

**Town of Riverdale Park**  
**Ethics Commission Meeting Minutes**  
**June 15, 2022**  
**7:00 p.m.**

**In Attendance**

Andrea Huberty, Chair  
April Engram  
Corey Beauford, Alternate

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

**Absent**

John Wells

**Swearing-in**

Mayor Alan K. Thompson thanked the members of the Ethics Commission for their service and administered the Oath of Office to Ms. Huberty, Ms. Engram, and Mr. Beauford.

**Call to Order**

Ms. Huberty called the meeting to order at 7:10 p.m.

**Agenda Approval**

Mr. Beauford made a motion to approve the June 15<sup>th</sup> Ethics Commission meeting agenda as presented. The motion was seconded by Ms. Engram. Vote: 3-0 (Favorable)

**Approval of Minutes**

Ms. Engram made a motion to approve the minutes for the March 30, 2022, Ethics Commission meeting as presented. The motion was seconded by Mr. Beauford. Vote: 3-0 (Favorable)

**New Business**

Review of CY2021 Financial Disclosure Statements

Town Attorney Fred Sussman provided an overview of the review summary for the CY2021 Financial Disclosure Statements.

Town Attorney Sussman discussed the Financial Disclosure Statements that were identified as having deficiencies. Town Attorney Sussman noted that none of the deficiencies were major, but revisions would likely be needed.

1. LaVerne E. Peakes (ARPA Project Manager)
  - a. Schedule A, Item 5, needs to identify name of joint owner of property

2. Thomas A.K. Sadiq (Councilman, Ward 4)
  - a. Schedule A, Item 9, needs to identify person from whom property was purchased
3. Ivy A. Lewis (Director of Public Projects and Services)
  - a. Schedule A, initial question (any interest in real property) is answered “No” but remainder of questions are answered as if the initial question was answered “Yes”
  - b. Schedule B, needs to answer questions 1 (name of business) and 5 (Dollar value or number of shares)
4. Alan K. Thompson (Mayor)
  - a. Schedule B – Unilever PLC ADR Sponsored
    - i. Item 8A – does the reference to “100” mean 100 % of 100 shares?
5. Paul S. Smith (Director of Finance and Employee Services)
  - a. Schedule H, needs to answer question 1 (spouse as lobbyist)
6. Gentry Jones (Deputy Finance Director)
  - a. Schedule A (Bass Place property)
    - i. Item 6 – needs to identify name of lender, lienholder, etc.
  - b. Schedule B
    - i. Item 5 – needs to identify percentage of ownership in LLC
  - c. Schedule H – needs to answer question 1 (spouse as lobbyist)

The Commission reviewed each Financial Disclosure Statement and agreed with Town Attorney Sussman’s findings.

Ms. Huberty thanked Town Attorney Sussman for his thorough review of the Financial Disclosure Statements. Ms. Huberty stated that the Commission would review all of the Financial Disclosure Statements and provide comment on anything that was missed by Friday, June 17<sup>th</sup>. There were no objections from Ms. Engram or Mr. Beauford.

Director Barnes discussed the outreach conducted to the elected officials who had not yet submitted their Financial Disclosure Statements (CMs Richard Smith, Aaron Faulx, and Karen Mejia). In response to a question from Ms. Engram, Ms. Barnes discussed the correspondence that had been sent by the Commission in the past.

Director Barnes asked how the Commission would like to proceed with regard to additional outreach to the elected officials who had not yet submitted their Financial Disclosure Statements. Ms. Engram suggested a formal e-mail and then perhaps a certified letter. Mr. Beauford stated that the Commission had addressed the situation in the past and discussed the history regarding outreach efforts.

Town Attorney Sussman stated that he was not certain that certified mail was necessary and e-mail with a delivery receipt or a read receipt would be sufficient if everyone utilized e-mail. Town Attorney Sussman suggested reminding those who had not responded that they could be subject to fines and establishing a deadline of June 30, 2022 (the end of the fiscal year).

Ms. Huberty, Ms. Engram, and Mr. Beauford stated that they were comfortable with sending the letter by e-mail, establishing a deadline of June 30, 2022, and including a reference in the correspondence regarding fines.

By consensus the Commission agreed to utilize the letter that had been used in the past, sent by e-mail, updated with a deadline of June 30, 2022, and including a reference to fines.

By consensus the Commission agreed to conduct outreach to those with deficiencies so that their Financial Disclosure Statements were updated by the next meeting of the Ethics Commission.

### **Unfinished Business**

There was no Unfinished Business to be discussed.

### **Hearings**

There were no hearings scheduled for the June 15, 2022, Ethics Commission meeting.

### **Other Business**

There was no Other Business to be discussed.

### **Next Meeting**

Town Attorney Sussman suggested that the Commission meet after the deficiencies were corrected and the Financial Disclosure Statement were received from those who had not yet submitted their forms. There were no objections.

### **Adjournment**

Mr. Beauford made a motion to adjourn the meeting at 7:46 p.m. The motion was seconded by Ms. Engram. Vote: 3-0 (Favorable)