Town of Palmyra

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CODE OF ETHICS

By resolution, the following standards of conduct for officers and employees of the Town of Palmyra were adopted.

SECTION 1.

Pursuant to the provisions of section eight hundred six of the general municipal law, the Town Board of the Town of Palmyra recognizes that there are rules of ethical conduct for public officers and employees which must 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 local law to promulgate these rules of ethical conduct for the officers and employees of the Town of Palmyra. The rules of ethical conduct of this Town shall be in addition to 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 Palmyra, 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 officer or employee unless the context otherwise requires.

SECTION 3. ***Standards of Conduct***

Every officer or employee of the Town of Palmyra 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 twenty-five dollars 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 reasonably be inferred that a gift was intended to influence him, or could reasonably be expected to influence him, in the performance of hi official duties or was intended as a reward for any official action on his part.

(b) **Confidential Information.** He shall not disclose confidential information acquire 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 into 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 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) **Disclosures 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 Palmyra, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board or any agency of the Town of Palmyra, 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 services 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 Palmyra 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 Palmyra, 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 Town Supervisor of the Town of Palmyra shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Palmyra within 10 days after the adoption of this Code of Ethics. Each officer and employee elected or appointed thereafter shall be furnished copy before

SECTION 6. *Penalties*

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

SECTION 7. *Effective date*

This Code of Ethics shall take effect immediately.

TOWN OF PALMYRA BOARD OF ETHICS

A resolution establishing a Board of Ethics, be it enacted by the Town Board of the Town of Palmyra as follows:

SECTION 1.

There is hereby established a board of ethics consisting of three (3) members to be appointed by the Town Board and who shall serve without compensation and at the pleasure of the Town Board. A majority of such members shall be persons other than officers or employees of the Town of Palmyra, but shall include at least one member who is an elected or appointed officer or employee of the Town of Palmyra.

SECTION 2.

The Board of Ethics shall have the powers and duties prescribed by Article eighteen of the general municipal law and shall render advisory opinions to the officers and employees of the Town of Palmyra with respect to article eighteen of the general municipal law and any Code of Ethics adopted pursuant to such article, under such rules and regulations as the board may prescribe. In addition, the board may make recommendations with respect to the drafting and adoption of a code of ethics or amendments thereto upon request of the Town Board.

SECTION 3.

That the effective date of the creation of the Board of Ethics providing for the powers of the Board of Ethics and the methods for its appointment.

PROCEDURES FOR THE BOARD OF ETHICS

1. A board of Ethics shall form when appointed.
2. They shall appoint a chairman from members and select a secretary.

The Board of Ethics shall have only advisory opinion, which will generally encompass these guidelines.

1. Requests for opinions shall be in writing;
2. Requests or inquiries must originate with a municipal officer or employee;
3. Requests or inquiries must relate to the conflict or interest law or a code of ethics;
4. A county board may not act with respect to a request from any municipality within the county having its own Board of Ethics except at the request of that board;
5. Such other guidelines, which the Board may adopt which do not conflict with the above and/or with any state laws and rulings.