

Town of Seneca

Code of Ethics

Adopted January 4, 2010

**Purpose**

Pursuant to the provisions of § 806 of the General Municipal Law, the Town Board of the Town of Seneca, Ontario County, New York recognizes 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 Article to promulgate these rules of ethical conduct for the officers and employees of the Town of Seneca. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Seneca. The rules of ethical conduct of this Article, 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 interests in contracts of municipal officers and employees.

**Definitions**

As used in this Article, the following terms shall have the meanings indicated:

INTEREST – A direct or indirect pecuniary or material benefit accruing to a municipal officer or employee as a result of a contract with the municipality which such officer or employees servers.

MUNICIPAL OFFICER OR EMPLOYEE – An officer or employee of the Town of Seneca, 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.

“HE”, “HIM”, or, “HIS” – Such words shall include both genders.

**Standards of Conduct**

Every officer or employee of the Town of Seneca 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 (\$25) 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 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 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 to such matter, provided that this subsection 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, any officer or employee of the Town of Seneca, whether paid or unpaid, who participates in the discussion or gives official opinion to 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. 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 Seneca 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.

### **Effect on filing claims**

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 Seneca 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.

### **Distribution of Copies of Code**

The Supervisor of the Town of Seneca shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town within ten (10) days after the effective date of this Article. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment. Failure to distribute any such copy or failure of any officer or employee to receive such copy shall have no effect on the duty of compliance with such code nor the enforcement of provisions thereof.

### **Penalties for offenses**

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.