

Town of Riverdale Park
Ethics Commission Meeting Minutes
March 16, 2022
7:30 p.m.

In Attendance

Andrea Huberty, Chair
Corey Beauford, Vice Chair
April Engram, Alternate (left at 8:08 p.m.)
John Wells

Frederick Sussman, Town Attorney
Jessica Barnes, Director of Administrative Services/Town Clerk

Call to Order

Ms. Huberty called the meeting to order at 7:31 p.m.

Agenda Approval

Mr. Wells made a motion to approve the March 16th Ethics Commission meeting agenda as presented. The motion was seconded by Mr. Beauford. Vote: 3-0 (Favorable)

Approval of Minutes

Mr. Wells made a motion to approve the minutes for the February 23, 2022, Ethics Commission meeting as presented. The motion was seconded by Mr. Beauford. Vote: 3-0 (Favorable)

Unfinished Business

Review of Long Form Financial Disclosure Statements and incorporated changes
Director Barnes provided an overview of the reformatted Long Form Financial Disclosure Statement and the changes made during the previous Ethics Commission Meeting.

Mr. Beauford made a motion to the accept revisions made to the Long Form Financial Disclosure Statement. The motion was seconded by Mr. Wells. Vote: 3-0 (Favorable)

Review of Instructions for Long Form Financial Disclosure Statement

Director Barnes provided an overview of the revised instructions for the Long Form Financial Disclosure Statement. Ms. Huberty noted that the “CY2022” needed to be changed to “CY2021” to reflect the correct calendar year. Ms. Engram agreed.

Ms. Engram stated that the instructions needed to indicate that there had been changes made to the Long Form Financial Disclosure Statement. Ms. Huberty agreed.

Director Barnes suggested that the instructions be revised to say “Please note that:

- 1) A wet signature is required.
- 2) There have been changes to the CY2021 Financial Disclosure Statement”

There was consensus that the proposed revision was sufficient.

Mr. Beauford made a motion to accept the instructions as presented. The motion was seconded by Mr. Wells. Vote: 3-0 (Favorable)

Review of Vendor List for Long Form Financial Disclosure Statement

Director Barnes discussed the vendor list which included vendors that had done business with the Town over the last three years.

Mr. Wells suggested that the vendor list include only the vendors that the Town did business with during the time covered by the Financial Disclosure Statement. Mr. Wells noted that the list should include only the vendors that the Town did business with during Calendar Year 2021. There were no objections.

Review of List of Definitions for Long Form Financial Disclosure Statement

Town Attorney Fred Sussman discussed his comments regarding the list of definitions for the Long Form Financial Disclosure Statement.

There was consensus to modify the definition of “Attributable interest” number 3 by striking everything after the word “estate”.

There was consensus to change the definition of “Interest” number 6 to be consistent with State Ethics Law by replacing the current language with "For purposes of this section “interest” does not include a mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit."

There was consensus to remove the definition of “Qualified relative” as it was no longer relevant.

Mr. Wells made a motion to approve definitions with the changes outlined by Director Barnes. Mr. Beauford seconded the motion. Vote: 3-0 (Favorable)

Discussion regarding proposed revisions to Chapter 32 of the Town Code

Director Barnes provided an overview of the proposed further revision to § 32-6(a) of the Town Code to be consistent with the Town Charter. There were no objections.

Mr. Wells made a motion to recommend the revised text of § 32-6 Financial Disclosure – Employees and Appointed Officials, to the Mayor and Council. The motion was seconded by Mr. Beauford. Vote: 3-0 (Favorable)

Director Barnes stated that the recommended changes to § 32-6 would be presented to the Mayor and Council at their March 28th Work Session and asked members of the Ethics Commission to attend the meeting if they were able to.

Director Barnes asked how to proceed with the distribution of the CY2021 Financial Disclosure Statements to Town staff. Town Attorney Sussman stated that the Town Manager needed to make a recommendation to the Ethics Commission regarding which staff members he felt should file a CY2021 Financial Disclosure Statement. Town Attorney Sussman explained that the Commission would consider his recommendation and then decide how to proceed.

Hearings

There were no hearings scheduled for the March 16, 2022, Ethics Commission meeting.

New Business

There was no New Business to be discussed.

Other Business

There was no Other Business to be discussed.

Next Meeting

The Ethics Commission will meet virtually on Wednesday, March 30th at 7:30 p.m.

Adjournment

Mr. Beauford made a motion to adjourn the meeting at 8:36 p.m. The motion was seconded by Ms. Wells. Vote: 3-0 (Favorable)