TOWN MEETING
August 14, 2025
8:00 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Consent Agenda***
    - **Approval of Minutes:** (Town Meeting – 7/10/25, Work Session – 7/24/25, Special Meeting 7/31/25)
5. **Resident Input** – Public comment period for agenda items and other topics. All comments are limited to 3 minutes. Residents are asked to please state their name and ward. There will not be any additional time for resident input.
6. **Committee Reports**
    - Recreation Council
    - Cheverly Day Committee
    - Planning Board
    - Board of Elections
    - Ethics Commission
7. **Closed Meeting Summary** – Mayor Watson will read the fair summary of the July 31, 2025, and August 11, 2025, closed meetings.
8. **Resolution R-5-25* –** Mayor Watson will read the resolution appointing an election supervisor for the 2025-2027 term.
9. **Ethics Ordinance –** Mayor Watson will conduct the second reading of Ordinance O-25-04 to re-enact the Code of Ethics.
10. **Town Administrator Report –** Town Administrator Galloway will provide the Mayor and Council with a report on Town operations and a summary of actions taken.
11. **Police Report –** Chief Morris will give a monthly report.
12. **Public Works Report –** Director Brayman will give an update on the Department of Public Works.
13. **Review the September town meeting agenda and future requests, and Town Administrator Galloway will offer a forecast of the agenda.** The mayor will seek Council input on agenda items for consideration for future meetings.
14. **Mayor and Council Announcements** – Opportunity for Mayor and Council to share community happenings and events. The mayor will afford each elected official up to three minutes to speak. Unused time may not be transferred, and formal council business will not be conducted.
15. **Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

At Town Meetings, resident input is only permitted during the agenda item titled "Resident Input" unless otherwise noted.
Resident input will be welcomed on any ***items underlined on the agenda*** *during the meeting.*

Residents are also encouraged to submit input to the town clerk at townclerk@cheverly-md.gov to be read at the meeting.

Please Note: Pursuant to the Annotated Code of Maryland, General Provisions Article, Section 3-305, the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session, the mayor will announce the reasons, and a report will be issued at a future meeting disclosing the reasons for such session.

Topic: Cheverly Town Meeting

Please click the link below to join the webinar:
https://us02web.zoom.us/j/84025983118?pwd=cEhsbmU2aEs5MGViaGJnWVh6c1h6UT09

Webinar ID: **840 2598 3118**
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Agenda Supplemental Material

1. Meeting Minutes — Pages: 4 -14
2. Closed Meetings Summaries — Pages : 15 -16
3. Resolution R-5-25 — Pages : 17
4. Ethics Ordinance — Pages: 18 - 37

TOWN MEETING
July 10, 2025
8:00 PM

Minutes

Meeting called to order at 8:00 pm

In attendance: Mayor Watson, Vice Mayor Bryner, Council Members Wade**,** LeGloahec, Tansey, Fry

Staff: Town Administrator Dylan Galloway, Deputy Town Administrator Farana Abdul, Public Works Director Steve Brayman, Chief David Morris, Deputy Chief Jennifer Krauss, Town Clerk Giselle Richards

Town Attorneys: Jason DeLoach
Motion to excuse CM Garces from the meeting made by CM Fry. 2nd by CM Tansey. Approved Unanimously

Pledge of Allegiance

Motion to approve the agenda with the removal of the Ethics Committee report made by CM Bryner. 2nd by CM Tansey. Approved unanimously

Consent Agenda

- **Approval of Minutes:** (Town Meeting – 6/12/25)

Motion to approve the consent agenda made by CM Fry. 2nd by CM Bryner. Approved unanimously.

Resident Input -

Sheila Salo (Ward 2) – Visit www.greencheverly.org for the full Cheverly Green Plan, natural area descriptions, wildlife inventories, gardening tips, project news, and committee info. Ward 1 community event, organized by Councilmember Wade, is scheduled for July 12th. Stated: besides being knowledgeable, diligent, and kind, your Green Infrastructure Committee members also cook!

Committee Reports

- **Recreation Council** – n/a
- **Cheverly Day Committee** – Cheverly Day is Saturday, October 4, 2025
- **Planning Board –** CM Tansey -WMATA apartment proposal near Landover to be discussed at a future meeting. The committee noted bus route issues, including incorrect signage and need for a transit contact. Reached out to Economic Development regarding

the Walgreens location. Will review the proposal for the senior living zoning exception near Boyd Park. Drafting questions for Cheverly Hill developers on affordability and housing targets; draft expected at next meeting.

Board of Elections – No Report

Ethics Commission – No Report

Keller Update – Justin Short, a representative from Keller Construction, and Director Brayman provided an update on the Eley Building construction.

- Building interior and site work is progressing well. Paving is set for the week of July 21st.
- PEPCO permanent power is scheduled for July 14th. The Washington Gas line installation is in progress.
- Completion is still targeted for August.
- Contaminated soil was discovered, which costs $205,000, but FY25 funds will cover the $145,000 shortfall.
- No additional budget approval is needed. Remediation underway.

Resident Input on the topic above:

Sean McGuire (Ward 2) - Expressed concerns about the town's long-term financial obligations, noting that with under $9 million in interest over 30 years and current cash reserves, the town could run out of cash within 7 to 15 years. Also highlighted the recent $145,000 additional expense for contaminated soil and urged for greater transparency on costs. Wished the town good luck but emphasized the need for careful financial planning**.**

<u>Ethics Commission</u> – Thomas Ruyle with the Ethics Commission - reported that the governance document is approximately 90% complete. The Commission aims to approve and formally adopt it in the next few weeks. The current document dates back to February 1991 and was due for revision. Progress has taken longer than expected, but completion is near.

Town Administrator Report – Town Administrator Galloway provided a monthly report.

- **Hometown Heroes Banners**
  Thanks are extended to Mr. Gary Beall, Ms. Yvonne White, Ms. Giselle Richards, and the Public Works team for a successful Hometown Heroes banner project, which has received positive community feedback.
- **PEPCO Coordination**
  Ongoing discussions with PEPCO continue to improve emergency response communication. PEPCO prioritizes restoration by critical need and operates in 12-hour shifts during extreme weather.

- **MML Academy of Excellence**
  Councilmembers interested in registering should contact the Town Clerk for assistance.
- **WSSC Ride-Along Meeting**
  Scheduled for Friday, September 19 (9:30–11:30 a.m.) with GM Kisha Powell. Council members should confirm participation by Tuesday, September 17.
- **School Board Meeting**
  A town-wide public meeting is being planned with the School Board Rep. Aimee Olivo. Dates pending.
- **Cheverly Station AC Issues**
  Multiple AC outages occurred this summer. Staff is working with Councilmembers Garces and Fry and coordinating with property management to provide support and accountability.
- **Green Infrastructure Committee**
  The committee unavailable for July 24 session. Council input requested on rescheduling.
- **See Click Fix App**
  Council encouraged to download the app for efficient issue reporting and tracking.
- **6207 State Street**
  DPIE is proceeding with demolition steps while the property owner seeks a renovation permit. Demolition case will remain active until renovation begins and is completed.
- **Former Walgreens Property**
  Discussions with Prince George's County Economic Development Corporation are ongoing to identify new tenants. Market challenges acknowledged.
- **Business Roundtable**
  A fall business roundtable is being planned with DPIE and EDC to engage local businesses and offer support.
- **Leadership Cheverly & Police Resident Academy**
  Two new civic engagement programs will launch this fall to educate residents on local government and law enforcement operations.
- **Playground Grant Exploration**
  Early discussions underway with the Maryland Department of Natural Resources (DNR) to pursue FY27 funding for park upgrades.
- **Official Headshots**
  Photographer will be onsite Thursday, July 24 (3:30–6:30 p.m.) for staff and Council photos.

Police Report – Chief Morris and Deputy Chief Krauss provided a monthly report.

- **Staff:**
  - A New female recruit started the Police Academy on June 30.
  - Sgt. Blount will attend the FBI National Academy this fall.

- Chief Morris and Deputy Chief Krauss will attend the Federal Bureau of Investigation National Academy Associates (FBINAA) Conference and the Governors Highway Safety Association (GHSA) Annual Meeting in August.
- Lt. Gleason and Sgt. Blount were selected for the statewide Aspiring Leaders Program.

- **Community Events**:
  - National Night Out will be Tuesday, August 5 from 6–8 PM at Cheverly Station Apts.
  - A 10-week Community Police Academy is being planned to help residents learn about police work.
  - A Virtual Reality training demo will be provided to the Mayor and Council through a partnership with the Washington Metropolitan Area Transit Authority (WMATA).
- **Safety Reminders**:
  - Lock your vehicles as thefts from unlocked cars are increasing.
  - Do not drink and drive. Several arrests were made over the holiday weekend.
  - Domestic violence calls are rising. Call **911** in an emergency or **211** to contact local support services.
  - Always call **911** for police assistance, including non-emergencies, so responses are properly tracked and dispatched.

- Resources exist to assist those involved in these dangerous relationships, specifically,
  - Emergency Assistance 911
  - Resource Information 211
  - Community Crisis Services, Inc. (Emergency Shelter) 301-731-1203
  - Maryland Network Against Domestic Violence 800-MDHELPS (800-634-3577)
  - University of Maryland Hospital Domestic Violence/Sexual Assault Center 301-618-3154
  - House of Ruth (24-Hour Hotline) 410-889-RUTH (410-889-7884)
  - Community Advocates for Family and Youth (CAFY) 301-390-4092
  - Prince George's County Family Justice Center 301-780-8008

  For more information: https://www.princegeorgescountymd.gov/departments-offices/family-services/domestic-violence-assistance

Public Works Report – Director Steve Brayman provided a report.

- Trash collection will start earlier at 6:30 a.m., beginning Monday, July 14, 2025, through August 29, 2025, to better manage summer heat and improve service. Pickup remains no earlier than 7 a.m.
- Boyd Park playground renovations funded by the Community Parks and Playgrounds grant are complete; a ribbon-cutting ceremony is planned for August.
- Purchase order issued for a new gate at the Boyd Park entrance, expected to be installed in July using FY25 funds.
- Plans underway to install a new gym floor in the summer or early fall, funded through project charge funds.

Review of July work session agenda and future requests

- Keller Update on Eley Building
- WMATA
- MDOT/SHA Work session
- Ethics Ordinances – 1st Reader at Aug town meeting
- Board election review
- Cheverly Day review
- GIC discussion – Sept Work session
- Ethics code update recommendation – 7/24 or 7/31
- Review of policies
- M&C travel budget review

Mayor and Council Announcements –

CM Wade – The 3rd annual Cheverly Ward 1 Community Event will be held on 7/12/25. A percentage of proceeds will go to VineCorp.
CM LeGloahec – Chev Prom 2025 will be on 9/6/25, with tickets going on sale on 7/26. Joseph Jochum Day will be proclaimed on 7/13/25. He also hosted the first Triangle Talk, which allowed him to listen to residents in Ward 2, and he looks forward to future dates.
VM Bryner – n/a
CM Tansey – n/a
CM Garces – n/a
CM Fry – Acknowledged the recent passing of Walter Simmons' mother. The viewing is scheduled for tomorrow. Extended condolences to him and the community. Noted the passing of longtime Ward 6 resident Daisy Madison. Condolences to her family. A walk-through is scheduled for next week to discuss traffic calming options on 63rd Place. Notifications to residents will follow. Thanked CM Garces for his ongoing efforts assisting Cheverly Station Apartments residents during the outage of the AC system.
Mayor Watson – 100th Anniversary of the Peace Cross on 7/12/25, while there, visit the New Pearl Harbor Memorial. Next Cheverly Market on 7/19, Mayors' Hours 7/23, 8/16 & 8/28

Motion to adjourn made by CM Fry. 2nd by CM Bryner. Approved Unanimously

WORKSESSION
July 24, 2025
7:30 PM

Minutes

Call to Order:
Meeting called to order at 7:30 pm via Zoom.

In attendance: Mayor Watson, Vice Mayor Bryner, Council Members Wade, LeGloahec, Tansey, Garces and Fry

Staff: Town Administrator Dylan Galloway, Chief David Morris, Public Works Director Brayman, Town Clerk Richards

Town Attorney: Jason DeLoach

Pledge of Allegiance

Motion to approve the agenda made by CM Bryner. 2nd by CM Tansey. Approved unanimously.

Grant Request: Town administrator Galloway recommended approval of the grant request from Civic African American Community Organization (CAACO) for their annual backpack giveaway event.

Motion to approve the grant request from CAACO for $2000 made by CM Fry. 2nd by CM Tansey. 5-0, CM Garces Abstained.

MDOT/SHA – Representatives from the Maryland Department of Transportation State Highway Administration (SHA) provided the following updates:

- Maryland 202 Bike Lane Project: From MD 450/202 split heading east, includes bike lanes in both directions, speed reduction, ADA-compliant sidewalks, mid-block crossing at 55th Street with pedestrian signal ("HAWK"), and permanent closure of access to Public Playhouse for safety.
- The project is in design, with utility challenges ongoing. Target advertisement for bids is spring/summer 2026 to be awarded in fall 2026.

- The new design will reduce 3 lanes to 2 in each direction. Bike lanes on-road in both directions. Protection type (curb/flex posts) is still under discussion. Multiple council members urged for protected lanes and pedestrian safety.
- There is a shared-use path project for 450/202. The projects overlap but SHA is coordinating to avoid duplication and rework, but the 202-bike lane project is further along.
- Public Input: Residents supported cyclist safety, urged pedestrian safety measures, and requested captioning for the meeting.
- Old Landover Road (63rd Place) Signal: Design request approved; initial design to begin this year. Construction schedule pending FY budget approval.
- 62nd Place / Neighbor Lane Intersection:
- Council Concern: Dangerous red-light running due to wide intersection; unsafe for pedestrians, especially families crossing to Spelman Elementary.
- A request to adjust the signal timing to allow an all-red period or lead pedestrian interval (LPI) for safer crossings was made. SHA will submit a request for signal timing evaluation. An LPI option will be considered. Sabrina Mason (SHA Community Relations Manager) is the primary liaison for tracking and updates.
- A request for a red-light camera at 63rd Place was made. SHA stated that they review/approve these requests but do not operate. The request would need to start with the Town Police Chief and then be submitted to SHA for analysis.
- Council Concern: Illegal left turns on 62nd Place from Landover Rd. SHA will review options for larger or overhead mast-arm signage.
- Director Brayman discussed the 62nd Place & MD 202 sidewalk connection that is needed to close a key pedestrian gap at 62nd Place and MD 202. The project will extend the sidewalk up the embankment with a 5-foot retaining wall, connect to existing sidewalks near Monroe Street, and add a crosswalk for safe access. Design will incorporate stamped concrete to match the red pavers along 202, and utilities will be avoided. Right-of-way is available; one adjacent resident has approved, and no easement is expected. The estimated cost is $90K–$100K. The Town is working with Prince George's County and SHA, proposing a cost-share of roughly two-thirds Town funds and one-third SHA funds.

WMATA – Charlie Scott, a representative from WMATA provided the following update regarding the WMATA Bus Network Redesign.

- The new network began June 29 with all Metrobus routes in the region renamed and redesigned. Changes are resource-neutral, reallocating service to match current travel patterns.
- Cheverly Routes: P-22, P-54, P-43 serve Cheverly directly; P-44 and P-41 nearby. Routes coordinated with TheBus network, which also underwent full renaming in Prince George's County.
- Prince George's was the most extensive partner jurisdiction, both WMATA and County networks redesigned together. WMATA transferred 10 buses to County to support service goals and is installing all County bus stop flags.
- Outreach included rider tools (MetroPulse app, route crosswalks, profiles), community events, newsletters, and signage updates.
- The next steps are to remove remaining old signage, ramp up back-to-school outreach in August. TheBus routes remain fare-free; Metrobus fare is $2.25.
-

Board of Elections – Robin Kaye provided an update from the Board of Elections.

- The Board will resume regular meetings starting in August, on the second Tuesday of each month at 7 p.m.
- Meeting agendas and details will be sent to the Town Clerk for calendar publication.
- The Board plans to review the 2025 election in depth, including internal process improvements and recommendations for Town administration and Council.

HomeTown Heroes* – Town Administrator will present the nominees for Hometown Hero banners for approval per the recommendations of the committee.

Town Administrator Update - Town Administrator Galloway provided a report to the Mayor and Council.

- Mayor highlighted the Board of Ethics recommended code language provided by Attorney DeLoach; asked Council to review ahead of the planned first Ethics Commission meeting at the August Town Meeting.
- Noted an upcoming Maryland Municipal League (MML) leadership meeting on Tuesday, July 29th at 4 p.m., recommending Mayor and Council register and attend.

- Director Brayman discussed the traffic walk earlier this week with Council Member Fry around 63rd Place, 63rd Avenue, Jocelyn, and Jason.
    - Identified 63rd Place as the priority area to address school traffic safety.
    - Proposed installing two speed humps on 63rd Place and a possible raised crosswalk at 63rd Place and Jason (pending gas valve cover clearance).
    - Seeking to expedite a public hearing to approve these measures, ideally before the new school year. A report from Mr. Goode is expected to support this.
- Euclid Park and Hoyer Property Maintenance Update:
    - Received contact information for the Maryland National Capital Park regional maintenance supervisor and shared it with relevant staff to ensure accountability for Euclid Park upkeep.
    - Continued collaboration with the school board on the Hoyer property. Progress is being made in vegetation removal, though work remains ongoing.
    - A meeting is scheduled tomorrow to discuss the Hoyer property further. Updates will be provided after that.
- Thanked Mayor, Council, and community for patience during the recent water main incident. Town staff worked diligently, including a midnight conference call, to manage the situation. WSSC responded promptly, and the strong partnership was appreciated.
- Kilmer Street sidewalk construction is scheduled from July 30 to August 6 on the school-side sidewalk. Traffic backups may occur during this period.
- The Town of Cheverly will co-host a fraud and scam education event with State's Attorney Tara Jackson on Tuesday, August 12th at 2 p.m. More details will be shared in the Town Newsletter.
- The Town has been awarded a $25,346 grant from the Chesapeake Bay Trust Urban Tree Program to plant 50 new trees. Thanks to Public Works and Dr. Tobert Feathers for their efforts in securing the grant.
- The green infrastructure discussion will be postponed to the September work session due to prior communications and considerations. Questions can be addressed then.
- Cheverly received a CDBG PY51 grant of $177,958 for the Boyd Park resurfacing project. A ribbon-cutting ceremony is scheduled for August 7th.
- The Kilmer Park entrance project has been completed, generously donated by Dave and the team at Cheverly Home Improvement. The entrance is highly recommended for a visit.

- Chief Morris provided an update on the upcoming Cheverly Shivers photo shoot for the Maryland Special Olympics Polar Bear Plunge, scheduled for Tuesday, September 7th at Sandy Point State Park starting at 10 a.m. The event supports Maryland Special Olympics.
- A virtual special meeting is scheduled for Thursday, July 31st at 7 p.m.
- Boyd Park ribbon-cutting ceremony will be held Thursday, August 7th.
- Evening Building ribbon-cutting is scheduled for Saturday, September 27th at 1 p.m.; the family will be contacted soon to confirm.

Update by CM Fry and Garces Regarding Cheverly Station Apartments –

- Cheverly Station Apartments' AC systems frequently fail, causing dangerous heat inside units.
- Ross Management's response to AC complaints is dismissive and inadequate.
- Residents face safety issues despite camera installations; crime remains a problem.
- Some residents report unfair evictions following complaints, without warnings.
- Residents are struggling with poor living conditions and lack of timely maintenance.
- Rent is high ($1,500+ for one-bedroom), but services don't meet expectations.
- Council Member Garces calls for unified Council action and community support to pressure management for improvements.

Review of August Town Meeting Agenda and Future Requests -

- Ethics Ordinance first reader 7/31
- Cheverly Day 7/31
- Meeting times 7/31
- Kilmer Pathway 7/31
- GIC – Sept Work Session
- Closed Meeting 7/31 @ 8:30pm
- Education Meeting in 9/17
- Hispanic Heritage Month Proclamation 9/11
- Environmental Justice Action Task Force 9/25

Motion to adjourn at made by CM Bryner. 2nd by CM Garces. Approved unanimously.

SPECIAL MEETING
July 31, 2025
7:00 PM

Minutes

Call to Order:
Meeting called to order at 7:00 pm via Zoom.

In attendance: Mayor Watson, Vice Mayor Bryner, Council Members Wade, LeGloahec, Tansey, Garces and Fry

Staff: Town Administrator Dylan Galloway, Chief David Morris, Public Works Director Brayman, Town Clerk Richards

Town Attorney: Jason DeLoach

Pledge of Allegiance

Motion to approve the agenda made by CM Wade. 2nd by CM Tansey. Approved unanimously.

Ethics Ordinance – Mayor Watson conducted the first reading of Ordinance O-25-04 to re-enact the Code of Ethics. Per Attorney DeLoach, the proposed updates to the Ethics Code are based on recommendations from the State Ethics Commission and are required for municipalities of Cheverly's size. Key additions include:

- Definition of "quasi-governmental entity."
- Prohibition on accepting gifts from organizations representing counties and municipalities (e.g., MACO, MML).
- Continued confidentiality obligations for former officials and employees.
- Prohibition of retaliation against individuals reporting ethics violations.
- Requirement to disclose the amount of any consideration received from state or local government entities.
- Requirement to disclose both trade and corporate names when listing business interests.
- Disclosure of relationships with the University of Maryland Medical System and state/local governments.
- Disclosure of attributable interests in business entities.

Financial disclosure forms will be updated with clearer examples to assist in compliance. Once adopted, the revised code will bring Cheverly into full compliance with state ethics requirements.

Cheverly Day – Nick D'Angelo presented an overview of the Cheverly Day expenses and explained where the town's contributions go.

- 2025 is October 4 (94th Anniversary)
- 2026 is the 95th Anniversary and Parade Year
- Town Expenses include:
    - Town Staff Overtime
    - Porta-Potties
    - Golf Carts
    - Shuttle Expenses
    - Fireworks $14,500
- 2025 Cheverly Day
    - Budget ongoing
    - There has been a $5,000 business contribution
    - There remains a $9,000 difference between anticipated expenditure and income.

Meeting Times – The Mayor and Council discussed options for updating town meeting times.

- Mayor Watson explained the background of when the meeting times changed.
- There is an opportunity to adjust the start times of the meetings earlier.
- There is a 3-hour rule that meetings cannot exceed without a vote from the council.
- The next town meeting will be at 8 pm, per what has already been announced in the newsletter, and going forward, starting in September, the meetings will start at 7:30 pm.

Town Administrator Update - Town Administrator Galloway provided a report to the Mayor and Council.

- Town staff and resources on standby for severe weather.
- Oak Street / Cheverly East Park is owned by MNCPPC. Recent upgrades done by them.
- The Mayor & Council Travel & Training budget update. FY24 budgeted $14K and spent $22K. FY25 figures pending.
- The town staff completed a workplace harassment training. The video can be shared with the mayor & council.
- On Aug 12th, the State's Attorney Tara Jackson will be hosting a discussion group & pickleball at Town Hall, 2 p.m.
- The new Quality of Life Task Force, created with county partners, will address property, noise, sanitation, and public health issues beyond the scope of the Code Compliance

Officer. It applies to all property types in Cheverly and will report to the Mayor and Council as needed. Thanks to Ms. Abdul, Chiefs Krauss and Morris, and Code Officer O'Berry for launching this effort. An update on Cheverly Station will be given in October.

Motion to adjourn at made by CM Bryner. 2nd by CM Tansey. Approved unanimously.

RESOLUTION R-5-25

Appointment of Members of the Board of Election Supervisors

WHEREAS, the Mayor and Council of the Town of Cheverly, Maryland desire to make appointments to the positions of election supervisors.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of Section § C-18A of the Charter of the Town of Cheverly, Maryland, the following persons are appointed as Board of Election Supervisors for a two (2) year term:

Christina Bruff Term 2025-2027

These appointments are effective on the date of this resolution.

Adopted: September 11, 2025

Attest: _____
Giselle Richards

_____
Micah Watson
Mayor

_____
Christopher R. Wade
Councilmember

_____
David Tansey
Councilmember

_____
John LeGloahec
Councilmember

_____
Charly Garces
Councilmember

_____
Nicole Bryner
Councilmember

_____
Amy Jean Chung Fry
Councilmember

ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CHEVERLY TO REPEAL IN ITS ENTIRETY AND RE-ENACT CHAPTER 3, "CODE OF ETHICS" OF THE TOWN CODE

WHEREAS, §§ 5-801, *et seq.* of the General Provisions Article of the Annotated Code of Maryland requires municipal corporations to enact ethics laws and requires that the State Ethics Commission approve all municipal ethics ordinances; and

WHEREAS, The Mayor and Council of the Town of Cheverly desires to maintain the highest trust in their public officials and employees; and

WHEREAS, The Mayor and Council deem it necessary and in the public interest to repeal the current Code of Ethics and re-enact new ethics laws by adopting model provisions contained in the Code of Maryland Regulations (COMAR) to reflect what is currently required under Maryland law.

Section 1. NOW, THEREFORE, BE IT ORDAINED, that Chapter 3 "Code of Ethics" of the Town Code is hereby repealed in its entirety, and re-enacted as follows:

CHAPTER 3 CODE OF ETHICS

Sec. 3-1. Short title.

This chapter may be cited as the Town of Cheverly Public Ethics Code.

Sec. 3-2. Applicability and Definitions.

(a) The provisions of this chapter apply to all Town elected officials, employees, and appointees to boards and commissions of the Town.

(b) "Designated second home" means:

(1) If an individual owns one second home, the individual's second home; or

(2) If an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual's designated second home.

(c) "Home address" means the address of an individual's:

(1) Principal home; and

(2) Designated second home, if any.

(d) “Principal home” means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

(e) “Quasi-governmental entity” means an entity that is created by state statute, that performs a public function, and that is supported in whole or in part by the state but is managed privately.

(f) “Second home” means a residential property that:

(1) An individual occupies for some portion of the filing year; and

(2) Is not a rental property or a time share.

Sec. 3-3. - Ethics Commission.

(a) There is a Town of Cheverly Ethics Commission that consists of no more than seven (7) members, one (1) nominated from each ward by that ward’s councilmember and approved by the mayor and council and one (1) nominated at-large by the mayor and approved by the mayor and council. The members of the ethics commission shall ordinarily be appointed at the June regular meeting with their tenure beginning on July 1. The tenure if each member shall be three (3) years (or until a successor is appointed, whichever is longer). The advisor to the commission shall assist the commission in fulfilling its duties and powers and shall act on behalf of the commission if it is unable to do so for any reason.

(b) The Commission shall:

(1) Devise, receive, and maintain all forms required by this chapter;

(2) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this chapter regarding the applicability of the provisions of this chapter to them;

(3) Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this chapter; and

(4) Develop and issue regulations, including, but not limited to, procedures written statements of complaints, investigations, notice to complainants and respondents, opportunity to cure, dismissal of complaints, preliminary and adjudicatory hearings, the issuance of subpoenas by the commission for witnesses and evidence, and final written orders. Such regulations shall be modeled whenever practical on any state ethics laws or regulations and must be approved by the mayor and town council.

(5) If, after a hearing, the commission determines that a violation has occurred, the commission shall issue an order which may include, but is not limited to, any of the following:

(i) Direction to the respondent to cease and desist from the violation;

(ii) A written reprimand; or

(iii) Recommendation to the mayor and town council or appropriate authority any discipline of the respondent, including censure or removal, if that discipline is authorized by law.

(iv) The commission shall submit to the mayor and town council, the complainant and the respondent a written copy of any order issued if a violation is found.

(6) Conduct a public information program regarding the purposes and application of this chapter.

(c) The Town Attorney shall advise the Commission.

(d) The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the Town is in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, for elected local officials.

(e) The Commission shall determine if changes to this chapter are required to be in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the Town Council for enactment.

(f) The Commission may adopt other policies and procedures to assist in the implementation of the Commission's programs established in this chapter.

Sec. 3-4. - Conflicts of interest.

(a) In this section, “qualified relative” means a spouse, parent, child, or sibling.

(b) All Town elected officials, officials appointed to Town boards and commissions subject to this chapter, and employees are subject to this section.

(c) Participation prohibitions. Except as permitted by Commission regulation or opinion, an official or employee may not participate in:

(1) Except as permitted by Commission regulation or opinion, an official or employee may not participate in:

(i) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest;

(ii) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:

(A) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

(B) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;

(C) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;

(D) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

(E) An entity, doing business with the Town, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

(F) A business entity that:

1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

(2) A person who is disqualified from participating under paragraphs (1)(i) or (ii) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:

(i) The disqualification leaves a body with less than a quorum capable of acting;

(ii) The disqualified official or employee is required by law to act; or

(iii) The disqualified official or employee is the only person authorized to act.

(3) The prohibitions of paragraph (1)(i) or (ii) of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(4) A FORMER REGULATED LOBBYIST WHO IS OR BECOMES SUBJECT TO THIS CHAPTER AS AN EMPLOYEE OR OFFICIAL, OTHER THAN AN ELECTED OFFICIAL

OR AN APPOINTED OFFICIAL, MAY NOT PARTICIPATE IN A CASE, CONTRACT, OR OTHER SPECIFIC MATTER AS AN EMPLOYEE OR OFFICIAL, OTHER THAN AN ELECTED OFFICIAL OR APPOINTED OFFICIAL, FOR ONE CALENDAR YEAR AFTER THE TERMINATION OF THE REGISTRATION OF THE FORMER REGULATED LOBBYIST IF THE FORMER REGULATED LOBBYIST PREVIOUSLY ASSISTED OR REPRESENTED ANOTHER PARTY FOR COMPENSATION IN THE MATTER.

(d) Employment and financial interest restrictions.

(1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

(i) Be employed by or have a financial interest in any entity:

(A) Subject to the authority of the official or employee or the Town agency, board, commission with which the official or employee is affiliated; or

(B) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or

(ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

(2) This prohibition does not apply to:

(i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;

(ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;

(iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or

(iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

(e) Post-employment limitations and restrictions.

(1) A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.

(f) Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.

(g) Use of prestige of office.

(1)(i) An official or employee may not intentionally use the prestige of office or public position:

(A) For the private gain of that official or employee or the private gain of another; or

(B) To influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without additional compensation, the award of a state or local contract to a specific person.

(ii) An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

(3)(i) An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.

(ii) An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.

(h) Solicitation and acceptance of gifts.

(1) An official or employee may not solicit any gift.

(2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

(i) Is doing business with or seeking to do business with the Town office, agency, board, or commission with which the official or employee is affiliated;

(ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit;

(iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee; or

(v) Is an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.

(4) Paragraph (5) of this subsection does not apply to a gift:

(i) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

(ii) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

(iii) Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

(5) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:

(i) Meals and beverages consumed in the presence of the donor or sponsoring entity;

(ii) Ceremonial gifts or awards that have insignificant monetary value;

(iii) Unsolicited gifts of nominal value that do not exceed twenty dollars ($20) in cost or trivial items of informational value;

(iv) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;

(v) Gifts of tickets or free admission extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

(vi) A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be

detrimental to the impartial conduct of the business of the Town and that the gift is purely personal and private in nature;

(vii) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

(viii) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.

(i) Disclosure of confidential information. Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

(j) An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.

Sec. 3-5. - Financial disclosure -- local elected officials and candidates to be local elected officials.

(a)(1) This section applies to all local elected officials and candidates to be local elected officials.

(2) Except as provided in subsection (b) of this section, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:

(i) On a form provided by the Commission;

(ii) Under oath or affirmation; and

(iii) With the Commission.

(3) Deadlines for filing statements.

(i) An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.

(ii) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

(iii)(A) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.

(B) The statement shall cover:

1. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

2. The portion of the current calendar year during which the individual held the office.

(b) Candidates to be local elected officials.

(1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected local official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

(2) A candidate to be an elected local official shall file a statement required under this section:

(i) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;

(ii) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and

(iii) In all other years for which a statement is required, on or before April 30.

(3) A candidate to be an elected official:

(i) May file the statement required under § 3-5(b)(2)(i) of this chapter with the Town Clerk or Board of Election Supervisors with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and

(ii) Shall file the statements required under § 3-5(b)(2)(ii) and (iii) with the Commission.

(4) If a statement required to be filed by a candidate is overdue and not filed within 8 days after written notice of the failure to file is provided by the Town Clerk or Board of Election Supervisor, the candidate is deemed to have withdrawn the candidacy.

(5) The Town Clerk or Board of Election Supervisors may not accept any certificate of candidacy unless a statement has been filed in proper form.

(6) Within thirty (30) days of the receipt of a statement required under this section, the Town Clerk or Board of Election Supervisors shall forward the statement to the Commission or the office designated by the Commission.

(c) Public record.

(1) The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section.

(2) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.

(3) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:

(i) The name and home address of the individual reviewing or copying the statement; and

(ii) The name of the person whose financial disclosure statement was examined or copied.

(4) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.

(5) For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.

(6) The Commission or office designated by the Commission shall not provide public access to information related to consideration received from:

(i) The University of Maryland Medical System;

(ii) A governmental entity of the State or a local government in the State; or

(iii) A quasi-governmental entity of the State or local government in the State.

(d) Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

(e) 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.

(f) Contents of statement.

(1) Interests in real property.

(i) A statement filed under this section shall include a schedule of all interests in real property wherever located.

(ii) For each interest in real property, the schedule shall include:

(A) The nature of the property and the location by street address, mailing address, or legal description of the property;

(B) The nature and extent of the interest held, including any conditions and encumbrances on the interest;

(C) The date when, the manner in which, and the identity of the person from whom the interest was acquired;

(D) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

(E) If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and

(F) The identity of any other person with an interest in the property.

(2) Interests in corporations and partnerships.

(i) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the Town.

(ii) For each interest reported under this paragraph, the schedule shall include:

(A) The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

(B) The nature and amount of the interest held, including any conditions and encumbrances on the interest;

(C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

(D) With respect to any interest acquired during the reporting period:

1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(iii) An individual may satisfy the requirement to report the amount of the interest held under item (ii)(B) of this paragraph by reporting, instead of a dollar amount:

(A) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

(B) For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with the Town.

(i) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the Town, other than interests reported under paragraph (2) of this subsection.

(ii) For each interest reported under this paragraph, the schedule shall include:

(A) The name and address of the principal office of the business entity;

(B) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;

(C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

(D) With respect to any interest acquired during the reporting period:

1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

(i) A statement filed under this section shall include a schedule of each gift in excess of twenty dollars ($20) in value or a series of gifts totaling one hundred dollars ($100) or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the Town, or from an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.

(ii) For each gift reported, the schedule shall include:

(A) A description of the nature and value of the gift; and

(B) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(5) Employment with or interests in entities doing business with Town.

(i) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the Town.

(ii) For each position reported under this paragraph, the schedule shall include:

(A) The name and address of the principal office of the business entity;

(B) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and

(C) The name of each Town agency with which the entity is involved.

(6) Indebtedness to entities doing business with or regulated by the individual's Town unit or department.

(i) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual's Town unit or department owed at any time during the reporting period:

(A) By the individual; or

(B) By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.

(ii) For each liability reported under this paragraph, the schedule shall include:

(A) The identity of the person to whom the liability was owed and the date the liability was incurred;

(B) The amount of the liability owed as of the end of the reporting period;

(C) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

(D) The security given, if any, for the liability.

(7) A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the Town in any capacity at any time during the reporting period.

(8) Sources of earned income.

(i) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or

member of the individual's immediate family received earned income, at any time during the reporting period.

(ii) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(iii) For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the Town, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

(9) Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.

(i) An individual shall disclose the information specified in General Provisions Article § 5-607(j)(1), Annotated Code of Maryland, for any financial or contractual relationship with:

(A) The University of Maryland Medical System;

(B) A governmental entity of the State or a local government in the State; or

(C) A quasi-governmental entity of the State or local government in the State.

(ii) For each financial or contractual relationship reported, the schedule shall include:

(A) A description of the relationship;

(B) The subject matter of the relationship; and

(C) The consideration.

(10) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

(g) For the purposes of § 3-5(f)(1), (2), and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:

(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(2) An interest held, at any time during the applicable period, by:

(i) A business entity in which the individual held a (10)% or greater interest;

(ii) A business entity described in item (i) of this subsection in which the business entity held a 25% or greater interest;

(iii) A business entity described in item (ii) of this subsection in which the business entity held a 50% or greater interest; and

(iv) A business entity in which the individual directly or indirectly, though an interest in one or a combination of other business entities, holds a 10% or greater interest.

(3) An interest held by a trust or an estate in which, at any time during the reporting period:

(i) The individual held a reversionary interest or was a beneficiary; or

(ii) If a revocable trust, the individual was a settlor.

(h)(1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.

(2) The Town Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

Sec. 3-6. - Financial disclosure -- employees and appointed officials.

(a) This section only applies to the following appointed officials and employees:

i. Town Administrator;

ii. Treasurer

iii. Town Clerk;

iv. Department Heads;

v. Any appointed official on a board with decision-making authority, such as election supervisors and members of the ethics commission.

(b) A statement filed under this section shall be filed with the Commission under oath or affirmation.

(c) On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by Town, including the name of the business entity in which the individual directly or indirectly, though an interest in one or a combination of other business entities, holds a 10% or greater interest. The donor of the gift and the approximate retail value at the time or receipt.

(d) An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

(e) 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.

(f) Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.

(1) An individual shall disclose the information specified in General Provisions Article § 5-607(j)(1), Annotated Code of Maryland, for any financial or contractual relationship with:

(i) The University of Maryland Medical System;

(ii) A governmental entity of the State or a local government in the State; or

(iii) A quasi-governmental entity of the State or local government in the State.

(2) For each financial or contractual relationship reported, the schedule shall include:

(i) A description of the relationship;

(ii) The subject matter of the relationship; and

(iii) The consideration.

(g) The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 3-5(c) and (d) of this chapter.

Sec. 3-7. - Lobbying.

(a) A person shall file a lobbying registration statement with the Commission if the person:

(1) Personally appears before a Town official or employee with the intent to influence that person in performance of the official duties of the official or employee; and

(2) In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of one hundred ($100) on food, entertainment, or other gifts for officials or employees of the Town.

(b) A person shall file a registration statement required under this section on or before the later of January 15 of the calendar year or within 5 days after first performing an act that requires registration in the calendar year.

(c)(1) The registration statement shall identify:

(i) The registrant;

(ii) Any other person on whose behalf the registrant acts; and

(iii) The subject matter on which the registrant proposes to make appearances specified in subsection (a) of this section.

(2) The registration statement shall cover a defined registration period not to exceed one calendar year.

(d) Within 30 days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the Commission disclosing:

(1) The value, date, and nature of any food, entertainment, or other gift provided to a Town official or employee; and

(2) If a gift or series of gifts to a single official or employee exceeds one hundred dollars ($100) in value, the identity of the official or employee.

(e) The Commission shall maintain the registrations and reports filed under this section as public records available for public inspection and copying for four years after receipt by the Commission.

Sec. 3-8. - Exemptions and modifications.

The Commission may grant exemptions and modifications to the provisions of §§ 3-4 and 3-6 of this chapter to employees and to appointed members of Town Boards and Commissions, when the Commission finds that an exemption or modification would not be contrary to the purposes of this chapter, and the application of this chapter would:

(a) Constitute an unreasonable invasion of privacy; and

(b) Significantly reduce the availability of qualified persons for public service.

Sec. 3-9 –

(a)

Sec. 3-9. - Enforcement.

(a) The Commission may:

(1) Assess a late fee of five dollars ($5) per day up to a maximum of five hundred dollars ($500) for a failure to timely file a financial disclosure statement required under § 3-5 or § 3-6 of this chapter;

(2) Assess a late fee of ten dollars ($10) per day up to a maximum of one thousand dollars ($1,000) for a failure to file a timely lobbyist registration or lobbyist report required under § 3-7 of this chapter; and

(3) Issue a cease and desist order against any person found to be in violation of this chapter.

(b)(1) Upon a finding of a violation of any provision of this chapter, the Commission may:

(i) Issue an order of compliance directing the respondent to cease and desist from the violation;

(ii) Issue a reprimand; or

(iii) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

(2) If the Commission finds that a respondent has violated § 3-7 of this chapter, the Commission may:

(i) Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably relates to the information that is required under § 3-7 of this chapter;

(ii) Impose a fine not exceeding five thousand ($5,000) for each violation; and

(iii) Suspend the registration of an individual registered lobbyist if the Commission finds that the lobbyist has knowingly and willfully violated § 3-7 of this chapter or has been convicted of a criminal offense arising from lobbying activities.

(c)(1) Upon request of by the Commission, the Town Attorney may file a petition for injunctive or other relief in the circuit court of Prince George's County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this chapter.

(2)(i) The court may:

(A) Issue an order to cease and desist from the violation;

(B) Except as provided in subparagraph (ii) of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this chapter when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within ninety (90) days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or

(C) Impose a fine of up to five thousand ($5,000) for any violation of the provisions of this chapter, with each day upon which the violation occurs constituting a separate offense.

(ii) A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.

(d) In addition to any other enforcement provisions in this chapter, a person who the Commission or a court finds has violated this chapter:

(1) Is subject to termination or other disciplinary action; and

(2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.

(e) A Town official or employee found to have violated this chapter is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.

(f) Violation of § 3-7 of this chapter shall be a misdemeanor subject to a fine of up to ten thousand ($10,000) or imprisonment of up to one year.

(g) A finding of a violation of this chapter by the Commission is public information.

Section 2. **BE IT FURTHER ENACTED** that this Ordinance shall take effect within thirty

(30) days of adoption.

Section 3. **BE IT FURTHER ENACTED** that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published in a newspaper having general circulation in the Town in the period between passage and the effective date and otherwise be made available for inspection to the public during the aforesaid period.

INTRODUCED by the Mayor and Town Council of Cheverly at a regular meeting on the

_____ day of _____, 2025.

ADOPTED by the Mayor and Town Council of Cheverly at a regular public meeting on the

____ of _____, 2025.

Adopted: _____

Attest: _____ _____

Giselle Richards Micah Watson

Mayor

Christopher R. Wade Councilmember	David Tansey Councilmember
John LeGloahec Councilmember	Charly Garces Councilmember
Nicole Bryner Councilmember	Amy Jean Chung Fry Councilmember

[-] indicate deletion
CAPS/**BOLD indicate additions**