

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

**Minutes**  
**June 2, 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 updates regarding COVID-19. He stated that the Regional Testing Site has tested a total of 1,236 people, with 174 of those being from Caroline County. There are approximately 260 positive test results in Caroline County; 180 of those have recovered, 54 of those are at their homes recovering and two are currently hospitalized. Mr. LeRoy also reported one COVID-19 related fatality. He advised that they are working with local businesses regarding reopening and that the Health Department will be conducting mobile testing throughout the county in the near future.

**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. She reported on behalf of Dr. Patty Saelens, Superintendent of Schools. She stated that CCPS is continuing their work on developing a plan of action for summer student learning as well as staff development. They continue to develop a plan for returning to school in the fall. Ms. Sierra stated that the EOC is working on the rollout of the Phase 1 recovery plan. They have begun to develop safe return to work plans. She advised that they are using the FEMA Community Lifeline Program to structure our long-term response and recovery plan. Hurricane season began on June 1<sup>st</sup>. EOC staff is looking at adjusting Emergency Operations plans to accommodate for severe weather and the possibility of sheltering citizens safely while abiding by social distancing guidelines.

**Debbie Bowden, Director of Economic Development:** Ms. Bowden advised that the application for Small Business Recovery Grant was posted online yesterday. There have been 14 applications received which are being reviewed today. The Economic Development team has been in communication with the local business owners to prepare them for what a secondary COVID-19 surge might look like.

**Sara Visintainer, Chief of Staff:** Ms. Visintainer reported on the status of the Public Information Group. She advised that they are creating and executing reporting regarding the COVID-19 related death. They are designing signage that will be placed around County buildings to remind employees and visitors about social distancing guidelines. They will be releasing messaging highlighting positive collaborations in the county. They are working with Economic Development to assist local businesses while reopening. Ms. Visintainer also noted

that the North Carolina High School and Colonel Richardson High School virtual graduation videos will be online on June 3<sup>rd</sup> and June 4<sup>th</sup>, 2020.

**Sheriff's Office Building Project Update:** Keith Short, Harper & Sons, presented the Commissioners with a slideshow outlining the progress of the Sheriff's Office new building. Mr. Short advised that the project is 75% percent complete and scheduled completion is on time. He invited the Commissioners to a walk-through tour of the facility when convenient.

**Sue Simmons, Director of Recreation and Parks:** Ms. Simmons briefed the Commissioners on the status of Summerfest 2020. She reminded the Commissioners that Summerfest is a joint production with the Town of Denton and County Staff. The planning team has been working to evaluate the current circumstances and ultimately determined that the 2020 Summerfest will be cancelled and that they continue to plan for Summerfest 2021. While disappointed, the Commissioners advised that they support the decision to not hold the event this summer.

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

- Open Session Minutes of May 26, 2020.
- Grant Application, 2022 Land Preservation Parks and Recreation Plan
  - FY 2020
  - FY 2021
- Grant Application, Phase II Development of the Marydel Community Park
- Department of Emergency Services, Employment Agreement, EMT-B, Matt Green
- Department of Emergency Services, Employment Agreement, Paramedic, Matthew Miller
- MOU with the Maryland Food Bank
- Department of Emergency Services, Datamark Software Agreement
- Department of Emergency Services, MOU with Michael Baker International, Inc.

Motion was made by Commissioner Franklin to approve the following:

- Professional Services Agreement, Maven & Smith for Web Design
- Professional Services Agreement, Christina Lippincott for Graphic Design

Absent a second, the motion did not carry. Commissioner Porter made a motion to table the approval of these Professional Services Contracts until they can obtain more information from the Finance team. That motion was seconded by Commissioner Levengood.

**County Administrators Report:** Mr. Goldman stated that the CARES Act reimbursement forms for municipalities will be complete this week. He advised the Commissioners that staff will be requesting approval of two resolutions to amend the FY20 and FY21 budgets to reflect the CARES Act funding as part of the County budget. Mr. Goldman presented the Commissioners with the cost associated with continuing to provide hazard pay at a reduced rate to the County employees that are at the most risk for contracting COVID-19 due to their work environment or job-related functions. A motion was made by Commissioner Franklin, and seconded by Commissioner Levengood, to continue to compensate the high-risk employees with hazard pay as outlined in the directive.

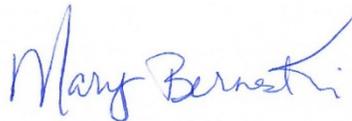
**Open Discussion Period:**

Commissioner Porter stated that he received a phone call from a concerned citizen regarding grass cutting. That information was passed to Public Works and will be handled appropriately. Commissioner Porter also advised that he has been in contact with the surrounding counties about possibly sending a letter to the Governor regarding business reopening. Commissioner Porter attended a meeting at Harry's restaurant along with the Health Department and the Town of Denton staff to discuss concerns regarding food establishments reopening.

There being no further discussion, on a motion by Commissioner Franklin, and seconded by Commissioner Levensgood, the meeting convened into closed session at 10:55 a.m. for the following purposes:

To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Authority: General Provisions Art. § 3-305(b) (1)



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