

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

Minutes
April 27, 2020

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

The meeting began at 9:00 AM.

COVID-19 Response Update: Laura Patrick, Caroline County Health Officer, started her report with positive news regarding the decrease of positive COVID-19 cases in Caroline County over the past week. She stated that there had been a spike due to family outbreaks however currently the State positivity rate remains higher than the County's. Ms. Patrick emphasized that the Caroline County Health Department is still offering testing every Tuesday from 1:00-4:00PM with walk-in's welcome. Ms. Patrick informed the Board that currently Caroline County has fully vaccinated 9,756 residents bringing the total percentage vaccinated to 29.2%. She stated that if all residents who have currently received 1st doses with their 2nd doses in the next couple of weeks, they will be closed to 18,000 residents fully vaccinated. She stated that the new Caroline County Vaccination Center will be open and operating starting Wednesday April 28th at their new permit location Denton Plaza, Legion Road, Suite 18. This location will be the permanent location for all vaccinations. She stated that the new location will provide a larger and more productive space for all vaccination needs. Ms. Patrick reminded residents that are looking to get vaccinated can find clinics available on the Caroline website www.carolinecovid19.org or the Caroline County Department of Emergency Services Facebook page.

Caroline County Alternative Destination Program: Anna Sierra, Director, Caroline County Emergency Services, Andy Fulton, Acting Chief, Caroline Department of Emergency Services, and Chrissy Bartz, Director of Community Based Programs, Choptank Community Health, presented the Board with a review of the new Alternative Destination Program for Caroline. Ms. Sierra stated that the Alternative Destination program is a partnership between Caroline EMS and Choptank Community Health System to ensure that residents who need non-emergent medical condition can receive the right care at the right time in the right place, which is always the mission of Caroline EMS. In short, Caroline County residents that are Choptank Community Health System patients may consent to being transported to a Choptank care site rather than to a hospital. Only patients that meet specific criteria will be provided this option. This program is currently on track to be implemented in the County by the beginning of May. Currently all County DES employees are being trained for the rollout of this new program. Ms. Bartz reiterated that this program will allow for both EMS units and patients to remain in county to receive care without having to go to a hospital. She stated that all emergency patients will still be routed to hospitals, and there are very strict protocols and criteria put in place to make sure all patients receive the care that is needed for their situation and to determine how they will be transported. She stated that all Choptank locations in Denton, Federalsburg and Goldsboro will be taking patients. Ms. Bartz stated that they are still working with Shore United Health and Urgent Care which will also be allowing for patients to be sent there to receive care.

Commissioner Dan Franklin stated that the program sounds great, however he has concerns regarding the transportation needs of residents who get sent to one of the primary care offices. Ms. Sierra stated that patients would have to include that they have transportation to get home, in order to be sent to one of the offices. She stated that they could work on an agreement with Delmarva Transportation Services to be available for County residents due to this new program.

Fair Housing Month Proclamation, Kathleen Brenton, Mid Shore Board of Realtors, Inc. thanked the Commissioners for allowing her time on the agenda to present to them the proclamation for April as Fair Housing Month in Caroline County. Ms. Brenton stated that the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and she is proud that Caroline County is committed to mission and intent of Congress to provide fair and equal housing opportunities for all residents. The Commissioners thanked Ms. Brenton for reading the proclamation and advocating for fair housing in Caroline.

3rd Quarter Expenditure Report: Margaret Roe, Director, Office of Finance, briefed the Commissioners on the 3rd Quarter Report for FY2021. She stated that currently as of March 31st received revenues are \$48,889,676.23 which is 86%. Expenditures as of March 31st are \$39,005,990.01 which is 70% if the County's budgeted revenues of \$56,749,994. Revenues are over expenditures by \$9,883,686.22 and the County should finish FY2021 with revenues above expenditures.

Workshop: Caroline County Fee Schedule:

- **Municipal Service Fee:** Cathie Moore, Comptroller, Tax Office, stated that when the legislator passed the law for owner occupied properties to be given the option to pay their tax bill in two payments they also allowed counties to charge a service fee for the interest they lost on the second payment amount because it was no pay by September 30th. This two-payment option is now also given to commercial properties. Once a year the Commissioners set a service fee for the second semi annual payment. This fee is based on the interest the County can prove it may have lost because we could not invest these funds. She stated that the County is allowed to add an administrative fee for 10% of the service fee. The lost interest is based on investment accounts the county maintains in valid financial institutions. She stated that the current average investment account rate is .3% Three months of lost is $(.003/12*3)$.075% and with the administrative fee .083% Revenue is estimated at \$6,162 a decrease of \$34,669. Ms. Moore stated that it is her recommendation that the Board approve the total service fee for the fiscal year 2022 Tax Year 2021 to be .083%. On motion by Commissioner Levensgood, seconded by Commissioner Franklin, the board unanimously voted to approve the service fee for fiscal year 2022 and tax year 2021 to be 0.83%
- **Caroline County Planning and Codes:** Crystal Dadds, Assistant Director, Planning and Codes, stated that the only additional fee that Planning and Codes has requested to add is for their new TIPS Alcohol Awareness Certification Class for a total of \$40.00. Ms. Dadds stated that the fee includes the workbook needed to take the class, and the class will be beneficial to several local business. On motion by Commissioner Levensgood, seconded by Commissioner Franklin, the board moved to add the TIPS Alcohol Awareness Certification Class to the Caroline County Fee Schedule.
- **Public Works:** Ryan White, Director, stated that the only fee increase that they would like added to the County Fee Schedule is for the Utility Permits for Right-of Way inspections and Driveway entrance permits. Mr. white went on to explain that currently the fee for Utility Permit ROW inspection is \$150.00, and \$50.00 for a one-time Driveway Entrance Permit. The Commissioners stated that they would like to discuss these fees at a later date once they have received more information. They stated that they feel the fee for ROW inspections should be doubled due to the utility companies that will be using these permits, and the fact that the Department is called back out several times to work on one area. Mr. White stated that he would prepare further material for an upcoming meeting to make final changes to the fees.

Consent Agenda: the following items were approved by unanimous consent

- Resolution #2021-05, Amendment to Caroline County Personnel Rules and Regulations, Class Specification for Caroline County Department of Emergency Services, Office of Law and Office of Finance
- MOU Between Caroline County and the Town of Greensboro for Payment of the Ober Park Improvements

County Administrators Report:

- Mr. Goldman stated that the Commissioners would be continuing the interview process for County Attorney and the DES Director during the next few weeks. He stated that new class specifications for new County positions would be sent over to them at a later date to be workshopped.

County Open Discussion Period:

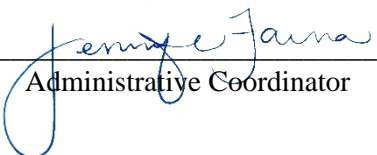
The Commissioners stated that they ask the community to extend their prayers to the Towers family and Dill family who suffered huge losses over the weekend.

Commissioner Franklin stated that he would also like to bring to attention the vicious attack on a Delmar Police Officer over the weekend. He stated that prayers are needed to that officer and his family for a full recovery.

At 10:45 AM On motion by Commissioner Franklin, seconded by Commissioner Levensgood, the commissioner adjourned open session and moved into **Closed Session** for the following discussion: Closed Session: 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: 2014 Md. Code, State Government 3-305(b)(1)

At 11:21 AM On motion by Commissioner Levensgood, Seconded by Commissioner Franklin, the Commissioners moved out of Closed Session and back into Open Session.

There being no further discussion the meeting adjourned at 11:23 AM


Administrative Coordinator