TOWN OF MENDON
LOCAL LAW # 1 OF 2026
Updates to the Code of Ethics
Adopted: October 5, 2026

SECTION 1. AUTHORIZATION

The adoption of this Local Law is in accordance with Section 806 of the New York State General Municipal Law and Section 10 of the Municipal Home Rule Law. It is the intent of this Local Law to supersede any statutes or regulations which may be inconsistent with the provisions herein, all pursuant to the power delegated to the Town by the General Municipal Law and the Town of Mendon's municipal home rule powers under the Municipal Home Rule Law.

SECTION 2. PURPOSE AND PRINCIPLES

Pursuant to the provisions of § 806 of the General Municipal law, the Town Board of the Town of Mendon recognizes that there are rules of ethical conduct for officers and employees that must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this chapter to promulgate these rules of ethical conduct for the officers and employees of the Town of Mendon. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Mendon.

The rules of ethical conduct of this chapter, as adopted, shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

The Town of Mendon is committed to conducting public business with transparency, integrity, accountability, fairness, and respect. All municipal officers and employees, regardless of position, seniority, compensation, or status, are expected to uphold these principles in carrying out their Town responsibilities.

This Code addresses both traditional governmental ethics, including conflicts of interest, gifts, confidential information, outside employment, use of Town resources, and obligations to the public, and professional workplace conduct. Nothing in this chapter shall be interpreted to limit rights or obligations established by law, collective bargaining agreement, civil service requirements, or other duly adopted Town policies.

SECTION 3. DEFINITIONS

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

INTEREST — As defined in Subdivision 3 of § 800 of the General Municipal Law.

MUNICIPAL OFFICER OR EMPLOYEE — As defined in Subdivision 5 of § 800 of the General Municipal Law.

CONFIDENTIAL INFORMATION — Information obtained through Town service that is not publicly available and that is protected from disclosure by law, privilege, policy, or the nature of the information.

TOWN RESOURCES — Town funds, work time, vehicles, equipment, materials, information systems, supplies, facilities, records, and other property owned, leased, or controlled by the Town.

SECTION 4. STANDARDS OF CONDUCT

Every officer or employee of the Town of Mendon shall be subject to and abide by the following standards of conduct:

1. **Gifts and improper influence**. No municipal officer or employee shall, directly or indirectly, solicit any gift or accept or receive any gift having a value as provided in § 805-a of the General Municipal Law, whether in form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the officer or employee in the performance of official duties or was intended as a reward for any official action.

2. **Confidential information**. No municipal officers or employee shall disclose confidential information acquired in the course of official duties, except when required or authorized by law, or use such information to further a personal, private, political, or financial interest.

   Officers and employees shall appropriately protect confidential information obtained through Town service and shall limit access to such information to legitimate Town purposes and to information reasonably necessary for the individual's official responsibilities.

   Nothing in this provision shall be construed to prohibit lawful disclosures, including disclosures required by the Freedom of Information Law, subpoena, court order, or other applicable law.

3. **Compliance with law and Town policy**. Officers and employees of the Town of Mendon shall comply with applicable federal, state, and local laws and regulations and with duly adopted Town policies, rules, procedures, and lawful directives applicable to their duties.

4. **Representation before one's own agency.** No municipal officer or employee shall receive compensation or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Town of Mendon over which the officer or employee has jurisdiction or to which he has the power to appoint any member, officer or employee.

5. **Representation before any agency for a contingent fee**. No municipal officer or employee shall receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Town of Mendon, whereby the compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

6. **Disclosure of interest in legislation.** To the extent that the officer or employee knows thereof, a member of the Town Board and any officer or employee of the Town of Mendon, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before said Board shall publicly disclose on the official record the nature of extent of any direct or indirect financial or other private interest he has in such legislation.

6. **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 other private transaction which creates a conflict with his official duties.

7. **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 official duties.

8. **Future employment.** No municipal officer or employee shall, after the termination of service or employment with the Town of Mendon, appear before any board or agency of the Town of Mendon in relation to any case, proceeding or application in which he personally participated during the period of his service or employment of which was under his active consideration.

9. **Use of Town of Mendon-owned equipment or property.** No municipal officer or employee shall request or permit the use of Town of Mendon owned vehicles, equipment, material 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 business.

10. **Obligation to citizens.** No officer or employee of the Town of Mendon shall use or attempt to use his official position to secure unwarranted privileges or exemptions for themselves or others or grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. An officer or employee of the Town of Mendon should not by his conduct give reasonable basis for the impression that any person can unduly influence him or improperly enjoy his favor in the performance of his official duties or that he is affected by the kinship, rank, position or influence of any party or person.

11. **Honesty, integrity, and accountability.** Municipal officers and employees shall act honestly and with integrity in all Town matters. They shall communicate truthfully and

respectfully; shall not knowingly engage in fraud, deception, falsification, or material misrepresentation; shall honor official commitments; and shall take responsibility for their actions and decisions. Town records, reports, certifications, communications, and other official information shall be prepared and maintained accurately and in accordance with applicable law and policy.

12. **Respectful and professional conduct.** Municipal officers and employees shall treat coworkers, residents, applicants, contractors, volunteers, members of the public, and others with dignity, fairness, professionalism, and respect. The Town values a workplace and public-service environment in which different backgrounds, experiences, opinions, and perspectives are treated respectfully.

    Discrimination and harassment prohibited by applicable law or Town policy will not be tolerated. Bullying, intimidation, threats, retaliation, or other abusive or unfair treatment that undermines a safe and productive workplace is inconsistent with this Code. Good-faith disagreement, constructive criticism, appropriate supervision, performance management, and respectful debate are not, by themselves, violations of this provision.

13. **Reporting suspected violations and protection from retaliation.** Municipal officers and employees are expected to report suspected violations of this Code promptly and in good faith to the Town Board, Board of Ethics, or other appropriate Town authority. No officer or employee shall retaliate against, intimidate, threaten, coerce, discriminate against, or otherwise take adverse action against a person because that person, in good faith, reported a suspected violation of this Code, raised an ethical concern, sought guidance concerning compliance with this Code, or participated in a review or investigation of a reported concern.

    Nothing in this provision shall prevent the Town from addressing knowingly false reports or statements made in bad faith

SECTION 5. FILING OF CLAIMS

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 Mendon or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

SECTION 6. DISTRIBUTION OF CODE OF ETHICS

The Supervisor of the Town of Mendon shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town of Mendon within 30 days after the effective date of this chapter. 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 copy of this Code of Ethics, or failure of any officer or employee to receive such copy, shall have no effect on the duty of compliance with such code nor on the enforcement of the provisions thereof.

SECTION 7. BOARD OF ETHICS

1. There is hereby created and established a Board of Ethics consisting of five (5) members who shall be residents of the Town of Mendon, to be appointed by the Town Board, and who shall serve without compensation and at the pleasure of said Board. A majority of such members shall be persons other than officers or employees of the Town of Mendon, and one (1) member shall be an officer or employee of the Town of Mendon.

2. The Board of Ethics shall have the powers and duties prescribed by Article 18 of the General Municipal Law and shall render advisory opinions to the officers and employees of the Town of Mendon with respect to Article 18 of the General Municipal Law and this Code of Ethics, adopted pursuant to such Article, under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of amendments to the Code of Ethics upon request by the Town Board.

SECTION 8. PENALTIES FOR OFFENSES

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 9. AMENDMENTS

This Code of Ethics may be amended from time to time by the Town Board to improve the administration of the town and protect the public or by supplementing the coverage of this code, to the extent permitted by law.