

ETHICS COMMISSION
Meeting Minutes
February 11, 2014 ~ 4:30 p.m.

ATTENDEES:

Philip Dorsey, Esq., Town Attorney
Christopher Jeys, Member
Terry Bonnevier, Member

CALL TO ORDER

Mr. Dorsey stated that the first order of business was the Election of Officers.

PRESENTATION OF MINUTES FROM THE PREVIOUS MEETING

Mr. Dorsey entertained a motion to approve the November 25, 2013 meeting minutes.

Mr. Jeys moved to approve the minutes as presented; Ms. Bonnevier seconded, the motion passed.

ELECTION OF OFFICERS

Mr. Dorsey asked for a nomination from the floor for Chairman.

Mr. Jeys moved to nominate Mr. Dorsey for Chairman; Ms. Bonnevier seconded the nomination; motion passed.

Mr. Dorsey asked for a nomination from the floor for Vice Chairman.

Mr. Dorsey moved to nominate Ms. Bonnevier as Vice Chairman; Mr. Jeys seconded, motion passed.

Mr. Dorsey asked for a nomination from the floor for Secretary.

Mr. Dorsey moved to nominate Mr. Jeys as Secretary, Ms. Bonnevier seconded, motion passed.

Mr. Dorsey asked for a nomination from the floor for Recording Secretary.

Ms. Bonnevier moved to nominate Ms. Dimsey as Recording Secretary; Mr. Jeys seconded, motion passed.

Mr. Dorsey stated that the Board of Officers for the Ethics Commission is as follows:

Chairman	Mr. Dorsey
Vice Chair	Ms. Bonnevier
Secretary	Mr. Jeys
Recording Secretary	Ms. Dimsey

OLD BUSINESS

Ms. Bonnevier remarked that there is a letter from the State's Ethics Commission that states that the Town is not in compliance by not filing by August 1, 2013.

Chairman Dorsey stated that the Town's previous Code of Ethics met the state's requirement but the State of Maryland recently revised their code and required additional information. The Town enacted a new Ordinance #156 to be in compliance, replacing Code of Ethics adopted 6-28-1982. The Town applied for and received a partial exemption from the state law requirements which requires the adoption of conflict of interest and financial disclosure provisions but not the lobbying provisions.

NEW BUSINESS

Chairman Dorsey provided the members with the current Council Members Ethics Disclosure form for review and approval. The members reviewed the disclosure applications previously submitted in 2013 and the members signed off on each.

The commission members requested that the forms be filed and kept confidential.

Ms. Bonnivier requested that they set the meeting dates for the year and have Ms. Dimsey follow the Town's normal procedures for notifying and publishing meeting information.

After some general discussion, the members selected the following meeting dates for calendar year 2014:

Tuesday, April 21, 2014 at 4:30 p.m.

Tuesday, September 2, 2014 at 4:30 p.m. (Commission report due to State: October 1, 2014)

Tuesday, December 2, 2014 at 4:30 p.m. (Meetings for calendar year 2015 will be selected at that time)

Chairman Dorsey stated that each new candidate filing will need to fill out the complete Disclosure Application by the candidate deadline date of April 21, 2014 and sitting Council Members will also need to complete their Disclosure Application by April 21st in time for the Ethics Commission to review the applications before the submittal date of April 30, 2014.

Ms. Bonnevier recommended meeting before the Town's election to review the Disclosure Applications.

Ms. Bonnevier stated that Council Members and Principals are required, each year, to submit an updated Ethics Disclosure Application which includes a checklist of items to be completed by elected officials and candidates to be elected: Interests in Real Property, Corporations and partnership, business entities, gifts, employment with or interests in entities doing business with the Town, sources of earned income, and Indebtedness to entities doing business with the Town.

This also applies to those considered employees which are: the Town Administrator, Town Treasurer and Town Attorney. They are all required to submit their Ethics Disclosure Application by April 30, 2014.

Chairman Dorsey stated that the meetings will be open to the public but the members will go into Executive Session when reviewing the Disclosure Applications.

The members discussed the fact that all Ethic Disclosure Applications for are due by April 30, 2014 for presently serving council members and principal employees, but due to the upcoming election all candidates filing for office are required to submit an application by the candidate filing deadline date of April 21, 2014.

Chairman Dorsey recommended that a letter be written to all current Council Members, and the principal employees who have to file Disclosure Applications explaining that they will be need to complete and file their new Disclosure Applications by April 21, 2014, so that the Commission can meet and review them in time to meet the April 30, 2014 deadline date. He will work with Ms. Dimsey to prepare and distribute to the members for review before sending out to Council and employees who are required to submit.

Chairman Dorsey entertained a motion on sending a letter as discussed.

Ms. Bonnevier moved that a letter be sent to all sitting Council members and employees required to complete an Ethics Financial Disclosure Application. That they submit their application to the Ethics Commission by April 21, 2014 for the Commission to have available along with any applications provided by any candidates filing for election for the Commission meeting to be held on Tuesday, April 22, 2014; seconded by Mr. Jeys; motion passed.

Ms. Bonnevier stated that in the By-Laws it mentioned developing policy and procedures for various issues as they come before the Commission.

Chairman Dorsey stated that as this Commission hasn't yet had any such issues that they could deal with setting or developing policy and procedures when and if any such issues come before the Commission.

The members were in agreement.

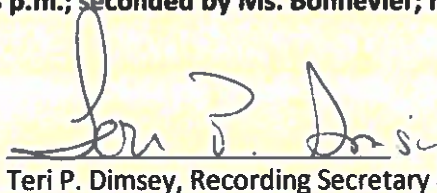
ADJOURNMENT

Chairman Dorsey stated that the next meeting date is Tuesday, April 22, 2013 at 4:30 p.m. and entertained a motion to adjourn.

Mr. Jeys moved to adjourn the meeting at 5:53 p.m.; seconded by Ms. Bonnevier; motion passed.



Philip Dorsey, Chairman



Teri P. Dimsey, Recording Secretary



Terry Bonnevier, Vice Chairman



Christopher Jeys, Secretary