

**ETHICS COMMISSION**  
Meeting Minutes  
September 15, 2015 ~ 5:00 p.m.

**ATTENDEES:**

Philip Dorsey, Esq., Chairman  
Christopher Jeys, Member  
Terry Bonnevier, Member

**APPROVAL OF MINUTES**

Chairman Dorsey entertained a motion to approve the September 2, 2014 meeting minutes.

**Member Jeys moved to approve the minutes as presented; Member Bonnevier seconded, motion passed unanimously.**

**OLD BUSINESS**

*By-Laws*

Chairman Dorsey reported that Ethics Commission By-Laws were submitted to the Town Council for approval as drafted and approved by the Ethics Commission

**The Town Council voted in favor of approval at their September 14, 2015 meeting.**

*Commission Meeting Schedule*

Chairman Dorsey suggested that the next meeting be held on Tuesday, November 24, 2015 at 5:00 p.m. and asked Ms. Dimsey to provide the Commission members with a schedule of quarterly meeting dates for the next year to be approved at the next meeting.

**EXECUTIVE SESSION**

Chairman Dorsey opened the Executive Session to review the Ethics Disclosure Applications submitted by the Mayor, Town Council Members and Employees.

*Ethics Disclosure Statement Applications*

Chairman Dorsey stated that the members are required to do a final review of the Ethics Disclosure Statements submitted by the Mayor, Town Council Members and Employees in April. Ms. Dimsey worked with the Council Members and Employees whose statements required minor corrections or clarifications as reviewed and directed by the Commission members during the July Workshop.

The Ethics Commission Members are required to sign off on final approval of the statements.

The Commission Members reviewed each application and provided signature of review and approval of each Ethics Statement Application. They were then handed over to Ms. Dimsey to be filed and kept confidential.

Chairman Dorsey stated that the next order of business was the signing of the Annual Certification Submittal Form as required by the State of Maryland State Ethics Commission which is due each year by

October 1, 2015 to confirm the Ethics Commission Committee had reviewed and approved the Ethics Statement Applications.

The Committee Members signed and dated the Certification Form and directed Ms. Dimsey to mail it certified return receipt by the requested deadline date of October 1, 2015.

**NEW BUSINESS**

Chairman Dorsey asked if there was any new business to be addressed.

Member Bonnevier remarked that as part of the Ethics Code it makes mention that the Commission shall develop procedures and policies to address any adversary requests and actions to be taken for any complaints or such. Ms. Dimsey prepared three samples for the Commission's review.

The Commission Members selected the one they preferred. Member Bonnevier will note the changes and have Ms. Dimsey prepare for final approval for the Commission Members approval at the next meeting.

**ADJOURNMENT**

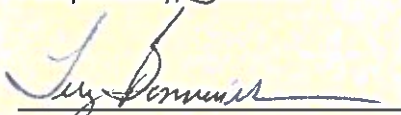
Chairman Dorsey stated that the next meeting date will be Tuesday, November 24, 2015 at 5:00 p.m. and entertained a motion to adjourn.

Member Jeys moved to adjourn the meeting at 5:48 p.m.; seconded by Member Bonnevier; motion passed unanimously.



Philip Dorsey, Chairman

\_\_\_\_\_  
Teri P. Dimsey, Recording Secretary



Terry Bonnevier, Vice Chairman



Christopher Jeys, Secretary