

Village of Alfred

Code of Ethics

Resolution establishing standards of conduct for officers and employees of the Village of Alfred.

Now on motion of _____ seconded by _____, the following resolution is hereby adopted by the Board of Trustees of the Village of Alfred, Allegany County, NY, as follows:

Section 1. Pursuant to the provisions of section eight hundred six of the general municipal law, the Board of Trustees of the Village of Alfred 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 resolution to promulgate these rules of ethical conduct for the officers and employees of the Village of Alfred. These rules shall serve as a guide for official conduct of the officers and employees of the Village of Alfred. 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. Definitions

- a. **“Municipal Officer or Employee”** means an officer or employee of the Village of Alfred 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 firefighter 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 Village of Alfred, shall be subject to and abide by the following standards of conduct:

- a. **Gifts.** He or she shall not directly or indirectly solicit any gift; or accept or receive any gift having a value of \$75 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 her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
- b. **Confidential information.** He or she shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
- c. **Representation before one’s own agency.** He or she 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 or she is an officer, member or employee or of any municipal agency over which he or she has jurisdiction or to which he or she has the power to appoint any member, officer or employee.
- d. **Representation before any agency for a contingent fee.** He or she 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 or her municipality, whereby his or her 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 or she knows thereof, a member of the Board of Trustees and any officer or employee of the Village of Alfred, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any legislation before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such legislation.
- f. **Investments in conflict with official duties.** He or she 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 or her official duties.

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- g. **Private employment.** He or she 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 or her official duties.
- h. **Future employment.** He or she shall not, after termination of service or employment with such municipality, appear before any board or agency of the Village of Alfred, in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service or employment or which was under his or her 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 Village of Alfred, or any agency thereof on behalf of himself or herself or any member of his or her 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 Mayor of the Village of Alfred shall cause a copy of this code of ethics to be distributed to every officer and employee of the Village of Alfred, within thirty (30) days after the effective date of this resolution. Every officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the 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 after it is adopted, and a copy shall be filed with the Comptroller of the State of New York within thirty (30) days after its adoption as required pursuant to the provisions of section eight hundred six of the general municipal law.