



Town of Berwyn Heights

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Berwyn Heights, MD 20740
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FINANCIAL DISCLOSURE STATEMENT

This form must be filed by all persons who wish to qualify as candidates for the Berwyn Heights Town Council. This form and the certificate of candidacy must be filed at the same time with the Town Clerk no later than the first Tuesday in March preceding the Town Council election held on the first Tuesday in May in every even-numbered year. This form must also be completed by the Town Administrator, Chief of Police, Code Compliance Director, Public Works Director, Town Treasurer and incumbent elected officials annually and filed with the Town Clerk on or before April 30.

I Would Like To Be Notified If Someone Looks At My Form

☐

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

Regular Reporting Period: January 1 through December 31, 2023

or

Termination Report: January 1 through 2024

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
CURRENT EMPLOYER OR AGENCY AFFILIATION		
CURRENT EMPLOYER ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION OR OFFICE HELD		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 6 of the Maryland Public Ethics Law with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet and Schedules A through K.

I hereby swear or affirm under penalty of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: _____

(SEAL)

Date: _____

Sworn to before me this _____ day of _____

Signature of Notary Public: _____

Printed/Typed Name of Notary Public: _____

My Commission Expires: _____

Schedule A – Real Property Interests

You must report all your real property interests, whether leased or owned, wherever located, and held at any time during the reporting period. This includes property sold or transferred. Please answer all questions related to each property disclosure, as all fields are mandatory in each of the interest questionnaires.

You must disclose:

1. Property owned directly, both commercial and residential
2. Property leased or rented as a tenant, both commercial and residential
3. A place of residence without formal agreement, if you provided any monetary contributions to the household.
4. Property owned jointly or through a partnership, limited liability partnership, or limited liability company in which you held an interest

Special Designations

You may designate only one property as a principal home and one property as a designated second home. The address information attached to these properties will be redacted from any public portal. A principal home is the sole residential property that you occupy as your primary residence, whether owned or rented by you. A designated second home is a residential property that you occupy for some portion of the filing year and is not rental property or a timeshare.

During the reporting period of 2023 did you own or rent real property as described above, in Maryland or any other state or country? This includes monetary contributions to household expenses without a formal lease?

Yes/No

Interest A. 1

What type of property is it? _____

Domestic/International

Address or legal description: _____

Is the interest held directly by your or attributable to you?

Directly by you/Attributable to you

Please use additional sheet(s), if necessary, for any additional entries.

Schedule B: Securities

You must report each security (stocks, bonds and specified mutual funds or exchange traded funds) you held in a corporation, partnership, limited liability partnership (LLP), or limited liability company (LLC) during the reporting period, **WHETHER OR NOT** that entity did business with the State. Please answer all questions related to each security disclosed.

You must disclose:

- Shares of stock you own directly or as part of an Individual Retirement Account (IRA), including a Roth IRA
- Bonds issued by corporate entities

You are not required to disclose:

1. A bank account or certificate of deposit (CD)
2. A money market fund
3. An insurance policy or an annuity contract
4. Bonds issued by government entities
5. An IRS defined pension or profit sharing plan or college savings plan such as 401(a), 401(k), 403(b), 457(b) that has more than 25 participants
6. An interest held in the capacity of a personal representative, agent, custodian, fiduciary, or trustee, unless you have an equitable interest therein

During the reporting period of 2023, did you own any stocks bonds, or sector specific mutual funds or ETFs that satisfy the disclosure requirements above:

Yes/No

Option to include financial statement:

You may opt to include a file that contains your reportable interests, instead of, or in addition to filling out an interest questionnaire. Please ensure the document is a year end statement showing all activity that occurred during the reporting period. A statement containing activity over the course of a month (e.g. December statement) cannot be accepted.

Please make sure your personal information (i.e. social security number, account number, etc.) is redacted before you include the document.

Interest B.1

What type of security is this? _____

Name of the security? _____

Is the security held directly by you or attributable to you?

Directly by you/Attributable to you

Is the security publicly traded?

Yes/No

Do you own the security solely, or was it held jointly with another? _____

What is the value of the security?

Dollar value/Number of shares

Did you hold the security free and clear of any lien, pledge, charge, interest, claim or right of another, or any other encumbrance?

Yes/No

Did you sell or transfer all, or part of your security during the reporting period of 2023?

Yes/No

Please use additional sheet(s), if necessary, for any additional entries.

Schedule C: Ownership in Business Entities

You must report each interest you held during the reporting period, in business entities that you owned in whole or part, directly or indirectly, jointly and severally, **WHETHER OR NOT** that entity did business with the Town. Pursuant to §5-607(a-1) of the Public Ethics Law, an individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as. This schedule concerns the reporting of ownership in business entities, other than stocks (which are reported on schedule B).

You must disclose ownership in a:

1. Corporation
2. Partnership
3. Limited liability partnership (LLP)
4. Limited liability company (LLC)
5. Sole proprietorship

You are not required to disclose ownership in a sole proprietorship if:

1. The entity did not do business with the Town; **AND**
2. You did not earn an income from the entity

(Note: if your business took in revenue, even if it operated at a net loss, you must report the interest here)

During the reporting period of 2023, did you wholly or partially own any business entity that satisfies the disclosure requirements above?

Yes/No

C.1

What type of business entity is this? _____

Name of the business entity? _____

Domestic/International

Address: _____

Is the entity held directly by you or attributable to you?

Directly by you/Attributable to you

Did you own the entity solely or with others? _____

What is the value of the entity? _____

Did the entity to business with the Town?

Yes/No

Did you hold your interest in the entity free and clear of any lien, pledge, charge, security interest, claim, right by another, or any other encumbrance?

Yes/No

Did you acquire interest in the entity in 2023?

Yes/No

Did you sell or transfer, all or part of your interest in the entity during the reporting period of 2023?

Yes/No

Please use additional sheet(s), if necessary, for any additional entries.

Schedule D: Gifts

You must report each gift you received during the reporting period, along with all gifts given to another person at your direction. You are not required to report a gift received from a member of your immediate family or your parent(s), or any kind of political campaign contributions. Please answer all questions related to each gift or upload a listing of all your gifts with their complete description.

You must disclose gifts with a value of more than \$20, or multiple gifts from the same donor if the gifts had a cumulative value of \$100 or more. Include gifts from:

1. A regulated lobbyist;
2. An entity engaged in activity regulated or controlled by the State;
3. An entity that otherwise did business with the State; or
4. An association or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.

For Council ONLY:

You need not disclose if you attended a special meal or reception to which all members of the Council were invited, and the meal/beverage was consumed in the presence of the donor or sponsor.

instructions

During the reporting period of 2023, did you receive any gifts or were any gifts give to another person at your direction that satisfy the disclosure requirements described above?

Yes/No

Interest D.1

What type of gift was it? _____

Please describe the gift. _____

Who gave the gift? _____

What was the dollar value of the gift? _____

Was the gift give to someone else at your direction?

Yes/No

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Debts You Owe

You must report any debt owed during the reporting period, to entities which did business with, or were regulated by your governmental unit. Please answer all questions related to each interest and be sure to include each mortgage listed on Schedule A, if the holder of the mortgage fits these criteria.

You must disclose:

1. Debts you owe to entities, if they did business by sales, purchases, contract or lease of at least \$5,000 with your governmental unit during the reporting period. • Typical debts to report are installment loans, mortgages, car loans or other time-fixed liabilities owed to financial institutions such as banks, credit unions, mortgage companies and similar entities
• Other reportable debts could include those owed to other entities, including merchants, contractors, etc.
2. Debts you owe to regulated lobbyists
3. Debts your spouse owes, **ONLY IF** you were involved in the transaction that gave rise to the debt
4. Debts your dependent children owe, **ONLY IF** you were involved in the transaction that gave rise to the debt

You are not required to disclose

1. Consumer credit card accounts
2. Debts and liabilities that are not associated with entities that did business with your department.

Instructions

During the reporting period, did you have any debts owed to entities that did business with your department?

Yes/No

Interest E.1

What is the type of debt or liability? _____

To whom did you owe the debt? _____

When was the debt incurred? _____

What is the interest rate? _____

What are the payment terms? _____

What is the amount of debt at the end of 2023? _____

Did the principle balance of the debt change?

Yes/No

Was any collateral given for the debt?

Yes/No

Was this a transaction in which you were involved, and result in a debt being owed by your spouse or dependent child?

Yes/No

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Employment and Offices Held

Excluding your Town employment/office, you must report any offices, directorships, or salaried employment you held during the reporting period. Please answer all question related to each position disclosed.

You must disclose:

1. Any outside employment where you earned a salary, whether or not your employer did business with the Town.
2. Any unsalaried positions you held, such as an officer or director of a for-profit or not-for-profit organization, but only if the entity did business with the Town.

During the reporting period of 2023, did you hold any offices, directorships, or salaried employment that satisfies the disclosure requirements above.

Yes/No

Interest F.1

You position title: _____

Did you have an ownership interest in the entity during 2023?

Yes/No

What year did the position begin? _____

Name of entity: _____

Domestic/International

Address: _____

Did the entity do business with the Town?

Yes/No

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Spouse

You must report each place of salaried employment held by your spouse during the reporting period, **WHETHER OR NOT** your spouse's employer did business with the Town. You must also report unsalaried offices, directorships, or similar positions for your spouse with any entity that did business with the State. You must also report any solely or partially owned business from which your spouse earned income.

Note: If your spouse's business took in revenue, even if it operated at a net loss, it is considered to have earned income

Lobbying Disclosure

If your spouse was a regulated lobbyist with the Town during the reporting period, you must also identify each client that engaged your spouse for lobbying purposes.

Name of Spouse: _____

Interest G.1

Spouse's position title: _____

What year did the position begin? _____

Did your spouse have an ownership interest in that entity during the reporting period?

Yes/No

Name of entity: _____

Domestic/International

Address: _____

Did the entity do business with the Town?

Yes/No

During the reporting period was your spouse an individual regulated lobbyist?

Yes/No

If yes, provide the name of each client that engaged your spouse during the reporting period for a lobbying position?

If necessary, please use additional sheet(s) for any additional entries.

Schedule H: Dependent Children

You must report each place of salaried employment held by your dependent children during the reporting period, subject to the conditions below. You must also report unsalaried offices, directorships, or similar positions for your dependent children with any entity that did business with the Town. You must also report any solely or partially owned business from which your children earned income.

Note: If your dependent children's business took in revenue, even if it operated at a net loss, it is considered to have earned income

The statement may not include a minor child's employment or business interests unless the employment or business interests are with:

1. The Town;
2. An entity regulated by your department;
3. An entity that has contracts in excess of \$10,000 with your department

During the reporting period of 2023, did you have dependent children who had any of the employment or business interests described above?

Yes/No

Interest H.1

Name of dependent child? _____

Title or position: _____

What year did the position begin? _____

Did your child have an ownership interest in that entity during the reporting period?

Yes/No

Name of entity: _____

Domestic/International

Address: _____

Did the entity do business with the Town?

Yes/No

If necessary, please use additional sheet(s) for any additional entries.

Schedule I– Family Members Employed by the Town

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the Town in any capacity?

Yes/No

If Yes: (Answer each question below. A separate Schedule I will be required for each member of the immediate family who is employed by the Town.)

1. What is the relation and name of the immediate family member employed by the Town?

2. What is the name of the Town Department that employed the member of your immediate family?

3. What was the title of your immediate family member's position in the Town Department during the reporting period?

If necessary, please use additional sheet(s) for any additional entries.

Schedule J: Relationship with State or Local Government Quasi-Governmental Entity or University of Maryland Medical System (UMMS)

You must report any and all relationships with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State. For each interest disclosed, including any **attributable** interest, please include the name of the agency, the services performed, and the consideration earned from the financial relationship.

For the purposes of this schedule, a relationship is defined as:

1. Any receipt of compensation for representation of UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State.
2. Any financial or contractual relationship, with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State.
3. Any transaction with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State, involving a monetary consideration.

During the reporting period, did you have any relationships with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State?

Yes/No

Interest I.1

Identify either the governmental entity in the State, or a quasi-governmental entity of the State or local government in the State, or UMMS with which you have a financial relationship.

Describe the position of employment, services performed, description of and subject matter of the relationship or details of transaction entered into?

What consideration was received? _____

(The consideration will be redacted from public viewing)

Schedule K – Other

Is there any additional information or interest you would like to disclose?

STANDARDS OF CONDUCT

The Maryland Public Ethics Law includes standards of conduct applicable to financial disclosure filers and other State employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the State, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the offices of the State Ethics Commission.

PRIVACY NOTICE

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law.

The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the Public Ethics Law, Md. Code Ann., State Gov't § 10-625 (Supp. 2004). Failure to file or to report information required by Public Ethics Law §15-607 can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to \$250, and a civil fine of up to \$5,000 per day. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.