

RIVERDALE PARK ETHICS COMMISSION

Minutes of December 4, 2013 Meeting

A meeting of the Riverdale Park Ethics Commission was convened at 8:21 p.m. in the Conference Room at the Riverdale Park Town Hall. Commission Vice Chair Lora Katz, Commissioner Sarah McClellan and Town Attorney Fred Sussman were in attendance. Vice Chair Katz presided over the meeting.

In the absence of a written agenda, Vice Chair Katz, with the concurrence of Commissioner McClellan, established the agenda for the meeting.

Upon motion made by Commissioner McClellan, seconded by Vice Chair Katz and duly adopted, the Commission approved the minutes of the Commission's October 17, 2013, meeting.

Alternate Commissioner Michael Herman arrived at 8:27 p.m. Alternate Commissioner Herman participated in the absence of Commissioner Katherine Sharpe.

The Commission then continued its discussion of draft procedures prepared by the Town Attorney for "Investigation and Adjudication of Alleged Violations." The Commission reviewed revisions made to the draft procedures following the Commission's October 17 meeting, made several further revisions to the procedures and completed its review. Upon motion made by Commissioner Herman, seconded by Commissioner McClellan and duly adopted, the Commission unanimously approved the procedures for "Investigation and Adjudication of Alleged Violations" as revised. The Town Attorney will prepare and distribute a final version of the procedures as approved.

The Commission requested that the Town Attorney (i) coordinate with Town staff the posting of the Commission's Bylaws and Procedures on the Town's website, and (ii) prepare for review by the Commission a brief article for the Town Crier advising the public that the Town's website has a link to the Ethics Commission on which Commission's Bylaws, Procedures and other materials may be viewed.

The Town Attorney advised the Commission that financial disclosure forms for 2013 will need to be distributed for completion and filing by April 30, 2014. Upon motion made by Commissioner Herman, seconded by Commissioner McClellan and duly adopted, the Commission authorized the use of the same financial disclosure forms for 2013 as were used for 2012 with appropriate revisions to applicable dates on the forms.

The Commission determined by consensus that it will set its next meeting as needed.

Upon motion made by Commissioner Herman, seconded by Commissioner McClellan and duly adopted, the meeting was adjourned at 8:50 p.m.

Respectfully submitted

Frederick C. Sussman, Recorder