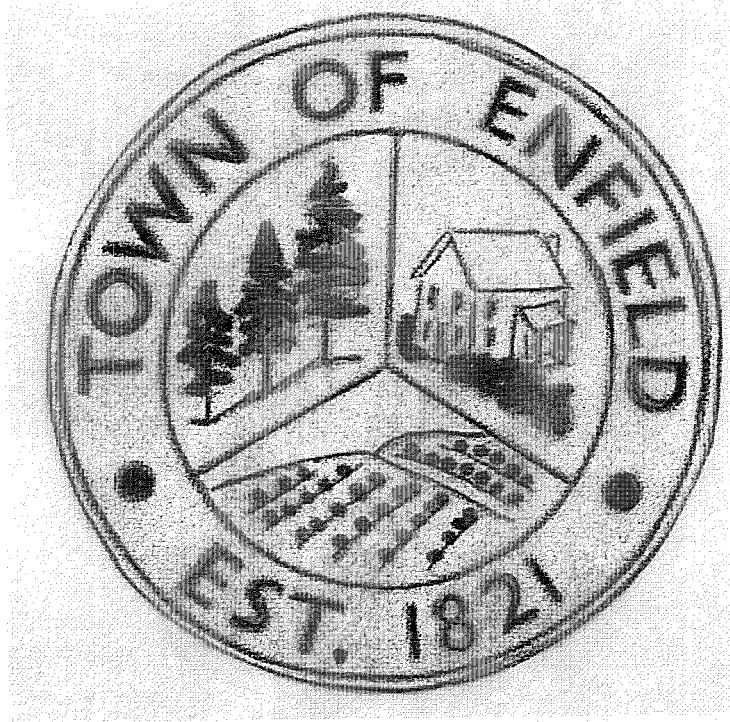


Local Law No. 2 – 2007

A local law to establish standards of conduct for
municipal officers and employees of the Town of Enfield
– Code of Ethics

Town of Enfield



Code of Ethics 2007

(Adopted December 12, 2007)

TABLE OF CONTENTS

		Page
Section I	Introduction	4
Section II	Purpose	4
Section III	Definitions	5
	Municipal Officer or Employee	5
	Interest	5
	Immediate Family Member	5
	Material Interest	5
	Contract	5
	Appear and Appear Before	5
	Customer or Client	5
	Board of Ethics	6
	Gift and/or Financial Benefit	6
	Ministerial Act	6
	Outside Employer or Business	6
	Person	6
Section IV	Standards of Conduct	6
	Standards of Conduct	6
	General Prohibition	6
	Gifts	7
	Confidential Information	7
	Representation Before One's Own Agency	9
	Representation Before Any Agency for a Contingency Fee	9
	Disclosure of Interest in Legislation	9
	Investments in Conflict with Official Duties	9
	Private Employment	9
	Future Employment	10
	Prohibited Actions	10
	Interpretation	10
	Land Speculation	10
	Nepotism	10
	Use of Public Property	11
	Waiver	11
Section V	Disclosure	11
	Key Employees	11
Section VI	Board of Ethics	12
	Membership	12
	Eligibility	12

	Term	12
	Vacancy	13
	Appointment and Removal	13
	Quorum	13
	Compensation	13
	Support Staff and Operation and Maintenance	13
	Town Attorney or Attorney for the Town	13
	Bylaws	13
	Responsibilities	13
	Absent a Town Board of Ethics	15
Section VII	Claims Against the Town	15
Section VIII	Penalties	15
Section IX	Effective Date	15
Appendix A	Form Ethics Disclosure Statement with Memorandum and Committees/Boards & Appointments	17

The Enfield Town Board and the Town of Enfield gratefully acknowledges the following who served on the Ethics Committee to develop and present this Code of Ethics.

Diane Aramini
 Virginia Bryant
 David Dimmick
 Tom Gunningsmith
 Doris Rothermich

TOWN OF ENFIELD CODE OF ETHICS

A Local Law to establish standards of conduct for municipal officers and employees of the Town of Enfield.

Be it resolved by the Town Board of the Town of Enfield as follows:

SECTION I – INTRODUCTION

Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Enfield recognizes that there are rules of ethical conduct for elected and appointed public (municipal) officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the municipal officers and employees of the Town of Enfield. These rules shall serve as a guide for official conduct of the municipal officers and employees of the Town of Enfield. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees. The standards and guidelines set forth in this document are intended to minimize unwarranted suspicion and to avoid any potential or perceived conflicts of interest before they arise.

SECTION II - PURPOSE

The purposes of this document are:

- 1) To establish standards of ethical conduct for municipal officers, employees and consultants of the Town of Enfield;
- 2) To provide officers and employees of the Town of Enfield, whether elected or appointed, paid or volunteer, with clear guidance on such standards;
- 3) To promote public confidence and integrity in the agencies, administrative offices of our local government;
- 4) To facilitate the consideration of potential ethical problems before they arise;
- 5) To minimize unwarranted suspicion;
- 6) To enhance the accountability of government to the citizens of the Town of Enfield by requiring public disclosure of financial interests that may influence or be perceived to influence the actions of Town of Enfield officers and employees; and
- 7) To provide fair and effective administration of this code of ethics.

SECTION III - DEFINITIONS

- 1) Municipal Officer or Employee: Means an elected or appointed officer or employee of the Town of Enfield, whether paid or unpaid, including members of any administrative board, commission, committee or other agency thereof.
- 2) Interest: Means a direct or indirect pecuniary or material benefit accruing to a municipal officer or employee or his/her immediate family. Additionally, the term "Interest" is expanded to include any business partners, or a business, or other entity of which the municipal officer or employee is an owner, partner, officer, director, or significant shareholder (significant shareholder is a shareholder owning stock valued at more than 10% of the organizations net worth). "Interest" is also defined as a person, business, partnership, corporation or other entity who is represented in a professional capacity by the municipal officer or employee or by any business, partnership, corporation or other entity of which the municipal officer or employee is an owner, partner, officer, director or significant shareholder.
- 3) Immediate Family Member: For the purpose of this Code of Ethics, Immediate Family Member is considered to be husband or wife, any children or any parent(s) of the husband or wife. Additionally any other family member residing with the municipal officer or employee are included in this definition.
- 4) Material Interest: For the purpose of this Code of Ethics, Material Interest is termed as any financial interest in any organization that has legislation or contracts or other actions before the Town of Enfield Town Board. All officers of any such or/said organizations would also be termed to have a Material Interest.
- 5) Contract: Any claim, account or demand against or agreement with a municipality, expressed or implied, and shall include the designation of a depository of public funds and 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. "Contract" shall also include, for the purpose of this document, an approval or denial of a rezoning, subdivision, or variance, and shall also include a determination of environmental significance.
- 6) Appear and Appear Before: Communicating in any form, including, without limitation, personally, through another person, by letter, or by telephone.
- 7) Customer or Client: Any person for whom a Town of Enfield officer or employee has directly supplied contractual goods/services during the previous 24 months. Retail sales are excluded from this provision.

- 8) Board of Ethics: The Board of Ethics of the Town of Enfield.
- 9) Gift and/or Financial Benefit: Includes any money, service, license, permit, contract, authorization, loan, travel, entertainment, hospitality, or any promise thereof, or any other gratuity or promise thereof or anything of value. A financial transaction may be a financial benefit but shall not be a gift unless it is on terms not available to the general public. "Gift" and "Financial Benefit" do not include campaign contributions authorized by law.
- 10) Ministerial Act: An action performed in a proscribed manner without the exercise of judgment or discretion as to the propriety of the act.
- 11) Outside Employer or Business:
- (a) Any activity, other than service to the Town, from which the Town officer or employee receives compensation for services rendered or goods sold or produced;
 - (b) Any entity, other than the Town, of which the Town officer or employee is a member, officer, director, or employee and from which he/she receives compensation for services rendered or goods sold or produced; or
 - (c) Any entity in which the Town officer or employee has an ownership interest, except a corporation of which the Town officer or employee owns less than 5% of the outstanding stock.

For purposes of this definition, "compensation" shall not include reimbursement for necessary expenses, including travel expenses.

- 12) Person: Both individuals and entities.

SECTION IV – STANDARDS OF CONDUCT

Standards of Conduct: Every officer (municipal officer) or employee of the Town of Enfield shall be subject to and abide by the following standards of conduct:

- 1) General Prohibition: No Town of Enfield officer or employee shall use his/her official position or office, or take or fail to take any action in a matter which he/she knows or has reason to know may provide a personal financial benefit or secure unwarranted privileges or exemptions for any of the following persons:

- (a) A Town of Enfield officer or employee;
 - (b) His/her outside employer, employee or business;
 - (c) A relative or immediate family member; and
 - (d) A customer or client.
- 2) Gifts: No municipal officer or employee shall directly or indirectly, solicit any gift; or accept or receive any gift having a value of seventy-five dollars (\$75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be expected to influence the performance of official duties or was intended as a reward for any official action. [General Municipal Law, Section 805-a (1)]
- 3) Confidential Information: No municipal officer or employee shall disclose confidential information acquired by him/her in the course of his official duties or use such information to further his/her personal interest. [General Municipal Law, Section 805-a (1)]

The Public Officers Law of New York State requires that counties and towns make many records available for public inspection and copying. Permissible exceptions to this requirement are listed in Section 87, subdivision 2 of that law. Information defined by the Code of Ethics as confidential does not exceed the bounds of those permitted exceptions.

For the purposes of this Code of Ethics, all information falls into one of three categories: the class of information, which is never confidential, the class of information, which is always confidential, and the class of information, which may be confidential.

Some internal or interagency records, communications and reports are never confidential. According to the Public Officers Law, this is true of information that is:

- (a) The result of an external audit; or
- (b) Statistical data; or
- (c) An instruction to staff that affects the public; or
- (d) A final policy or determination made by the town or one of its departments.

Disclosure or use of such information is not restricted by the Code of Ethics.

Information is always confidential when its disclosure would:

- (a) Impair current or imminent contract awards or collective bargaining negotiations; or
- (b) Interfere with law enforcement investigations or judicial proceedings; or
- (c) Deprive a person of their right to a fair trial or impartial adjudication; or
- (d) Constitute a warranted invasion of privacy (legal issues involved in determining whether a given act constitutes an unwarranted invasion of personal privacy can be complicated and will not be addressed here. Interested persons may refer to Section 89, subdivision 2 of the aforementioned Public Officers Law of New York State as a starting point or contact the Attorney for the Town); or
- (e) Endanger the life or safety of any person; or

Information that is always confidential also includes:

- (a) Civil Service examination questions or answers prior to the administration of the exam; or
- (b) Computer access codes; or
- (c) Information that is specified as non-disclosable by federal or state law.

No municipal officer or employee of the Town of Enfield may ever disclose such information or use such information to further a personal interest.

Any information that does not clearly fall into just one of the above categories may be confidential. To be certain of complying with the Code of Ethics, all municipal officers and employees must first request and receive an official determination from the Attorney for the Town that a given piece of information is not confidential before disclosing or making personal use of it. The Attorney for the Town shall determine whether the Town is legally obligated or empowered to deem the information confidential and, in the latter case, whether the Town wishes to deem it confidential. The Attorney for the Town will then notify the requesting party of the result in writing.

The restrictions on disclosure and use of confidential information described herein apply without regard to the circumstances in which the information was acquired

and include information gained through means other than the possessor's association with the Town.

- 4) Representation Before One's Own Agency: No municipal officer or employee shall receive, or enter into any agreement, express or implied for compensation, services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, 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 or employee. [General Municipal Law, Section 805-a (1)]
- 5) Representation Before Any Agency for a Contingent Fee: No municipal officer or employee shall receive, or enter into any agreement, expressed or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered. [General Municipal Law Section 805-a (1)]
- 6) Disclosure of Interest in Legislation: To the extent that he/she knows thereof, a member of the Town Board and any officer or employee of the Town of Enfield, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation. In addition, it should be understood that any member of the Town Board who maintains interest in any corporation whether for profit or not for profit or who has an immediate family member who maintains interest in any such corporation must publicly recuse themselves from voting either for or against any contract or legislation which will provide a material benefit to that corporation.
- 7) Investments in Conflict with Official Duties: No municipal officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction, which creates a conflict with his/her official duties. [General Municipal Law, Section 806]
- 8) Private Employment: No municipal officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties. [General Municipal Law, Section 806] In addition, no such private employment or services shall be allowed or compensated without prior approval by the Town department from which payment

will be made, and full prior disclosure is made and recorded in the minutes of the committee or advisory board on which the person to be paid serves.

- 9) Future Employment: No municipal officer or employee shall, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Enfield in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration. [General Municipal Law, Section 806]
- 10) Prohibited Actions: Whenever, a municipal officer or employee is called upon to vote on, advise on, or otherwise take discretionary action on a "contract" before the Town in which the municipal officer or employee has an interest, the officer or employee shall immediately declare the nature of the interest and shall refrain from taking any action or inaction that would affect the outcome of the matter. Such declaration shall be made a part of the public record concerning the matter.
- 11) Interpretation: In order to maintain the public trust it is important to avoid any appearance of impropriety or conflict of interest therefore all instances involving the appropriateness of abstention from discussion and voting by a member of a Board by virtue of subparagraph (11) above may be referred to the Town Board of Ethics, who shall render an opinion on the propriety of such voting within 30 days. Such interpretive opinion may be requested by any member of the Town Board. Any such interpretation must be consistent with State and Town law.
- 12) Land Speculation: Large-scale land speculation by any municipal officer may be perceived as an abuse of the privilege of office. It is recommended that such officers or others with which the officer has an "Interest" shall not acquire real property or any financial or development interest in real property, of more than a total of 25 acres residential, or more than five acres commercial anywhere in the Town or its contiguous boundaries, for purposes other than the official's primary residence. Land purchased in an agricultural district for agricultural use is excluded from this recommendation.
- 13) Nepotism:
 - (a) Every public officer, and every municipal employee related closer in degree, by blood or marriage, including significant other, than first cousin to any persons seeking employment within any department, section or function of the Town shall disclose such relationship as provided for pursuant to further provisions of this section.

- (b) Any member of any municipal board, commission, or other municipal body related closer in degree by blood or marriage than first cousin or related by shared living circumstances to any person(s) seeking employment or making application before such body shall disclose such relationship as provided for in this section.
 - (c) The disclosure requirements of this section shall be made in writing, directed to the Town Clerk, and shall be made at the earliest opportunity next following the date upon which such officer, employee, or board member first learns or has knowledge of the making of the application by the person seeking employment and/or appointment.
- 14) Use of Public Property: No officer or employee shall request or permit the use of Town-owned vehicles, equipment, materials or property for personal convenience or profit except when such services are available to the public generally or are provided as municipal policy for the use of such officer or employee in the conduct of official duties.
- 15) Waiver: A Town officer or employee may apply for a waiver request form from any of these standards upon a showing of compelling need. A waiver request form will be available from the Town Clerk or the Ethics Board, and may be modified from time to time as deemed necessary.

SECTION V - DISCLOSURE

All elected officials, appointed board members and key employees of the Town of Enfield shall file by April 1st of each year an Annual Disclosure Statement. This Annual Disclosure Statement as shown in "Appendix A" shall be submitted to the Town Clerk of the Town of Enfield. The Town Clerk shall retain the forms on behalf of the Town of Enfield Board of Ethics and make them available for inspection as detailed below.

Key Employees: shall be determined by separate resolution of the Town of Enfield Town Board.

The Town Clerk shall make the information submitted on Annual Disclosure Statements available, on request, to the members of the Board of Ethics, the Town Personnel representative, the Town financial representative and the State auditor. The Clerk shall also make the information submitted on Annual Disclosure Statements available to any other individual submitting a request to see it, as required by the Freedom of Information Law, but shall withhold from their inspection the range of market value investments on the disclosure form.

The Town Clerk shall confirm filing by all required filers. All requests for determination regarding conflicts shall be referred to the Board of Ethics. If the Town Clerk determines that any required filers have not completed and filed an accurate and complete disclosure form, the Town Clerk shall first notify the Town Supervisor for action within two business days. If this action is not completed within two business days then the Town Clerk will notify the Town Board and the Board of Ethics for further action. If any member of the Town Board fails to submit the required form then the Town Clerk will notify the Town Supervisor and the Board of Ethics for action.

SECTION VI – BOARD OF ETHICS

- 1) Membership: There shall be a Board of Ethics which consists of five (5) members each appointed by the majority vote of the Town Board.
- 2) Eligibility:
 - (a) Each member shall be a resident of the Town of Enfield.
 - (b) No member of the Board of Ethics shall hold any office, in any political party; for this purpose membership on a town, county, state or national party committee shall not be deemed to be holding office in a political party; provided, however, that any person who is a chairperson, vice chairperson, secretary, treasurer, or the holder of any similar office in a town, county, state, or national party committee shall be deemed to be holding office in a political party.
 - (c) No more than two (2) Board of Ethics members may be members of the same political party.
 - (d) From the period 12 months prior to appointment throughout his/her term of office, no Board of Ethics member or member of his or her family shall hold elected or any other appointed office or employment with the Town of Enfield, except as a member of a citizens advisory board.
- 3) Term: The members of the Board of Ethics shall serve a term of four (4) years; however two of the original appointees shall be appointed to serve a term of two (2) years. The Board of Ethics chairman shall be determined by majority vote of the Board of Ethics upon the Board's first meeting and will serve for a period of two (2) years. A new Ethics Board chairman will be appointed every two (2) years. No member of the Board of Ethics will be allowed to serve more than two (2) consecutive terms of four (4) years.

- 4) Vacancy: A person appointed to fill a vacancy shall serve the unexpired term of the member that he/she replaces.
- 5) Appointment and Removal:
 - (a) Members of the Board of Ethics shall be appointed by the Town Board of Enfield and may be nominated by any member of the public.
 - (b) Members of the Board of Ethics may be removed by the Town Board for reasons of gross misconduct, substantial neglect of duty, or inability to perform the duties of office, or upon recommendation by the Temporary State Commission on local Government Ethics.
- 6) Quorum: Four (4) members of the Board of Ethics shall constitute a quorum, with the vote of three (3) of the four members being required for action by the Board.
- 7) Compensation: The members of the Board of Ethics shall not be compensated. However, they may be reimbursed for reasonable expenses incurred in the performance of their duties.
- 8) Support Staff and Operation and Maintenance: There shall be support staff and funds appropriated annually by the Town Board toward the Board of Ethics maintenance and operation. Additional funds may be allocated as determined by the Town Board. Accountability for these funds is vested in the Board of Ethics Chairperson.
- 9) Town Attorney or Attorney for the Town: The Town Attorney or Attorney for the Town shall provide legal and advisory services to the Board of Ethics as it may require in the performance of its duties. If the Town Attorney or Attorney for the Town has a potential conflict of interest the Town shall make funds available for outside counsel.
- 10) Bylaws: The Board of Ethics may propose bylaws for its governance, which by law shall become effective upon approval by the Town Board.
- 11) Responsibilities:
 - (a) The members of the Board of Ethics will meet at least once a year and at such other times as the Chair of the Board of Ethics shall convene them and within thirty (30) days after receipt of a written complaint. At each meeting of the Board of Ethics, an opportunity shall be given to hear or receive complaints of alleged unethical practices which may be brought in writing by

any Town employee or official. Any other person may submit a complaint to a member of the Board of Ethics or any person who is a Town official. This person shall submit the complaint to the Board of Ethics. No later than July 1 of each year, the Board of Ethics shall review the filed Financial Disclosure Statements and the attestation which have been submitted by officials and employees and determine if any are not timely filed or are incomplete.

- (b) The Board of Ethics shall review all filed statements and complaints received to ascertain whether a conflict of interest, actual or potential, exists between the public duties of the official or employee and his or her private activities pursuant to this local law.
- (c) The Board of Ethics shall have the authority to take testimony under oath and to recommend to the Town Board that subpoenas be issued to compel the attendance of witnesses and to require the production of any books or records. The Board shall take action on any such recommendation; a majority vote of the total membership of the Town Board shall be required for the issuance of a subpoena by the Board of Ethics.
- (d) In addition to such other powers conferred by this Section, the Board of Ethics may recommend to the official or the employee the manner in which the conflict of interest may be resolved. An affidavit by the official or employee detailing his or her compliance with the recommendations may be sufficient reason to rescind the Board of Ethics decision to require a disclosure or other action. The affidavit must be delivered to the Board of Ethics at a specified time and place as set forth in the Board of Ethics certified, return receipt requested letter to such official or employee. If the official or employee fails to follow the recommendations of the Board of Ethics in eliminating the conflict of interest, that fact shall also be disclosed. Nothing herein contained shall be construed or interpreted to mean that the Board of Ethics is under a duty to make such recommendations to the official or the employee.
- (e) The Board of Ethics may grant limited extensions of time in which to file Financial Disclosure Statements due to justifiable cause or to undue hardship.
- (f) The Board of Ethics may permit an official or employee to delete from his/her Financial Disclosure Statement one or more items of information upon a finding by a majority of the entire Board of Ethics that the information which would otherwise be required to be disclosed has no

material bearing on the discharge of the duties of the official or employee. In this connection, the Board of Ethics may, when requested, issue advisory opinions.

12) Absent a Town Board of Ethics:

- (a) A decision of the Town of Enfield Board of Ethics may be appealed within ten (10) days to the Tompkins County Board of Ethics.
- (b) Absent the appointment of a Town of Enfield Board of Ethics, all matters will be referred to the Tompkins County Board of Ethics by the complaining individual.
- (c) The decision rendered by the Tompkins County Board of Ethics will be deemed final.

SECTION VII - CLAIMS AGAINST THE TOWN

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Enfield, or any agency thereof on behalf of him/her or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

SECTION VIII – PENALTIES

The Town Supervisor of the Town of Enfield shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town of Enfield within sixty (60) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment. Failure to distribute any such copy shall have no effect on the duty of compliance with such code or the enforcement of the provisions thereof. In addition to any penalty contained in any other provision of law; any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

SECTION IX – EFFECTIVE DATE

This Code of Ethics supersedes any previous code of ethics for the Town of Enfield and is to be effective January 1, 2008.

APPENDIX A

MEMORANDUM

TO: TOWN OF ENFIELD: ELECTED OFFICIALS
APPOINTED OFFICIALS
DEPARTMENT HEADS

FROM: Alice Laue, Town Clerk

DATE:

RE: ANNUAL ETHICS DISCLOSURE STATEMENTS

Enclosed is the Annual Ethics Disclosure Statement for 200 _____. Please fill out the enclosed form, and return to the Town Clerk's Office as soon as possible. The Town Board will be making the annual proclamation at the _____ Town Board meeting of the availability of the ethics disclosures statements at the Town Clerk's office, therefore we need to receive your statement no later than _____.

Please contact me if you have any questions or concerns. We appreciate your attention to this matter. Thank you.

TOWN OF ENFIELD
ETHICS DISCLOSURE STATEMENT

Form must be completed in its entirety and filed with the Town Clerk by April 30th

NAME	ADDRESS	
PLACE OF EMPLOYMENT BOARD/DEPARTMENT	TITLE	TOWN

If the answer to any of the following questions is "none", please so indicate.

A. Real Estate Ownership. List the address of each piece of property that you or any member of your family own or have a significant financial interest in. List only real estate that is in the Town of Enfield (the "Town") or outside the Town but adjacent to the Town's boundaries. "Family" means your spouse or equivalent member of a household sharing living expenses with you, and any of the following, if residing with you: child, step-child, brother, sister, parent, or person you claimed as a dependent on your latest state income tax return. "Significant financial interest" shall mean an ownership interest of more than ten percent. "Significant financial interest" shall also include a security interest in the property (such as a mortgagee) of more than \$100,000.00.

Name of Family Member	Relationship	Property Address	Nature of Investment
1.			
2.			
3.			

B. Outside Interests. List the name of any partnership, or unincorporated business (located in the State of New York or which does business in the State of New York) of which you or any member of your family (as defined above) is a member, officer, or employee, or has a significant proprietary interest (an ownership interest of more than 10%). Also list the name of any corporation, whether for-profit and not-for-profit (located in the State of New York or which does business in the State of New York) of which you or any member of your family is an officer, director, or employee, or owns or controls, individually or in combination with you or other members of your family, more than 10% of the outstanding stock. Also list the nature of any self-employment from which you or a member of your family has derived gross income of more than

\$5,000.00 during the previous twelve months. *(In completing this section one can omit reference to any not-for-profit entity that has no business dealings with the Town of Enfield.)*

Name of Family Member	Business/Organization	Nature and Type of Duties or Nature Business/Organization of Affiliation (e.g. partnership, non- profit)
1.		
2.		
3.		

C. **Licensed Professions.** If you practice law, are licensed as a real estate broker or agent, practice another profession licensed by the New York State Department of Education, or are involved in a corporation or business described in paragraph 2 above, set forth below a general description of the principal subject matters undertaken in the stated practice, including the nature of the clients' businesses.

Name of Employer or Entity	Nature of Business	Description of Business Activities Including Nature of Clients' businesses
1.		
2.		
3.		

D. **Contracts With Town.** Set forth below any interest you may have in any contract, oral, written or implied, with the Town. (You may exclude your employment contract with the Town for the principal services you perform for the Town as an officer, employee, or professional consultant to the Town).

Description of Contract (e.g. professional, consulting, supplies)	Nature of Interest in Contract (e.g. owner, supplier, etc.)
1.	
2.	

3.

E. Certification

I hereby certify, under penalty of perjury, that the information disclosed on this form is true and complete.

Signature Date

F. Please read the following excerpt from *Chapter 32* of the Town of Enfield Code titled CODE OF ETHICS and sign the certification below.

§ III-a. Gifts.

- A. No municipal officer or employee shall directly or indirectly, solicit any gift; or accept or receive any gift having a value of seventy-five dollars (\$75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be expected to influence the performance of official duties or was intended as a reward for any official action. [General Municipal Law, Section 805-1 (1)].
- B. Refreshments or meals that are provided as part of an informational presentation in a group setting or as part of a reception shall not be considered gifts under this section.

G. Certification

I hereby certify that I have read section III-a. Gifts of the Town of Enfield's CODE OF ETHICS

Signature Date

Ethics Disclosure

Town of Enfield 2007 Committees/Boards & Appointments

Assessment Review Advisory Board

Linda Heyman
Doris Rothermich
Debra Spencer

Attorney for the Town

Timothy K. Mattison - Personius, Precht, Mattison, et al.

Beautification Committee

Jolee Carlisle
Helen Hetherington

Ann Rider
Debbie Teeter

Bookkeeper

Patricia Podufalski

Cemetery Committee

Councilperson Peggy Hubbell (Chair)
Carol Barnett
Donald Barnet

Code Enforcement Officer

Ronald Clark

Enfield Community Council

Councilperson Jennifer Fisher (Liaison)
Carolyn Tschanz, President
Ann Rider, Vice President

Karen Stevenson, Secretary
Carol Givin, Treasurer
Ellen Cole, Editor

Enfield Town Board

Supervisor Jean Owens
Deputy Supervisor David Bock
Councilperson Jennifer Fisher

Councilperson Robert Harvey
Councilperson Peggy Hubbell
Councilperson Sandra Small

Enfield Town Clerk

Alice Laue
N. Patricia Dougherty (Deputy)

Enfield Volunteer Fire Company, Inc.

Denny Hubbell, President
Larry Stilwell, Vice President
Ron Switzer, Chief
Art Howser, Deputy Chief
Roger Lauper, 1st Assistant
Ben Giles, 2nd Assistant

Kirk VanDee, Captain
Sherry Stevenson, Treasurer
Bill Eisenhardt, Secretary
Gary Nesbitt, Fire Police Captain
Rich Neno, Safety Officer

Enfield Volunteer Fire Company, Inc. - Board of Directors

Greg Stilwell
Geoff Hollister

Dave Owens
Jim Whittaker

Ethics Committee

David Dimmick, Chair
Diane Aramini
Virginia Bryant

Tom Gunningsmith
Doris Rothermich

Facilities Project Manager

Councilperson Robert Harvey

Fire, Disaster & EMS Advisory Board

Larry Stilwell, EVFC (Delegate)
Larry Lanning, EVFC (Alterante)

Fire Protection Committee

[To Be Determined]

Highway Department Employees

Superintendent David Miller
Ronald McFall, Deputy
Raymond Poole
Charles Sinclair

Highway Facility Development Committee

Supervisor Jean Owens
Engineer Dan Walker

Councilperson Robert Harvey
Hwy. Superintendent David Miller

Intermunicipal Recreation Partnership

Councilperson Jennifer Fisher (Delegate)
Councilperson Robert Harvey (Alternate)

Justices/Court Clerks

Justice Betty Poole
Justice James Varricchio

Beverly Hubbard, Clerk
Tiffany Poole, Clerk

Newsletter Committee

Councilperson Jennifer Fisher

Personnel Committee

Councilperson Sandra Small, Chair
Supervisor Jean Owens
Councilperson Robert Harvey
Hwy. Superintendent David Miller
Raymond Poole (Highway)

Planning Board

Councilperson Peggy Hubbell, Liaison
James McConkey, Co-Chair (Expires 12/13)
Virginia Bryant, Co-Chair (Expires 12/10)
Deborah Teeter (Expires 12/07)
Douglas Willis (Expires 12/08)
Richard Neno (Expires 12/09)
Calvin Rothermich, Ag & Mkts. (Expires 12/08)
Ann Chaffee (Expires 12/11)
Vacancy (Expires 12/12)

Tompkins County Council of Governments (TCCOG)

Supervisor Jean Owens (Delegate)
Councilperson Robert Harvey (Alternate)

Tompkins County Environmental Management Council Representative

Michael Miles

Tompkins County Legislature

Greg Stevenson (Enfield/Newfield)
Jim Dennis (Enfield/Ulysses)

Tompkins County Youth Board Representative

Councilperson Jennifer Fisher

Website Master & Town Historian

Sue Thompson