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**STATE OF MARYLAND  
OPEN MEETINGS COMPLIANCE BOARD**

January 18, 2006

The Honorable Donna Turner  
President, Centreville Town Council  
101 Lawyer's Row  
Centreville, Maryland 21617

Dear Ms. Turner:

The Open Meetings Compliance Board has received the enclosed complaint alleging a series of violations of the Open Meetings Act by the Centreville Town Council.

First, the complaint alleges that the Council has failed to produce minutes for specific work sessions over an eight-month period and for public hearings conducted June 15 and 23, 2005. Second, the complaint alleges that the Council failed to provide adequate disclosure in connection with a series of meetings closed under provisions of the Act, both in advance of the closed sessions as part of its written statement for closing a meeting, and subsequent to the session, as part of the minutes for a public session.<sup>1</sup> Third, subject to a single exception, the complaint alleges that the Council has failed to approve minutes of its closed sessions in public meetings, leading the complainant to believe such minutes do not exist. Finally, the complaint alleges that on September 12, 2005, a quorum of the Council privately discussed a matter of Town business after a public session had apparently ended.

Under §10-502.5(c)(2) of the Open Meetings Act, the Council is to file a written response to the complaint within 30 days of receipt of this letter. The Compliance Board requests that the complainant be provided with a copy of your response. If the Council disputes the procedural allegations in the complaint, the Compliance Board requests that copies of the relevant written statements prepared in advance of the closed session and minutes of the closed and public sessions relevant to the complaint be provided with the Council's response. See §10-502.5(c)(2) of the State Government Article, Annotated Code of Maryland.

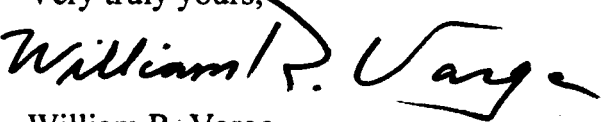
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<sup>1</sup> The complaint also alleges inadequate disclosure as part of the Council's agendas. However, the Open Meetings Act simply requires that a public body disclose as part of a meeting notice whether part or all of a meeting will be closed. Disclosure of the reasons for a closed session as part of an agenda is not required, and the Council need not address this point in its response.

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After receipt of the response, the Compliance Board will proceed either to issue a written opinion or schedule an informal conference in accordance with the Act. Should you need additional information about Compliance Board procedures, please refer to the following web page: <http://www.oag.state.md.us/OpenGov/Openmeetings/complaint.htm>.

Very truly yours,

A handwritten signature in black ink that reads "William R. Varga". The signature is written in a cursive style with a large, stylized "V" and "A".

William R. Varga  
Assistant Attorney General  
Co-Counsel, Open Meetings Compliance Board

cc: Daniel B. Worth  
Stephen Kehoe, Esquire  
Walter Sondheim, Jr.  
Courtney J. McKeldin  
Tyler Webb, Esquire