

ETHICS COMMISSION
Meeting Minutes
November 25, 2013 ~ 4:30 p.m.

ATTENDEES:

Philip Dorsey, Esq., Town Attorney

Christopher Jeys, Member

Terry Bonnevier, Member

WELCOME/INTRODUCTION

Mayor Burris welcomed everyone and thanked them for volunteering to serve on the Ethics Commission. He provided a brief introduction and reasoning for the establishment of an Ethics Commission for the Town of Leonardtown and the role of the Ethics Commission members. He introduced Mr. Phil Dorsey, Counsel for the Town and the Ethics Commission advisor.

Mayor Burris remarked that the Town has always had an Ethics Ordinance, but the State of Maryland recently mandated that every jurisdiction establish an Ethics Commission. The Mayor and Town Commissioners are required by law to complete and file an Ethics application detailing their business and personal financial interests. Also, any candidates filing for a seat as a Commissioner of Leonardtown will be required to complete and file an application.

Mayor Burris stated that the Ethics Commission should plan to meet approximately four times a year; the Town is required, by State law, to file a report annually.

OVERVIEW

Mr. Dorsey presented each member with a large binder that includes the newly written Ethics Commission By-Laws, a copy of the Town's old and new Ordinance for each members review. After the members have had an opportunity to review the information provided tonight the members will formally adopt the By-Laws and elect officers at the next meeting.

Mr. Dorsey explained that the By-Laws for the Ethics Commission spells out the member's role, the Election of Officers, their term of office, how often the Commission should meet, and to conduct their meetings following Robert's Rule of Order.

As this is the first meeting, there are no minutes to review. Ms. Dimsey, Executive Secretary for the Town, is in attendance to take minutes of the meeting which she will disseminate to the members following this meeting for review and approval at the next meeting.

Mr. Dorsey recommended the members review the old Town Ordinance and in particular three areas: Conflicts of Interest, Financial Disclosure, and Lobby Disclosure. In the old Ordinance, the Town had all the requirements imposed by the new State Ordinance but many jurisdictions did not, hence the State came up with a model for a new Ethics Ordinance thus, the Town did adopt a new Ordinance. The State Ethics Commission approved the Town's new Ordinance in August 2013. Mr. Dorsey suggested that the members should take some time to review and compare the two Ordinances. Also included are a

number of letters from the State's Ethics Commission office. These individuals may be useful contacts if the members are faced with any concerns they cannot address themselves.

Each Elected Official has and is required to file an application along with specific employees which are the Town Administrator, the Town Treasurer and the Town Attorney.

Ms. Bonnevier asked where the documents were kept on file and do the members have access to them?

Mr. Dorsey remarked that the applications are kept in the administrative offices of the Town. The Town Administrator is responsible for the files and the Ethics Commission members can ask to see them at any time. We will request that they be available for review at the next Ethics Commission meeting so that the members can peruse them to determine if they have met the necessary criteria.

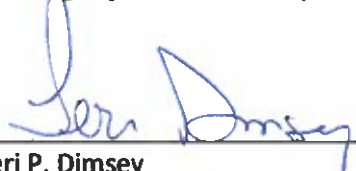
Mr. Dorsey suggested the members take some time to review all the information presented and prepare any questions to be brought up and discussed at the next meeting.

ADJOURNMENT

Ms. Dimsey will prepare the minutes of this meeting and email them to the members, a copy to the Town Administrator and a copy to be kept on file.

The next meeting date is Tuesday, February 11, 2013 at 4:30 p.m.

Meeting adjourned at 5:05 p.m.



Teri P. Dimsey
Executive Secretary

November 25, 2013