



CALVERT COUNTY  
ETHICS COMMISSION  
Post Office Box 1104  
Prince Frederick, Maryland 20678

**MEETING NOTICE**

The Calvert County Ethics Commission (CCEC) conducted an open meeting on *Tuesday, March. 19, 2019*, at **4:30pm**, at the Phillips House, 28 Duke Street, Prince Frederick, Maryland.

**OPEN MINUTES**

**Roll Call**

Members: Jennifer J. Mazur, Chairperson  
Wayne Millette, Acting Vice-Chairperson  
Rachel Norris, Secretary  
Matthew Raymer, Member  
Julia Sampson, Member  
Vacant, Alternate

Staff: Keisha Arthur, Executive Administrative Aide, Board of County Commissioners

**General Business & Administrative Matters**

Determined quorum

Call to order at 4:35 pm

Julia motioned to approve the Feb. 19, 2019 open agenda, Matt seconded, all in favor.

Rachel Norris- Absent

**New Business**

1. John Norris (County Attorney) discussed the revisions and approval for the Conflict of Interest in Code and the Enforcement Code.
  - a. Due the complaint of Pat Buehler of the Towne Center. On, February 19, 2019.
  - b. Julia suggested the Conflict of Interest in Code seems to be divided.
  
2. Matt inquired about the voting date for The County Commission Ethics Code 4117 and voting code. John Norris mentioned the current State of Maryland code, in regards to adhering to the Ethics Code.
  
3. Discussed the plans to approve the Towne Centers. There was a complaint, so it was decided to seek counsel.
  - a. The Commissioners may need to refrain from voting; due to family ties and owning certain properties.
  
  - b. The planning and zone ordinance may be a conflict of interest for Commissioner Weems. It was suggested that the Planning and Zone make the decision and BOCC will vote on the decision. There is not a log of the previous practices.

- c. BOCC has the power to make the final decision.
  - d. Follow-up with the planning and zoning boundaries and/or outlines.
  - e. The Planning & Zone ordinance is very vague.
  - f. What are the checks and balances for the BOCC and P&Z Commissioners (if any?)
4. Matt asked John Norris about code 4131(a) 32(b).
- a. Residence and residential property is not a big concern, but business and rental property needs to be discussed and reviewed. This topic is one of the main concerns for Pat Buehler.
  - b. John stated that the planning comes before zoning and refers to the Open Meeting Act form of legal codes that could be use in reference.
  - c. It was suggested that the Ethics Commission implements guidelines for conflict of interest.
5. Planning starts before zoning. It is the Open Meeting Act form of legal codes.
- a. Discuss the Septic Tanks & the issues and concerns.
  - b. Discuss citing and law procedures.
  - c. The comprehension plan I being reviewed by the Legislation and could take 3 months to 3 years.
6. To change the name in the St. Leonard Towne Center, documentation is needed.
7. Mr. Norris is willing to help with any correspondence.

#### Old (Unfinished) Business

1. Jennifer and Matt made changes to the Rules of Procedures in real time.
  - A. These rules should be reviewed annually and revised every three years.
  - B. Section 3- Financial Disclosure Statement-wording needs to be change in the future but not at this time.
  - C. Section 5- of the FDS-questionable conflicts of interest in the Ethics member also completing the FDS making sure to follow codes and rules as the Ethics Commission the one that gets this form for approval.
  - D. Section 9 b(2) –complaints-is there a need to redact statements from code due to the complaints section in reference to Planning and Zoning process. Matt is unsure of the information or lack of information. Calvert County Government is require to mirror the State of MD code. Going forward the Ethics Commission committee has decided to redact on a case by case basis. In which would leave it open for an employees to feel free to make a complaint to the committee and the committee would have leisure to view each case individually.

2. Training

- a. Established 12 dates
  - i. Julia will not be able to help with training anymore due to she has accepted a new position the school board. Julia is willing to do Fridays and summer training.
  - ii. Jennifer is willing to do evenings. Julia will be reaching out to Administrative Aide's for attendance.
    - A. Projected to only last one hour unless there is a lot of interaction

Ongoing Business

1. Annual PO Box due Jan. 30<sup>th</sup> 2019 – paid through 2019
2. Keisha checking voicemail for new messages every Monday. Email to committee
3. Wayne and Matt to check mailbox weekly.
4. **Financial Disclosure Statements**
  - a. **The FD statements are being reviewed by Keisha and Jamie. If any information is omitted, the person will be notified.**
  - b. **There will be a grace period, if the office doesn't receive all FDS by Sunday March 31, 2019. Will be in contact with Lisa Tolomei for time line for grace period.**
  - c. **When will the financial statements be submitted to the BOCC?**
    - i. **There is some information available for review, but majority is not disclosed.**

Public Comment

*There is a time limit of 5 minutes per speaker.*

Announcements

At our last meeting three item(s) were discussed: *Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

Recess, subject to Motion of Privilege for Closed Meeting:

Three item(s) to be discussed *closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.*

With no other business to discuss, Wayne motioned at 5:13pm to enter into closed session, Julia seconded, all in favor.

Minutes transcribed by: Keisha R. Arthur – to be adopted at next meeting

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Name

date