

**Town of Riverdale Park**  
**Ethics Commission Meeting Minutes**  
**January 22, 2019**  
**7:30 p.m.**

**In Attendance**

Corey Beauford  
Andrea Huberty

Jessica Barnes, Town Clerk  
Frederick Sussman, Town Attorney

The meeting was called to order at 7:30 p.m. by Mr. Beauford.

**Agenda Approval**

Mr. Beauford made a motion to approve the agenda. The motion was seconded by Ms. Huberty.  
Vote: 2-0 (favorable)

**Approval of Minutes**

Ms. Huberty made a motion to approve the minutes from July 10, 2018. The motion was seconded by Mr. Beauford. Vote: 2-0 (favorable)

**Unfinished Business**

1. Status of outstanding CY2017 Financial Disclosure Statements

Town Attorney Fred Sussman gave an overview of the outstanding CY2017 Financial Disclosure Statements (FDSs).

Town Attorney Fred Sussman stated that an employee who was required to submit a Financial Disclosure Statement (Public Works Director) had retired on June 30, 2018 and needed to provide an FDS for January 1, 2018 to June 30, 2018. Mr. Beauford made a motion to not pursue further outreach efforts and address the issue if the employee returned to employment with the Town. The motion was seconded by Ms. Huberty.  
Vote: 2-0 (favorable)

2. Status of Commission E-mail Addresses

Town Attorney Fred Sussman distributed a cover memo regarding the Town's policy for e-mails for members of Town Committees and Commissions. Town Attorney Sussman requested that Town Clerk Barnes send a copy of the policy to Mr. Wells. Town Clerk Barnes distributed e-mail addresses and passwords to the Commission members.

3. Request from Town Manager Regarding Additional Financial Disclosure Filers

Town Attorney Fred Sussman gave an overview of the request made by Town Manager Lestitian, pursuant to the discussion at the July 10, 2018, Ethics Commission meeting.

Town Clerk Barnes provided a summary of the request and answered questions from the Commission members.

Mr. Beauford made a motion to approve the Town Manager's recommendation regarding staff members required to file Financial Disclosure Statements. The motion was seconded by Ms. Huberty. Vote: 2-0 (favorable)

#### 4. Review of Commission Procedures and Forms

Town Attorney Fred Sussman reported that the Commission, at their July 10, 2018 meeting, reserved the right to comment on Commission Procedures and Forms after further review. The Commission reported that they had reviewed the forms and had no further comments.

### **Hearings**

There were no hearings scheduled for the January 22, 2019, Ethics Commission meeting.

### **New Business**

#### 1. Amendments to Town Ethics Ordinance

Town Attorney Fred Sussman distributed the ordinance adopted by the Town Council amending the Town's Ethics ordinance. Town Attorney Sussman outlined the amendments and discussed the potential impact of each.

#### 2. CY 2018 Financial Disclosure Forms

Town Clerk Barnes provided an overview of the timeline for distributing Financial Disclosure Statements with respect to the upcoming election.

The Commission reviewed the draft CY2018 Financial Disclosure Statements and suggested formatting changes.

Mr. Beauford made a motion to approve the CY2018 Financial Disclosure Statements (long form and short form). The motion was seconded by Ms. Huberty. Vote: 2-0 (favorable)

There was a consensus among the Commission members to continue using the Financial Disclosure Statement definitions that had been used in previous years.

#### 3. 2019 Election Issues

Town Attorney Fred Sussman gave an overview of the process that had been used in the past for reviewing Financial Disclosure Statements from candidates. There was a consensus among the Commission members to continue with the process of having Town Attorney Fred Sussman conduct an initial review and evaluation of the submitted FDSs and present his findings to the Ethics Commission.

The Ethics Commission agreed to meet on April 11, 2019 (the candidate filing deadline) to review the candidate filings only.

4. Ethics Presentation to Town Council

The Commission discussed making a presentation to the Mayor and Council in March to kick off Ethics Awareness month.

**Next Meeting**

April 11, 2019 at 6:00 p.m.

**Adjournment**

Mr. Beauford made a motion to adjourn the meeting at 9:03 p.m. The motion was seconded by Ms. Huberty. Vote: 2-0 (favorable)