



## OFFICE OF THE ETHICS COMMISSION

### MINUTES OF THE CHESAPEAKE BEACH ETHICS COMMISSION MEETING SEPTEMBER 11, 2023

**Commission Members Present:** Peter Feuerle, Chair  
Gregory Kernan  
Farhad Safaie

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

The 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 Agenda.**

**Discussion:**    The draft agenda was presented.

**Decision:**     The Commission unanimously approved the agenda as presented.

**Item 2:**        **Approval of the minutes of the May 11, 2023 Ethics Commission Meeting.**

**Discussion:**    The draft minutes of the May 11, 2023 Ethics Commission meeting were presented.

**Decision:**     The Commission unanimously approved the May 11, 2023 Ethics Commission meeting minutes.

**Item 3:**        **Complete review of disclosure statements.**

**Discussion:**    Chairman Feuerle reported during the Commission's May 11<sup>th</sup> meeting, filer disclosures were reviewed. There were a number of disclosures with incomplete information needing further attention. After filer notification, and the return of those disclosures, Mr. Feuerle and the Commission Clerk met, reviewed, and agreed that all had been sufficiently completed.

**Decision:**     Mr. Feuerle asked for the Commission's approval to accept and close out the review of those public disclosures for the 2022 reporting period. **The Commission unanimously approved.**

**Discussion:** Mr. Feuerle reported that there were, however, three disclosure statements which were still outstanding. One (1) had not been submitted at all, and the other two (2) are for newly appointed officials. Mr. Feuerle noted that the ethics ordinance requires disclosures for the preceding year be submitted within 30 days of appointment.

**Decision:** Mr. Feuerle stated he prepared letters for each, and the clerk will send them out.

**Item 4:** **Local Government Ethics Law Annual Certification.**

**Discussion:** Just for informational purposes, Mr. Feuerle stated the Commission is required to file a local government ethics law annual certification by October 1, 2023. Mr. Feuerle will complete the certification form and submit it to the State Ethics Commission.

**Item 5:** **Discuss public disclosure obligations of Town Officials.**

**Discussion:** Mr. Feuerle stated he had provided the Commission with a one-page informational sheet that provides public disclosure obligations of Town officials for their review. Mr. Feuerle, with the approval of the Commission, would like to submit this information to the Town Administrator for future elected officials and appointees. **The Commission unanimously approved.**

**Item 6:** **Discuss procedure for officials who have left office in 2023.**

**Discussion:** Mr. Feuerle stated a procedure needs to be in place for officials that leave office within the reporting period. In the past, the Commission provided an easy one-page statement to officials that required them to either, state that their preceding years information was the same, or if not, provide any changes.

**Decision:** The Commission found this method sufficient and unanimously approved.

**Item 7:** **Discuss possible amendments to improve the public disclosure statement forms.**

**Discussion:** Mr. Feuerle stated, in reviewing the public disclosure forms, that a number of points were raised and that revisions would be necessary. Mr. Feuerle will prepare a draft that will include items that were noted and discussed, and provide to the Commission for review and comments before the next meeting.

**Item 8:** **Any additional matter for discussion.** There were no additional matters for discussion.

**Item 6:**        **Schedule the next Meeting.** Next meeting to be scheduled tentatively for October 31, 2023.

*Clerk's note: Due to prior commitment, the Commission's next meeting is scheduled for November 1, 2023.*

**Item 7:**        **Comments by Commissioners and members of the public.** No comments.

The meeting adjourned at 1:23 pm.

Submitted by:

Sharon L. Humm  
Town Clerk