

RIVERDALE PARK ETHICS COMMISSION

Minutes of July 24, 2013 Meeting

A meeting of the Riverdale Park Ethics Commission was convened at 7:10 p.m. at Riverdale Park Town Hall. Commissioner Katherine Sharpe and alternate Commissioner Michael Herman and Town Attorney Fred Sussman were in attendance. Alternate Commissioner Herman was present because of the absence of Commissioner Sarah McClellan on maternity leave. Commissioner Sharpe presided over the meeting.

Upon motion made by Commissioner Sharpe and seconded by Commissioner Herman the Commission approved the meeting Agenda.

The Commission reviewed additional revisions to proposed By-Laws for the Commission as prepared by the Town Attorney based upon discussion at the Commission's July 9 meeting. Upon motion made by Commissioner Herman and seconded by Commissioner Sharpe the Commission adopted the revised By-laws.

The Town Attorney then provided the Commission with financial disclosure forms submitted by the Town Administrator, Police Chief, Public Works Director and Ethics Commission members Sharpe, Katz and McClellan. Commissioner Herman said that he will submit his financial disclosure form within one week. After reviewing the financial disclosure forms, upon motion made by Commissioner Sharpe and seconded by Commissioner Herman the Commission accepted the financial disclosure forms as correct.

The Town Attorney advised the Commission that the Town's ethics ordinance authorizes the Commission to designate other Town employees and board and commission members to submit annual financial disclosure forms. The Commission requested the Town Attorney to ask the Town Administrator to provide the Commission with listings of all Town positions by department and of all Town boards and commissions so that the Commission can evaluate whether additional employees and/or members of boards and commissions should file financial disclosure forms.

Commissioner Lora Katz arrived at 7:45 p.m.

Upon motion made by Commissioner Sharpe and seconded by Commissioner Katz the Commission approved the minutes of the Commission's July 9, 2013, meeting with one typographical correction to the spelling of Commissioner Katz's name. Commissioner Herman abstained from the vote.

The Commission then began a discussion of draft procedures prepared by the Town Attorney for "Investigation and Adjudication of Alleged Violations." The Commission requested that the Town Attorney prepare and submit to the Commission revisions to the draft procedures based upon the Commission's discussion.

The Town Attorney advised the Commission that as a result of legislation enacted this year by the Maryland General Assembly the Commission must designate an individual to take training regarding the Maryland Open Meetings Act. Commissioner Katz volunteered to take the training. Upon motion made by Commissioner Sharpe and seconded by Commissioner Herman the Commission designated Commissioner Katz to take the training on behalf of the Commission. The Open Meetings Compliance Board will be notified of Commissioner Katz's designation.

The Commission set its next meeting for September 24, 2013, at 7:00 p.m. at Riverdale Park Town Hall. The purpose of this meeting will be to continue review and discussion of draft procedures for handling complaints alleging violations of the Town's Ethics Ordinance and any other business to come before the Commission.

Upon motion duly made and seconded the meeting was adjourned at 9:00 p.m.

Respectfully submitted

Frederick C. Sussman, Recorder