

Chapter 4. CODE OF ETHICS OF THE TOWN OF MONROE, NY

Article I. Intent of Town Board.

§ 4-1. Title.

This chapter shall be known as the "Code of Ethics of the Town of Monroe, NY."

§ 4-2. Declaration of Policy.

The Town Board of the Town of Monroe recognizes that there are standards of ethical conduct for public Officials, Employees, and Consultants which must be observed if public confidence is to be maintained in our local government. The proper operation of the Town government requires that its Officials, Employees, and Consultants be independent, impartial, objective, unbiased and responsible to the people of the Town of Monroe; that public office not be used for personal gain; that public Officials, Employees, and Consultants maintain the highest standards of integrity and discharge faithfully the duties of their offices, regardless of personal considerations; and that the public have confidence in the Officials, Employees, and Consultants thereof.

§ 4-3. Purpose, Statutory Authority, and Applicability.

A. The purpose of the Code of Ethics of the Town of Monroe ("Code") is to:

1. Establish clear standards of ethical conduct for the Officials, Employees, and Consultants of the Town of Monroe which shall serve as a guide for conduct in the exercise and performance of their official powers and duties;
2. Provide Officials, Employees, and Consultants with guidance on such standards;
3. Promote public confidence in the integrity of Town government;
4. Facilitate the consideration of ethical problems before they arise, minimize unwarranted suspicion, and enhance the accountability of Town government to the people;
5. Require public disclosure of financial interests that may influence or be perceived to influence the actions of Officials, Employees, and Consultants;
6. Ensure transparency through public disclosure; and
7. Provide for the fair and effective administration of this Code of Ethics.

B. The statutory authority for the enactment of this Code of Ethics is Section 806 of the General Municipal Law of the State of New York ("GML") and Section 10 of the Municipal Home Rule Law of the State of New York.

C. This Chapter is intended to be supplementary. It shall not authorize any conduct prohibited by Article 18 of the GML or any other general or special law relating to ethical conduct and interest in contracts. Should a higher standard of disclosure of conflict of interest be required by this Chapter than that required by Article 18 of the GML, then the provisions of this Chapter shall apply. No other legal, contractual, or employment requirements pertaining to the conduct of Officials, Employees, and Consultants is intended to or shall be superseded by this Chapter.

Article II. Standards of Conduct.

§ 4-4. Definitions; Conflicts with Other Standards.

A. For the purposes of this chapter, the following terms shall have the meanings indicated:

Confidential Information

All information that is disclosed to, or acquired by, the Town, its boards, commissions, agencies, Officials, Employees, and Consultants, in connection with their activities for or on behalf of the Town and that may be lawfully withheld from disclosure to the public under statute, including Freedom of Information Law, Civil Rights Law, Personal Privacy Law, and Open Meetings Law. Confidential Information shall not include any information which was or becomes publicly disclosed other than by breach of this Code or is received independently from a third party free to lawfully disclose such information.

Consultant

Any individual, group or firm which renders services to the Town or any Official, Town Board, Planning Board, Zoning Board of Appeals or any other Town agency, board or commission and earns compensation of \$7,000 or more from the Town over any 12 month period.

Disclosure Statement

Any reporting document required to be filed in order to disclose information pursuant to §§ 4-6 and/or 4-7 below, as well as any changes or modifications thereto.

Family Members

Grandparents, parents, step-parents, spouses, domestic partners, in-laws, children, dependents, grandchildren, siblings, step-siblings, and household members of an Official, Employee, or Consultant.

Interest

A direct or indirect financial or material benefit, ownership, claim, right, or privilege, including that arising from a contract, but not including any benefit, right, or privilege 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. Any claim, account, or demand against or in agreement with the Town, express or implied, including designation of a depository of public funds and the designation of an official newspaper, and direct or indirect pecuniary or material benefit accruing to an Official or Employee as the result of a business or professional transaction with the Town.

For the purposes of this chapter, an Official or Employee shall be deemed to have an Interest in:

1. The affairs of his or her Family Members;

2. A property, organization, or legal entity of any kind, including, but not limited to, a corporation, LLC, partnership, trust or association of which he or she, a Family Member, or a donor to his or her election campaign of more than \$2,500 within the preceding 24 months or \$5,000 within the preceding 60 months, is a partner, director, officer, employee, or owns or controls, directly or indirectly, more than five percent (5%) of the outstanding shares of ownership of the property, organization, or legal entity.

Official or Employee

Any elected or appointed official or any employee of the Town, whether paid or not, including members of any governing board, administrative advisory board, commission or other agency thereof, including but not limited to Town Board, Planning Board and Zoning Board of Appeals. For the purpose of this chapter, no person shall be deemed an Official or Employee solely by reason of being a volunteer in any service organization, including but not limited to volunteer firemen (other than the Chief or Assistant Chief) or employed by the Town as the result of a contractual agreement other than a collective bargaining agreement.

Town

The Town of Monroe or any of its boards, commissions or agencies, whether operated or funded solely by the Town of Monroe or jointly with one or more other municipalities.

Town Board

Consists of the Town Supervisor and the Town Councilmen, and any future additions thereto.

- B. Should any Official, Employee, or Consultant be subject to another code of ethics or professional conduct (i.e., Town Justice), he or she shall be subject to the conditions of both this Code and the other code(s) and the more stringent standards among them will apply.

§ 4-5. Standards of Conduct.

- A. Misuse of Office.

A general prohibition on the use of municipal office for private gain: Without proper authorization and prior public disclosure and only in conformance with this Code, an Official, Employee, or Consultant shall not use his or her position or office, or take or fail to take any action, in a manner which he or she knows or has reason to know may result in a material personal financial or other benefit for any of the following:

1. Himself or herself;
2. His or her outside employer or business or a customer thereof;
3. A Family Member;
4. An entity or property in which the Official, Employee, or Consultant has an Interest or had an Interest within the preceding 12 months;
5. A person or entity from whom the Official, Employee, or Consultant has received a gift or good or services for materially less than fair market value during the previous 12 months; or

6. A person or entity with which the Official, Employee, or Consultant has had a material financial relationship, other than one generally available to the residents or taxpayers of the Town, within the preceding 12 months.

B. Employment.

1. No Official, Employee or Consultant shall have any Interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in conflict with the proper discharge of his/her duties unless such conflict is waived by resolution of the Town Board.
2. No Official, Employee, or Consultant shall engage in, solicit, negotiate for, promise to accept, or accept 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.
3. No Official or Employee shall knowingly acquire, solicit, negotiate for, or accept any Interest, or perform or fail to perform any act that would result in a violation of this Code.

C. Disclosure of Confidential Information.

1. No Official, Employee, or Consultant shall accept employment or engage in a business or professional activity which will require him/her to disclose Confidential Information gained by reason of official position or authority.
2. No current or former Official, Employee, or Consultant shall disclose Confidential Information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interests or the private interests of others.

D. Misuse of Authority.

1. No Town Official, Employee, or Consultant shall use or attempt to use his/her official position to secure unwarranted privileges, benefits, advantages, rights, or exemptions for himself/herself or others.
2. No Official, Employee, or Consultant shall use or attempt to use his or her official position to, knowingly and willfully, harass or make false statements about a resident, applicant or entity doing business with the Town, Official, Employee, or Consultant.
3. No Official, Employee, or Consultant shall by his/her conduct provide a reasonable person with the impression that another can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties or that he/she is unduly affected by kinship, rank, position or influence of any group, party or person.

E. Non-Town Compensation.

No Official, Employee, Family Member, or Consultant shall receive compensation (financial or otherwise) or enter into any agreement to receive compensation, express or implied, with respect to any matter which is, was or will be before the Town for determination by any Official, Employee, Consultant, department, board, agency, or commission of the Town except as a part of the official responsibilities of the members of the agency, department, board or commission, or as a function of the official position of the Official, Employee, or Consultant.

F. Gifts.

No Official, Employee, or Consultant shall accept any gifts or gratuities, in excess of \$50 in value per year. Cash gifts or gratuities are prohibited. The recipient of any such gift or gratuity shall immediately return the same to the giver and shall notify the Town of Monroe Board of Ethics, in writing, of this incident.

G. Investments.

1. Officials, Employees, and Consultants shall abstain from involvement in enterprises which he or she has reason to believe may be directly involved in decisions to be made or advice to be given by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.
2. No Official, Employee, or Consultant of the Town of Monroe shall invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction, which creates a substantial conflict with his/her official duties.

H. Business transactions.

No Official, Employee, or Consultant shall engage in any transaction as a representative of the Town or a Town agency or department or other office with any business entity in which he or she or any Family Member has an Interest.

I. Future Employment.

1. No Official or Employee shall seek any non-municipal employment with any person or entity he or she is dealing with in his or her Town position.
2. No Official or Employee, for the 2 year period after serving as an Official or Employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Town office, board, department or comparable organizational unit for which he or she served.
3. No Official or Employee, at any time after serving as an Official or Employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Official or Employee.

J. Discrimination.

No Official, Employee, or Consultant or member of any service or other organization chartered by or directly or indirectly sponsored or supported by the Town shall:

1. Discriminate or cause voluntary segregation, directly or indirectly, based upon creed, color, national origin, sex, sexual preference or disability or allow the preceding to be factors affecting the recruitment, selection, placement, assignment, compensation, or promotion of any Official, Employee, or Consultant, or any member of such service or other organization.

2. Permit, directly or indirectly, the use of any Town property, equipment or services by any person or persons, organizations, corporations or any other group which directly or indirectly discriminates as set forth in Subsection **J(1)** above.
3. Allow the Town to knowingly have any financial or business dealings with any organization which discriminates as set forth in Subsection **J(1)** above.

K. Appearances and Representation.

No Official, Employee, or Consultant shall represent any third party or entity in any matter that third-party or entity has before the Town Board or any board, commission or agency thereof, nor represent any third party or entity in any matter that involves the Town.

L. Recusal.

Unless properly disclosed and authorized, an Official or Employee shall promptly recuse himself or herself from acting on a matter before the Town when acting on the matter, or failing to act on the matter, may financially benefit any of the persons or entities listed above in § 4-5(A), a donor to his or her election campaign of more than \$2,500 within the preceding 24 months or \$5,000 within the preceding 60 months, or if he or she has, or had within the preceding twelve (12) months, an Interest materially affected by the matter. Recusal requires having no involvement in the matter at all – not participating in the voting, deliberations, discussion, or communications, including, but not limited to, emails, telephone conversations, and conference calls concerning the matter. The person who is recused should leave the room when the matter is discussed.

M. Misuse of Municipal Resources.

No Official, Employee, or Consultant shall use municipal letterhead, personnel, equipment, supplies, or resources for a non-governmental purpose nor engage in personal or private activities, including campaigning or electioneering, when he or she is required to work or is at work for the Town.

N. Political Solicitation and Coercion of Subordinates.

No Official or Employee shall knowingly request or threaten or knowingly authorize anyone else to request or threaten any subordinate of the Town Official or Employee in order to induce them to participate in an election campaign, undertake political activity, or contribute to a political committee or campaign.

O. Inducement of Others.

No Official or Employee shall induce or aid another Official or Employee to violate any of the provisions of the Code.

Article III – Mandatory Disclosures.

§ 4-6. Disclosure of Interest.

Annual disclosure of property interests plays a critical role in an effective Code of Ethics. By alerting Town citizens and Officials, Employees, and Consultants of potential conflicts of interest, the intention is to avoid violations. **It should be noted that failure to make the required disclosure filings on a timely basis is a violation of the Code of Ethics of the Town of Monroe and subject to penalty as specified in this Chapter.**

A. All Officials, Employees, and Consultants are required, (1) annually by the date specified by the Town, and (2) within 30 days of taking office or within 30 days of the effective date of this chapter, to file a Disclosure Statement, in writing, to the Town Clerk, disclosing all land holdings in the unincorporated area of the Town of Monroe, and all land holdings in the incorporated area of any villages within the Town of Monroe, whether held personally, by a Family Member, jointly with a Family Member, as defined in this chapter, jointly in partnership with others, as a corporate entity or trust and the name of any partnership, corporate entity, or trust of which he or she or a Family Member is an officer, director or employee or of which he or she or a Family Member, legally or beneficially, owns or controls more than 5% of the outstanding stock or interest, and his or her position, and his or her or Family Members' position, if any, with the partnership, corporate entity or trust.

B In the event that a change occurs with respect to any of the information required on the aforesaid Disclosure Statement, the party required to file such a statement shall file an amended statement reflecting any such change in circumstances within 60 days from the date thereof, unless requested by the Board of Ethics to do so sooner, in which case such amended statement shall be filed within 10 days of the request for the same.

§ 4-7. Disclosure of Conflict of Interest.

A. Any Official, Employee, or Consultant who has an Interest (as defined above in section 4-4) materially affected by a matter before the Town Board or any other board, agency, or commission thereof, shall publicly disclose on the official record of the Town Board the nature and extent of such Interest within five (5) days of discovery. Said Official, Employee, or Consultant shall also file a written summary of that disclosure with the Board of Ethics within 10 days of said public disclosure.

B. If any Official, Employee, or Consultant has a potential or actual conflict of interest in a matter before the Town or any of its boards, agencies, or commissions, or in the performance of his public duties, he or she shall make known to the Town Board and any other board, agency, or commission of the Town affected, and the Board of Ethics, within 10 days of discovery thereof, the nature of such conflict and shall refrain from any participation whatsoever in the matter so as to avoid true conflict.

Article III. Board of Ethics.

§ 4-8. Establishment.

A. The Town Board hereby re-establishes and shall maintain the Board of Ethics, consisting of nine (9) members, one of whom shall be a Town Employee, which Board of Ethics shall have the powers and duties set forth in this Code of Ethics. The Town Board shall provide appropriate adequate funds for the Board's maintenance and operation.

B. Appointment.

The members of the Board of Ethics shall be appointed by the Town Board. Each appointment shall be made by a 3/5 vote of the Town Board.

C. Terms.

Each member shall serve for a term of three years. Terms shall commence on January 1st and terminate on December 31st. Three board members shall be appointed at the Town Board's annual reorganization meeting. Board members shall serve no more than three consecutive three years terms. Any successor shall serve the unexpired term of the board member they replaced.

D. Counsel.

The Town Attorney shall provide such legal and advisory services to the Board of Ethics as it may require in the performance of its duties. The Town Attorney (and his or her staff) is prohibited from disclosing any confidential matters of the Board of Ethics to anyone outside the Board and the Town Attorney's office, unless authorized or directed to do so by the Board of Ethics.

E. Qualifications of Board of Ethics members.

1. All members of the Board of Ethics shall reside within the Town.
2. No member shall hold office in any political party, serve on a town election campaign committee, or be employed as a lobbyist in a town election campaign.

F. Compensation.

The members of the Board of Ethics shall not receive compensation for the performance of their official duties but shall be reimbursed for reasonable and necessary expenses incurred in the performance of their official duties.

G. Removal of members of the Board of Ethics.

A member of the Board of Ethics may be removed by a 4/5 majority vote of the Town Board for cause amounting to a substantial neglect of duty (including poor attendance), gross misconduct in office, inability to discharge the powers or duties of office, or willful violation of this Code, after receipt of written notice and a reasonable opportunity for response.

H. Board of Ethics Meetings and Quorum.

1. The Board of Ethics shall hold at least one meeting per calendar year.
2. At its first meeting each year, which shall be a public meeting, the Board of Ethics shall elect a Chairperson from among its membership and appoint a Secretary.
3. A vote of at least six members shall be required for the Board to take any action.
4. The Chairperson of the Board of Ethics, or any five members, may call a meeting of the Board of Ethics. If five members other than the Chairperson call such meeting, those five members shall give written notice to the Chairperson of the meeting date, which shall be on a Monday through Thursday, and the time and location of such meeting. Any meeting called by the five members other than the Chairperson shall be called at least seven days after notice of such meeting is mailed to the Chairperson and also received by the Town Clerk.

I. Powers and duties of the Board of Ethics.

The Board of Ethics shall have the following powers and duties:

1. To prescribe and promulgate rules and regulations governing its own organization and procedures in a manner consistent with this Code;

2. To review Disclosure Statements and Annual Code of Ethics Certification Forms for completeness and sufficiency pursuant to §§ 4-6, and 4-7 of this Code and report thereon;
3. To initiate and/or conduct investigations, including but not limited to, investigations arising pursuant to § 4-9 of this Code. Should an individual, directly or indirectly, deny or inordinately delay compliance with a request for information, documents and correspondence (in any form) or interviews, the Board of Ethics shall have the authority and power, upon majority vote, to subpoena people and documents, administer oaths, take testimony under oath, and create a record thereof;
4. To recommend disciplinary action and initiate appropriate actions, proceedings, and penalties herein authorized.
5. To issue Advisory Opinions pursuant to § 4-9 of this Code and Compliance Opinions pursuant to § 4-11 of this Code.
6. To provide training and education to Officials, Employees, and Consultants on the provisions of this Code.
7. To prepare an annual report to the Town Board, summarizing the activities of the Board of Ethics, and recommend changes to this Code, as necessary.

J. The Board of Ethics may act only with respect to Officials, Employees, and Consultants.

K. The Board of Ethics may refer any matter within its jurisdiction to the County or State Ethics Board.

§ 4-9. Investigation of Alleged Violations.

A. Any Town resident may transmit a notification of an alleged violation of the Code of Ethics to the Board of Ethics by using the Code of Ethics Notice of Violation form (“Notice of Violation”) which shall be available on the Town’s website and in a pre-printed form at the Office of the Town Clerk. All materials must be enclosed in a sealed envelope addressed to the Chairperson of the Board of Ethics and delivered to the Town Clerk. The Town Clerk shall immediately notify the Chairperson of the Board of Ethics that a notice has been received, storing it in the sealed envelope for pickup by the Chairperson. **Notices of Violation are highly confidential, must not be reviewed by any person, and must not be copied, except by the Chairperson of the Board of Ethics, its members, its counsel, and those specifically designated by the Board of Ethics.**

B. The Board of Ethics shall investigate the Notice of Violation in reasonably prompt fashion. In conducting any such investigation, the Board (or a member thereof conducting such investigation pursuant to authorization from the Board of Ethics) may request from the Town Board or any other Town board, commission or agency, or any Officer, Employee, or Consultant, any information, materials, and assistance necessary to properly conduct the investigation without the need for adhering to Freedom of Information protocols when soliciting Town Government. Officials, Employees, and Consultants will respond to such requests in a timely fashion by providing the requested information, materials, and assistance unless otherwise prevented from doing so by applicable law.

C. Pursuant to the application of law and this Code, the Board of Ethics shall render a written decision on whether a violation has occurred and report the determination to the Town Board in the form of an Advisory Opinion after conducting with due diligence an investigation of the matter set forth in the Notice of Violation. The decision shall set forth the reasons for the decision and any additional conclusions or recommendations. The Board of Ethics shall, when warranted, recommend Sanctions and Penalties, which recommendation shall

not be binding on the Town Board. Thereafter, all such Notices of Violation and Advisory Opinions shall be public records, unless excepted by other statute, and shall be indexed and maintained on file by the Board of Ethics.

D. The Board of Ethics is not permitted to conduct an investigation of any of its members. Should the Board of Ethics receive notification alleging that it or any of its members has violated any provision of this Code or any other law, the Board of Ethics shall promptly refer the matter to the County or State Ethics Board.

§ 4-10. Disciplinary Action.

A. The Town Board will consider in good faith the entirety of any Advisory Opinion from the Board of Ethics. Within 30 days of receiving the Advisory Opinion, the Town Board will provide a written response to the Board of Ethics for each Advisory Opinion for which the Board of Ethics had determined a violation occurred informing the Board of Ethics whether or not it will pursue the matter itself and, if so, what actions it will take (including penalties and/or sanctions), and if not, why not.

B. After receiving the Advisory Opinion from the Board of Ethics, the Town Board may conduct a hearing on the matter in accordance with the applicable laws. Upon completion of such hearing, the Town Board may, in the appropriate case, impose sanctions and/or penalties.

C. If a hearing is held, the Town Board shall conduct and complete the hearing within 30 days after receiving the Advisory Opinion or as soon as practicable thereafter. The Town Board shall advise the Board of Ethics of its decision on the matter in writing and set forth its reasons within 30 days of the close of the hearing, unless the time for doing so is extended on consent of the person(s) accused.

D. In addition to any other penalties specified herein, any Official, Employee, or Consultant who engages in any action that violates any provision of this Code may be warned or reprimanded or suspended or removed from office or employment by the Town Board, pursuant to the provisions of this Code, applicable law or by the person or body authorized by law to impose such sanctions and/or penalties.

§ 4-11. Compliance Opinions.

A. Upon written request of any Town board, department or individual Official, Employee, or Consultant, the Board of Ethics may render written Compliance Opinions with respect to the intended purpose, interpretation, or application of any provision of this Code. Such Compliance Opinions shall be limited to future conduct and to conduct that involves either the requester or a subordinate of the requester.

B. Compliance Opinions and requests for Compliance Opinions shall not be public records and shall not be released unless required by law.

§ 4-12. Sanctions and Penalties.

A. After determining that someone has violated the Code, the Board of Ethics shall recommend sanctions and penalties, as appropriate, to the Town Board, as follows:

1. Cease and desist the violation;

2. Immediately file any report, statement, or other information the Code requires, including an annual Disclosure Statement; and/or
3. Make any other recommendation deemed appropriate to achieve the objectives of this Code.

Penalties for violations of the Code of Ethics shall range from \$500 to \$10,000 per occurrence.

If the violation is failure to file any report, statement, or other information the Code requires, the violator shall be subject to a civil penalty of \$500 per occurrence in addition to any other sanctions or penalties or actions applicable under this Code or otherwise provided by law.

Alternatively, instead of, or in addition to, imposing these penalties, a violator shall be subject to a civil penalty of up to \$10 a day. Each distinct violation is a separate offense. However, the aggregate maximum penalty cannot exceed \$10,000.

If the violation involves knowingly and willfully making a false statement in a Disclosure Statement with intent to deceive or giving information which such person knows to be false, the violator shall be subject to a civil penalty not to exceed \$10,000 per occurrence in addition to any other penalties or actions applicable under this Code or otherwise provided by law.

The Board of Ethics may report violations that constitute criminal acts to the District Attorney's Office or the State's Attorney General's Office for criminal prosecution.

B. Violations that result in financial advantage are punished more harshly **and penalties may exceed \$10,000 per occurrence**. Anyone who violates the Code to financially benefit himself or herself, or his or her interests, is liable to the Town for damages equal to amount of his or her advantage and, if the violation is intentional, the Town may recover additional damages equal to up to twice the amount of actual damages. The Town may bring a civil action to recover the amount of damages.

Article IV. Administration.

§ 4-13. Severability.

If any clause, sentence, paragraph, word or section or part of this Town Code of Ethics shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

§ 4-14. Duties of Town Clerk.

A. In addition to any of the duties specified herein, the Town Clerk shall maintain as a record subject to public inspection:

1. A copy of Article 18 of the General Municipal Law, which copy shall also be posted on the Town's website and in the workplace of every Employee.

2. A copy of this Code or any amendments hereto adopted, within 30 days after the adoption thereof, which copy shall also be posted and maintained on the Town's website and in the workplace of every Employee.
3. A copy of the annual Disclosure Statement form and a statement of the date such annual Disclosure Statement form was promulgated by this Chapter.

B. The Town Clerk shall advise every Officer, Employee, and Consultant of the obligation to adhere to Article 18 of the General Municipal law and this Code upon being engaged or taking office in the Town of Monroe and where to find same on the Town's website and in the workplace. Failure to advise any such Official, Employee, or Consultant where to find such copy shall have no effect on the duty of compliance with the General Municipal Law or this Code or the enforcement of provisions hereof. Compliance with the obligation of law is presumed. Each Officer, Employee and Consultant shall sign and return a statement that he or she is familiar with and will adhere to and abide by this Code of Ethics.

C. The Town Clerk shall notify the candidates for local office of the requirement to file an annual Disclosure Statement and shall collect and forward the executed Disclosure Statements to the Board of Ethics.

D. The Town Clerk shall be the repository and custodian of all Disclosure Statements required to be filed pursuant to the provisions of this Code.

§ 4-15. Prior Code Repealed.

Chapter 4 of the Code of the Town of Monroe entitled "Ethics, Code of" is hereby repealed to be replaced by the adoption of this chapter as of the effective date of this chapter.

§ 4-16. When Effective.

This chapter shall become effective immediately upon filing in the office of the Secretary of State.