

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

STATE OF NEW YORK
DEPARTMENT OF STATE
FILED

DEC 06 1990

[Signature]
Secretary of State

Town of Colonie.....

Local Law No.13..... of the year 19 ..90

A local law to amend the Code of the Town of Colonie by deleting and repealing Chapter 17 thereof, Code of Ethics, and replacing it with a new Chapter 17, to be entitled, Code of Ethics, which Chapter establishes a new Code of Ethics for members of the Town of Colonie government.
Be it enacted by the
(Name of Legislative Body)

Town Board

Town of Colonie..... as follows:

Section 1.

The Code of the Town of Colonie is hereby amended by deleting and repealing Chapter 17, Code of Ethics.

Section 2.

The Code of the Town of Colonie is hereby amended by adding hereto a new chapter, to replace Chapter 17 hereinabove repealed, to be Chapter 17, Code of Ethics to read as follows:

§17-1 Title.

This Chapter shall be known as the "Code of Ethics of the Town of Colonie."

§17-2 Purpose; interpretation.

A. The proper administration of the government of the Town of Colonie requires its officials and employees, whether elected or appointed, paid or unpaid, to be independent, impartial and free from conflicts of interest in fulfilling their public responsibilities so that the public will have confidence in the integrity of its town government. Therefore, the public interest requires that this Code of Ethics be adopted as a standard of conduct, in addition to the standards prescribed in Article 18 of the General Municipal Law, for the officials and employees of the Town of Colonie.

B. This Code of Ethics represents a balancing of the need for eliminating real conflicts of interest with the recognition that membership in voluntary organizations devoted to public service is a laudable endeavor which should not be discouraged.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

C. This local law shall be given its broadest possible interpretation under law, so as to implement its stated purpose.

§17-3 Definitions.

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

BUSINESS ACTIVITIES -- Any private interest, activity or transaction.

CANDIDATE -- Any candidate for one of the townwide elective offices set forth in Town Law section 20(1)(a) who: a) receives the nomination of a political party, b) files a designating petition for nomination at a primary election, c) seeks independent nomination and who obtains the requisite number of signatures on an independent nominating petition as required by Election Law section 6-142(2), or d) receives the designation of a committee to fill vacancies pursuant to Election Law sections 6-148 and 6-152. The terms "party", "designation", "primary election", "nomination" and "independent nomination" as used herein shall have the same meanings as those contained in Election Law Section 1-104 and Election Law 6-140.

CONFIDENTIAL INFORMATION -- Any data acquired through the course of employment or public office with the Town of Colonie protected from disclosure by law or that poses a conflict of interest.

CONFLICT OF INTEREST -- Includes any action or omission which is in conflict or gives the appearance of conflict with the performance of official town business or government.

CORPORATION -- The term corporation shall mean an artificial person or being, endowed by law with the capacity of perpetual succession, and shall include corporations, organized as public, private, eleemosynary, civil, domestic, foreign, close, open, municipal, and not-for-profit institutions.

EMPLOYEE -- Includes all persons other than seasonal employees, who are not officials, but whose salaries are paid in whole or in part by the Town of Colonie.

FAMILY -- Includes a spouse and unemancipated minor children residing in the same household with their parents.

OFFICIAL-- Includes every officer who is elected by the electors of the Town of Colonie, every town officer as defined in the Town Law, all other town officials and members of committees or boards of the Town of Colonie created by virtue of the Town Law and appointed by the Town Board, whether compensated or uncompensated.

PROFESSIONAL LICENSE- A privilege granted by the State of New York to conduct an occupation or trade.

PUBLIC SAFETY OFFICER -- Includes every officer and employee whose primary responsibility in serving the Town of Colonie is ensuring and promoting the safety of the residents of the Town of Colonie.

RELATIVE -- A spouse, child, stepchild, stepparent, or any person who is a direct descendant of the reporting Town official or employee or of the reporting Town official or employee's spouse.

SEASONAL EMPLOYEE -- Any employee holding a position with the Town of Colonie which is performed for a period of time shorter than a full year and said position may recur in each successive year.

SPOUSE -- The term "spouse" shall mean the husband or wife of the reporting individual unless living separate and apart from the reporting individual with the intention of terminating the marriage or providing for permanent separation or unless separated pursuant to: (i) a judicial order, decree, a judgment, or (ii) a legally binding separation agreement.

§17-4 Conflicts of interest.

A. No official or employee shall engage in any action which constitutes, or gives the appearance of being, a conflict of interest with the performance of their official duties. An official or employee shall be deemed to have a conflict of interest if:

(1) The person willfully engages in any business activity or professional activity or shall have a financial or other private interest, direct or indirect, or incurs any obligation of any nature which is in substantial conflict with the proper discharge of their official duties, unless such official or employee abstains from voting or otherwise officially acting with respect to the subject matters affected.

(2) The person receives or has any financial interest in any sale to or by the town of any service or property when such financial interest was received with the knowledge that the town intended to purchase such property or obtain such service, unless such official or employee abstains from voting or otherwise officially acting with respect to the subject matters affected.

(3) The person uses or attempts to use their official position to secure unwarranted privileges or exemptions for themselves or others, including members of their family.

(4) The person engages in or accepts private employment or engages in any business transaction or professional activity or makes any investment which will impair their independence of judgment in the exercise of their official duties or will interfere in any manner whatsoever with the discharge of their official duties.

(5) The person represents any private interest before any town agency or in any litigation in which the Town of Colonie is a party or complainant.

(6) The person directly or indirectly solicits any gift or accepts or receives any gift or favor, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, from any person, firm or corporation as an inducement or to effect improperly the performance of the official duties or decision of such official or employee.

(7) A member of the Town Board or the Town Clerk, Town Attorney or any other official has a financial or other private interest in any legislation or other matters coming before the Town Board and fails to disclose such interest and/or fails to abstain from voting and/or otherwise officially acting with regard thereto.

B. The foregoing acts are listed by way of example and are by no means to be deemed all-inclusive. Every official and employee of the Town of Colonie shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their trust.

§17-5 Disclosure of confidential information.

A. No official or other employee shall disclose, without proper authority, confidential information concerning the property or affairs of the Town of Colonie nor shall they use such information to advance the financial or other private interest of themselves or others.

B. No official or employee of the Town of Colonie shall accept employment or engage in any business or professional activity which will require them to disclose confidential information which they have gained by reason of their official position or authority.

§17-6 Specific officials.

A. Professionally licensed Town officials and employees.

All Town officials and employees with professional licenses, as defined in Section 3, are prohibited from exercising any discretion in any matter of town interest which shall involve any person, firm or corporation which is a client of theirs or a client of their firm or has been a client within the immediate past two years and shall not have any interest in or accept compensation from any person, firm or corporation which has an interest in matters coming before any town agency.

B. Town officials and employees authorized to conduct inspections and issue permits.

All Town officials and employees with the authority to conduct inspections or issue permit approvals shall not engage in a business or have a financial interest in firms engaged in a business within the Town of Colonie where said business conducts, as a regular and significant part of its business, matters requiring inspections or permits.

C. Office of the Assessor. Neither the Assessor nor any employee in such Department shall engage in the real estate, construction, building contracting or building materials business or have a financial interest in firms engaging in such business within the Town of Colonie during the course of his or her employment by the Town.

D. Public Safety.

(1) No Public Safety officer shall have any interest in or be employed in the Town of Colonie by any company, corporation, partnership, association or individual for the purpose of providing private investigations, accident reconstruction, fire prevention, crime prevention or fire inspection or any other activity related to such Public Safety official's employment with the Town of Colonie except as provided in paragraph (2) hereof.

(2) Paragraph (1) hereof shall not be construed as prohibiting membership or service in volunteer fire or emergency medical organizations. Additionally, public safety officers may be employed in the Town of Colonie for the purpose of providing security or traffic services.

E. The foregoing officials and employees are listed due to the unique nature of their offices and positions which, in turn, raise ethical conflicts unique to those offices and positions. This list is not to be deemed all-inclusive. Every Town of

Colonie official and employee shall endeavor to pursue a course of conduct consistent with the spirit of this chapter as well as the actual provisions and strive to act so as not to raise suspicion among the public that they are likely to be engaged in activities that are in violation of their trust.

§17-7 Board of Ethics.

A. A local Board of Ethics, to be known as the Town of Colonie Board of Ethics is hereby established pursuant to Article 18 of the General Municipal Law which shall have and exercise the powers and duties set forth in this section.

B. The Board of Ethics shall consist of three (3) members appointed by the Town Board of the Town of Colonie to serve without compensation for terms of three (3) years. The original members selected shall serve at staggered terms of three (3) years, two (2) years and one (1) year. The members of the Board of Ethics should be qualified by temperament to carry out the duties of the Board of Ethics and, preferably, should have appropriate legal and/or financial background. In no event shall any employee and/or official of the Town be eligible for membership. Any vacancy occurring on the Board of Ethics shall be filled in the same manner as the member whose vacancy is being filled was appointed. A person appointed to fill a vacancy shall be appointed for the unexpired term of the member he/she succeeds.

C. Three (3) members of the Board of Ethics shall constitute a quorum, and the Board shall have the power to act by majority vote of the total number of members of the Board.

D. Members of the Board may be removed by the Town Board for substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of office or violation of this Chapter, after written notice and opportunity to reply.

E. The Town Attorney shall serve as counsel to the Board of Ethics, except in any matter where a conflict of interest may exist.

F. In addition to any other powers and duties specified by law, the Board of Ethics shall have the power and duty to:

(1) Administer and enforce all the provisions of this Chapter;

(2) Conduct any investigation necessary to carry out the provisions of this Chapter. Pursuant to this power and duty, the Board of Ethics may administer oaths or affirmations, subpoena witnesses, compel their attendance and require production of any book or records which it may deem relevant or material;

(3) Adopt, amend and rescind rules and regulations to govern procedure of the Board of Ethics. However, such rules and regulations or modifications thereto shall not be effective until adopted by the Town Board and filed in the Town Clerk's Office;

(4) Make available the forms related to the financial disclosure requirements of this Chapter which forms are set forth as Exhibits "A" - "D" to this Chapter;

(5) Act as the repository for completed financial disclosure and related forms filed pursuant to Sections 8 and 9 of this Chapter;

(6) Review and inspect all financial disclosure statements filed with the Board to ascertain whether any person subject to the reporting requirements of this Chapter has failed to file such a statement, has filed a deficient statement or has filed a statement which reveals a possible violation of this Chapter;

(7) Receive and hear all complaints alleging a violation(s) of this Chapter upon the written request of any individual. This request must be signed by the individual complainant and must include their address. Upon receipt, a copy of such complaint shall be provided by the Board of Ethics to the Town Board;

(8) The Board of Ethics shall review and decide pursuant to the procedure and requirements outlined in Sections 8 and 9 of this Chapter, all claims of confidentiality or privilege and/or requests for exemptions;

(9) Render advisory opinions on the requirements of this Chapter. An opinion rendered by the Board, until and unless amended or revoked, shall be binding on the Board in any subsequent proceeding concerning the person who requested the opinion and who acted in good faith, unless material facts were omitted or misstated by the person in the request for an opinion. Such opinion may also be relied upon by such person and may be introduced and shall be a defense, in any criminal or civil action. Such requests shall be confidential, but the Board may publish such opinions provided that the name of the requesting person and other identifying details shall not be included in the publication;

(10) If a person required to file a financial disclosure statement with the Board of Ethics has failed to file a disclosure statement or has filed a deficient statement, the Board shall notify the reporting person in writing, state the failure to file or detail the deficiency,

provide the person with a fifteen (15) day period to cure the deficiency, and advise the person of the penalties for failure to comply with the reporting requirements;

(11) If the Board of Ethics preliminarily finds on its own review of a financial disclosure statement or pursuant to its review of a request for an advisory opinion that a possible violation of this Chapter exists, the Board may provide the person(s) affected with a reasonable opportunity to cure such violation. Such a preliminary finding shall be confidential and not subject to public disclosure. If under any other circumstances, such as through the filing and investigation of a complaint, the Board of Ethics determines that there is reasonable cause to believe that a violation of this Chapter has occurred, it shall send a notice of reasonable cause: (i) to the reporting/applicable person; (ii) to the complainant if any; and (iii) to the Town Board. Before any such "reasonable cause" finding shall be made the Board of Ethics shall (i) notify in writing the reporting/affected person as to the possible or alleged violation of this Chapter, and (ii) afford the affected/reporting person an opportunity to be heard, as well as, an opportunity to submit in writing a written response setting forth such information as said affected/reporting person deems relevant to the activities cited by the Board as a possible or alleged violation of this Chapter; and

(12) The Board of Ethics shall determine and assess the appropriate civil penalty, sanction, discipline, or other action to be taken or imposed with respect to any finding or determination of reasonable cause to believe that a violation of this Chapter has occurred subject to the provisions of Section 17-15 of this Chapter.

G. Notwithstanding the provisions of Article 6 of the Public Officers Law, the only records of the Board of Ethics which shall be available for public inspection are:

(1) The information set forth in an annual statement of financial disclosure filed pursuant to this Chapter except any item of information redacted pursuant to Section 17-8 of this Chapter;

(2) Notices of reasonable cause sent under Paragraph (F)(11) of Section 17-7 of this Chapter;

(3) Redacted advisory opinion prepared as provided in Paragraph (F)(9) of Section 17-7 of this Chapter; and

(4) Assessments of civil penalties, sanction, discipline or other action taken or imposed as provided in Paragraph (F)(12) of Section 17-7 of this Chapter.

H. Notwithstanding the provision of Article 7 of the Public Officers Law, no meeting or proceeding, including any such proceeding contemplated under Paragraph (F)(11) of Section 17-7 of this Chapter shall be open to the public, except as expressly provided otherwise by the Town Board.

I. Except as otherwise provided in this Chapter, any person or persons, aggrieved by a decision of the Board of Ethics may have the decision reviewed by the Supreme Court of the State of New York in the manner provided by law provided the same is instituted within thirty (30) days after the decision is rendered and the affected/reporting person has been notified in writing of said decision.

§17-8 Instructions for filing a Town of Colonie Annual Financial Disclosure Statement.

A. All Town of Colonie officials and employees shall file with the Town Board of Ethics a financial disclosure statement (1) within forty-five (45) days after the official or employee begins employment with the Town and (2) no later than June 1 of each year thereafter. All candidates for Town of Colonie elective offices shall file with the Town Board of Ethics a financial disclosure statement within ten (10) business days after: 1) the last day allowed by law for the filing of primary election designating petitions, 2) the last day allowed by law for the filing of independent nominating petitions, 3) the date of the meeting of the party committee at which they are nominated, as applicable to the form of their candidacy, or 4) the date of their designation by a committee to fill vacancies as a candidate pursuant to Election Law sections 6-148 and 6-152.

B. Financial disclosure shall be set forth on the form as prescribed in Appendix "A" or Appendix "D" annexed hereto or as amended from time to time by the Town Board.

C. Any Town of Colonie official, employee or candidate required to file a financial disclosure statement may request one or more items of information be redacted from their financial statement when said financial statement is made available to the public. Further, such official, employee or candidate may request an exemption from reporting one or more items of information pertaining to the reporting individual's spouse.

D. In order for the Board of Ethics to grant a request for redaction or exemption, the Board shall determine that the item or items of information to be redacted or exempted have no material bearing on the discharge of the reporting individual's official duties.

E. A request for redaction or exemption shall be set forth in a form as prescribed in Appendix B annexed hereto or as amended from time to time by the Town Board.

§17-9 Extension Of Time For Filing A Town Of Colonie Annual Financial Disclosure Statement

A. The Board of Ethics shall be empowered to grant extensions of time for filing the financial disclosure statements. In order for the Board of Ethics to grant a request for an extension of time to file the financial disclosure statement beyond the June 1 deadline, the Board shall find that there is justifiable cause for filing after the deadline or that application of the deadline will impose an undue hardship.

B. A request for an extension of time shall be filed with the Board of Ethics on or before April 15th, or in the case of a new employee or official, no more than fifteen (15) days after such person commences their duties with the Town of Colonie, in a form prescribed in Appendix C.

§17-10 Conflict with other codes of conduct.

A. Recognizing the need for professional integrity and the fact that various professional associations have adopted standards of conduct for their members, the Town of Colonie hereby requires that each official or employee who is affected by a professional Code of Ethics be bound, in addition to the within local law, by their respective Codes of Ethics. Any conflict between the provisions of this local law and a given official or employee's professional code of conduct is to be resolved by the Board of Ethics pursuant to the provisions as set forth in Section 17-7. However, the Board of Ethics must at all times give the greatest latitude to said individual's professional code of conduct and, whenever possible, reconcile the within local law to complement and respect the individual's professional code of conduct.

B. Substantial consideration shall be given to the effect deviation from an individual's professional code of conduct will have on that individual's ability to practice his or her profession. If need be, the Board of Ethics is authorized and required to obtain advisory opinions from the appropriate professional association to clarify any given situation.

§17-11 Use of Town property

No town official or employee shall use or permit the use of town property (including land, vehicles, equipment, materials and any other property) for personal convenience or profit, except when such use is available to town citizens generally or is provided as a matter of town policy.

§17-12 Treatment of the public.

A Town official, employee or appointee of the Town of Colonie shall treat all members of the public, whether a person, firm, corporation or other organization, with equal consideration and without special advantage. Every such employee shall also endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their trust.

§17-13 Distribution and public inspection of provisions.

The Personnel Department of the Town of Colonie shall cause a copy of this Code of Ethics and Article 18 of the General Municipal Law to be made available to every official and employee of the Town of Colonie within thirty (30) days after the effective date of this local law or as soon thereafter as practicable. Thereafter, a copy shall be given each new official or employee within five (5) days of their commencement of their official duties. The Town Clerk of the Town of Colonie shall cause a copy of this Code of Ethics and Article 18 of the General Municipal Law to be made available for public inspection at the Town Clerk's office.

§17-14 Violations.

A violation of Article 18 of the General Municipal Law or any provision of this Code of Ethics shall be grounds for suspension, termination of employment with the Town or such other action as the Board of Ethics considers advisable.

§17-15 Penalties for offenses.

Any person who, willfully or otherwise, violates this Code of Ethics may be guilty of a misdemeanor and/or subject to the civil penalties provided herein.

A. Any elected official guilty of a violation of this local law may be subject to penalties as provided and may be subject to a civil penalty of loss of pay not to exceed one (1) month's salary or such other sanction as deemed appropriate. In addition to the sanctions for aiding, abetting, seeking or requesting a violation of this local law, any person or organization which willfully attempts to secure preferential treatment in their dealings with the town by offering any valuable gifts, whether in the form of a service, loan, thing or promise, in any form to any town official or employee, may have their current contracts with the town cancelled and shall not be able to bid on any other town contract for a period of two (2) years.

B. An employee of the town found guilty of a violation of this local law may be subject to civil penalties up to and including termination from employment, loss of pay not to exceed one (1) month's salary or such other sanction as the Board of Ethics deems appropriate.

C. Members of boards and commissions found guilty of a violation of this local law may be subject to immediate removal from such appointment or such other sanction as the Board of Ethics deems appropriate.

Section 3. Severability.

If any section of this local law or the application thereof to any person or circumstance shall be adjudged invalid by a court of competent jurisdiction, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any provision of any section of the application of any part thereof to any other person or circumstances, and to this end, the provisions of each section of this local law are hereby declared to be severable.

Section 4. Effective Date.

This local law shall take effect December 31, 1990.

APPENDIX A

TOWN OF COLONIE
FINANCIAL DISCLOSURE STATEMENT
AS OF _____

NAME _____

ADDRESS _____

That I am employed _____
 a candidate _____
 appointed _____
 elected _____

in/to the position(s) of _____

with the Town of Colonie.

That I make the following statement to the Town of Colonie of my assets, affiliations and sources of income as of the close of business on the date indicated above.

1. Do you or your spouse own any real property located within the Town of Colonie?

Myself Yes ___ No ___

Spouse Yes ___ No ---

2. If the answer to Paragraph 1 is yes, please set forth the name of the person(s) who owns the real property (ies) and set forth both the mailing address and street address for each property.

3. Do you or your spouse lease any real property located within the Town of Colonie?

Myself Yes ___ No ___

Spouse Yes ___ No ---

4. If the answer to the Paragraph 3 is yes, please set forth the name(s) of the person(s) who lease the property to you or your spouse and set forth both the mailing address and street address for each lease.

5. State whether you or your spouse has a proprietary interest in any partnership, unincorporated association or other unincorporated business or are an officer or employee of any partnership, unincorporated association or other unincorporated business.

Myself Yes ___ No ___

Spouse Yes ___ No ---

6. If the answer to Paragraph 5 is yes, please set forth the name of the person(s) and entity(ies) and the position(s) that you or your spouse or both hold with the entity(ies).

7. If the entity or entities identified in Paragraph 6 above was licensed by any local agency, was regulated by any local agency, or, as a regular and significant part of the business or activity of said entity(ies), did business with, or had matters other than ministerial matters before, any local agency, list the name of any such agency.

8. State whether you or your spouse legally or beneficially own or control more than 5% of the outstanding stock of any corporation(s) or are an officer, director or employee of any corporation.

Myself Yes ___ No ___

Spouse Yes ___ No ---

9. If the answer to Paragraph 8 is yes, state the name of the person(s) and entity(ies) and the position(s) you or your spouse or both hold with the entity(ies).

10. If the entity or entities identified in Paragraph 9 was licensed by any local agency, was regulated by any local agency, or, as a regular and significant part of the business or activity of said entity(ies), did business with, or had matters other than ministerial matters before, any local agency, list the name of any such agency.

12. List below all liabilities of you or your spouse other than liabilities to a relative. **DO NOT LIST:** liabilities incurred by, or guarantees made by, you or your spouse or by any partnership, unincorporated business or corporation in which you or your spouse has an interest, when incurred or made in the ordinary course of the trade, business or professional practice of you or your spouse. **DO NOT LIST** any obligation to pay maintenance in connection with a matrimonial action, alimony or child support payments. **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, insurance policies, or purchase of a personally owned motor vehicle, household furniture or appliances. Include the name of the creditor and any collateral pledged by you or your spouse to secure payment of any such liability. If any such reportable liability has been guaranteed by any third person, list the liability and name the guarantor.

12. List the name, address and description of any public employment other than employment with the Town of Colonie.

Myself _____	My spouse _____
_____	_____
_____	_____

13. List the name, address and description of any occupation, employment, trade, business or profession engaged in by you or your spouse other than employment with the Town of Colonie.

Myself _____	My spouse _____
_____	_____
_____	_____

14. To the best of your knowledge and belief, do you, your spouse, an employer of yours or your spouse's employer do business with the Town of Colonie?

Myself Yes ___ No ___

Spouse Yes ___ No ---

My Employer Yes ___ No ___

My Spouse's Employer Yes ___ No ___

15. If applicable, state the name of the person(s) or entity(ies) that do business with the Town and list the activity.

The above information constitutes a full and complete financial statement as of the date indicated and to the best of my knowledge I have no conflict of interest prohibited by the Town of Colonie Code of Ethics for the position(s) I hold with the Town of Colonie.

Signature

Sworn to before me this ___
day of _____, _____.

NOTARY PUBLIC

Initial

APPENDIX B

APPLICATION FOR DELETION OR EXEMPTION OF
INFORMATION FROM FINANCIAL DISCLOSURE FORMS

NAME

HOME ADDRESS

WORK ADDRESS

1. CHECK THE APPLICABLE BOX(ES):

- Application for deletion of information from public inspection
- Application for exemption from reporting information pertaining to your spouse.

2. Briefly describe the specific nature of your job duties and also provide a copy of your job description and attach a copy to this application:

3. Briefly set forth the reason(s) in support of your application why deletion of information from public inspection or an exemption from reporting information concerning your spouse will have no material bearing on the discharge of your official duties.

4. Please attach a completed financial disclosure statement with the information requested to be deleted or exempted from reporting highlighted in the statement.

Dated:

Applicant's Signature

Sworn to before me this
___ day of _____, ____

NOTARY PUBLIC

APPENDIX C

APPLICATION FOR AN EXTENSION OF
TIME FOR FILING A TOWN OF COLONIE
ANNUAL FINANCIAL DISCLOSURE
STATEMENT

NAME _____

HOME ADDRESS _____

WORK ADDRESS _____

1. Set forth the date you are required to file a Town of Colonie Annual Financial Disclosure Statement _____ and set forth the date to which you are requesting an extension of time to file a Town of Colonie Annual Financial Disclosure Statement _____.

2. Briefly state the reason(s) why you believe you are entitled to an extension of time for filing your financial disclosure form:

Applicant's Signature

DATED:

Sworn to before me this
___ day of _____, _____

NOTARY PUBLIC

APPENDIX D

AFFIDAVIT IN LIEU OF
FINANCIAL DISCLOSURE STATEMENT

NAME _____
ADDRESS _____

That I am employed _____
 a candidate _____
 appointed _____
 elected _____

in/to the position(s) of _____
with the Town of Colonie.

That my assets, affiliations and sources of income as of the close of
business on _____, 199_, remain exactly the same as the
information contained in my financial disclosure
statement of _____, 199_.

The above information constitutes a full and complete financial
statement as of the date indicated and to the best of my knowledge I
have no conflict of interest prohibited by the Town of Colonie Code of
Ethics for the position(s) I hold with the Town of Colonie.

Signature

Sworn to before me this ____
day of _____, ____.

NOTARY PUBLIC

Initial