



ETHICS COMMISSION

MINUTES OF THE CHESAPEAKE BEACH ETHICS COMMISSION MEETING

April 5, 2021

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

Staff Members Present: Fred Sussman, Commission Counsel
Sharon L. Humm, Commission Clerk

The virtual meeting convened at 1:00 p.m. 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 February 24, 2021 Ethics Commission Meeting.**

Discussion: The draft minutes of the February 24, 2021 Ethics Commission meeting were presented.

Decision: The Commission unanimously approved the February 24, 2021 Ethics Commission meeting minutes as presented.

Item 2: **Approve revised disclosure forms.**

Discussion: The Commission reviewed the draft revised disclosure forms for Employees and Appointed Officials. The Commission reviewed page by page and had the following amendments.

The Commission unanimously moved to approve revising the 2nd page, “Instructions”, to remove editorializing wording after each Form entry and have it reflect the title of the form itself.

Under Form “A” move explanatory box, “Note: includes ownership attributable to you, as defined in Appendix A” under the heading “REAL ESTATE” at the top of the form. The Commission unanimously approved.

Under “Form “A” CONTINUED”, in each entry replace the word “for” with “of”. The Commission unanimously approved.

Under Form “B”, OWNERSHIP OF BUSINESSES”, correct typos in the sentence “If the business in not a corporation, state neither” changing “in” to “is” and “neither” to “either”, and adding two colons in the last section where needed. All in favor.

Under Form “F” GIFTS, 1st section, add a “s” to the 2nd gift word. All in favor.

Under Form "I" PRESTIGE OF POSITION, add the letter "a" in the second sentence before the word "Chesapeake". All in favor.

The Commission unanimously approved the revised draft Employees and Appointed Officials Disclosure forms as amended.

Decision: Commissioner Linsenbigler will coordinate with Town staff and implement changes to the Employees and Appointed Officials Disclosure. At its next meeting, the Commission will consider approval of the Elected Officials Disclosure Forms.

Item 3: **Consider proposed changes in Rules of Procedure.** No action taken.

Commissioner Lamb noted in the memo to the Mayor, page 2, last paragraph, second sentence, a change to add after "\$5 per day", the wording "not to exceed \$500 in total".

Chairman Kete will draft a correction memo to the Mayor.

Item 4: **Schedule next Meeting.** The Commission will meet again on April 9, 2021.

Item 5: **Comments by Commissioners and members of the public.** None

The meeting adjourned at 1:25 pm.

Submitted by:



Sharon L. Humm
Town Clerk