



## CHESAPEAKE BEACH ETHICS COMMISSION

### MINUTES OF THE CHESAPEAKE BEACH ETHICS COMMISSION MEETING AUGUST 23, 2017

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

**Staff Members Present:** Sharon L. 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 July 19, 2017 Ethics Commission meeting**

Discussion: The draft minutes of the July 19, 2017 Ethics Commission meeting were presented.

Decision: The Commission unanimously approved the July 19, 2017 Ethics Commission minutes as presented.

**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: Briefing by Town Administrator Holly Wahl on structure and staffing of the town Government.**

Discussion: Town Administrator Holly Wahl was present to brief the Commission on the organizational structure within Town Hall. Mrs. Wahl stated the Town Treasurer and herself report directly to the Mayor and expounded on their responsibilities. Mrs. Wahl also gave a quick overview of the Town's contracting process and then addressed questions from the Commission. In regards to the Financial Disclosure section of the ordinance, the Commission inquired about the number of town employees, contracted positions, Boards and other Town commissions.

Decision: The Commission requested, if available, a Town organizational chart be sent to the members.

**ITEM 4: Discussion of need for training of town officials and employees.**

Discussion: The Commission discussed the need to prepare training on conflict of interest prohibitions for the town officials and employees and financial disclosure requirements for those subject to them. With the training, it will enable everyone to be properly informed and made aware of the laws.

Decision: The Commission is anticipating having a training package to present at their October meeting for review.

**ITEM 5: Discussion of need for training of members of the ethics commission.**

Discussion: It was suggested that the Ethics Commission members take the training first and be better prepared to assist in the training of Town officials and employees. Ms. Ruff stated that in talking with the State Ethics attorney, he has offered to come and provide the training for the Commission. A concern brought forth was, would the training also include training on duties assigned to the Commission under the ordinance such as interpreting and applying the ordinance when called upon to do so, investigating alleged violations, and holding hearings and making decisions in particular cases. The Commission also discussed the task of developing the necessary forms.

Decision: Ms. Ruff will speak with the State Ethics attorney in regards to arranging training and will forward to the members a set of State forms and examples of forms from other jurisdictions for review.

**ITEM 6: Discussion of responses to questions and comments regarding our ethics ordinance recommendation, made at the Town Council's August 3<sup>rd</sup> work session or anticipated to be made at future town council meetings.**

Discussion: Chair Kete brought before the Commission possible changes and discussed potential responses in preparation to comments and questions raised by a Councilman at the August Town Council meeting in the event that these matters be presented at the September 7<sup>th</sup> work session coming up.

**ITEM 7: Scheduling of the next meeting.** The next meeting will be scheduled for September 25, 2017 beginning at 6 pm.

**ITEM 8: Comments by Commissioners and members of the public.**

Discussion: Public comment was received by the following:

1. Councilman Stewart Cumbo commented he is, 1) in support of the training needed, 2) is in favor of a quorum of three members opposed to two, and 3) under §25-6. Enforcement (C) asked the Commission to consider lowering the amount of the fine imposed by the Court, as he feels it is a bit excessive.

2. Councilman Derek Favret commented, Ethics Ordinance 0-17-15 was introduced at the August Town Council meeting, and with comments made earlier in the evening on possible changes, the Council would need to discuss and address any amendments being proposed before voting at the September Council meeting. Mr. Favret highlighted numerous concerns in the ordinance that he will be discussing at the work session.

The meeting was adjourned at 7:15 p.m.

Submitted by:



Sharon L. Humm

Town Clerk