

TOWN OF GRAFTON

LOCAL LAW NO. 1 OF THE YEAR 2021.

A Local Law to Amend and Supersede Chapter 17 of the Code of the Town of Grafton by enacting a new Code of Ethics

Be it enacted by the Town Board of the Town of Grafton as follows:

Section 17-1. Legislative Intent and Purpose

The Town Board finds that Chapter 17 of the Town's current Town Code, enacted pursuant to Local Law No. 1 of 1999, does not meet current required standards for municipal ethics. It is, therefore, the intent of this local law to replace such Chapter in its entirety with a new Ethics Code.

The purpose of this Ethics Code is to establish standards of conduct for all public servants, be they elected officers/officials and/or employees of the Town, to ensure that the business of Town government is free from improper influence or the appearance of such influence that may result from opportunities for private gain. By requiring public disclosure of financial interests and other actions that may influence or be perceived to influence the proper operations of Town government, this Ethics Code is intended to aid consideration of potential problems before they arise, to minimize unwarranted suspicion, and to ensure the accountability of the Town government to residents.

This Ethics Code is designed:

- To establish transparent frameworks for Town officers/officials and employees with respect to voting and all other decision-making processes.
- To ensure transparency and ethical conduct by Town government employees and officers/officials.

- To foster public trust and citizen confidence in the administration of Town government.
- To demonstrate a formal and classified commitment to ethical behavior by government officers/officials and employees.

Officers/officials and employees of the Town hold their positions solely to serve and benefit the public and not for obtaining unwarranted personal or private gain in the performance of their official duties.

The Town insists on promoting this fundamental principle by establishing clear and reasonable standards of ethical conduct in a continual effort to prohibit behavior that is not compatible with the execution of public duties that are in the best interests of the Town.

This Code establishes such standards.

Section 17-2. Definitions

- “Public” means pertaining to the people at large or relating to the community as distinguished from private or personal matters.
- “Servant” means a person employed to assist in domestic matters or a government worker.
- “Board” or “Board members” means the governing Board of a Town and any Town administrative board, such as Planning Board, Zoning Board of Appeals, commission, or other agency or body comprised of two or more Town officers/officials or employees.
- “Code” means this Grafton Town Code of Ethics.
- “Confidential information” is information that at the time of its disclosure or use by a Town officer/official or employee is not generally available to the public or is exempt from disclosure by state or federal statute.
- “Domestic Partner(s)” means two (2) people aged eighteen (18) years or older, who have been living together on a continuous basis. The persons intend to continue living together indefinitely and are not related by blood in a manner that would legally prohibit their marriage. Neither person is married, and neither person has had another domestic partner within the last six (6) months.
- “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally

available to the residents or taxpayers of the Town or an area of the Town, or a lawful class of such residents or taxpayers. A Town officer/official or employee is deemed to have an interest in any private organization when he or she is an owner, partner, member, director, officer/official, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

- “Town” means Town of Grafton.
- “Town official/officer or employee” means a paid or unpaid officer/official, employee, or appointed independent contractor of the Town of Grafton, including, but not limited to, the members of any Town board.
- “Recusal” means that the officer/official shall not be present, deliberate, vote or participate in any way in a matter in which they or a relative has an interest. When an officer/official recuses himself or herself, they may not provide input from the audience as a member of the public.
- “Relative” means a spouse, domestic partner or child over eighteen (18), living at the home of a Town officer/official or employee, and individuals having any of these relationships to the spouse/domestic partner of the officer/official or employee.

Section 17-3. Applicability

This Code applies to the officers/officials and employees of the Town, and shall supersede any prior Code. The provisions of this Code shall apply in addition to all applicable state and local laws relating to conflicts of interest and ethics, including, but not limited to, Article 18 of the New York General Municipal Law and all rules, regulations, policies, and procedures duly adopted by the Town.

Section 17-4. Financial Disclosure

- (a) Financial disclosure statements as developed by the BoE are required to be completed by all elected officers/officials annually, certain employees, officers/officials and independent contractors, including, if currently in existence, but not limited to:
 1. Assessor
 2. Building Inspector
 3. Code Enforcement officer/official
 4. Director of Planning and Zoning
 5. Highway Superintendent
 6. Deputy Town Clerk and Deputy Supervisor
 7. Appointed Attorneys to the Town and Members of all Town Boards

Pursuant to the requirements of Local Law No. 2 of the year 1989 of the County of Rensselaer, New York entitled "A Local Law Relative to the Filing of Financial Disclosure Statements by Certain Officials and Employees and Providing for a Local Code of Ethics", the undersigned hereby makes the following statement of disclosure.

Note: Section 5 Subdivision 3, of Local Law No. 2 of the year 1989 states as follows, to wit: "If a public official who is elected or paid is not able, after reasonable efforts, to obtain some or all of the information required by paragraph two of this section which relates to his or her spouse or household member, he or she shall so state, as part of the annual disclosure statement."

- 1. The location of any real property excluding the primary residence of the undersigned, within the town of Grafton NY, in which the undersigned or the spouse of the undersigned or any other family member of the household of the undersigned, has an ownership or other financial interest is as follows (if none, so state):

- 2. The name of any partnership, unincorporated association, or other unincorporated business, of which the undersigned or the spouse of the undersigned is a member, officer or employee, or in which the undersigned or the spouse of the undersigned has a proprietary interest, and the position of the undersigned or spouse of the undersigned, if any, with such partnership, association or business, is as follows (if none, so state):

3. The name of any corporation of which the undersigned or the spouse of the undersigned is an officer, director or employee, or of which the undersigned or the spouse of the undersigned legally or beneficially owns or controls more than five (5) percent of the outstanding stock, and the position of the undersigned or spouse of the undersigned, if any, with such corporation is as follows (if none, so state):

4. Name the source from which the undersigned or the spouse of the undersigned has derived, during the previous calendar year, gross income in excess of \$2,000.00. (if none, so state) (examples: private law firm, tool business):

5. A general description of the principal subject area undertaken by the undersigned in his or her licensed practice or profession, or a general description of the principal subject areas undertaken by the firm or corporation, if the undersigned practices with a partnership, unincorporated association or corporation and is a partner or shareholder of such firm or corporation, is as follows (if not applicable or none, so state):

NOTE: Section 5, Subdivision 5, of Local Law No. 2 of the Year 1989 states as follows: "A person who knowingly violates any provision of this section shall be guilty of a Class A misdemeanor."

Dated: _____
Name: _____
Job Title: _____

Section 17-5. Prohibition on Use of Town Position for Personal or Private Gain

No Town officer/official or employee shall use his or her Town position or officer/official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she has a reported interest.

Section 17-6. Disclosure of Interest in Legislation and Other Matters

- (a) Whenever a matter requiring the exercise of discretion comes before a Town officer/official or employee, either individually or as a member of a Board, and disposition of the matter could result in a direct financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Town officer/official or employee shall disclose in writing the nature of the interest.
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the Town officer/official or employee, or when the Town officer/official or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the Town Board. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Town Clerk, and with the Town officer/official, employee, or Board having the power to appoint the person's position.
- (d) In the case of a person serving on a Town Board, a copy of the disclosure shall be filed with that board. Any disclosure made to a Board shall be made publicly at a meeting of the Board and must be included in the minutes of the meeting.

Section 17-7. Recusal and Abstention

- (a) No Town officer/official or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could provide a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) Any Town officer/official or employee exercising the right to recuse and/or abstain shall state the reason on the record before the Board or agency of which he or she is a member.
- (c) In the event that this Section prohibits a Town officer/official or employee from exercising a power or performing a duty:
 - (1) If the power or duty is vested in a Town officer/official individually, then the power shall be exercised or the duty performed by his or her deputy. If the officer/official does not have a deputy, the action shall be performed by another person to whom the supervisor may lawfully delegate the function; or
 - (2) If the power or duty is vested in a Town employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise the power or perform the duty.
 - (3) If the power or duty is vested in a Town officer/official as a member of a Board, then the power shall be exercised or the duty performed by other members of the Board.

Section 17-8. Prohibition Inapplicable; Disclosure, Recusal, and Abstention not Required

- (a) This Code's prohibition on use of a Town position (see Section 5), disclosure requirements (see Section 6), and requirements relating to recusal and abstention (see Section 7), shall **not** apply with respect to the following matters:
 - (1) adoption of the Town's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (a.2.i) all Town officers/officials or employees;
 - (a.2.ii) all residents or taxpayers of the Town or an area of the Town;

(a.2.iii) the general public; or

(a.2.iv) any matter that is required by law, executive order or mandate.

(b) Recusal and abstention shall **not** be required with respect to any matter:

(1) which comes before a Board when a majority of the Board's total membership would otherwise be prohibited from acting as in Section 7;

(2) which comes before a Town officer/official when the officer/official would be prohibited from acting as in Section 7 and the matter cannot be lawfully delegated to another person.

Section 17-9. Interests in Conflict with Official Duties

(a) No Town officer/official or employee may acquire:

(1) Interests that can be reasonably expected to require more than excessive recusal and abstention under Section 7.

(b) The Supervisor, Town Board, or their deputies may not have interest in any bank, trust company, or other financial institution named as a depository.

(c) This Section does not prohibit a Town officer/official or employee from acquiring any other interests or real property located within the Town and used as his or her personal residence or for any other uses.

Section 17-10. Private Employment in Conflict with Officer/Official Duties

No Town officer/official or employee, during his or her tenure as a Town officer/official or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) Can be reasonably expected to require more than excessive recusal and abstention pursuant to Section 7.

(b) Can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a Town officer/official or employee.

(c) Requires representation of a person or organization other than the Town in connection with litigation, negotiations or any other matter to which the Town is a party. In addition, no Town officer/official or employee may receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any Town board or agency of which he is an officer/official, member, or employee, or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer/official or employee; or receive, or enter into any agreement, express or

implied, for compensation for services to be rendered in relation to any matter before any Board or Agency of the Town, whereby his compensation is to be dependent or contingent upon any action by such Board or 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.

Section 17-11. Future Employment

- (a) No Town officer/official or employee, at any time after serving as a Town officer/official or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Town officer/official or employee. Additionally, the Town, or organizational unit in which the Town officer/official or employee served, shall refuse to entertain the former employee if they seek to represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Town officer/official or employee.

Section 17-12. Personal Representations and Claims Permitted.

This Code shall not be construed as prohibiting a Town officer/official or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the Town; or
- (b) asserting a claim against the Town on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 17-13. Use of Town Resources

- (a) Town resources shall be used for lawful Town purposes. Town resources include, but are not limited to, real property, personnel, money, vehicles, equipment, materials, supplies or other property owned or retained by the Town.
- (b) Every Town official/officer or employee shall pursue a course of conduct that will not raise suspicion among other Town officials/officers, employees and/or the public that their actions are in violation of the trust vested in them.
- (c) No Town officer/official or employee may use or permit the use of Town resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) Any use of Town resources authorized by law or written Town policy.

- (2) The use of Town resources for personal or private purposes when provided to a Town officer/official or employee as part of his or her compensation.
 - (3) The occasional and incidental use during the business day of Town telephones and computers for necessary personal matters such as family care and changes in work schedule.
 - (4) The occasional or incidental use when special circumstances necessitate, providing the employee has prior approval of their direct supervisor.
- (d) No Town officer/official or employee shall cause the Town to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 17-14. Interests in Contracts

No Town officer/official or employee shall have an interest in any contract with the Town, when such officer/official or employee, individually or as a member of a Board, has the power or duty to:

- (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment of the contract;
- (b) any Town officer/official or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Town shall publicly disclose the nature and extent of such interest in writing to the BoE as soon as the individual has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of the BoE. Once disclosure has been made by an officer/official or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need to be made by such officer/official or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

Section 17-15. Nepotism

Except as otherwise required by law:

- (a) No Town officer/official or employee, either individually or as a member of a Board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for, or within the Town or a Town Board.

- (b) Town Board members shall recuse themselves from deliberations and abstain from voting on items pertaining to their relatives.
- (c) Elected officer's/official's spouse/domestic partner, minor children and step-children living at home, shall not be hired or appointed to any position in the Town during the elected officer's/official's term in office.
- (d) Nothing contained herein shall prevent those Town officers/officials and employees who, as of the effective date of this Code of Ethics currently serve the Town, from continuing to do so. Those persons shall be grandfathered in and allowed to remain in their current positions.
- (e) Whenever a relative of a Town officer/official or employee seeks seasonal employment, the potential appointment will be forwarded to the Town Board for final review to assure compliance with the Town's current hiring guidelines. Seasonal employment shall be defined as employment for not more than fourteen (14) weeks per calendar year regardless of the number of hours per week the seasonal employee works.
- (f) Whenever a relative of a Town officer/official or employee would be appointed based on their reachable status for selection from an appropriate civil service eligibility list; the potential appointment will be forwarded to the Town Board for final review to assure compliance with the Town's current hiring guidelines.
- (g) Nothing contained herein shall prevent the Town Board from appointing, hiring or contracting with a relative of Town officer/official or employees due to urgent needs resulting from an emergency situation posing an obvious and immediate threat to life or property.
- (h) No Town officer/official or employee may directly supervise a relative in the performance of the relative's official powers or duties unless the following conditions have been met:
 - (1) hiring or appointment guidelines of the Town have been observed;
 - (2) a non-related individual has been assigned as manager to conduct performance evaluations and recommend promotions or advancements.

Section 17-16. Political Activity and Solicitations

- (a) No Town officer/official or employee shall directly or indirectly compel or induce from another town officer/official or employee any political contribution, whether by gift of money, service or other thing of value.
- (b) No Town officer/official or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Town officer/official or employee. An applicant for a position as a Town officer/official or employee, cannot be disqualified for consideration based on whether they gave, withheld or neglected to make any contribution of money or service or any other valuable thing for any political purpose.
- (c) No Town officer/official or employee may engage in activities related to any political party while doing official town business. Activities prohibited include fund raising, collecting signatures and organizing meetings.
- (d) No Town officer/official or employee shall require a subordinate by or as a third party to attend political functions, sign political forms or petitions, or otherwise engage in activities for a political party.
- (e) No Town officer/official or employee shall use Town resources for any political campaign or political activities. *This section is to be emphasized during Code of Ethics training.*
- (f) This Section should not be construed to limit the right of Town officers/officials or employees to engage in political dialogues, discussions, or express political opinions and views.
- (g) This Section shall not apply to any position of employment in the Town made possible by any act of Congress or of the legislature appropriating, or authorizing the appropriation of funds for work relief or relief purposes.

Section 17-17. Confidential Information

- (a) No Town officer/official or employee who acquires confidential information in the course of exercising or performing his or her officer/official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.
- (b) No Town officer/official or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties shall use that information to further their own business, professional, or political career, or that of a relative, friend or acquaintance.

Section 17-18. Gifts

- (a) No Town officer/official or employee shall solicit, accept or receive a gift in violation of § 805-a (1) of the New York General Municipal Law as interpreted in this Section.
- (b) No Town officer/official or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of one hundred dollars or more when:
 - (1) The gift reasonably appears to be intended to influence the officer/official or employee in the exercise or performance of their official powers or duties.
 - (2) The gift could reasonably be expected to influence the officer/official or employee in the exercise or performance of their official powers or duties.
 - (3) The gift is intended as a reward for any official action on the part of the officer/official or employee.
- (c) For purposes of this Section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed one hundred dollars must be made by adding together the value of all gifts received from the donor by an officer/official or employee during the twelve-month period preceding the receipt of the most recent gift.

A gift to a Town officer/official or employee is presumed to be intended:

- (1) To influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks Town action involving the exercise of discretion by or with the participation of the officer/official or employee.
 - (2) As a reward for official action when the gift is from a private person or organization that has obtained Town action involving the exercise of discretion by or with the participation of the officer/official or employee during the preceding twelve months.
- (d) This Section does not prohibit any other gift, including:
- (1) Gifts made to the Town;

- (2) Gifts from a person with a family or personal relationship with the officer/official or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer/official or employee, is the primary motivating factor for the gift;
- (3) Gifts given on special occasions, such as marriage, illness, or retirement, which are reasonable and customary.
- (4) Unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars.
- (5) Awards and plaques having a value of one hundred dollars or less which are publicly presented in recognition of service as a Town officer/official or employee, or other service to the community.
- (6) Meals and refreshments provided when a Town officer/official or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 17-19. Board of Ethics (BoE)

There is hereby established a Board of Ethics (hereafter "BoE") for the Town.

The BoE shall be appointed by the Town Board and consist of:

- (a) Three (3) members, a majority of whom shall not be officers/officials or employees of the Town, but at least one (1) of whom must be an employee. Alternate members may be added in the event of substantial growth in the Town's population.
- (b) The members of the BoE must be residents of the Town.
- (c) Town Board members and their relatives are ineligible to serve on the BoE.
- (d) The BoE members shall receive no salary or compensation for their services.
- (e) Members of the BoE may only be removed by the Town Board for cause, after an opportunity to be heard, including but not limited to the following:
 - (1) Violation of the Code of Ethics.
 - (2) Violation of the confidentiality of any person who files a complaint, is the subject of an investigation or appears before the BoE.

(3) Conviction for a crime while serving on the BoE. Excessive absence from meetings of the BoE. "Excessive" is defined as missing more than fifty percent (50%) of the meetings in a calendar year.

(4) Being elected to political office.

(f) The BoE shall render advisory opinions to the officers/officials, employees and residents of the Town. Such advisory opinions must be rendered pursuant to the written request of any such officer/official, employee or resident under such rules and regulations as prescribed by the BoE. The BoE shall have the advice of legal counsel employed by the Board, or if none, the Town's legal counsel, except in cases which such counsel has a conflict. In cases of conflict of said attorney, the Town shall pass a resolution for the appointment of special counsel. In addition, the BoE may make recommendations with respect to the drafting and adoption of a Code, or amendments thereto, upon the request of the Town Board.

(g) Receipt and Investigation of Complaints:

(1) In addition to the other powers and duties granted to the BoE above, the Board shall have the authority to receive from any person a written complaint alleging a violation by any officer/official or employee of the Town of the provisions of this article. The BoE may prescribe a form for such complaint.

The written complaint must be signed and shall include the individual complainant's address, and set forth in reasonable detail and documentation, if any, the facts alleged to constitute the violation(s). Within fifteen (15) business days of receipt of a complaint, the BoE or by a member, shall send a written acknowledgment that the complaint has been received. All BoE members shall receive a copy of such correspondence.

(2) The identity of individuals filing complaints with the Board shall remain confidential. All proceedings and actions relating to any complaint received by the BoE, including interviews, reviews of documents and other evidence, and deliberations, shall be held in executive session.

(3) If the Board determines that the complaint warrants an investigation and afterward, determines that there is inadequate proof of a violation, the Board shall submit a report to the Town Board with its findings and a recommendation that no action be taken. In the event that the Board determines that the complaint does not qualify as a violation of the Town's Code of Ethics, it shall take no further action. In either case, the complainant shall be notified of the Board's action.

- (4) If the Board, upon investigation, finds evidence that shows a violation of the Code of Ethics has occurred, the Board shall prepare and submit to the Town Board a written report. That report will document the allegations in the complaint, summarize the Board's investigation, and explain the Board's body of evidence of the violation(s) of the Code of Ethics.
- (5) A copy of the report shall be provided to the Town officer/official or employee who is the subject of the complaint. The report shall become a public document.
- (6) If a complaint is received that is a duplication of a complaint already under consideration by the BoE, it may be combined into a single complaint. In order for a complaint to be deemed a duplication it must be:
 - (a.1.i) against the same person;
 - (a.1.ii) for the same violation; and
 - (a.1.iii) for the same circumstance.

Repetitive violations which differ only by way of the day or time at which they occurred will be considered duplications.

Section 17-20. Posting and Distribution

- (a) The Town Supervisor must promptly *cause* a copy of this Code, and a copy of any amendment to this Code, to be posted publicly and conspicuously in each building under the Town's control. The Code must be posted within ten (10) days following the date on which the Code takes effect. An amendment to the Code must be posted within ten (10) days following the date on which the amendment takes effect.
- (b) The Supervisor must promptly cause a copy of this Code, including any amendments to the Code, to be distributed to every person who is or becomes an officer/official and employee of the Town.
- (c) Every town officer/official or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgements must be completed annually prior to the first day of March or within 30 days after the enactment of a modified code. Such acknowledgments must be filed with the Town Clerk who must maintain such acknowledgments as a public record.
- (d) The failure to post this Code or an amendment to the Code does not affect either the applicability or enforcement of the Code or the amendment. The failure of a Town officer/official or employee to receive a copy of this Code or an amendment to such

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Signed: Victoria E Burdick

Clerk of the County Legislative Body, City, Town or Village

Clerk or officer designated by local legislative body
TOWN CLERK(Seal)

Date: 1/31/2022

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

State of New York
County of Rensselaer

Code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforcement of the Code or amendment to such Code.

Section 17-21. Training

- (a) Every Town officer/official and employee of the Town shall be required to attend a training seminar on the Code.
- (b) Attendance at training seminar will be documented and such documentation will be filed with the Town Clerk and the BoE and maintained as a public record.
- (c) The failure of an employee to attend the training will not affect either the applicability or enforcement of the Code or the amendment thereto.

Section 17-22. Enforcement

Any Town officer/official or employee who violates this Code may be censured, fined, suspended or removed from office or employment by the Town Board.

Section 17-23. Annual Report to the Town Board

By the fifteenth (15th) day of February of each year, the BoE shall present to the Town Board an annual report of its activities for the prior year.

Section 17-24. Repeal of Chapter 17 of Local Law 1 of 1999

Chapter 17 of Code of the Town of Grafton adopted pursuant to Local Law No. 1 of 1999, and any amendment to such Chapter 17, is hereby repealed and superseded.

Section 17-25 – Change of the Town Ethics Code

The Town Ethics Code of the Town of Grafton is hereby replaced and superseded in its entirety pursuant to this Local Law.

Section 17-26 – Effective Date

This local law shall be effective immediately upon filing with the Office of the New York State Secretary of State.

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as Local Law No. 1 of 2021 of the Town of Grafton was duly passed by the Town Board on _____ 2021, in accordance with the applicable provisions of law.

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

Signed:  _____

Town Attorney:

TOWN OF: GRAFTON, NY

Date: 1/3/2022

Rev. 8.20.2021

