

**CAROLINE COUNTY BOARD OF SUPERVISORS MEETING  
COMMUNITY SERVICES CENTER  
MILFORD, VIRGINIA**

6:00 P.M.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**OPENING BOARD COMMENTS**

**AMENDMENTS TO THE AGENDA**

1. PRESENTATIONS/REPORTS

- Presentation of Fiscal Year 2018/2019 Audit – Anne Wall, Robinson, Farmer Cox Associates
- Presentation of County Administrator's Proposed FY 2020/2021 Budget – Charles M. Culley, Jr., County Administrator

Requesting                      County Administration  
Department

NEW BUSINESS

2. CONSIDERATION OF AN ORDINANCE OF THE BOARD OF SUPERVISORS OF CAROLINE COUNTY, VIRGINIA, INSTITUTING EMERGENCY PROCEDURES TO ENSURE CONTINUITY OF COUNTY GOVERNMENT IN RESPONSE TO COVID-19 DISASTER

Requesting                      County Administration  
Department

Documents:

[CONTINUITY OF GOVERNMENT ORDINANCE 3-24-20.PDF](#)

3. WORKSESSION ON FY 2020/2021 BUDGET

Requesting                      County Administration  
Department

CLOSING BOARD COMMENTS

ADJOURNMENT

MARCH 24, 2020 PORTFOLIO

Requesting                      County Administration  
Department

Documents:

MARCH 24, 2020 PORTFOLIO.PDF

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF  
CAROLINE, VIRGINIA, INSTITUTING EMERGENCY PROCEDURES TO ENSURE  
CONTINUITY OF COUNTY GOVERNMENT IN RESPONSE TO COVID-19  
DISASTER**

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the healthcare community in responding to the novel coronavirus or "COVID-19"; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 12, 2020, by Executive Order No. 51, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code Section 44-146.16; and

WHEREAS, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and

WHEREAS, on March 13, 2020, the County's Director of Emergency Management issued, pursuant to Virginia Code Section 44-146.14 and Section 15-6 of the Code of Caroline County, a Declaration of Emergency in Caroline County due to the spread of COVID-19; and

WHEREAS, the Board confirmed or ratified the local Declaration of Emergency on March 13, 2020 and it continues in effect; and

WHEREAS, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19, including restricting the number of persons permitted to gather in certain public spaces to 10 persons or less; and

WHEREAS, the Board understands and acknowledges that the public health threat posed by COVID-19 constitutes a real and substantial danger to persons in the County of Caroline; that the limitations on physical assembly of persons are urgently necessary to protect the public health; and that the Board and other County boards, commissions and public bodies must conduct themselves accordingly; and

WHEREAS, compliance with the limitations on physical assembly occasioned by the COVID-19 public health crisis makes it difficult or impossible for the Board and other public bodies to safely physically assemble to conduct meetings and hold public hearings in accordance with ordinarily applicable procedures; and

WHEREAS, Virginia Code Section 44-146.21 provides that a local director of emergency management or any member of a governing body in the absence of the director may upon the declaration of a local emergency "proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work"; and

WHEREAS, Virginia Code Section 15.2-1413 authorizes any locality, by ordinance, to provide for methods to assure continuity in its government in the event of a disaster such as that created by the spread of COVID-19.

NOW, THEREFORE, BE IT ORDAINED by the Board of the County of Caroline, Virginia:

1. That, in accordance with Virginia Code Section 15.2-1413, the following emergency procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 disaster:
  - a. Any process, procedure, matter or transaction which typically allows for the physical presence of the public in a County building that has been declared or in the future is declared to be closed to the public during the pendency of the Emergency Declaration is hereby suspended unless conducted in accordance with this ordinance or other provision of law.
  - b. The County Administrator is authorized to take actions objectively reasonable and necessary in the public health interest to alter schedules, arrange for alternative procedures consistent with this ordinance, provide programming, pay bills, engage contractors, hire employees, adjust administrative processes and procedures to address the disaster, all in keeping with the U.S. Centers for Disease Control and Virginia Department of Health guidance/directives, and consistent with State and Local Declarations of Emergency.
  - c. Agenda items scheduled or proposed to be considered by the Board and other county boards, commissions and authorities, for the duration of the local emergency declaration but not to exceed six (6) months, are deemed continued and extensions therefor are hereby ordered if the body does not take action on the item during that time, including those items for which applicable law requires an affirmative action to be taken within a particular time and failure to act is deemed approval.
  - d. Meetings of the Board and other county boards, authorities, committees and commissions may be held through electronic communication means without a quorum of members physically present in a single location, in accordance with the provisions of Virginia Code Section 2.2-3708.2(A)(3), including the public notice requirements, and at such a meeting held through electronic communication means may consider any item of business deemed essential by the Board to the continuity of government or to address the emergency. For meetings held electronically, pursuant to Virginia Code Section 2.2-3708.2(A)(1) and (A)(2), any matters which may properly come before the body may be considered.

- e. Such meetings may be held without permitting members of the public to be physically present in a single location or in the same physical location as any of the public body members, so long as alternative arrangements for public access to such meetings are made. Such alternative public access may be electronic, including but not limited to audio, telephonic, or video broadcast.
  - f. For any matter considered by the Board or other county public body during the pendency of the local emergency and requiring open doors, public attendance or public participation by law, such attendance or participation may be allowed by electronic, telephonic, and/or written means by the body, which may meet electronically or in person or in some combination thereof as circumstances may permit.
  - g. For any matter considered also requiring public comment or hearing, such will be allowed, solicited or received by the body by electronic, telephonic, and/or written means prior to the vote on such matter. All such comments will be heard by or provided to the members of the body and made a part of the record of such meeting.
2. That the provisions in Section 1 of this Ordinance shall be in effect until repealed by this Council or for a period not exceeding six months from the declaration of the local emergency. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.
3. This ordinance shall be effective upon adoption.

ADOPTED by the Board of Supervisors of the County of Caroline, Virginia this \_\_\_\_\_ day of March 2020.



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