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## COMMISSION ON THE ENVIRONMENT (COE)

December 3, 2019 Meeting Minutes

**CALL TO ORDER:** Meeting called to order at 6:39 p.m. in the Patuxent Building at 23150 Leonard Hall Drive, Leonardtown, Maryland 20650 at the Department of Land Use & Growth Management's middle conference room.

**ROLL CALL:** Attendance of Members, Staff Support, Citizens, Presenters and Speakers

COE Members in Attendance

Thomas Brewer, President  
Kristen Whitesell, Member  
Melissa Rodriguez, Member  
Steve Woodburn, Member

Citizens in Attendance

Molly Boron  
Paul Waxman  
Tricia Morra

Land Use & Growth Management Staff Support in Attendance

Harry Knight, Acting Deputy Director  
Sherrie Young, Recording Secretary

**OLD BUSINESS:**

**A.** COE 11/5/19 Meeting Minutes - Approved

Motion: Kristen Whitesell    Second: Melissa Rodriguez    Final Resolution: Motion Carried 4-0

**B.** Proposed Budget to remain the same for next fiscal year - Approved

- a. Budget Approved with the condition to be able to move funds around as needed
- b. Current Funds still available until June 2020

Motion: Melissa Rodriguez    Second: Kristen Whitesell    Final Resolution: Motion Carried 4-0

**C.** 2020 COE Meeting Schedule – Approval of all first Tuesdays of each month, except for the month of April that will be on the second Tuesday,

- a. Tuesdays at 6:30 pm: January 7<sup>th</sup>, February 4<sup>th</sup>, March 3<sup>rd</sup>, April 14<sup>th</sup>, May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 1<sup>st</sup>, October 6<sup>th</sup>, November 3<sup>rd</sup> and December 1<sup>st</sup>

Motion: Melissa Rodriguez    Second: Steve Woodburn    Final Resolution: Motion Carried 4-0

**D.** Keep Maryland Beautiful Grant Program; "The Citizen Stewardship" Application submittal moved to future date of June 2, 2020.

**E.** Sustainability Awards Program updates

- a. Information and Nomination form is now on COE St. Mary's County website
- b. Participants Nomination forms are due by February 2020

**F.** Review of Power Point Presentation intended for a future CSMC agenda item.

- a. Follow up information requested for the Commissioner Communication Memorandum template

**NEW BUSINESS:**

- A. Status of COE Committee vacancies
  - a. Mike Thompson was voted to return to the COE Committee in January 2020 by St. Mary's County Commissioners
  - b. Molly Boron –Citizen Volunteer submitted application on 12/2/19 to be voted in as a New COE Committee Member
- B. St. Mary's County Department of Information & Technology (IT) creation of COE email
  - a. All COE Members to have access
  - b. COE@stmarysmd.com
- C. Request for Citizen Volunteer, Molly Boron's \$25.96 Funds Reimbursement for supplies used in the Sustainability Awards Program
  - a. Receipt submitted 12/3/19 and COE Committee Approved Request for Refund to Molly Boron

Motion: Kristen Whitesell    Second: Melissa Rodriguez    Final Resolution: Motion Carried 4-0

- D. COE Chairman, Thomas Brewer to fill out forms for future COE Members that are Not attending meetings or have requested removal from the COE

**COMMITTEE REPORTS:** None

**ADJOURN:** At 8:18 p.m. Adjournment of the Commission on the Environment Meeting

Motion: Kristen Whitesell    Second: Steve Woodburn    Final Resolution: Motion Carried 4-0

Drafted by: Sherrie Young, Recording Secretary on Monday, December 17, 2019