

**FELTON BOROUGH  
YORK COUNTY, PENNSYLVANIA**

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**RESOLUTION NO. 2025-08**

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**A RESOLUTION ESTABLISHING A RECOMMENDED CODE OF CONDUCT FOR  
ELECTED AND APPOINTED BOROUGH OFFICIALS**

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**NOW THEREFORE, BE IT RESOLVED**, by the Felton Borough Council, that the following recommended code of conduct and recommended social media guidelines for elected and appointed borough officials are hereby adopted:

A. Recommended Code of Conduct:

1. The citizens of Felton Borough rightfully expect elected and appointed municipal officials to adhere to the highest standards of professional and ethical conduct in the performance of their duties and responsibilities. Felton Borough Council is committed to promoting and maintaining high standards of conduct by elected and appointed officials. Misconduct can seriously damage the effectiveness and reputation of the Borough and will not be tolerated. Those serving their communities must adhere to the high standards expected of them to promote public confidence in local democracy. Said persons should conduct themselves in a manner that merits public trust and confidence.

2. It is recommended that each elected and appointed official of Felton Borough to comply with the provisions of this Code of Conduct. This Code is created to augment, and not replace, any legal responsibilities imposed by any local, state or federal law including, but not limited to, the Borough Code, the Ethics Act and the Sunshine Act.

3. It is recommended that elected and appointed officials comply with this Code at all times whenever they:

(a) Conduct the business of the Borough (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of the Borough (references to your official capacity are construed accordingly).

4. It is recommended that each elected or appointed official shall cooperate with the Council President in preserving order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the Council or other meeting, nor disturb any member while speaking, or fail to abide by the orders of the Council or its President, except as specifically permitted by this Code of Conduct.

5. General Obligations

It is recommended that you:

(a) treat others with respect, including the organizations and public you engage with and those you work alongside.

(b) value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect between you that is essential to good local government.

It is recommended that you must not:

(a) bully or intimidate any person;

(b) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Borough.

(c) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i) you have the consent of a person authorized to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is reasonable and in the public interest and made in good faith and in compliance with the reasonable requirements of the Council;

(d) prevent another person from gaining access to information to which that person is entitled by law.

(e) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute

(f) use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

B. Recommended Social Media Guidelines:

Whether a Borough Official, elected or appointed, chooses to engage in blogging, online social network or any other form of online publishing or discussion is his or her own decision. These media are changing the way we work and engage with each other, and the public. It is recommended that elected and appointed officials follow these guidelines so that these media are used in a positive way.

1. Individuals are personally responsible for any content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time –protect your privacy.

2. It is recommended that you identify yourself – name and, when relevant, role in the Borough – when you discuss the Borough or Borough related matters. And write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the Borough.

3. If you publish content to any website outside of the Borough and it has something to do with work you do or subjects associated with the Borough it is recommended that you use a disclaimer such as this: "The postings on this site are my own and do not necessarily represent the Borough's positions, strategies or opinions." or "This blog is not intended to provide legal advice on specific matters, but rather to provide thoughtful insight into recent and timely legal development or issues."

4. It is recommended that you respect copyright, fair use and financial disclosure laws.

5. It is recommended that you do not provide the Borough's or another's confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to the Borough.

6. It is recommended that you respect your audience and do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Borough's workplace. It is also recommended that you should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics and religion.

7. Be aware of your association with the Borough in online social networks. If you identify yourself as an elected or appointed official of the Borough, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.

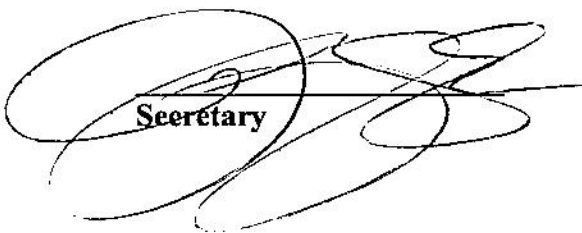
8. It is recommended that you not pick fights, that you be the first to correct your own mistakes, and do not alter previous posts without indicating that you have done so.

9. It is recommended that a Borough official should not use social media to discuss public business as it may violate the Sunshine Act.

10. It is recommended that a social media site used by an elected official to communicate with constituents shall include a link back to the Borough's official website for detailed information.

RESOLVED AND ADOPTED this 2 day of May, 2025.

Attest:



Secretary

FELTON BOROUGH  
COUNCIL



President