

**MINUTES OF THE CHESAPEAKE BEACH ETHICS COMMISSION MEETING  
JULY 19, 2017**

**Commission Members Present:** Phillip Kete, Chair  
Ingrid Lamb  
Michael Linsenbigler

**Staff Members Present:** Sharon Humm, Town Clerk  
Karen Ruff, Commission Counsel

The meeting convened at 6:00 p.m. at the Chesapeake Beach Town Hall at 8200 Bayside Road, Chesapeake Beach, MD. Those listed as present participated in all portions of the meeting unless otherwise noted. If other individuals participated in aspects of the meeting, they will be identified in the specific line item where their participation occurred.

**ITEM 1: Approval of the minutes of the June 7, 2017 Ethics Commission meeting**

Discussion: The draft minutes of the June 7, 2017 Ethics Commission meeting were presented.

Decision: The Commission unanimously approved the June 7, 2017 Ethics Commission minutes.

**ITEM 2:Public comment on agenda items**

Discussion:Commission Chair Kete called for public comment on any agenda item.

Decision:There was no public comment received.

**ITEM 3:Consideration and discussion of possible approval of Rules of Procedure**

Discussion:Chairman Kete brought before the Commission a number of amendments to the draft rules of procedure for the Commission's consideration.

1. Amend §IV-4(b) by replacing the sentence "The filer must respond to the commission within 30 days" with "The filer must respond to the commission within the time limits set by it."**PASSED.**
2. Amend §V-9 by adding an additional sentence: "Names and other identifying information shall be redacted from the advisory opinion prior to it being posted, to the extent permitted by law."**PASSED.**
3. Amend §VI-18 by adding an additional sentence: "The cost of copying shall be determined by theTown Council in its adopted fee schedule."**PASSED.**

4. Amend §VI-19 -- insert in the first sentence after the word “may”, the words “do one or more of the following:”so as to read “Upon a finding of a violation of the Ethics Ordinance, the Ethics Commission may do one or more of the following.” **PASSED.**

Decision:The Commission voted unanimously to approve the Rules of Procedure as amended.

**ITEM 4: Consideration and discussion of possible changes to Ethics Ordinance**

Discussion:Chairman Kete presented to the Commission 3 draft options, (A, B, C) for an ethics ordinance.Mr. Kete is looking to see the Commission adopt one of these options tonight and recommend approval by the Town Council so as to have an approved ordinance to send to the State’s Ethics Commission by the October 1, 2017 deadline. Mr. Kete stated Option A is the State model, Option B is a draft ordinance in which was approved by the State in 2015, but not acted on by the Town Council, and Option C is the current ordinance, which was approved by the Council, but denied by the State. The Commission discussed the options, and considering the time restraint in order to meet the October 1, 2017 deadline, thought Option B to be the most practical.

Decision: The Commission voted on all three options; Option A, none in favor, Option B, two in favor and Option C, one in favor. The Commission voted unanimously in favor of a resolution adopting Option B to be presented to the Town Council for their approval. Counsel Ruff recommended adding the words “Town Attorney” in the third paragraph after, “to consult with” so as to read, “to consult with the Town Attorney and the staff of the State Ethics Commission”. The Commission was in favor. Ms. Ruff will prepare a draft ethics ordinance for submission to the Council.

**ITEM 5: Consideration and discussion of training Town procurement staff.**

Discussion:Mr. Kete stated that he had been in contact with the Town Administrator in regards to training Town procurement staff which falls under the duties of the Ethics Commission. Ms. Ruff stated the Maryland Municipal League has a training power point which they presented at the Fall MML conference and could be ideal for what the commission is looking for.

Decision: The Commission will discuss a training schedule at their next meeting.

**ITEM 6: Scheduling of next meeting.** The Commission will hold its next meeting on August 23, 2017 at 6 pm.

**ITEM 7: Comments by Commissioners and members of the public.** - None received.

The meeting was adjourned at 6:55 p.m.

Submitted by:

Sharon L. Humm  
Town Clerk