

Transparency Initiatives For Ramapo

Transparency to the Public

1. Notices of meetings for the Ramapo Town Board, Town of Ramapo Planning Board, Town of Ramapo Zoning Board of Appeals, and Town of Ramapo Ethics Board shall be made available to the public via posting in Town Hall and on the Town of Ramapo website no later than fourteen days before the meeting is to take place.
2. Agendas for meetings of the Ramapo Town Board shall be made available to the public via posting in Town Hall and on the Town of Ramapo website no later than three business days before the meeting is to take place.
3. All resolutions for meetings of the Ramapo Town Board shall be made available to the public via the Town of Ramapo website no later than two business days before the meeting is to take place.
4. Agendas for meetings of the Town of Ramapo Planning Board, Town of Ramapo Zoning Board of Appeals, and Town of Ramapo Ethics Board shall be made available to the public via posting in Town Hall and on the Town of Ramapo website no later than four business days before the meeting is to take place.
5. Minutes of meetings for the Ramapo Town Board, Town of Ramapo Planning Board, Town of Ramapo Zoning Board of Appeals, and Town of Ramapo Ethics Board shall be made available to the public on the Town of Ramapo website no later than one day after they are adopted by a vote of their respective board.
6. A copy of the Proposed Budget for the Town of Ramapo shall be made available to the public via the Town of Ramapo website within one business day after being presented to the Town Board.
7. A copy of the Tentative Budget for the Town of Ramapo shall be made available to the public via the Town of Ramapo website within one business day after being presented to the Town Board.
8. A copy of the Adopted Budget for the Town of Ramapo shall be made available to the public via the Town of Ramapo website within one business day after being approved by the Town Board.
9. A copy of the Adopted Budget for the Ramapo Local Development Corporation shall be made available to the public via the Town of Ramapo website and the RLDC website within one business day after being approved by their Board.

10. Audited financial statements of the Town of Ramapo and the Ramapo Local Development Corporation (RLDC) shall be posted on the Town of Ramapo website (and in the case of the RLDC audit, also on the RLDC website) no later than one full business day after being adopted by their respective Boards.
11. The Town of Ramapo must distribute all information required to be provided to the general public, including, but not limited to, Official Notices of meetings of all boards, as well as their agendas, through the Town of Ramapo website, and at minimum, one social media medium.

Transparency of the Town Board

12. Town Board members and Exempt personnel shall be provided with the complete agenda for Town Board meetings no later than four business days before the meeting is to take place.
13. No meetings of the Ramapo Town Board will be held under any circumstances, with the exception of instances of natural disasters declared by the Governor of New York, without public notice of its purpose posted and distributed in Town Hall, on the Town of Ramapo website, and to local media outlets, a minimum of two business days before the meeting is to be held.
14. No official of the Town shall be granted the authority to deem any business of the town to be an "emergency," thus bypassing New York State purchasing laws and the required Town Board approval, except in instances of natural disasters declared by the Governor of New York.
15. No items of "New Business" will be considered at meetings of the Town Board.
16. No items of non-police business can be considered at the regularly scheduled Town Board meeting held the third Thursday of each month.
17. In instances of town business that require a Public Hearing, no Town Board vote shall be held on the matter on the same business day of the Public Hearing.
18. Any member of the Town Board can place any business item for a vote and/or a discussion on an agenda of a meeting of the Ramapo Town Board by submitting a request, in writing or in electronic format, to the Town Clerk and the Town Attorney no later than five business days before the meeting is to take place.
19. Any business item placed on an agenda for a meeting of the Ramapo Town Board by a member of the Ramapo Town Board must be given consideration for a vote by the Town Board and cannot be removed or tabled by any individual except the member who proposed it.

20. Resolutions of expenditures that require approval of the Ramapo Town Board shall be read in full during the public meeting of the Town Board, and shall include the total maximum sum of the expenditure prior to a vote of the Board on the same.
21. Public Participation at meetings of the Ramapo Town Board shall be held at the beginning of every meeting.
22. Members of the public who wish to speak during the Public Participation segment of the meeting shall be allowed to do so for no less than five minutes.
23. Every meeting of the Town Board shall include a segment for Councilmember's Comments, as well as the Supervisor's Report. No meeting can be adjourned until the respective Councilmember's and Supervisor have spoken or waived the right to do so, and after an individual vote is held to close the Councilmember's Comments segment as well as the Supervisor's Report segment.

Transparency of the RLDC

24. The Board of Directors of the Ramapo Local Development Corporation will consist of two members of the Town Board, and three members of the public.
25. The Town Board will only approve the appointment of a member of the public to the Board of Directors of the Ramapo Local Development Corporation (RLDC) after application to such appointment is posted to the public in Town Hall, in a daily local newspaper, on the Town of Ramapo website, on the RLDC's website, and after consideration of all applicants, who will be provided with at least one month to submit their credentials to the Town Board for review.
26. Members of the Board of Directors of the Ramapo Local Development Corporation will be appointed by a vote of the Ramapo Town Board for terms of one year.
27. The Ramapo Local Development Corporation will provide written statements of its activities, including, but not limited to, its financial and business activities, to the Ramapo Town Board on a monthly basis.

Transparency of Finances

28. The position of Director of Finance cannot be filled by any other official or employee of the Town of Ramapo.
29. The position of Director of Finance must be continuously filled, and, in the event of a vacancy, cannot be left vacant for a period of more than 30 days.

30. The position of Town Comptroller, who will be directly accountable to the Town Board and each member of the Board, shall be reinstated and filled by a vote of the Town Board.
31. A "Budget Review" meeting shall be held every month with the Town Board, Town Comptroller, and the Director of Finance to discuss the monthly revenue and expenditure reports. Such meetings can be held concurrently with the regularly scheduled workshop meetings of the Town Board.
32. No work necessitating an expenditure of funds that would require Town Board approval shall begin without such approval.
33. Each check distributed from an account of the Town shall clearly state, on its face, the Resolution Number authorizing such expenditure.

Transparency of Personnel

34. No elected official of the Town of Ramapo can receive a salary, stipend, or other remuneration from the Town with the exception of the Deputy Supervisor.
35. All vacancies for employment within the Town of Ramapo shall be posted in Town Hall, at least once in a local paid daily and/or weekly newspaper, and on the Town of Ramapo website for at least 30 days before the position is filled.
36. All consultants will be required to submit timesheets as well as monthly reports of their activities to the Town Board for review.
37. The previously passed "confidentiality" order for employees shall be completely rescinded. Employees will only be forbidden to reveal personal information and records of residents they come across as part of their duties (ex. taxes, court, etc.)