

**COUNTY COMMISSIONERS OF CAROLINE COUNTY**  
109 Market Street, Room 106, Denton, Maryland

**Minutes**  
**April 14, 2020**

Present: President Larry C. Porter; Vice President Daniel J. Franklin; Commissioner Wilbur Levensgood, Jr.; via conference call.

The meeting began at 9:00 AM via conference call.

**Situation Report and EOC Response Update Regarding COVID-19:**

**Caroline County Health Department Update:** Scott LeRoy, Health Officer, briefed the Commissioners on several updates regarding COVID-19. He stated that the Health Department is now doing zip code mapping of positive cases. They are receiving guidance from the State and following up with our long-term care facilities.

**Department of Emergency Services & Emergency Operations Center:** Anna Sierra, Director of Emergency Services, gave a brief update on the operations of the Emergency Operations Center (EOC) and Unified Command. They are working on developing a community recovery plan as well as an Emergency Operations Center demobilization plan for when the time comes. The DES surge plan should be finalized this week. They continue to assess long term needs for nursing home facilities. Development of Infectious Control procedures for our essential workers is ongoing with the assistance of Maryland Department of Health. The order that was placed for PPE equipment should be arriving next week. Staff is working on MOU's with facilities to house Emergency responders that become exposed to allow them to isolate. Emergency Services call volume remains down in Caroline County and throughout the state. CCPS staff is training new food service workers and continuing to provide meals for students and elderly. They are currently working on developing staff accountability expectations.

**Caroline County Public Schools Update:** Dr. Patty Saelens, Superintendent of Schools, applauded the Emergency Operations Center staff and their willingness to work as a team.

**Public Information Update:** Sara Visintainer, Public Information Officer, stated that the call volume to EOC has been maintaining at a normal level. They continue with releasing weekly briefings. The zip code map was released last week. They are hoping to enhance it with further breakdowns of gender/age within the next week.

**Consent Agenda: The following items were approved by unanimous consent:**

- Minutes of the April 7, 2020 County Commissioners Meeting.

**Margaret Roe, Director of Finance:** Ms. Roe presented the Operating and Capital budgets as well as the proposed revenue and tax rates for FY2021. The Commissioners approved by unanimous consent to move forward with publishing the budgets for public review and comment.

Small business loan for Choptank Cleaning in the amount of \$17,320.00 was approved by unanimous consent.

**Debbie Bowden, Director of Economic Development:** Ms. Bowden briefed the Commissioners on a model for Small Business Assistance that is in the early stages of development. She is proposing no or low interest loans to eligible small businesses affected by the COVID-19 closures to assist with reopening and recovery. She is in the process of developing guidelines for loan eligibility and will return to the Commissioners in two weeks with a more defined plan.

**County Administrators Report:** Mr. Goldman presented the Commissioner with two new potential dates to hold the annual tax sale. The Commissioners approved by unanimous consent to hold the annual tax sale on October 7<sup>th</sup>, 2020. The budget hearing process was discussed.

**Open Discussion Period:**

The Commissioners thanked all of the County employees who are working to keep the County up and running. The also recognized the 911 dispatchers in observation of National Telecommunicators week.

The Commissioners closed the meeting by thanking all of the County staff and partner agencies who are working so hard in the response.

There being no further discussion, on a motion by Commissioner Levensgood, and seconded by Commissioner Franklin, the meeting convened into closed session at 10:26 a.m.



Mary Berneski  
Paralegal