

Chapter 9

ETHICS, CODE OF

- § 9-1. Purpose.
- § 9-2. Conflicts of interest.
- § 9-3. Use of public property.
- § 9-4. Use of confidential information.
- § 9-5. Acceptance of gifts or favors.
- § 9-6. Equality of treatment.
- § 9-7. Community responsibility.
- § 9-8. Board of Ethics; distribution of copies of code.
- § 9-9. Disciplinary action.
- § 9-10. Definitions and word usage.
- § 9-11. Statutory authority.

[HISTORY: Adopted by the Town Board of the Town of Pound Ridge 4-8-65. Amendments noted where applicable.]

§ 9-1. Purpose.

The proper administration of the government of the Town of Pound Ridge requires its officers and employees, whether elected or appointed, paid or unpaid, including members of any administrative boards, commissions or other agencies, to be impartial and free from conflicts of interest in fulfilling their public responsibilities. The purpose of this code is to state for these officers and employees, and for the citizens of the town, standards of conduct necessary to assure this, in addition to standards prescribed in Article 18 of the General Municipal Law.

§ 9-2. Conflicts of interest.

- A. No town officer or employee shall participate in the consideration of, vote on or administer a matter in which he has or will have an interest.¹
- B. No town officer or employee shall engage in a business transaction or have an interest, direct or indirect, including any arising from a close personal, family, business or professional relationship which is prohibited by Article 18 of the General Municipal Law.
- C. Every town officer and employee shall publicly disclose in writing to the Town Board any actual or prospective interest he has in any legislation before the Town Board or in any other matter before any town agency, as soon as he has knowledge of such actual or prospective interest. Every such written disclosure shall be made part of and be set forth in the official record of the proceedings of the Town Board. Every town officer and employee shall also publicly disclose any actual or prospective conflict of interest (including without limitation any which arises from a present or prior relationship with a person or entity which seeks to do business with the town or is affected by actions of any town agency, officer or employee), to the extent required by § 803 of Article 18 of the General Municipal Law.
- D. No town officer or employee shall represent any private interest, person or entity (other than himself) before any town agency or court or in any transaction with the town or an agency thereof.

§ 9-3. Use of public property.

No town officer or employee shall use or permit the use of town property, including land, vehicles, equipment, materials and any other property, for personal convenience or profit, except when such use is available to town citizens generally or is provided as a matter of town policy.

¹ Editor's Note: For standards constituting "an interest," see § 74 of the Public Officers Law.

§ 9-4. Use of confidential information.

No town officer or employee shall disclose or use for profit, for himself or others, information about the property, affairs or government of the town which is not generally available to town citizens.

§ 9-5. Acceptance of gifts or favors.

No town officer or employee shall accept any gift or favor from any person or entity having or seeking a contract with, or pecuniary or material benefit from, the town or any agency thereof.

§ 9-6. Equality of treatment.

A town officer or employee shall treat all members of the public, whether a person, firm, corporation or other organization, with equal consideration and without special advantage.

§ 9-7. Community responsibility. [Amended 4-12-79; 3-20-80]

Every town officer, whether elected or appointed, must serve the entire community. No elected or appointed official or employee shall hold office in a political party.

§ 9-8. Board of Ethics; distribution of copies of code.

- A. A local Board of Ethics is hereby established, pursuant to § 808 of Article 18 of the General Municipal Law, to be composed of five (5) members appointed by the Town Board. The members shall be selected from present or past leaders of local civic, religious or educational organizations, except that the Town Attorney shall be a member ex officio and no other town officer shall be eligible. At least one (1) member shall not belong to the major political party of the Town Board. The members of the local Board of Ethics shall receive no compensation as members and shall serve at the pleasure of the Town Board.

- B. The local Board of Ethics shall render advisory opinions to town officers and employees with respect to Article 18 of the General Municipal Law and this Code of Ethics. Such advisory opinions shall be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the local Board of Ethics may deem advisable and shall have the approval of the Town Attorney. In addition, the local Board of Ethics shall have such other powers and duties as shall be provided by or pursuant to Article 18 of the General Municipal Law.
- C. The Supervisor's office shall cause a copy of the Code of Ethics of the Town of Pound Ridge to be distributed to every officer and employee of the town. Each officer and employee elected or appointed after the effective date of this addition to this local Code of Ethics shall be furnished with a copy of such code before entering upon the duties of his office or employment. [Added 10-9-75]
- D. Within sixty (60) days of the distribution of the aforementioned Code of Ethics, a disclosure statement in the form annexed shall be executed and returned by each officer and employee to the Town Clerk's office for file. [Added 10-9-75]

§ 9-9. Disciplinary action.

A violation of Article 18 of the General Municipal Law or any provision of this Code of Ethics shall be grounds for suspension, removal from office or employment or such other lawful disciplinary action as the Town Board considers advisable. A willful violation of Article 18 of the General Municipal Law is a misdemeanor under the law.

§ 9-10. Definitions and word usage.

When used in this code, and unless the context otherwise requires, the words defined in § 800 of Article 18 of the General Municipal Law shall have the meanings therein stated.