

TOWN OF AUGUSTA

CODE OF ETHICS

Purpose

Pursuant to the provision of 806 of the General Municipal Law, the Town Board of Augusta 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 chapter to promulgate these rules of ethical conduct for the officers and employees of the Town of Augusta. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Augusta. The rules of ethical conduct of this chapter 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 specific law relating to ethical conduct and interest in contracts of municipal officers and employees.

Definitions

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

INTEREST- A direct or indirect pecuniary or material benefit occurring to a municipal officer or employee as the result of a contract with the municipality which such officer or employee serves. For the purpose of this chapter, a municipal officer or employee shall be deemed to have an interest in the contract of :

- A. His spouse, minor children and dependents, except a contract of employment with the municipality which such officer or employee serves.
- B. A firm, partnership or association of which such officer or employee is a member or employer.
- C. A corporation of which such officer or employee is an officer, director or employee.
- D. A corporation, any stock of which is owned or controlled directly or indirectly by such officer or employee.

MUNICIPAL OFFICER OR EMPLOYEE- An officer or employee of the Town of Augusta, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.

Standards of conduct

Every elected official, public officer and employee of the Town of Augusta shall be subject to and abide by the following standards of conduct:

A. Gifts. He shall not, directly or indirectly, solicit any gift having a value of \$25.00 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 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 a contingent fee. He shall not receive or enter into any agreement, express or implied, for compensation for service 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 subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the service rendered.

E. Disclosure of interest in legislation. To the extent that he knows thereof, a member of the Town Board and any officer or employee of the Town of Augusta, 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 he has in such legislation as defined in this code

F. Investments 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 of agency of the Town of Augusta 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.

Filing of claims

Nothing hereby 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 Augusta, 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 Code of Ethics

The Supervisor of the Town of Augusta shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town of Augusta within 30 days after the effective date. 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 provisions thereof.

Penalties: suspension or removal

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.

Revised & Adopted June 21, 2017
Town Board
Town of Augusta

Revised, Reviewed & Adopted November 28, 2018
Town Board
Town of Augusta

**EMPLOYEE STATEMENT
(ELECTED, APPOINTED, PAID OR NON-PAID)
TOWN OF AUGUSTA CODE OF ETHICS**

I agree to uphold the Town of Augusta Code of Ethics for elected and appointed officials and to conduct myself by the following Model of Excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions:
- Create an atmosphere of respect and civility, where individual members, Town staff, and the public are free to express their ideas and to work to their full potential:
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others:
- Respect the dignity and privacy of individuals and organizations:
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit:
- Have all discussions and debate conducted in an atmosphere of respect and civility, and:
- Treat all people with whom I come in contact as an official of the Town with respect and courtesy.

I acknowledge that I have received a copy, and read, and understand the current Town of Augusta Code of Ethics.

Elected Official: _____ Date: _____

Appointed Official: _____ Date: _____

Employee Signature: _____ Date: _____

Employee Printed Name _____

Employee Position: _____