

RESOLUTION SCHEDULING A PUBLIC HEARING TO CONSIDER ADOPTING LOCAL LAW INTRODUCTORY NO. _____-2018, AMENDING THE CODE OF THE TOWN OF SOUTHAMPTON BY REPEALING THE EXISTING CHAPTER 23 (CODE OF ETHICS) AND REPLACING IT WITH A NEW CHAPTER 23 (ETHICS)

Resolution for Town Board Meeting Dated: _____, 2018

The following resolution was offered by:

and seconded by:

WHEREAS, Article 18 of the General Municipal Law establishes standards of conduct for the officers and employees of a Town and prohibits them from having certain conflicts of interest; and

WHEREAS, Section 806 of the General Municipal Law requires the governing body of each town to adopt an Ethics Code that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them; and

WHEREAS, an Ethics Code adopted by the governing body of a Town must set forth standards of conduct for the guidance of the officers and employees of the Town with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable; and

WHEREAS, a Financial Disclosure Form is attached hereto for information purposes but not incorporated herein; and

WHEREAS, the above action is not an action as defined by 6 N.Y.C.R.R. §617.2(b) and, therefore, no further SEQRA review is required.

NOW, THEREFORE, THE TOWN BOARD,

HEREBY SCHEDULES a public hearing for the ____ day of _____, 2018 at ____pm at Town Hall, 116 Hampton Road, Southampton, New York to consider adopting Local Law Introductory No. _____-2018, amending the Code of the Town of Southampton by repealing Chapter 23 (Code of Ethics) in its entirety and amending the Code of the Town of Southampton by adopting a new Chapter 23 (Ethics) as follows:

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF SOUTHAMPTON, AS FOLLOWS;

LOCAL LAW INTRODUCTORY NO. _____-2018
AMENDING THE CODE OF THE TOWN OF SOUTHAMPTON, BY
REPEALING CHAPTER 23 (CODE OF ETHICS) IN ITS ENTIRETY AND
BY REPLACING IT WITH A NEW CHAPTER 23 (ETHICS)

[NOTE: FOR A VIDEO RECORDING OF THE PRESENTATION OF A SIMILAR CODE TO THE TOWN BOARD OF THE TOWN OF OYSTER BAY, SEE: <https://www.youtube.com/watch?v=IPY0hNLFej4>.]

Section 1. Chapter 23 (Ethics) as presently existing is hereby repealed in its entirety and it is replaced with a new Chapter 23 (Ethics) which is hereby added to read as follows:

CHAPTER 23
ETHICS

WHEREAS, Article 18 of the General Municipal Law prohibits the officers and employees of a Town from having certain conflicts of interest, and

WHEREAS Section 806 of the General Municipal Law requires the governing body of each town to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them,

WHEREAS, a code of ethics adopted by the governing body of a Town must set forth standards of conduct for the guidance of the officers and employees of the Town with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

NOW, THEREFORE, be it resolved that the Town Board of the Town of Southampton hereby adopts the following code of ethics to ensure both the reality and the appearance of integrity in Town government, and to thereby foster public confidence in Town government:

[NOTE: THREE PRIMARY SOURCES WERE CONSULTED IN DRAFTING THIS PROPOSED CODE: (1) ARTICLE 18 OF THE NEW YORK GENERAL MUNICIPAL LAW, (2) THE COMPTROLLER'S MODEL CODE OF ETHICS, AND (3) ARTICLES PUBLISHED BY THE MUNICIPAL LAW SECTION OF THE NEW YORK STATE BAR ASSOCIATION.]

[NOTE: THE PROPOSED CODE HAS THE FOLLOWING FEATURES: (1) IT INCORPORATES ALL OF THE PROVISIONS OF ARTICLE 18 AND THUS AVOIDS INADVERTENT VIOLATIONS OF ARTICLE 18 BY TOWN OFFICERS AND EMPLOYEES WHO ONLY CONSULT THE LOCAL CODE OF ETHICS; (2) IT IS ORGANIZED IN THREE PRIMARY ARTICLES, THE FIRST SETTING FORTH A CLEAR AND COMPREHENSIVE CODE OF CONDUCT, THE SECOND SETTING FORTH REASONABLE DISCLOSURE REQUIREMENTS, AND THE THIRD ESTABLISHING A PROGRAM FOR ADMINISTERING AND ENFORCING THE CODE OF ETHICS; AND (3) TO THE EXTENT

POSSIBLE, IT IS WRITTEN IN PLAIN, UNDERSTANDABLE LANGUAGE.]

[RELEVANT PORTIONS OF THIS CODE OF ETHICS SHOULD BE REPRODUCED, IN BOOKLET FORM, TOGETHER WITH A SHORT PLAIN LANGUAGE GUIDE. THE BOOKLET CAN BE USED AS AN EASY REFERENCE FOR TOWN OFFICERS AND EMPLOYEES, AND AN BE PART OF THE ORIENTATION PACKET FOR NEW HIRES.]

**CODE OF ETHICS OF THE
TOWN OF SOUTHAMPTON**

**ARTICLE I.
GENERAL PROVISIONS**

Section 23-1. Purpose.

Officers and employees of the Town of Southampton hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town of Southampton recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This Chapter establishes those standards.

Section 23-2. Definitions.

[NOTE: ONE DEFICIENCY OF THE CURRENT CODE IS THAT IT IS OVERLOADED WITH DEFINED TERMS – TWENTY IN ALL, COMPARED WITH ARTICLE 18 WHICH HAS ONLY SIX. THESE ARE TRAPS FOR THE UNWARY. MANY OF THE DEFINITIONS ARE UNNECESSARY. A WORD SHOULD HAVE ITS PLAIN MEANING. IF IT DOES NOT, THE WORD SHOULD BE DEFINED IN CONTEXT, WHERE IT APPEARS. THIS WILL HELP AVOID INADVERTENT CODE VIOLATIONS.]

[NOTE: THE DEFINITION OF “INTEREST” TRACKS THE DEFINITION FOUND IN ARTICLE 18, SUPPLEMENTED BY THE COMMON LAW PRINCIPLE THAT AN “INTEREST” DOES NOT INCLUDE A BENEFIT ARISING FROM SERVICES GENERALLY AVAILABLE TO THE RESIDENTS OR TAXPAYERS OF THE TOWN OR AN AREA OF THE TOWN, OR A LAWFUL CLASS OF RESIDENTS OR TAXPAYERS.]

[NOTE: THIS USES A STREAMLINED DEFINITION OF “RELATIVE”. THE CURRENT CODE DEFINES A RELATIVE AS A SPOUSE, FORMER SPOUSE, CHILD, STEPCHILD, SON- OR DAUGHTER-IN-LAW, BROTHER, SISTER, PARENT, BROTHER-IN-LAW, SISTER-IN-LAW, PARENT-IN-LAW, NIECE OR NEPHEW OF THE TOWN OFFICER OR EMPLOYEE, AS WELL AS ANY PERSON CLAIMED AS A DEPENDENT ON THE TOWN OFFICER'S OR EMPLOYEE'S MOST RECENTLY FILED STATE PERSONAL INCOME TAX

RETURN. THIS DEFINITION IS OVERLY BROAD. MOREOVER, THE TERM “DEPENDENT”, WHICH MAY INCLUDE UNRELATED PARTIES, SHOULD NOT BE INCLUDED IN THE DEFINITION OF RELATIVE. THE PROPOSED CODE PROHIBITS THE USE OF TOWN OFFICE TO BENEFIT A SENSIBLE LIST OF PERSONS AND BUSINESS ENTITIES, INCLUDING HOUSEHOLD MEMBERS.]

(a) “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 or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or dependent, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization’s equity or debt, whether in the form of outstanding stock or otherwise.

(b) “Relative” means a spouse, registered domestic partner, child, stepchild, dependent, parent, stepparent, sibling, stepsibling, child-in-law or parent-in-law of a Town officer or employee.

Section 23-3. Applicability.

(a) This Chapter applies to all officers and employees of the Town of Southampton, whether paid or unpaid, including the members of any Town department, agency, board or commission.

(b) Article II, Section 23-10 (Future Employment) of this Chapter applies to current and former officers and employees of the Town.

(c) Article II, Section 23-11 (Independent Contractors) of this Chapter applies to independent contractors of the Town.

(d) Article II, Section 23-12 (Personal Representations and Claims Permitted) and Article II, 23-18 (Inducement of Others) of this Chapter apply to officers and employees of the Town and independent contractors of the Town.

(e) Article III, Section 23-21 of this Chapter (Applicant Disclosure in Land Use Applications) applies to applicants, petitioners or parties requesting a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any local law, rule or regulation constituting the zoning and planning regulations of the Town.

(f) The provisions of this Chapter shall supplement all applicable State and local laws relating to conflicts of interest and municipal ethics including, but not limited to, article 18 of the General Municipal Law and all related rules, regulations, policies and procedures of the Town of Southampton.

(g) The termination of an officer's or employee's term of office or employment with the Town shall not affect the jurisdiction of the Board of Ethics or the Town Board with respect to the requirements imposed by this Chapter on the former officer or employee for his or her actions or interests while a Town officer or employee.

ARTICLE II. CODE OF CONDUCT

Section 23-4. Use of Town Position for Personal or Private Gain.

[NOTE: THIS IS A SIMPLER STATEMENT OF AN EXISTING REQUIREMENT THAT TOWN OFFICERS AND EMPLOYEES REFRAIN FROM USING THEIR OFFICIAL POSITIONS TO BENEFIT CERTAIN PARTIES WITH WHOM THEY HAVE FAMILIAL OR FINANCIAL RELATIONSHIPS. DISCLOSURE REQUIREMENTS HAVE BEEN MOVED TO THE ARTICLE DEALING WITH DISCLOSURE.]

[THE PROPOSED CODE ELIMINATES THE EXISTING CODE'S PROHIBITION AGAINST OUTSIDE EMPLOYERS APPEARING BEFORE AN OFFICER OR EMPLOYEE'S TOWN AGENCY. RATHER, IT PERMITS THE CONFLICT TO BE CURED BY RECUSAL WHERE THE OFFICER OR EMPLOYEE DERIVES NO FINANCIAL BENEFIT IN CONNECTION WITH THE MATTER. THIS CHANGE INCREASES THE POPULATION OF QUALIFIED INDIVIDUALS WHO WILL BE AVAILABLE FOR APPOINTMENTS TO TOWN BOARDS.]

No Town officer or employee shall use his or her Town position or official powers and duties to secure a material benefit, whether financial or otherwise, for

- (a) Himself or herself,
- (b) A Relative or member of his or her household,
- (c) Any private organization in which he or she has an Interest,
- (d) A client or customer from which the officer or employee knows that he or she, his or her outside employer, firm, limited liability company, partnership or association, or corporation in which he or she is the owner of more than five percent of the outstanding corporate stock, directly or indirectly derived income in excess of one thousand dollars (\$1,000) during the previous twenty four months, or
- (e) A person from whom the officer or employee has received a private loan or loans, or a gift or gifts, having an aggregate value of five hundred dollars (\$500) or more during the previous twelve months.
- (f) A person or entity from which the officer or employee, or a political committee

authorized by the officer or employee, has received aggregate campaign contributions in excess of five thousand dollars (\$5,000) within the preceding twenty four months. For the purposes of this Subsection 12-3(f), the terms “political committee” and “contributions” shall have the meaning given to them by the New York Election Law.

Section 23-5. Prohibited Interests in Contracts.

[NOTE: THIS IS A REITERATION OF THE NEW YORK GENERAL MUNICIPAL LAW SECTIONS 801-802.]

(a) No Town officer or employee shall have an Interest in any contract with the Town, when such officer or employee, individually or as a member of a board or commission, has the power or duty, whether or not exercised, to:

(1) Negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder;

(2) Audit bills or claims under the contract, or

(3) Appoint an officer or employee who has any of the foregoing powers or duties.

(b) For the purposes of this Section, the term “contract” means any claim, account or demand against or agreement with the Town, express or implied.

(c) Notwithstanding the foregoing, for the purposes of this Section, the term “contract” shall not include:

(1) The designation of a bank or trust company as a depository, paying agent, registration agent or for investment of Town funds except when the chief fiscal officer, treasurer, or his deputy or employee, has an Interest in such bank or trust company; provided, however, that where designation of a bank or trust company outside the Town would be required because of the foregoing restriction, a bank or trust company within the municipality may nevertheless be so designated;

(2) A contract with a person, firm, corporation or association in which a Town officer or employee has an Interest which is prohibited solely by reason of his or her status as an officer or employee thereof, if the compensation from such employment will not be directly affected as a result of the contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of the contract;

(3) The designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law;

- (4) The purchase by the Town of real property or an Interest therein, provided the purchase and the consideration therefor is approved by order of the supreme court upon petition of the Town Board;
- (5) The acquisition of real property or an Interest therein, through condemnation proceedings according to law;
- (6) A contract with a membership corporation or other voluntary nonprofit corporation or association;
- (7) The sale of bonds and notes pursuant to Section 60.10 of the Local Finance Law
- (8) A contract in which a Town officer or employee has an Interest if such contract was entered into prior to the time he or she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize a renewal of any such contract;
- (9) A contract with a corporation in which a Town officer or employee has an Interest by reason of stockholdings when less than five per cent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;
- (10) A contract for the furnishing of public utility services at rates or charges that are fixed or regulated by the public service commission;
- (11) A contract for the payment of a reasonable rental of a room or rooms owned or leased by a Town officer or employee, used in the performance of his or her official duties, and designated as an office or chamber;
- (12) A contract for the payment of a portion of the compensation of a private employee of an officer when such employee performs part time service in the official duties of the office;
- (13) A contract in which a Town officer or employee has an Interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under contracts in which such person had an Interest during the fiscal year, does not exceed the sum of seven hundred fifty dollars.
- (14) A contract with a member of a private industry council established in accordance with the federal job training partnership act or any firm, corporation or association in which such member holds an Interest, provided the member discloses such Interest to the council and the member does not vote on the contract.

Section 23-6. Recusal.

[NOTE: FOR CLARITY, THIS HAS BEEN SEPARATELY STATED, RATHER THAN STATED AS PART OF SECTION 25-4. FURTHER, IT ADDS A CLEAR DEFINITION OF “RECUSAL”, BASED ON OPINIONS OF THE NEW YORK ATTORNEY GENERAL.]

No Town officer or employee shall participate in any decision or take any official action requiring the exercise of discretion, including discussing, deliberating or voting on a matter, when he or she knows or has reason to know that the action may confer a direct or indirect, material, financial or other benefit on a person or entity specified in Section 23-4 of this Chapter.

Section 23-7. Prohibition Inapplicable; Recusal and Disclosure Not Required.

[NOTE: THIS IS A PRACTICAL LIST OF EXCEPTIONS DRAWN FROM THE EXISTING CODE (SECTION 25-6) AND FROM COMMON LAW.]

(a) The requirements relating to recusal set forth in Section 23-6 of this Chapter, and the disclosure requirements set forth in Article III of this Chapter, 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 similarly situated class of such people:
 - (i) All or substantially all Town officers or employees;
 - (ii) All or substantially all residents or taxpayers of the Town or an area of the Town;
or
 - (iii) The general public;
 - (4) Any ministerial matter (a matter that does not require the exercise of discretion).
 - (5) Uncompensated participation by a member of the Town Board, or by a Town Board member’s staff on behalf of such member, in public advocacy whether or not on behalf of a constituent.
 - (6) Appearance by a Town employee before a Town department, agency, board or commission in a representative capacity on behalf of an employee organization in any matter where such appearance is duly authorized by the employee organization.
 - (7) Uncompensated participation in public advocacy by a Town officer or employee who serves as a political party chairperson.
- (b) Recusal shall not be required, but disclosure pursuant to Article II of this Chapter

shall be required, with respect to any matter:

- (1) Which comes before a board or commission when a majority of the entire membership of the board or commission would otherwise be prohibited from acting; or
- (2) Which comes before a Town officer when the officer would be prohibited from acting and the matter cannot be lawfully delegated to another person.

Section 23-8. Investments in Conflict with Official Duties.

[NOTE: THIS IS A CLEARER DESCRIPTION OF THE INVESTMENTS THAT ARE PROHIBITED, DRAWN FROM ARTICLE 18, THE COMMON LAW AND OPINIONS OF THE NEW YORK ATTORNEY GENERAL.]

- (a) No Town officer or employee shall acquire or maintain any investment:
 - (1) The ownership of which requires that the Town officer or employee frequently and inevitably recuse himself or herself; or
 - (2) That would impair his or her independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This Section shall not prohibit a Town officer or employee from acquiring or maintaining the following:
 - (1) Real property located within the Town and used as his or her personal residence;
 - (2) Less than five percent of the stock of a publicly traded corporation; or
 - (3) Bonds or notes issued by the Town and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 23-9. Private Employment in Conflict with Official Duties.

[NOTE: THIS IS A CLEARER DESCRIPTION OF THE PRIVATE EMPLOYMENT ACTIVITIES THAT ARE PROHIBITED, DRAWN FROM THE COMMON LAW.]

- (a) No elected Town official or Town employee serving as staff to the Town Board or to a Town Board member, shall receive or agree to receive, directly or indirectly, any compensation for consulting or advisory services in connection with any proposed local law or resolution of the Town Board.
- (b) No Town officer or employee shall ask for, pursue or accept a private secondary employment opportunity with any person or organization that has a matter requiring the

exercise of discretion pending before the Town officer or employee, either individually or as a member of a board or commission, while the matter is pending or within the 30 days following final disposition of the matter.

(c) No Town officer or employee, during his or her tenure as a Town officer or employee, shall engage in any secondary employment, or engage in any business, commercial, or professional activity, when the secondary employment or business, commercial or professional activity:

(1) Involves duties that are incompatible with those of the official duties of the Town officer or employee;

(2) May be reasonably expected to require frequent and inevitable recusal;

(3) May be reasonably expected to require disclosure or personal use of confidential information gained by reason of serving as a Town officer or employee;

(4) Pursuant to which the officer or employee will receive, or enter into any agreement, express or implied, to receive compensation for services to be rendered in connection with any matter before any Town department, agency, board or commission of which he or she is an officer, member or employee or of any Town department, agency, board or commission over which he or she has jurisdiction or to which he has the power to appoint any member, officer or employee;

(5) Pursuant to which the officer or employee will receive, or enter into any agreement, express or implied, to receive compensation for services to be rendered in connection with any matter before any Town department, agency, board or commission, whereby his compensation is to be dependent or contingent upon any action by such department, agency, board or commission 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; or

(6) Involves the representation of a person or organization other than the Town in connection with any application, request, claim or proposal before any Town department, agency, board or commission, or any litigation, negotiations or matter requiring the exercise of discretion to which the Town is a party; or

(7) Pursuant to which the officer or employee will receive, or enter into any agreement, express or implied, to receive compensation for services rendered in connection with any application, request, claim or proposal before any Town department, agency, board or commission, or any litigation, negotiations or matter requiring the exercise of discretion to which the Town is a party.

(d) Notwithstanding the foregoing, a person serving the Town or any agency thereof without compensation shall not be subject to the prohibitions set forth in subdivisions (6) or (7) of this Section

Section 23-10. Future Employment.

[NOTE: THIS COLLECTS THE PROVISIONS DEALING WITH FUTURE EMPLOYMENT IN A SINGLE PLACE, CLARIFIES THE PARTICULAR SOLICITATION OF FUTURE EMPLOYMENT THAT IS PROHIBITED, REITERATES THE PERMANENT PARTICULAR MATTER BAN, AND ADDS A ONE YEAR REVOLVING DOOR PROVISION.]

(a) No Town officer or employee shall ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Town officer or employee, either individually or as a member of a board or commission, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No Town officer or employee, for the one-year period after serving as a Town officer or employee, shall appear before or communicate in any form with the Town office, board, department or comparable organizational unit for which he or she served, except on behalf of the State or a political subdivision or instrumentality thereof, or in furtherance of the interests of the Town with the approval of the Board of Ethics upon application of the his or her former Town department, agency, board or commission.

(c) No Town officer or employee, at any time after serving as a Town officer or employee, shall represent or render services to a private person or organization in connection with any particular matter in which he or she personally and substantially participated while serving as a Town officer or employee, except on behalf of the State or a political subdivision or instrumentality thereof, or in furtherance of the interests of the Town with the approval of the Board of Ethics upon application of a Town department, agency, board or commission.

Section 23-11. Independent Contractors.

[NOTE: RATHER THAN PROHIBITING INDEPENDENT CONTRACTORS FROM REPRESENTING OTHER CLIENTS BEFORE THE TOWN, THIS PROVISION PROHIBITS THE INDEPENDENT CONTRACTORS FROM IMPROPERLY USING THEIR ACCESS TO TOWN OFFICIALS. THIS SERVES THE TOWN'S INTERESTS BY REMOVING A DISINCENTIVE FOR INDEPENDENT CONTRACTORS TO WORK FOR THE TOWN, AND IT MORE DIRECTLY ADDRESSES THE POTENTIAL CONFLICT]

No independent contractor or employee of an independent contractor of the Town shall seek to exert undue influence, or to obtain an undue preference, on behalf of a private interest, directly or indirectly, in a matter before any Town department, agency, board or commission. A violation of this Section shall be cause for termination of the independent contractor's engagement with the Town.

Section 23-12. Personal Representations and Claims Permitted.

[NOTE: THIS IS A CLEARER RESTATEMENT OF EXCEPTIONS ALREADY FOUND IN THE CODE.]

This code shall not be construed as prohibiting a Town officer or employee or an independent contractor of the Town from:

- (a) Seeking or accepting Town services, benefits, or the use of Town facilities, on the same terms and conditions as are available to Town residents or a class of similarly situated Town residents.
- (b) Representing, without compensation, himself or herself, a Relative, or a member of his or her household before a Town department, agency, board or commission other than the one served by the Town officer, employee or independent contractor; or
- (c) Asserting a claim against the Town on his or her own behalf, or on behalf of a Relative or member of his or her household, unless the claim is prohibited by Section 23-2 of this Article, or by Section 801 of the New York General Municipal Law.

Section 23-13. Use of Town Resources.

[NOTE: THIS IS A NEW PROVISION, PROHIBITING THE IMPROPER USE OF TOWN RESOURCES – AN ISSUE THAT FREQUENTLY ARISES IN LOCAL GOVERNMENT.]

- (a) Town resources shall be used only for lawful Town purposes. Town resources include, but are not limited to, Town personnel, compensated time, money, vehicles, equipment, letterhead, materials, supplies, telephone, internet and electronic communication services, or other Town property.
- (b) No Town officer or employee shall 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, Town policy or collective bargaining agreement to which the Town is a party;
 - (2) The use of Town resources for personal or private purposes when provided to a Town officer or employee as part of his or her compensation; or
 - (3) The occasional and incidental use of Town telephones and computers for necessary personal, non-business matters such as family care and changes in work schedule.

(c) No Town officer or employee shall use or permit the use of Town resources for political campaign activities.

(d) No Town officer or employee shall cause the Town to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 23-14. Nepotism.

[NOTE: THIS IS A RECOGNITION OF THE FACT THAT, FROM TIME TO TIME, THE TOWN MAY EMPLOY RELATED PARTIES. THIS PROHIBITS AN OFFICER OR EMPLOYEE FROM MAKING EMPLOYMENT DECISIONS REGARDING A RELATIVE, OR FROM SUPERVISING A RELATIVE.]

Except as otherwise required by law:

(a) No Town officer or employee, either individually or as a member of a Town Board or commission, shall participate in any decision to appoint, hire, promote, discipline or discharge a Relative or a member of his or her household.

(b) No Town officer or employee shall supervise a Relative or member of his or her household in the performance of such person's official duties.

Section 23-15. Political Solicitations.

[NOTE: THIS IS A PROHIBITION AGAINST POLITICAL SOLICITATIONS OF SUBORDINATES, DERIVED FROM THE NEW YORK CIVIL SERVICE LAW AND THE NEW YORK LABOR LAW.]

(a) No Town officer or employee shall directly or indirectly use his or her authority or official influence to compel or induce a subordinate Town officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No Town officer or employee shall 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 or employee, or an applicant for a position as a Town officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 23-16. Confidential Information.

[NOTE: THIS SIMPLER PROVISION IS DERIVED FROM ARTICLE 18 OF THE NEW YORK GENERAL MUNICIPAL LAW.]

(a) For the purpose of this Section, “Confidential Information” shall include, without limitation, information that is prohibited from disclosure by federal or state law, or that the Town, in the due exercise of discretion granted to it by New York Public Officers Law Article 6 (Freedom of Information Law), New York Public Officers Law Article 7 (Open Meetings Law), or other applicable authority, has determined to withhold from public disclosure.

(b) No current or former Town officer or employee shall disclose confidential information concerning the property, government or affairs of the Town or any other confidential information of an official character obtained as a result of Town employment except when disclosure is required by law or when such information is otherwise available to the public, nor shall he or she use such information to advance the financial or other private interest of himself or herself or others.

Section 23-17. Gifts, Tips and other Benefits.

[NOTE: THIS IS A PROVISION THAT MORE CLEARLY INCORPORATES THE PROHIBITION SET FORTH IN ARTICLE 18 AND THE EXCEPTIONS FOUND IN THE CURRENT CODE (ORIGINALLY DERIVED FROM THE NEW YORK LOBBYING ACT), AND ADDS CLEAR AND PRACTICAL PROHIBITIONS AGAINST SOLICITING OR ACCEPTING GIFTS FROM PERSONS DOING BUSINESS WITH THE TOWN.]

(a) No Town officer or employee shall directly or indirectly solicit any gift, tip or other benefit from a person who has received or sought a financial benefit from the Town within the previous twenty-four months.

(b) No Town officer or employee shall accept any gift, tip or other benefit from a person who the Town officer or employee knows or has reason to know has received or sought a financial benefit from the Town within the previous twenty-four months.

(c) No Town officer or employee shall solicit, accept or agree to accept any gift, tip or other benefit for having engaged in official conduct which he or she was required or authorized to perform, and for which he or she was not entitled to any special or additional compensation.

(d) No Town officer or employee shall accept or receive any gift, tip or other benefit having a value of seventy-five dollars (\$75) or more, or multiple gifts, tips or other benefits from the same donor in a twelve month period, having an aggregate value of seventy-five dollars (\$75) or more when:

(1) the gift, tip or other benefit would reasonably appear to be intended to influence the officer or employee in the exercise or performance of his or her official duties;

(2) the gift, tip or other benefit would reasonably be expected to influence the

officer or employee in the exercise or performance of his or her official duties; or

(3) the gift, tip or other benefit would reasonably appear to be intended as a reward for any official action on the part of the officer or employee.

(e) For purposes of this Section, a “gift, tip or other benefit” 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, tip or other benefit shall be deemed to be its 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 shall be deemed to be the face value of the ticket, or the actual cost to the donor, whichever is greater.

(f) Notwithstanding the foregoing, this Section shall not prohibit:

(1) Gifts made to the Town and duly accepted on the Town’s behalf;

(2) Gifts from a person with a family or personal relationship with the officer or employee when it is reasonable to conclude that the personal relationship, rather than the recipient's status as a Town officer or employee, is the primary motivating factor for the gift;

(3) Gifts given on non-recurring 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 less than seventy-five dollars which are publicly presented in recognition of service as a Town officer or employee, or other service to the community; or

(6) Incidental meals and refreshments provided when a Town officer or employee is a speaker or participant at a job-related professional, charitable, educational, or community conference, program or event;

(7) Gifts or benefits having a value of one hundred (\$100.00) dollars or less that are received by a Town officer or employee serving in a capacity listed in Section 11 of the Domestic Relations Law for the solemnization of a marriage by the officer or employee at a place other than his or her normal public place of business or at a time other than his or her normal hours of business;

(8) Gifts or benefits having a value of seventy five (\$75.00) dollars or less that are received by a marriage officer appointed by the Town Board pursuant to Section 11-c of the Domestic Relations Law and serving without salary or wage, for the solemnization of a marriage by the officer or employee.

Section 23-18. Inducement of Others.

[NOTE: THE INDUCEMENT OF ANOTHER TO VIOLATE THE CODE IS ITSELF A VIOLATION. A SIMILAR PROVISION APPEARS IN THE EXISTING CODE.]

No Town officer, employee or independent contractor shall induce a Town officer, employee or independent contractor to violate, nor aid a Town officer, employee or independent contractor in violating, any of the provisions of this Chapter.

ARTICLE III. DISCLOSURE

[NOTE: THIS ARTICLE COLLECTS ALL THREE DISCLOSURE REQUIREMENTS IN A SINGLE PLACE: (1) THE TRANSACTIONAL DISCLOSURE REQUIRED WHEN A CONFLICT OF INTEREST ARISES AND AN OFFICER OR EMPLOYEE RECUSES HIMSELF OR HERSELF, (2) THE APPLICANT DISCLOSURE IN LAND USE APPLICATIONS DERIVED FROM ARTICLE 18 OF THE NEW YORK GENERAL MUNICIPAL LAW, AND (3) ANNUAL FINANCIAL DISCLOSURE WITH PRACTICAL STANDARDS FOR DETERMINING WHO MUST FILE AND A SENSIBLE, STREAMLINED DISCLOSURE FORM.]

Section 23-19. Particular Matter Disclosure.

Whenever a Town officer or employee is required to recuse himself or herself under this Chapter, he or she: (1) shall promptly inform his or her immediate supervisor, if any, and the Board of Ethics; and (2) shall promptly file with the Town Clerk a signed statement disclosing the reason for recusal or, if a member of a board or commission that maintains a public record of its proceedings, shall promptly state that information upon the public record of the board or commission.

Section 23-20. Disclosure of Interests in Town Contracts.

[THIS REQUIREMENT IS DERIVED FROM ARTICLE 18 OF THE GENERAL MUNICIPAL LAW. THE DEFINED TERM “CONTRACT”, AND THE ATTRIBUTION OF INTERESTS OF A RELATIVE ARE SET FORTH IN CONTEXT, WHERE THE APPLICABLE REGULATION APPEARS.]

(a) Where a Town officer or employee, or his or her spouse, knows that he or she has or will have an Interest in any actual or proposed contract, purchase agreement, lease agreement, or other agreement, including oral agreements, with the Town, the officer or employee shall publicly disclose the nature and extent of that Interest in writing to his or her immediate supervisor and to the Board of Ethics as soon as he or she has knowledge of the actual or prospective Interest.

(b) For purposes of this disclosure requirement:

(1) The term “contract” shall mean any claim, account or demand against or agreement with the Town, express or implied; and

(2) A Town officer or employee shall be deemed to have an Interest in the contract of his or her Relative or household member, and any private organization when he or she, or his or her Relative is an owner, partner, member, director, officer, employee or directly or indirectly owns or controls more than 5% of the organization’s equity or debt, whether in the form of outstanding stock or otherwise.

Section 23-21. Applicant Disclosure in Land Use Applications.

[THIS IS DERIVED FROM ARTICLE 18 OF THE GENERAL MUNICIPAL LAW.]

(a) Every application, petition, or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any local law, rule or regulation constituting the zoning and planning regulations of the Town shall state the name, residence, and the nature and extent of the interest of any officer of the state, or any officer or employee of the County of Suffolk, or of the Town, or any party officer as defined by New York Election Law Section 2(4), in the person, partnership or association making the application, petition or request to the extent known.

(b) For the purpose of this disclosure requirement, an officer or employee shall be deemed to have an interest in the applicant when he or she, his or her spouse, domestic partner, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(1) Is the applicant, or

(2) Is an officer, director, partner, or employee of the applicant, or

(3) Legally or beneficially owns or controls stock of a corporate applicant or is a member of a limited liability company, partnership, or association applicant (except that ownership of less than five percent of the stock of a publicly traded corporation shall not constitute an interest for the purposes of this disclosure requirement, or

(4) Is a party to an agreement with such an applicant, express or implied, whereby he or she will receive any payment or other benefit, whether or not for such services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

Section 23-22. Annual Financial Disclosure.

[THIS IS DERIVED FROM ARTICLE 18 OF THE GENERAL MUNICIPAL LAW, AND FROM GUIDELINES DEVELOPED BY THE NEW YORK CITY CONFLICTS OF INTEREST BOARD FOR DETERMINING WHO CONSTITUTES A “POLICY MAKER” FOR PURPOSES OF THE FINANCIAL DISCLOSURE REQUIREMENT.]

(a) Persons required to file annual statements of financial disclosure. The following Town Officers and Employees (“individually and collectively, “Reporting Person”) shall file an annual statement of financial disclosure with the Board of Ethics:

- (1) Elected Town officials,
- (2) Department heads, deputy department heads, and division heads,
- (3) Attorneys serving in the Town Attorney's office,
- (4) Town inspectors,
- (5) Candidates for elective Town office,
- (6) Town Officers or Employees holding a policymaking position.

(b) Policymaking positions. For the purposes of this Section, a person shall be considered to hold a policymaking position if he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a local agency or acts as an advisor to an individual in such a position. In determining whether a person holds a policymaking position, the following factors shall be considered, applied to the powers and duties of the position as set forth in the job description or any applicable law or regulation as well as the actual duties performed by the person:

- (1) Whether the position permits meaningful input into the governmental decision-making process on issues where there is room for principled disagreement on goals or their implementation;
- (2) Whether the powers and duties of the position are broadly defined and require more than the exercise of simple ministerial competence;
- (3) Whether the position permits the person to exercise control over other officers or employees;
- (4) Whether the position involves the establishment of priorities or the development of programs;
- (5) Whether the position requires or authorizes the conducting of studies or entails a significant degree of involvement in the preparation of budgets or budget requests for a

local agency or municipality;

(6) Whether the position authorizes the person to speak on behalf of local elected officials or other policymakers;

(7) Whether the position entails frequent contact with local elected officials or their principal deputies.

(c) Form of statement.

(1) All Reporting Persons shall file a disclosure statement in the form annexed hereto as Appendix A, as such form may be modified from time to time by resolution of the Town Board.

(2) The Board of Ethics shall recommend any amendments to the forms of financial disclosure statement that it deems warranted or that may be required by law, and shall submit such recommended amendments, in the form of a resolution, to the Town Board for consideration.

(d) Time for filing.

(1) Reporting Persons other than candidates for elected Town office shall file financial disclosure statements for the preceding calendar year with the Board of Ethics on or before May 15 of each year.

(2) Candidates for Town elective office shall file financial disclosure statements with the Board of Ethics within thirty days of nomination or designation pursuant to the applicable provisions of the New York Election Law.

(e) Designation of officers and employees required to file annual disclosure statements.

(1) Within ninety days after the effective date of this Chapter, and no later than the last day of March of each year thereafter, the Town Human Resources Office shall: (i) cause to be filed with the Board of Ethics a list of the names and offices or positions of all officers and employees of the Town required to file annual disclosure statements pursuant to this Chapter; and (ii) notify all such officers and employees of their obligation to file an annual disclosure statement.

(2) Any person designated as a person required to file an annual disclosure statement solely by reason of holding of a policymaking position as that term is used in this Chapter, may apply to the Board of Ethics for reconsideration of his or her filing status and the Board of Ethics may, upon reconsideration, grant an exemption from filing based upon the criteria set forth herein.

(f) Maintenance and public inspection of disclosure statements.

- (1) The Town Clerk shall transmit promptly to the Board of Ethics each disclosure statement filed with the Clerk pursuant to this Chapter.
- (2) All statements filed with the Board of Ethics shall be available for public inspection and copying; except that:
 - (i) The Board of Ethics may, on its own initiative, to the extent permitted by the Freedom of Information Law (Article 6 of the New York Public Officers Law) withhold from public disclosure particular information, the disclosure of which would constitute an unwarranted invasion of personal privacy; or
 - (ii) A Reporting Person may request that such information be withheld from public disclosure, and the Board of Ethics, in its discretion, may grant such request to the extent permitted by the Freedom of Information Law (Article 6 of the New York Public Officers Law).
- (g) Review of lists and disclosure statements.
 - (1) The Board of Ethics shall review:
 - (i) The lists of officers and employees required to file annual disclosure statements pursuant to this Chapter, to determine whether the lists are complete and accurate. The Board of Ethics shall add the name of any other officer or employee which the Board of Ethics determines should appear on the list and shall remove the name of any officer or employee which the Board of Ethics determines should not appear on the list.
 - (ii) All annual disclosure statements to determine whether any person required to file such a statement has failed to file it, has filed a deficient statement, or has filed a statement that reveals a possible or potential violation of this Chapter.
 - (iii) All transactional disclosure statements.
 - (iv) All applicant disclosure statements.
 - (2) If the Board of Ethics determines that an annual disclosure statement, a transactional disclosure statement, or an applicant disclosure statement is deficient or reveals a possible or potential violation of this Chapter, the Board of Ethics shall notify the person in writing of the deficiency, or possible or potential violation and of the penalties for failure to comply with this Chapter.

ARTICLE IV. BOARD OF ETHICS

Section 23-23. Board of Ethics.

[NOTE: THIS CREATES A NEW, NON-PARTISAN BOARD OF ETHICS. FOR

THE INDEPENDENCE AND CREDIBILITY OF THE BOARD, MEMBERS SERVE FIXED STAGGERED TERMS AND ELECT THEIR CHAIRPERSON FROM AMONG THE MEMBERS. THE BOARD OF ETHICS IS REQUIRED TO MEET AT LEAST ONCE EACH QUARTER.]

(a) There is hereby established a Board of Ethics for the Town. The Board of Ethics shall consist of five members, appointed by the Town Board. The members of the Board of Ethics shall receive no salary or compensation for their services as members of the Board of Ethics.

(b) The Town hereby exercises its authority under the New York Municipal Home Rule Law to supersede Section 808(2) of the New York General Municipal Law as follows. The members of the Board of Ethics serving at the time of enactment of this Local Law shall continue in office until the expiration of their respective terms. Thereafter, members of the Board of Ethics shall serve for fixed, staggered terms of five years; with the first members so appointed serving for terms of five years, four years, three years, two years, and one year, respectively. No member of the Board of Ethics shall otherwise be an officer or employee of the Town.

(c) No more than two members of the Board of Ethics shall be enrolled members of the same political party.

(d) No member of the Board of Ethics shall be an officer or member of a state, county or town party committee, as defined by the New York Election Law.

(e) The Board of Ethics shall meet at least once each quarter.

(f) The Board of Ethics shall elect a Chairperson from among its members at the first meeting of each year.

(g) The Board of Ethics shall have the confidential advice of legal counsel employed by the Town Board or, if none, the Town Attorney, and the services of a confidential secretary employed by the Town.

Section 23-24. Powers and Duties of the Board of Ethics.

[NOTE: THE MOST IMPORTANT FUNCTION OF THE BOARD OF ETHICS IS TO PROVIDE EDUCATION AND ADVICE SO THAT HONEST TOWN OFFICERS AND EMPLOYEES WILL AVOID INADVERTENT VIOLATIONS BEFORE THEY OCCUR.]

[NOTE: THE BOARD OF ETHICS IS AUTHORIZED TO GRANT WAIVERS WITH THE APPROVAL OF THE RESPECTIVE DEPARTMENT HEAD, AND UPON A FINDING THAT THE WAIVER WOULD NOT CONFLICT WITH THE INTERESTS OF THE TOWN. A WAIVER MAY NOT BE GRANTED FOR CONDUCT THAT WOULD VIOLATE ARTICLE 18 OF THE N.Y. GEN. MUN.]

LAW.]

[NOTE: THE BOARD OF ETHICS IS AUTHORIZED TO INVESTIGATE COMPLAINTS AND IMPOSE PENALTIES FOR VIOLATIONS, INCLUDING CIVIL FINES NOT TO EXCEED \$10,000.]

[ALL TOWN OFFICERS AND EMPLOYEES WILL RECEIVE ETHICS TRAINING WITHIN SIX MONTHS OF ADOPTION OF THE CODE, AND AT LEAST BI-ANNUALLY THEREAFTER.]

- (a) The Board of Ethics shall have the following powers and duties:
- (1) To prescribe and promulgate rules of procedure for the discharge of its duties;
 - (2) To review, index, and maintain on file, and make available for public inspection and copying, lists of officers and employees required to file annual disclosure statements, particular matter disclosure statements, applicant disclosure statements, and annual disclosure statements filed with the Board of Ethics pursuant to this Chapter;
 - (3) To grant exemptions from filing annual statements of financial disclosure from persons designated as policymakers based on the criteria set forth in the Chapter;
 - (4) To grant exemptions from disclosure of identifying client or customer information to the extent permitted by the Freedom of Information Law (Article 6 of the New York Public Officers Law). In determining a request for such an exemption, the Board of Ethics may consider, among other things, such advisory opinion as the reporting individual may obtain from the applicable professional ethics authority. In addition, the Board of Ethics may consider the nature and size of the client or customer; the significance of the application, request, claim or interest in any proposal or matter before the Town; whether the disclosure may reveal trade secrets; whether disclosure may reasonably be expected to create a risk of retaliation against the client or customer; whether disclosure may cause undue harm to the professional relationship between the reporting person and the client or customer; and whether disclosure may result in an undue invasion of the privacy of the client or customer.
 - (5) To review, index, maintain on file, and dispose of complaints and to make notifications and conduct investigations pursuant to this Chapter;
 - (6) To conduct hearings, recommend disciplinary action, assess penalties, make referrals, and initiate appropriate actions and proceedings pursuant to this Chapter;
 - (7) To grant waivers pursuant to this Chapter;
 - (8) To render, index, and maintain on file advisory opinions pursuant to this Chapter;
 - (9) To provide ethics training and education to Town officers and employees;

- (10) To prepare an annual report and recommend changes to this Chapter; and
 - (11) To provide for public inspection and copying of its records, subject to the terms and conditions set forth in this Chapter and in the Freedom of Information Law (Article 6 of the New York Public Officers Law).
- (b) Investigations.
- (1) Upon receipt of a complaint by any person alleging a violation of this Chapter, any applicable State or local law relating to conflicts of interest and municipal ethics including, but not limited to, article 18 of the General Municipal Law, or any related rule, regulation, policy or procedure of the Town of Southampton, or upon determining on its own initiative that any such violation may exist, the Board of Ethics shall have the power and duty to conduct such investigation as it deems necessary or appropriate to carry out the provisions of this Chapter.
 - (2) The Board of Ethics shall acknowledge receipt of all complaints that it receives, and shall proceed with reasonable promptness to conduct such investigations thereof as it deems necessary or appropriate.
 - (3) In conducting investigation, the Board of Ethics may administer oaths or affirmations, subpoena witnesses, compel their attendance, and require the production of books or records that it deems relevant and material.
 - (4) Complainants shall be afforded such whistleblower protections as may be provided by law, including but not limited to the protections set forth in New York Civil Service Law §75-b and New York Labor Law §740, to the extent applicable.
 - (5) The Board of Ethics shall state in writing the disposition of every complaint that it receives and of every investigation that it conducts and shall set forth the reasons for the disposition. All such statements and all complaints shall be indexed and maintained on file by the Board of Ethics.
 - (6) Any person filing a complaint with the Board of Ethics shall be notified in writing of the disposition of the complaint, to the extent permitted by law.
 - (7) All documents and hearings relating to the investigation and hearing of any alleged violation of this Chapter shall be confidential and not available for public inspection or open to the public, except as otherwise required by this Chapter or by the Freedom of Information Law (Article 6 of the New York Public Officers Law). All dispositions, including negotiated dispositions, in which the Board of Ethics finds a violation of this Chapter shall be available for public inspection and copying.
 - (8) Nothing in this Section shall be construed to permit the Board of Ethics to conduct an investigation of itself or of any of its members or staff. If the Board of Ethics

receives a complaint alleging that the Board of Ethics or any of its members or staff has violated any provision of this Chapter, or of any other law, the Board of Ethics shall promptly transmit to the Town Board a copy of the complaint.

(c) Assessment of penalties; referral for prosecution.

(1) Civil fine. In its discretion after a hearing providing for due process procedural mechanisms, the Board of Ethics may assess a civil fine, not to exceed ten thousand (\$10,000) dollars for each violation, upon any Town officer, employee or independent contractor found by the Board of Ethics to have violated this Chapter. The civil fine shall be payable to the Town.

(2) Referral to Prosecutor. The Board of Ethics may refer to the appropriate prosecutor any matter that, in the judgment of the Board of Ethics, might involve criminal misconduct. Nothing contained in this Chapter shall be construed to restrict the authority of any prosecutor or the attorney general to prosecute a violation of this Chapter or of any other law. If such a referral is made, the Board of Ethics shall defer taking any further action in the matter pending a determination by the prosecutor that the matter will or will not result in a prosecution.

(d) Recommendation of other sanctions. In its discretion, after a hearing providing for due process procedural mechanisms and subject to any applicable provisions of law and collective bargaining agreements, the Board of Ethics may recommend that the Town Board impose one or more of the following sanctions:

(1) Disciplinary action. The Board of Ethics may recommend that the Town impose appropriate disciplinary action.

(2) Damages. The Board of Ethics may recommend that the Town initiate an action in the Supreme Court of the State of New York to obtain monetary damages.

(3) Civil forfeiture. The Board of Ethics may recommend that the Town initiate an action or special proceeding, as appropriate, in the Supreme Court of the State of New York to obtain civil forfeiture.

(4) Debarment. The Board of Ethics may recommend that the Town initiate an action or special proceeding, as appropriate, in the Supreme Court of the State of New York for an order of debarment.

(5) Injunctive relief. The Board of Ethics may recommend that the Town initiate an action or special proceeding, as appropriate, in the Supreme Court of the State of New York for injunctive relief to enjoin a violation of this Chapter or to compel compliance with this Chapter.

(e) Nothing in this Section shall be construed to permit the Board of Ethics to take any action with respect to any alleged violation of this Chapter, or of any other law, by

the Board of Ethics or by any member or staff member thereof.

(f) Nothing in this Section shall be construed to permit the Board of Ethics to take any action which would violate the terms of any collective bargaining agreement to which the Town is a party.

(g) Waivers.

(1) Upon written application by a current or former Town officer, employee or independent contractor, and upon written approval by his or her agency head, the Board of Ethics may grant the applicant, or his or her private employer or business, a waiver of any of the provisions of Sections 23-4 (Use of Town position for personal or private gain), 23-6 (Recusal), 23-8 (Investments in conflict with official duties), 23-9 (Private employment in conflict with official duties), 23-10 (Future employment), 23-14 (Nepotism), and 28-17(b) and (d) (Gifts) of this Chapter, where the Board of Ethics finds that waiving such provision would not be in conflict with the purposes and interest of the Town, provided, however, that no such waiver shall permit any conduct or interest otherwise prohibited by Article 18 of the General Municipal Law.

(2) Waivers shall be in writing, shall state the grounds upon which they are granted, and shall be available for public inspection and copying. All applications, decisions, and other records and proceedings relating to waivers shall be indexed and maintained on file by the Board of Ethics.

(h) Advisory opinions.

(1) Upon the written request of any current or former Town officer, employee or independent contractor inquiring about himself or herself, or upon the request of the head of a Town department, agency, board or commission inquiring about a person subject to his or her supervision, the Board of Ethics shall render a written advisory opinion with respect to the interpretation or application of this Chapter, any applicable State and local laws relating to conflicts of interest and municipal ethics including, but not limited to, article 18 of the General Municipal Law, and all related rules, regulations, policies and procedures of the Town of Southampton, to the future, continuing or recurring conduct or interests of such Town officer, employee, independent contractor or his or her outside employer or business.

(2) Advisory opinions and requests for advisory opinions shall be indexed and maintained on file by the Board of Ethics. The Board of Ethics shall publish such of its advisory opinions as it believes will provide guidance to other Town officers or employees, provided, however, that the publicly available copy of such opinions shall contain such deletions as may be necessary to prevent disclosure of the identity of the involved officer, employee, independent contractor or his or her outside employer or business. Advisory opinions and requests for advisory opinions shall otherwise be confidential and not available for public inspection or open to the public, except as required by this Chapter or by the Freedom of Information Law (Article 6 of the New

York Public Officers Law).

- (i) Training and education.

The Board of Ethics:

(1) Shall make information concerning this Chapter available to the officers, employees and independent contractors of the Town, to the public, and to persons interested in doing business with the Town;

(2) Shall develop educational materials and an educational program on the provisions of this Chapter for the officers, employees and independent contractors of the Town, for the public, and for persons interested in doing business with the Town.

(3) The Town Supervisor shall assist the Board of Ethics in the publication, posting, and distribution of a plain language guide and other ethics information and educational materials, including but not limited to posting such ethics information and educational material on the Town website, and in the development and presentation of ethics educational programs.

(4) Each Town officer and employee shall receive ethics training, in such form as determined by the Board of Ethics, within six months of the effective date of this Chapter, and at least bi-annually thereafter.

- (j) Annual reports; review of ethics laws.

(1) The Board of Ethics shall prepare and submit an annual report to the Town Board summarizing the activities of the Board of Ethics. The report may also recommend changes to the text or administration of this Chapter.

(2) The Board of Ethics shall periodically review this Chapter and the administrative procedures promulgated by the Board of Ethics, to determine whether they promote integrity, public confidence, and participation in Town government and whether they set forth clear, reasonable and enforceable standards of conduct.

ARTICLE V. MISCELLANEOUS

Section 23-25. Existing Rights and Remedies.

No existing right or remedy shall be lost, impaired, or affected by reason of this Chapter.

Section 23-26. Posting and Distribution.

(a) The Town Supervisor shall promptly cause a copy of this Chapter, and a copy of any amendment to this Chapter, to be posted publicly and conspicuously in each building under the Town's control. The code shall be posted within ten days following the date

**TOWN OF SOUTHAMPTON
ANNUAL STATEMENT OF FINANCIAL DISCLOSURE**

REPORTING PERIOD: CALENDAR YEAR 20_____

ALL QUESTIONS MUST BE COMPLETED.

1. NAME AND ADDRESS.

Last Name	Middle Initial	First Name
Title		
Department or Agency		
Department or Agency Address		Telephone No.
Residence Address		Telephone No.

2. SPOUSE AND CHILDREN.

Provide the name of your spouse (if married) and the names of any dependent children: If none, place a check mark in the following box.

none.

Spouse	Child/Age
Child/Age	Child/Age

NOTE: FOR QUESTIONS 3 TO 6. DO NOT REPORT EXACT DOLLAR AMOUNTS. INSTEAD, REPORT CATEGORIES OF AMOUNTS, USING THE FOLLOWING:

- CATEGORY A: UNDER \$5,000
- CATEGORY B: \$5,001 TO UNDER \$10,000
- CATEGORY C: \$10,001 TO UNDER \$25,000
- CATEGORY D: \$25,001 TO UNDER \$50,000
- CATEGORY E: \$50,001 TO UNDER \$100,000

CATEGORY F: OVER \$100,000

3. FINANCIAL INTERESTS.

a. *Business Positions.* List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you and your spouse or your dependent children, if any, and indicate whether, to your knowledge, during the reporting period, these entities had any application, request, claim or interest in any proposal before a Town department, agency, board or commission, or any litigation, negotiations or matter requiring the exercise of discretion to which the Town was then a party. If none, place a check mark in the following box.

none

Name of Family Member	Position	Organization	Town Department Agency and Nature or Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. *Outside Employment.* Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse and your dependent children, if any, and indicate whether such activities were regulated by any state or local agency. If none, place a check mark in the following box.

none

Name of Family Member	Position	Name, Address, and Description of Organization	State or Local Agency	Category of Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

c. *Future Employment.* Describe any contract, promise, or other agreement between you and anyone else with respect to your employment after leaving your Town office or position. If none, place a check mark in the following box.

none

d. Past Employment. Identify the source and nature of any income in excess of \$1,000 per year from any prior employer, including deferred income, contributions to a pension or retirement fund, profit sharing plan, severance pay, or payments under a buy-out agreement. If none, place a check mark in the following box.

none

Name and Address of Income Source	Description of Income (i.e., pension, deferred, etc.)	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

e. Investments. Itemize and describe all investments of you, your spouse, and your dependent children, if any, which have a value in excess of \$5,000, or that constitute five percent or more of the debt or equity of any business, limited liability company, partnership, association, or corporation. Include stocks, bonds, loans, pledged collateral, and other investments. List the location of all real estate within the Town of Southampton or within five hundred feet of a boundary of the Town, other than your primary residence, in which you, your spouse, or your dependent children, if any, have an interest, regardless of its value. If none, place a check mark in the following box.

none

Name of Family Member	Name and Address of Business or Real Estate	Description of Investment	Category of Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

f. Trusts. List each interest of you, your spouse, and your dependent children in a

trust or estate or similar beneficial interest in any assets in excess of \$2,000. Do not list IRS eligible retirement plans or interests in an estate or trust of a spouse, child, stepchild, dependent, parent, stepparent, sibling or stepsibling. If none, place a check mark in the following box.

none

Name of Family Member	Trustee/Executor	Description Trust/Estate	Category of Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

g. Other Income. List the source and describe the nature of any other income in excess of \$1,000 per year from any source not described above, including fiduciary positions, teaching income, lecture fees, consultant fees, contractual income, rents or other income of any nature, of you, your spouse and your dependent children, if any. Income from real estate rents derived from real property located in the Town of Southampton, or within five hundred feet of a boundary of the Town should be identified by the property address. Do not list maintenance, alimony or child support. If none, place a check mark in the following box.

none

Name of Family Member	Name and Address of Income Source	Nature of Income	Category of Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. GIFTS AND HONORARIUMS.

List the source of all gifts aggregating in excess of \$250 received during the last year by you, your spouse or dependent child, excluding gifts from a Relative. The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income. If none, place a check mark in the following box.

none

Name of Family Member	Name and Address of Donor	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. THIRD-PARTY REIMBURSEMENTS.

List and describe the source of any third-party reimbursement for travel-related expenditures in excess of \$250 for any matter that relates to your official duties. The term "reimbursement" includes any travel-related expenses provided by anyone other than the Town of Southampton for speaking engagements, conferences, or fact-finding events that relate to your official duties. If none, place a check mark in the following box.

none

Source	Description	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. DEBTS.

List all debts of you, your spouse, and your dependent children in excess of \$5,000. Do not list any obligation to pay maintenance, alimony or child support. Do not list any loan issued in the ordinary course of business by a financial institution to finance educational costs, the cost of home purchase or improvements for a primary or secondary residence, or purchase of a personally owned motor vehicle, household furniture or appliances, or clothing. Do not list credit card debt. If none, place a check mark in the following box.

none

Name of Family Member	Name and Address of Creditor	Category of Amount
-----------------------	------------------------------	--------------------

7. INTEREST IN CONTRACTS.

Describe any interest of you, your spouse, or your dependent children in any contract involving the Town of Southampton or any municipality located within the Town. If none, place a check mark in the following box.

none

Name of Family Member	Contract Description
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

8. POLITICAL PARTIES.

List any position you held within the last five years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with or a subsidiary of a political party. If none, place a check mark in the following box.

none

9. CLIENTS AND CUSTOMERS DOING BUSINESS WITH THE TOWN.

Identify any client or customer: (i) from which, to your knowledge, more than five thousand dollars (\$5,000) in income was derived by you, your firm, limited liability company, partnership, association, or corporation in which you are the owner of

more than five percent of the outstanding shares of corporate stock, and (ii) which, to your knowledge, during the reporting period, had any application, request, claim or interest in any proposal before a Town department, agency, board or commission, or any litigation, negotiations or matter requiring the exercise of discretion to which the Town was then a party.

Do not identify any client or customer that received medical, pharmaceutical or dental services, or mental health services.

Do not identify any client or customer that received residential real estate services, other than services rendered in connection with a land use application.

Do not identify any client or customer represented in connection with an investigation or prosecution by law enforcement authorities, bankruptcy, family court, estate planning, or domestic relations matters.

Do not identify any client or customer represented pursuant to an insurance policy, but identify the source of compensation paid to you or the firm.

Do not disclose information prohibited from disclosure by federal or state law, such as information governed by the Family Court Act or the identity of any minor client or customer.

You may seek an exemption from the Board of Ethics in connection with the disclosure of identifying client or customer information.

If none, place a check mark in the following box.

none

Client or Customer	Town Application Claim, Request or Proposal	Amount of Income by Category
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. DISCLOSURE BY LICENSED PROFESSIONALS AND LOBBYISTS.

a. If you were licensed to practice law, worked as a licensed real estate broker or agent, practiced a profession licensed by the New York State Education Department, or worked as a member or employee of a firm required by law to register as a lobbyist, give

a general description of the principal subject areas of matters that you handled during the reporting period, the compensated services that you performed, and whether you personally provided services directly to clients. If none, place a check mark in the following box.

none

b. If you were licensed to practice law, worked as a licensed real estate broker or agent, practiced a profession licensed by the New York State Education Department, or worked as a member or employee of a firm required by law to register as a lobbyist, and are a partner or shareholder in the firm or corporation that engaged in such activities, give a general description of the principal subject areas of matters that the firm or corporation handled during the reporting period. If none, place a check mark in the following box.

none

I have received and read a copy of the Town of Southampton Code of Ethics.

Signature

Date

DO YOU HAVE QUESTIONS ABOUT THE CODE OF ETHICS? For a confidential advisory opinion, contact the Board of Ethics at the following address, or as provided on the Town's web site:

SECRETARY TO BOARD OF ETHICS

TOWN HALL
116 Hampton Road
Southampton, NY 11968