHEREAS, the Lebanon Town Board wishes to create a cooperative atmosphere conducive to good government among elected and appointed Town officials,

Whereas, the Lebanon Town Board recognizes the need for appropriate conduct and behavior in the governing of town affairs.

Whereas the Lebanon Town Board does not have an existing Code of Conduct for its elected and appointed officials,

Whereas the Lebanon Town Board deems such Code of Conduct appropriate for improving an atmosphere of cooperation in Town Government, and also wishes to address grievances and differences in a productive manner,

Therefore Be It Resolved, that the Lebanon Town Board adopts this Lebanon Town Officials Code of Conduct in the spirit of cooperation, appropriate discourse of differences and good town government.

ON MOTION OF _____

James Goldstein, Town Supervisor
Chair, Governmental Operations

Seconded by _____

Vote Taken: Role Call Yes ___ No ___

Vote : Niles ___ King ___ Hartshorn ___

Morgan ___ Goldstein ___

Approved ___ Denied ___

Dated: March 11, 2002

LEBANON TOWN OFFICIALS CODE OF CONDUCT

1. All Town Officials, elected and appointed, should speak to each other, town employees and the public in a courteous and polite manner when conducting town business.
2. All Town Officials, elected and appointed, should refrain from the use of obscenities, vulgar language, verbal abuse, swearing, name-calling, insults and loud voices when conducting town business.
3. All Town Officials, elected and appointed, should work cooperatively with each other and should address each other in a civil and polite manner.
4. When disagreements arise, as they do in town government, all town officials, elected and appointed, should express their differences in a civil and reasonable way, should not raise their voices or address each other in a rude manner, and should respect the right of the other to disagree.
5. If a Town Official, elected or appointed, wishes to meet with another Town Official, or inspect a particular area of the town offices or town highway garage, they should make an appointment and discuss the purposes for the meeting. Each town official should respect the authority of the other town official and cooperate with any questions or requests for information. Each town official should also respect the work responsibilities of the other and not interfere in the direct completion of those work tasks without reasonable notice. Town officials should respect the constitutional authority and work responsibilities of elected and appointed officials.
6. Town officials who wish to inspect or visit the work area of the Town Highway Garage should do so by appointment whenever possible and to be mindful of liability and safety issues pertaining to equipment and machinery. Town officials have an obligation when visiting the Town Highway Garage to not interfere with the ongoing work that is in progress and to be cautious regarding the operation of equipment and machinery that may be ongoing.
7. Town officials should respect the separation of powers at the local town government level. These identify the elected members of the Town Board as the legislative branch that sets policy, makes local laws and approves expenditures, the Town Supervisor as the administrator of the Town and the Executive Branch of local government and the Town Justices as the judicial branch. The Town Highway Superintendent and Town Clerk, as elected officials, function in administrative capacities for their respective departments. Town officials should not interfere or obstruct these officials in completion of their respective duties.

8. Each Town Official, elected or appointed, will receive a copy of these rules and will be encouraged to abide by these rules and recognize these rules as reasonable and necessary for cooperation and working towards effective local government.

Adopted by Resolution of the Lebanon Town Board

March 11, 2002