

**MACOMB TOWNSHIP ETHICS BOARD**  
**Minutes – March 11, 2021**  
**Held Virtually by Zoom**  
**6:00 PM**

PRESENT: Tom Champion, Chairman, in Macomb Township, Macomb County, MI  
Tony DeVillano, Co-Chair, in Macomb Township, Macomb County, MI  
Ron Papa, Secretary, in Macomb Township, Macomb County, MI

ALSO PRESENT: Terri Kowal, Township Liaison, in Macomb Township, MI  
Beth Wheeler, Asst. Township Liaison, in Macomb Township, MI

**1. CALL TO ORDER**

The meeting was called to order by Chairman Champion at 6:00 pm.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

The roll was called by Secretary Papa. All members were in attendance.

**4. APPROVAL OF AGENDA**

Motion by Papa, Seconded by DeVillano.

**Roll Call: Ayes: DeVillano, Papa, Champion**

Motion Carried.

**5 NEW BUSINESS**

**A. Update on meeting requirements regarding Zoom and recording**

Kowal explained with the new order from the Governor, the Ethics Board meetings still need to be held live on Zoom but the recording will not be posted. Video viewings, if necessary, will be upon request. Discussion followed regarding in-person meetings in the future and it was mutually agreed that procedures could change again with new orders from the Governor.

**B. Discussion of Section 2.46; 15 and Section 2.47 Public Disclosure Requirements**

2:46:15 – Chairman Champion read #15 and DeVillano stated #15 Should stand alone and should not be under this heading. Papa and DeVillano agreed it should stand alone with no wording changes, just moved to a new order. All agreed.

A. All agreed no changes.

B. Brief discussion followed that adding a statement about recusing yourself would be a good idea in situations where one may have a conflict. All members agreed.

C. All agreed no changes.

D. Papa stated that D & F read almost identical. Item D is more inclusive. DelVillano wondered if it was a typo or mistake. All agreed that item D should be deleted.

E. DelVillano questioned why this statement is in here. Chairman Champion explained we should leave it in, because when you take a new job you should not share information.

F. All agreed that F will be deleted due to the duplication with item D.

G. DelVillano stated it made sense but questioned the wording. Chairman Champion explained we need to clarify the meaning. Mr. DelVillano feels the comments about FOIA should be stated more clearly and suggests simplifying the language.

H. Chairman Champion stated it is very straightforward. Papa suggested we add the words, "One must not place undue pressure on employees to campaign on their behalf." All members agreed this statement should be added.

DelVillano added that in general, when we refer to an employee it should mean public official, and vice versa. All agreed.

## **2:47 Public Disclosure Requirements**

Papa described three types of disclosures:

1. Annual disclosure
2. Applicant disclosure
3. Transactional disclosure – presented before it could be a possible conflict; if it was not disclosed in an annual disclosure.

Papa continued by explaining disclosure provides information; it is not a replacement for withdrawal from participation, refusing a gift, or other ways of responsibly handling conflict situations. DelVillano asked if the Township has a disclosure form. Kowal replied that the Township does not have a disclosure form.

Chairman Champion explained an example of when a public official should disclose a conflict. At a recent Township Board Meeting, Trustee Oliver recused himself from a vote, because a relative owned the land in question.

Papa described another example from a recent Zoning Board Meeting where there was an issue where someone was a Macomb Township employee but also worked for Macomb County and suggested it should go to the Ethics Board for review.

### **C. Personal Disclosure Form**

Some personal disclosure forms were presented to the Board for their comments and reviews. The Board favors a simple yet complete form and would like to see it

as an annual requirement.

## **5. OLD BUSINESS**

DeVillano wanted to clarify the Board Meeting schedule. Kowal stated the schedule for the year was in the board packet. She also stated that once the ordinance is reviewed, and forms are approved the Ethics Board may only need to meet once per month possibly starting in May. DeVillano questioned the months that had five Thursdays. Do we meet every two weeks or the day after the Board meeting?

Papa said he has a conflict with the Board Meeting on April 15<sup>th</sup>. Discussion followed on possible dates to reschedule.

A Motion by Papa to change the date of the Ethics Board meeting from April 15 to April 8, 2021.

Seconded by DeVillano.

Motion carried.

## **6. \* PUBLIC COMMENTS**

There were two attendees on zoom, but no comments.

## **7. BOARD COMMENTS**

DeVillano asked how the suggested changes the Ethics Board is making is going to be presented. Kowal clarified that all the suggestions are put into minutes and will be compiled into a workable draft for Board review.

## **8. MACOMB TOWNSHIP LIAISON UPDATE**

The next meeting will be on March 25, 2021. Kowal reminded the Ethics Board that she will not be able to attend the meeting on March 25, but Beth Wheeler will be here on that day. Homework for the next meeting will be to review examples of disclosure forms from other communities and begin to create a form for review.

## **9. ADJOURNMENT**

The Chair called for a motion for adjournment.

Motion by DeVillano, seconded by Papa.

Motion carried unanimously.

The meeting adjourned at 6:54 pm.

Members of the Ethics Board asked if it would be more convenient to meet at an earlier time possibly 5:00 or 5:30 instead of 6:00 pm. Discussion followed with

Kowal and Wheeler about everyone's schedule and all agreed to move the meetings to 5:30 pm for a trial term for convenience.

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Ron Papa, Secretary

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Date