

Town Of Litchfield *Henkimer*

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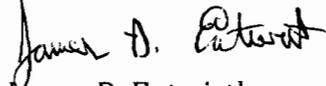
Clifford Coffin
Highway Superintendent
804 Cedarville Road
Ilion, NY 13357
315-894-2935

March 7, 2012

Dear Martin J. Mack:

Enclosed is the resolution that was passed for the Town of Litchfield in 1987. The following resolution is for the rules of ethical conduct of public officials and employees of the Town of Litchfield. The Town of Litchfield does not have an established Ethics Board. If you have any questions or comment, please do not hesitate to contact me.

Thank You,



James D. Entwistle
Supervisor
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PUBLIC OFFICIALS AND EMPLOYEES OF THE TOWN OF LITCHFIELD
HERKIMER COUNTY, NEW YORK

2-1-81

Resolved by: *Katany*

Second by: *Entwistle*

That the following rules of ethical conduct are hereby established for public officials and employees of the TOWN OF LITCHFIELD.

Section 1. Pursuant to the provisions of section eight hundred six of the general municipal law, the Town Board of the Town of Litchfield recognizes that there are rules of ethical conduct for public officials 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 Litchfield. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Litchfield. The rules of ethical conduct of this Resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen 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 Litchfield, 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 Litchfield shall be subject to and abide by the following standards of conduct: (A) Gifts. He shall not directly or indirectly solicit any gifts; or accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, service, 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 intended 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, expressed or implied, for compensation to be rendered in relation to any municipal agency of which he is an officer, member or employee or 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 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 know thereof, a member of the Town of Litchfield or any officer or employee of the Town of Litchfield whether paid or unpaid, who participates in the discussion or gives official opinion to the legislation on any legislation before the legislation shall publicly disclose on the 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 an agency of the Town of Litchfield 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 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 Litchfield, or any agency thereof on behalf of himself or any member of his family arise 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 Litchfield shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Litchfield within 30 days after the effective date of this resolution. Each officer and employee elected or appointed

thereafter shall be furnished a copy before entering upon duties of his office or employment.

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 resolution shall take effect immediately.

Motion by: *Kotary*
Second by: *Entwistle*
Roll Call: *Casler - aye*
Kotary - aye
Hull - aye
Drake - aye
Entwistle - aye