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**TOWN ADMINISTRATOR**  
Calvin A. Bonenberger Jr.

## **COVID 19-TOWN SERVICES ACTION PLAN**

To: Town of Rising Sun Residents and Businesses

Re: Covid 19 Action Plan Update 1

Date: March 13, 2020

Dear Residents & Businesses

As we are all aware, the United States, the State of Maryland and the Rising Sun community are facing a very challenging public health and safety issue regarding the Covid 19 virus that has now been declared a global pandemic by the World Health Organization. As our Country's top scientist, doctors and medical professionals work to manage this outbreak, many significant steps are being taken both Nationally and on a State level and it is important that we all remain calm, follow all mandated guidelines and recommended practices.

Yesterday afternoon Governor Larry Hogan took Major Actions to Protect Public Health and Limit the Spread of the COVID-19 Pandemic in the state. These actions include a Mandatory Closing of all Public Schools until March 27th, elevating the Maryland Emergency Management Agency's activation level to full, ordering the National Guard to move to a higher level of readiness, and a Prohibition on Mass Gatherings of 250 people or more and the restructuring of how state government services will be provided. The full list of these actions and mandates can be found at [www.governor.maryland.gov](http://www.governor.maryland.gov)

The Mayor, Commissioners and Emergency Management Staff of the Town of Rising Sun are closely monitoring the response by the State and Federal Government as it relates to the COVID 19 Coronavirus. We further recognize our responsibility to do our part to help minimize and mitigate the spread and effects of this virus within not only the Town of Rising Sun, but the greater Rising Sun area.

Therefore, effective Monday March 16<sup>th</sup> the following changes to Town Business activities will be instituted:

- Town Hall will be Closed for All Walk-in Foot Traffic until March 27<sup>th</sup>. Interaction with the general public will be by appointment only.
- **Utility Bills**: Residents needing to pay their utility bills can pay by mail or use the Town's drop box at the front door. Bills can also be paid electronically by logging into the Town's website at [www.risingsunmd.org](http://www.risingsunmd.org) and clicking on the bottom right tab titled "Online Services" If you do not currently have an online account to pay your bills, you can call town hall at 410-658-5353 to get instructions on how to utilize this service. The services charge for using the electronic payment method for the current billing cycle will be credited back to your account.
- **Public Meetings**: Town Hall will be closed for meetings to include the Planning Commission and Historical Preservation Commission. The status of the Mayor and Commissioners Town meeting on the 24<sup>th</sup> will be determined at a later date.
- **Trash, Recyclables and Yard Waste**, will continue to be collected at the scheduled times.
- **Building Permits & Inspections**: All building permits, zoning applications and approvals will be processed electronically by email with payments to be received by mail or drop box. All permit and zoning applications can be submitted by email to [torsreceptionist@risingsunmd.org](mailto:torsreceptionist@risingsunmd.org). Contact Town Hall at 410-658-5353 for payment arrangements. All interior inspections of homes and properties will be suspended until further notice. Exterior inspections will continue as normal.
- **Police Department and request for service**: All true emergencies should be reported by calling 911. All non-emergency contacts with the Police or questions and concerns are to be directed by email to [chiefpeterson@risingsunmd.org](mailto:chiefpeterson@risingsunmd.org) or by calling at 410-658-4101
- **Parks and Playgrounds**. The Town has secured the services of 3<sup>rd</sup> party to periodically clean and sanitize Veterans and Diddi Richards park and playground equipment. Due to the unknown impacts to our canine friends of cleaning and sanitizing the Triangle Dog Park, no provisions have been made at this time. Parents and dog owners are expected to make the appropriate decisions for the best interest of their child and or dogs regarding the use of the Town parks.
- **Town Hall Cleaning and Virus Abatement**: The Town staff previously instituted a "twice daily" and periodically throughout the day policy of sanitizing and wiping down all surfaces last week and will continue to do so for the foreseeable future.

Any questions, or other business not related to the above should be directed to the Town by email at [torsreceptionist@risingsunmd.org](mailto:torsreceptionist@risingsunmd.org). or by phone by calling 410-658-5353

I want to share my support of the actions and steps taken by Governor Hogan. As he stated today, "It is impossible at this time to know how long this threat will continue", Furthermore "many of the actions announced here today will be disruptive to your everyday lives. They may seem extreme, and they may sound frightening. But they could be the difference in saving lives and keeping people safe." It cannot be stated enough that the simplest and most effective way to protect yourself and your family is by washing your hands, before during and after preparing food, before eating food and every 20 mins throughout your day. The CDC, or Centers for Disease Control and Prevention has many informative recommendations on their website ranging from "What you should know" "What you should do" and how you can protect yourself, your place of work, family and home. Their website is [www.cdc.gov](http://www.cdc.gov).

We encourage you to monitor the up to date information that can be found through our state agencies such as [www.governor.maryland.gov/coronavirus](http://www.governor.maryland.gov/coronavirus) and the Cecil County Health Department at [www.cecilcountyhealth.org](http://www.cecilcountyhealth.org) We will continue to monitor these sites and disseminate updates and additional information as it becomes available to our staff and personnel. More importantly, if you are sick or not feeling well, please stay home and restrict activities outside your home. Do not go to work and avoid public areas.

Remember, "We are all in this together, and we cannot stop the spread of this virus without each and every one of us doing our part."

So, as Mayor of this community and on behalf of the Board of Commissioners, this is not the time to panic and the Town is still open for business. This will pass, and life will return to normal in the near future. So please be considerate, patient, diligent and mindful of our neighbors and fellow residents. If you have any questions, and concerns about Town services please reach out to us.

In your service,

Mayor Travis Marion