

**Town of University Park Ethics Commission
Minutes of Meeting, June 11, 2015**

University Park Town Hall, Mayor's Office
6724 Baltimore Avenue

MINUTES

Present: Constance L. Belfiore, Chair; Arthur Leaderman, Member; John Shoaff, Member; Suellen Ferguson, Town Attorney

I. Call to Order and Minutes

A public meeting of the Town of University Park Ethics Commission convened at 7:30 p.m. in the UP Town Hall Mayor's Office. The minutes of the Commission meeting on May 6, 2011, were approved unanimously.

II. UP Ethics Code Filings

The Commission discussed who should be subject to filing the Financial Disclosure Statements, examining the wording, intent, and effect of the relevant laws, including the Town Ethics Code (UP Town Code, Chapter 12, Sec. 101-109), the 2014 Maryland Public Ethics statute (MD Public Ethics Law, MD Code, General Provisions, Title 5, Subtitle 8), and COMAR (19A.04.02.05). The Statements include the disclosure of potential and actual financial and lobbying conflicts of interest. After comprehensive consideration, and with the knowledge that the Town coverage may be more, but not be less, restrictive than that mandated by the state, the Commission deferred a final decision pending the receipt of information about other municipalities' laws from the Town attorney. The Commission intends to coordinate with the Town attorney and recommend changes in the Town Code to the Town Council.

The Commission also reviewed the current membership in the Town commissions and committees, resolving to encourage those who have not yet filed to do so. It also discussed the extent of its review of the filings.

III. Record Keeping System

Right now all Ethics Commission records are kept as hard copies; the Commission discussed recommending that they be kept electronically in the future, for ease of access and space saving.

Regarding record retention, under Town and state laws, most statements must be kept for four years, except for financial disclosure statements given by elected officials. These must be kept permanently.

The Commission also discussed the procedures for allowing inspection of the filings by third parties, and notifying the filers of the inspections.

IV. UP and State Ethics Commissions

There are no outstanding issues involving the UP and state ethics commissions.

V. UP Ethics Code Status

The UP Ethics Code has been approved by the state, and is in compliance with all state laws. The Town attorney is recommending changes to the Code, intending to clarify the intent and effect of the law, and taking into account the Commission's work. The Commission and the Town attorney proceeded to review all of the proposed changes in the Code.

VI. Timing of Certification

The Commission will file the yearly certification of compliance with the State Ethics Commission before October 1; the precise timing to be determined at the next meeting.

VI. Conclusion and Adjournment

The next meeting was scheduled for July 9, 2015, at 7:30 p.m. This meeting concluded at about 9:00 p.m.