

407 Code of Ethics

Policy Statement - Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board recognizes that there are rules of ethical conduct for Elected Officials and employees that must be observed so as to maintain a high degree of moral conduct and public confidence. Therefore, the Town Board has adopted the following Code of Ethics. The rules contained in this Code are in addition to Article 18 of the General Municipal Law and any other law pertaining to ethical conduct or interest in contracts.

Definitions - For the purpose of the Town of Lewiston's Code of Ethics, the following terms shall have the meanings indicated:

- **Town** – Shall mean any board, commission, district, council or other agency, department or unit of government of the Town of Lewiston.
- **Employee** – Shall mean any officer or employee of the Town of Lewiston, whether paid or unpaid, whether serving in a full-time, part-time, or advisory capacity.

Rule with Respect to Conflict of Interest – No Town employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligations of any nature, which is in substantial conflict with the proper discharge of the employee's duties in the public interest.

Standards - An officer or employee is subject to, and must abide by, the following standards of conduct:

- No Town employee shall accept other employment that will impair the employee's independence of judgment in the exercise of the employee's official duties.
- No Town employee shall accept employment or engage in any business or professional activity which will require the employee to disclose confidential information which was gained by reason of the employee's official position or authority.
- No Town employee shall use or attempt to use the employee's official position to secure unwarranted privileges or exemptions for the employee or others.
- No Town employee shall engage in any transaction as a representative or agent of the Town with any business entity which the employee has direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of the employee's official duties.
- A Town employee shall not by the employee's conduct, give reasonable basis for the impression that any person can improperly influence the employee or duly enjoy the employee's favor in the performance of the employee's official duties or that the employee is affected by the kinship, rank, position or influence of any party or person.

- Each Town employee shall abstain from making personal investments in enterprises which the employee has reason to believe may be directly involved in decisions to be made by the employee or which will otherwise create substantial conflict between the employee's duty in the public interest and the employee's private interest.
- Each Town employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that the employee is likely to be engaged in acts that are in violation of the employee's trust.
- No Town employee employed on a full-time basis nor any firm or association of which such employee is a member nor corporation, a substantial portion of the stock of which is owned or controlled directly or indirectly by such employee, shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town in which such employee serves or is employed.
- Each Town employee shall, to the extent that the employee is cognizant thereof, disclose any interest the employee may have in legislation before the Town Board.
- No Town employee, within two years after the termination of the employee's service or employment with the Town, shall accept employment which will involve contacts with the Town which can work to the employee's special advantage by virtue of the employee's prior contact and relationship with the Town.

Penalties for Violations - In addition to any penalty contained in any other provision of law, each Town employee who shall knowingly violate any of the provisions of this Code may be fined, suspended or removed from office or employment, in the manner provided by law.

Board of Ethics –

Establishment - There is hereby established a Board of Ethics consisting of five members to be appointed by the Town Board, all of whom shall reside in the Town of Lewiston and shall serve without compensation and at the pleasure of the town Board of the Town of Lewiston. A majority of such members shall be persons other than Town employees but shall include one member who is an elected or appointed Town employee.

Duties – The Board of Ethics shall render advisory opinions to Town employees on written request and upon request of the Town Board, make recommendations to such Town Board as to any amendments of Local Law No. 1 (1970). The opinions of the Board of Ethics shall be advisory and confidential and in no event shall the identity of the Town employee be disclosed except to authorized persons and agencies. Such opinions shall be on the advice of counsel employed by the Board of Ethics, or if none, of the Town Attorney.

Board to Make Rules and Keep Records – Such Board of Ethics, upon its formation, shall promulgate its own rules and regulations as to its form and procedures and shall maintain appropriate records of its opinions and proceedings.

**TOWN OF LEWISTON
BOARD OF ETHICS
2011**

Yearly Appointments

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Chairman

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