

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 13, 2020 – 2:00 P.M.

The Regular Meeting of the Knox County Commission was held on Tuesday, October 13, 2020, at 2:02 P.M., via Google Meets conference call, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Communications Director Robert Coombs, Maintenance Manager Jim Hagan, Chief Deputy Patrick Polky.

Others: Superior Floor Care, Jessica Conary and Maine Real Estate Management, Jesse McCue

Absent: Systems Administrator Mike Dean, Register of Probate Elaine Hallett, Register of Deeds Maddy Cole, Interim Jail Administrator Bob Wood, EMA Director Ray Sisk, Prosecutorial Assistant/Investigator Shane Riley and District Attorney Natasha Irving.

Regular Meeting – Agenda Tuesday – October 13, 2020 – 2:02 P.M.

- I. 2:00 Meeting Called to Order**
- II. 2:01 Presentation**
 1. Presentation of the Knox County Audit for the Year Ending December 31, 2019.
- III. 2:15 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- IV. 2:05 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of July 14, 2020.
 - iii. Minutes of Regular Commission Meeting of August 11, 2020.
 - iv. Minutes of Regular Commission Meeting of September 8, 2020.
 - v. Monthly Written Departmental Reports.
 - vi. Warrants.
 - vii. Reserve Withdrawals.
- V. 2:10 Action Items**
 - Act on Approval of the Transfer of Forfeited Assets in the Form of \$2,991.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Jason Moholland*.
 - Act to Award the Bid for Three (3) New Vehicles for Use by the Sheriff’s Department & Airport.
 - Act to Approve Revised Job Descriptions
 - Act to Award the Bid for the Knox County Regional Airport Dublin Road Gate Replacements.
 - Act to Award the Bid for Building Maintenance/Management Services for the Knox County Jail for the Period of October 14, 2020 to December 31, 2020.
 - Act to Award the Bid for Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2023.
 - Act to Award Bid for Janitorial Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2023.
 - Act to Vote to Accept the Place Name Change for an Unnamed Island Currently Located on Muscle Ridge Shoals Township (TWP).
- VI. 2:30 Discussion Items**
 1. Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.
 2. Update on the Jail HVAC Project.

- 3. Update on Airport HVAC Project
- 4. Discussion of the Process of Awarding of the Spirit of America Awards
- 5. Other

VII. 2:45 Other Business

I. Meeting Called to Order

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:00 P.M.

II. Presentation

- 1. Presentation of the Knox County Audit for the Year Ending December 31, 2019. – Kelly Bowden from James W. Wadman, C.P.A.

III. Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

IV. Consent Items - *Included under the Consent Items are the usual Reserve Withdrawals Authorizations and because we are meeting virtually and not in person for the Commission to review and sign, the Warrant Authorizations from December 2019-August 2020. There is also a separate Warrant Authorization for September 2020. In addition, there is a Reserve Withdrawal Authorization that covers April 2020 –September 2020. There is also a separate Reserve Withdrawal Authorization Dated October 13, 2020 as well as a Reserve Withdrawal Authorization dated October 13, 2020 for April.*

1. Approve Consent Items as Presented:

- i. Agenda – Non-Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of July 14, 2020.
- iii. Minutes of Regular Commission Meeting of August 11, 2020.
- iv. Minutes of Regular Commission Meeting of September 8, 2020.
- v. Monthly Written Departmental Reports.
- vi. Warrants.
- vii. Reserve Withdrawals.

- *A motion was made by Commissioner Pohlman to approve the Consent Items as presented, excluding Reserve Withdrawals and Warrants which will be tabled until next meeting. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Table Awarding the Bid for Building Maintenance and Management until a later date. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

V. Action Items

1. Act on Approval of the Transfer of Forfeited Assets in the Form of \$2,991.00 (or any portion thereof) to Knox County in the State of Maine v. Jason Moholland.

This approval of this transfer, which will be signed by the Chair, allows the State to be able to transfer the above stated assets. By signing and returning the approval letter to the State, this does not guarantee that the County will receive the assets, in whole or in part, but lets the State’s Attorney General’s Office know that the County will accept the funds if offered.

- *A motion was made by Commissioner Meriwether to Act on Approval for the Transfer of Forfeited Assets in the form of \$2,991.00 (or any portion thereof) to Knox County in the State of Maine v. Jason Moholland. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Award the Bid for Three (3) New Vehicles for Use by the Sheriff's Department and Airport.**

Request for Proposals for three (3) new vehicles for use by the Sheriff's Department and the Airport (Airport Security) were sent to 7 vehicle vendors. Bids were due on Thursday October 8th at 3:00 PM. I will e-mail the Commission the bid results by early Tuesday morning. The Sheriff will be reviewing the bid results and will make a recommendation of which vendor to award the bid to.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for Three (3) New Vehicles, 2021 Dodge Durangos, for Use by the Sheriff's Department and Airport to Newcastle in the amount of \$31,19.00 for each of the three (3) . The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve Revised Job Descriptions.**

There are 20 redlined job descriptions from Corrections and Law Enforcement in the Commissioner's packets for review. There are many small changes, such as changing "Jail" to "Corrections," and "Prisoner" to "Inmate," along with some formatting changes. The only significant changes are the title changes, the reporting changes (due to the new organizational structure for the Sheriff's Office/Corrections), and direct supervisory responsibility for the Administrative Assistant to the Sheriff (over the part time Civil Process Deputies).

- *A motion was made by Commissioner Meriwether to Act to Approve Revised Twenty (20) Job Descriptions as presented. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. **Act to Award the Bid for the Knox County Regional Airport Dublin Road Gate Replacements.**

Request for Proposals were sent to 3 fence/gate vendors. Bids were due on Tuesday October 6th at 2:00 PM. We did not receive any bids. Bill Gerrish of Stantec indicated that one of the prospective bidders indicated that they didn't bid because they couldn't get their bid to the Courthouse on time. Therefore, since we didn't receive any bids, we rebid it today, Thursday October 8th, with bids due by Friday October 9th at 2:00 PM and those would be accepted by e-mail. I will e-mail the Commission the bid results by early Tuesday morning. The Airport Manager will review the bid results and will make a recommendation of which vendor to award the bid to.

- *A motion was made by Commissioner Meriwether to Act to Award the Bid for the Knox County Regional Airport Dublin Road Gate Replacements to Allen Farm fence in the amount of \$29,972.54 for Gate #4, and \$32,434.03 for Gate #5. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. **Act to Award the bid for Building Maintenance Services for the Knox County Jail for the Period of October 14, 2020 to December 31, 2020.**

Request for Proposals were sent out to 4 Building Maintenance/Management Vendors for services at the Knox County Jail for the remainder of this year to cover October 14, 2020 to December 31, 2020. This is a new facility, so this needed to go out to bid. We received back 2 bids. They were MREM, LLC and Roxco Maintenance LLC. MREM provided a bid for an annual amount and Roxco Maintenance LLC provided a bid for the 2 1/2 months as requested. Roxco Maintenance LLC is the low bidder.

- *A motion was made by Commissioner Meriwether to table the Act to Award the Bid for the Building Maintenance Services for the Knox County Jail for the Period of October 14, 2020 to December 31, 2020 until a later date. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act to Award the Bid for Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building and Knox County Jail for the Period of January 1, 2021 to December 31, 2023.**

Request for Proposals were sent out to 4 Building Maintenance/Management Vendors for services at the Knox County Courthouse, Knox County Public Safety Building, and the Knox County Jail for the period to cover January 1, 2021 to December 31, 2023. The rate with the current vendor, Maine Real Estate Management, was going to go up for 2021 for the Courthouse estimated at \$20,000 and the Jail was a new addition to the Building Maintenance/Management Contract, so the decision was made to bid for 3 years for all facilities. We received back 2 bids. They were MREM, LLC and Roxco Maintenance LLC. MREM provided a bid for an annual amount, but didn't provide separate prices for each facility as was requested and required so that we can budget accordingly for each facility. Roxco Maintenance LLC is the low bidder.

- *A motion was made by Commissioner Meriwether to table the Act to Award the Bid for the Building Maintenance/Management Services for the Knox County Courthouse, Knox County Public Safety Building and Knox County Jail for the Period of January 1, 2021 to December 31, 2023 until a later date. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

7. **Act to Award the Bid for Janitorial Services for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2023.**

Request for Proposals were sent out to 7 Janitorial Vendors for services at the Knox County Courthouse, Knox County Public Safety Building, and the Knox County Regional Airport for the period to cover January 1, 2021 to December 31, 2023. The rate with the current vendor, 3 Point Cleaning, was going to go up for 2021 for the Courthouse estimated at \$32,500, the KCPSB estimated at \$10,092, and the Airport estimated at \$3,000, so the decision was made to bid for 3 years for all facilities. We received back 4 bids. They were Sea Breeze Home & Commercial Services, Superior Floor Care & Cleaning, 3 Point Cleaning, and Roxco Maintenance LLC. Roxco Maintenance LLC is the low bidder.

- *A motion was made by Commissioner Pohlman to table the Act to Award the Bid for Janitorial Services for the Knox County Courthouse, Knox County Public Safety Building and the Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2023 until a later date. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

8. **Act to Vote to Accept the Place Name Change for an Unnamed Island Currently Located on Muscle Ridge Shoals Township (TWP).**

Administrator Hart previously reached out to Strout & Payson who represented the Estate of Elizabeth Scammon who passed away in 2005 as Strout & Payson wrote a letter to the owners and has not received a response. Therefore, I am requesting that the Commission consider a name place change for the island. Administrator Hart is recommending Burch Island.

- *A motion was made by Commissioner Meriwether to Act to Vote to Accept the Place Name Change for an Unnamed Island Currently Located on Muscle Ridge Shoals Township (TWP). The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

VI. Discussion Items

1. **Discussion of the Interlocal Agreement Between the Count of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.**

- Administrator Hart provided a draft of the Interlocal Agreement to the Commissioners and the Town of Owls Head. The Town of Owls Head met, and agreed to all the changes that were proposed. This was then sent to George Pantanelli from the FAA. A copy of the Interlocal Agreement was sent to the Town of Owls Head Attorney. Gordon Page sent an email stating On March 19th they would be holding a Special Meeting to approve the Agreement. Now we are waiting for the Town to meet and approve the Agreement.

2. Update on Jail HVAC Project.

Had meeting with Seimens which included Darryl Joudry, Gary Robinson, Bob Wood, Jim Hagan, Kathy Robinson and Administrator Andy Hart about options of doing different things at once. Gary did another walk thru of HVAC. Right now we are trying to figure out how to fit it in to Capital Plan.

3. Update on Airport HVAC Project.

Still waiting for answer from FAA trying to figure out if this is a Development Grant or is it an Operations and Maintenance item?

In an FAA meeting we talked about trying to use Debt Service to pay for the project. We have a failing system and so it's on an emergency need to get this HVAC repaired. Debt Service is eligible for a reimbursement from the CARES Act; we just need to get permission from FAA to move forward. On the next call with the FAA, clarification on what exactly can be done is needed.

4. Discussion of the Process of Awarding the Spirit of America Awards.

Normally, this is done at the November Commission Meeting. A majority of counties are delaying the process of awarding the Spirit of America Awards until next year. Some are sending out certificates, one county is having people come in to get their certificate, and some will be combining two years into a meeting at some point in 2021.

Commissioner Pohlman suggestion would be to send a certificate to recipients, and in future when we are able to meet in person we will invite all recipients to a Commission Meeting to be recognized as was done in the past. Each commissioner needs to come in to sign certificates.

VII. Other Business

- Public Safety Building – exterior work is pretty much done. Front of building is done just a little on back needs to be finished. Floor Magic will start in beginning of November. A decision needs to be finalized on rug choice.
- Commissioner Pohlman wants to see when we will have a Press Release about the Solar Project go out to the Newspapers and possibly the State Representatives. Administrator Hart said we could get that out tomorrow. Airport Manager Shaw stated will write a Press Release.

VIII. Adjourn

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The regular meeting adjourned at 3:33 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission will approve these minutes at their regular meeting held on November 10, 2020.