

# **CODE OF ETHICS**

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**Town of Reading**

**County of Schuyler**

**State of New York**

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**Town of Reading**

The following is a resolution relating to a Code of Ethics establishing a standard of conduct for officers and employees of the Town of Reading in the County of Schuyler.

Be it resolved by the Town of Reading Town Board in the County of Schuyler as follows:

### **SECTION 1**

Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Town Board of the Town of Reading in the County of Schuyler recognized 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 the resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Reading in the County of Schuyler. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Reading in the County of Schuyler. These 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 in relation to ethical conduct and interest in contracts of municipal officers and employees.

### **SECTION 2**

#### **Code of Ethics**

- A. **DEFINITIONS.** As used in this resolution, the term Town shall mean any board, commission, district, council or other agency, department or unit of the government of the Town of Reading in the County of Schuyler.

The term "Town Employee" shall mean any officer or employee of the Town of Reading in the County of Schuyler whether paid or unpaid, whether serving in a full-time, part-time or advisory capacity.

- B. **RULES WITH RESPECT TO CONFLICTS 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 obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

### SECTION 3

**STANDARDS OF CONDUCT.** Any officer or employee of the Town of Reading in the County of Schuylers shall be subject to and abide by the following standards of conduct:

- A. GIFTS.** Any officer or employee 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, promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties or was intended as a reward for any official action on their part.
- B. CONFIDENTIAL INFORMATION.** Any officer or employee shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest.
- C. REPRESENTATION BEFORE ONE'S OWN AGENCY.** Any officer or employee 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 they are an officer, member, or employee or of any municipal agency over which they have jurisdiction or to which they have the power to appoint any member, officer, or employee.
- D. REPRESENTATION BEFORE ANY AGENCY FOR A CONTINGENT FEE.** Any officer or employee 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 their compensation is to be dependant 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 any officer or employee knows thereof, a member of the Town Board and any officer or employee of the Town of Reading in County of Schuylers, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest they have in such legislation.
- F. INVESTMENTS IN CONFLICT WITH OFFICAL DUTIES.** Any officer or employee shall not invest, or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with their official duties.
- G. PRIVATE EMPLOYMENT.** Any officer or employee 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 their official duties.
- H. FUTURE EMPLOYMENT.** Any officer or employee shall not after the termination of service or employment with such municipality, appear before any board or agency of this town of the County of Schuylers 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 Reading in the County of Schuyler, or any agency thereon on behalf of their self or any member of their falling arising from out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**SECTION 5**

**DISITRIBUTION OF CODE OF ETHICS.** The Supervisor of the Town Board of Reading in the County of Schuyler shall cause a copy of this code of ethics to be distributed to every officer and employee of this town within forty-five (45) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment. The provisions of this Code of Ethics shall be evaluated annually for any possible changes; any such changes to the Code shall be authorized by a unanimous vote by the Town Board of the Town of Reading. The current Code of ethics shall be distributed annually to every officer or employee of the Town of Reading in the County of Schuyler, all officers or employees of the Town of Reading in the County of Schuyler shall sign off upon receiving the most current copy of this Code of Ethics.

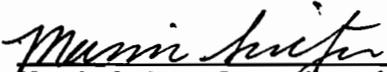
**SECTION 6**

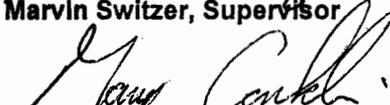
**PENALTIES.** In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

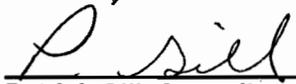
**SECTION 7**

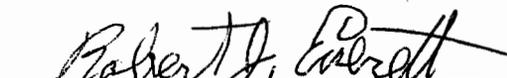
**EFFECTIVE DATE.** This resolution shall take effect immediately.

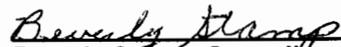
Authorized by the Town Board of The Town of Reading this 28th, day of December, 2011.

  
Marvin Switzer, Supervisor

  
Gary Copklin, Councilperson

  
Patrick Gill, Councilperson

  
Robert Everett, Councilperson

  
Beverly Stamp, Councilperson