

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 11, 2019 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, February 11, 2020, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and 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, EMA Director Ray Sisk, Finance Director Kathy Robinson, Dispatcher John Gamage, Corrections Officer Brandon Mosher, Detective Reggie Walker, Detective Justin Twitchell, Detective MDEA Max King, Detective Dwight Burtis, Detective Don Murray, Jail Administrator Ray Porter, Register Elaine Hallett, Deputy Register of Probate Julie Allen, Probate Clerk Vicki Gamage and Administrative Assistant to the Sheriff Stephanie Polky. *Absent: Airport Manager Jeremy Shaw, and Assistant Jail Administrator Kathy Carver.*

Others in attendance: PenBay Pilot Reporter Chris Wolf.

Regular Meeting – Agenda

Tuesday – February 11, 2020 – 2:00 P.M.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation**
 1. Employee Recognition Presentations.
- III. 2:05 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- IV. 2:10 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Special Commission Meeting of November 8, 2019.
 - iii. Minutes of Special Commission Meeting of December 18, 2019.
 - iv. Minutes of Regular Commission Meeting of January 14, 2020.
 - v. Monthly Written Departmental Reports.
 - vi. Reserve Withdrawals.
- V. 2:15 Action Items**
 - Act to Approve and Authorize the County Administrator and Sheriff to Sign the Cooperative Partner Agreement Between Healthy Acadia’s AmeriCorps/Maine RecoveryCorps Programs, the Knox County Sheriff’s Office, and Volunteers of America Northern New England for a Part-Time Recovery Coach for Knox County Corrections.
 - Act to Approve and Authorize the County Administrator and Sheriff to Sign the Agreement Between Knox County, Starbucks Associates, and the Penobscot Bay YMCA for Discharging Planning Services for Knox County Corrections.
 - Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff’s Association Lodge 700.
 - Act to Approve the Sheriff’s Office to Move Forward With a Purchase of a New or Used Vehicle.
 - Act to Call for Nominations to Fill 3 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release.
 - Act to Award the Bid for the 2020 Tax Anticipation Note.
 - Act to Set the Mil Rate for 2020.
 - Act to Set the Interest Rate on Delinquent County Taxes for 2020.
 - Act to Approve the Submittal of a Boundary Validation Program (BVP-F1-1 Form and Authorize the Chair to Sign.
 - Act to Approve the Resolution of the County Commissioners of the County of Knox Affirming its Commitment to the Paris Climate Accord, Environmental Sustainability and Combating Climate Change.

- VI. 2:30 Discussion Items**
1. Update on the KCPSB Floor Repair Project.
 2. Discussion of the Maine Bicentennial Parade
 3. Other
- VII. 2:45 Other Business**
- VIII. Adjourn**

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. Employee Recognition Presentations.

III. Public Comment

Chair, Commissioner Pohlman asked if there was any public comment. There was none.

IV. 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 January 14, 2020.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.

- *A motion was made by Commissioner Parent to approve the consent items as presented. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor with the exception of the Minutes of November 8 2019 & December 18, 2019, which will be ready for review in the March 10, 2020 meeting. The January 14, 2020 Minutes were approved.*

V. Action Items

1. **Act to Approve and Authorize the County Administrator and Sheriff to Sign the Cooperative Partner Agreement Between Healthy Acadia's AmeriCorps/Maine RecoveryCorps Programs, the Knox County Sheriff's Office, and Volunteers of America Northern New England for a Part-Time Recovery Coach for Knox County Corrections.**

A packet was distributed which included the Cooperative Partner Agreement along with riders and other associated documents for a part-time recovery coach for Knox County Corrections. These documents were reviewed by legal counsel. The AmeriCorps/Maine Recovery Corps Cooperative Partner Agreement provides one part time recovery coach to work with our folks at the Knox County Jail who are in recovery. Recovery coaching is a unique and innovative peer mentoring program which utilized trained Recovery Coaches to guide and mentor others through their own recovery process. Recovery Coaches actively promote recovery by removing barriers and obstacles to recovery through the process of serving as a personal guide and mentor. To be eligible, Recovery Coaches must complete the Recovery Coach Academy. This is a training program developed by the Connecticut Community for Addiction Recovery and presented by Healthy Acadia's Denise Black and Terri Woodruff. The Sheriff will be present at the meeting to answer any questions that the Commission has.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the County Administrator and Sheriff to Sign the Cooperative Partner Agreement Between Healthy Acadia's AmeriCorps/Maine RecoveryCorps Programs, the Knox County Sheriff's Office, and Volunteers of America Northern New England for a Part-Time Recovery Coach for Knox County Corrections. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. **Act to Approve and Authorize the County Administrator and Sheriff to Sign the Agreement Between Knox County Starbuck Associates, and the Penobscot Bay YMCA for Discharging Planning Services for Knox County Corrections.**

Information was distributed along with an Agreement and other associated documents for discharge planning services utilizing one (1) case manager for Knox County Corrections. The Sheriff will be present at the meeting to answer any questions that the Commission has.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the County Administrator and Sheriff to Sign the Agreement Between Knox County Starbuck Associates, and the Penobscot Bay YMCA for Discharging Planning Services for Knox County Corrections. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff's Association Lodge 700.**

Knox County and FOP had agreed to replace the Airport Security Supervisor with Airport Security Deputies. This was also approved as part of the Airport Security 2020 Budget. There is one position at 40 hours and one position at 30 hours. The MOU documents this change and becomes part of the current CBA once approved by both parties. Administrator Hart also included the MLRB Form 1 that was submitted to the Maine Labor Relations Board.

- *A motion was made by Commissioner Parent to Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Order of Police Knox County Deputy Sheriff's Association Lodge 700. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. **Act to Approve the Sheriff's Office to Move Forward With a Purchase of a New or Used Vehicle, not to exceed \$25,000.**

The Sheriff's Office had requested a RFP for one (1) used vehicle to be used as an administrative vehicle. It was sent to the three (3) local vehicle dealerships and was due back on January 31, 2020. We did not receive any bids because none of the dealerships had a used vehicle that they could provide a bid for. The Sheriff would like to discuss with the Commission about placing a bid for either a new or used vehicle up to a certain dollar amount. The Sheriff can speak to this more at the meeting.

- *A motion was made by Commissioner Parent to Act to Approve Act to Approve the Sheriff's Office to Move Forward With a Purchase of a New or Used Vehicle not to exceed \$25,000. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. **Act to Call for Nominations to Fill 3 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release.**

Every year 3 or 4 of the 10 APAC seats require reappointment. This year the District #2 Seat, the South Thomaston Seat and the On-Airport Business Seat need to be reappointed. The District #2 Seat is currently filled by Roger Peabody, he is completing his first full term and is eligible to be reappointed, which he would like. The South Thomaston Seat is currently filled by Mike Florance and we do not believe he is interested in serving another term. Shane Burns is in the On-Airport Business Seat and has completed his 3rd consecutive 3 year term (the limit set by the By Laws). The APAC has reviewed the timetable and the press release and recommended the Commission approve both. The Airport Manager has sent informal notifications to the District 2 towns, South Thomaston and the On-Airport Business, asking them for nominations.

- *A motion was made by Commissioner Parent to Act to Call for Nominations to Fill 3 Seats on the Airport Public Advisory Committee (APAC) and Approve the Nomination/Appointment Timetable and Press Release. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. Act to Award the Bid for the 2020 Tax Anticipation Note.

The County sent out an RFP for the 2020 TAN to 5 banks and credit unions. We received bids back from 5 banks, with Bangor Savings Bank having the lowest bid at a percentage rate of 1.87% for a potential interest total of \$56,069.26 if the County ends up borrowing the entire amount. For 2019, Machias Savings Bank was the low bidder at 2.65% for a potential interest total of \$83,844.71 if the County ended up borrowing the entire amount. Kathy Robinson, Finance Director has requested of Administrator Hart to consider her recommendation to award the TAN Bid to Machias Savings Bank. Kathy stated the following reasons for this request. Kathy would like to recommend that the Commission award the TAN Bid to Machias Savings Bank. It is quicker and easier to transfer funding between TAN and General Fund, which allows Kathy greater management over cash if both accounts are with Machias Savings Bank. Kathy has the flexibility to transfer funding for a couple of days at a time, which allows Knox County to maximize cash flow and interest. They also have all of Knox County's checking accounts and bend over backwards whenever we have an issue or question. Administrator Hart does support this recommendation and would ask the Commission to support it as well, and vote to award the TAN bid to Machias Savings Bank. James Saffian, Bond Counsel has drafted two (2) Order Vote Resolutions, one for Bangor Savings Bank if the Commission votes to award the TAN Bid to Bangor Savings Bank and one for Machias Savings Bank, if the Commission votes to award the TAN Bid to Machias Savings Bank. A copy of the bid results is in the Commissioners packets.

- *A motion was made by Commissioner Parent to Act to Award the Bid for the 2020 Tax Anticipation Note to Machias Savings Bank for \$3,6000,000.00 at the interest rate of 1.99%. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

7. Act to Set the Mil Rate for 2020.

The Commission will be asked to set the mil rate for 2020 now that the state valuations have been finalized/certified by Maine Revenue Services. The Budget Committee and the Commission voted to set the Total Municipal Tax Assessment for 2020 at \$8,442,600 as compared to \$8,033,518 for 2019. Therefore, I am recommending to the Commission for their approval to set the mil rate for 2020 at 0.0010883496, as compared to the mil rate for 2019 at 0.0010754446. The overlay figure is \$165,541, as compared to the overlay figure of \$157,520 for 2019, which is at the 2% maximum that's allowed by statute.

- *A motion was made by Commissioner Meriwether to Act to Set the Mil Rate for 2020 at 0.0010883496. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

8. Act to Set the Interest Rate on Delinquent County Taxes for 2020.

Pursuant to 36 MRSA § 892-A, the County Commission may charge and collect interest on delinquent taxes. The rate of interest is established by the State Tax Assessor and shall be specified by a vote of the County Commissioners and notify the towns that they will be charged late fees if they do not pay their taxes on time. This is noted in several places in the tax bills and dispatch fees bills when they are sent to the towns. The county tax is due September 1, 2020, but late payment charges don't begin until November 1, 2020 as defined by statute. The rate of interest established by the State Tax Assessor for 2020 is 9% simple annual interest. From 2009 through 2017, it was at 7%. For 2018, it was at 8%. For 2019 it was 9%.

- *A motion was made by Commissioner Meriwether to Act to Set the Interest rate on Delinquent County Taxes for 2020 at 9%. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

9. Act to Approve the Submittal of a Boundary Validation Program (BVP-F1-1 Form) and Authorize the Chair to Sign.

Administrator Hart has enclosed an e-mail from Leticia vanVuuren, Geospatial Database Manager to me regarding the Census Boundary Validation Program (BVP). Knox County EMA/GIS is collaborating with Waldo County EMA to complete the Census Boundary Validation Program. There is a discrepancy that has been identified along the Knox and Waldo County Border regarding Lasell Island. Waldo County is submitting a BVP-F1-1 form and selecting the “Legal Boundary for our government is NOT correct.” Leticia and I are asking the Commission to vote to submit the same BVP-F1-1 form with the same notation and authorize the Chair to sign. Administrator Hart will provide the form at the meeting next Tuesday.

- *A motion was made by Commissioner Meriwether to Act to Approve the Submittal of a Boundary Validation Program (BVP-F1-1 Form) and Authorize the Chair to Sign. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

VI. Discussion Items

- KCPSB floor project – Drainage is a problem – Jim Hagan met with SW Cole and today an email was received recommending drainage improvement. Once get report we will put project out to bid. Excavation work will be done first, then the floor. This project will start in Spring when the ground is drier. Administrator Hart has filed claim with our insurance company, now just waiting to hear back.
- Discussion of Bicentennial parade – Administrator Hart has reached out to other counties to see what the participation will be like. Sheriff will call Bob Oxtun to see if can get the lobster float for the parade, which would be pulled by marked Sheriff truck. The deadline is March 2nd, and this is first come first serve. Commissioner Meriwether thought we should form some sort of committee.
- Administrator Hart has sent an email to the Department Managers to have them complete SHAPE questionnaire. Mary Matthews gave dated in August to complete the initial visit. She wants 2-3 days to complete certification.
- Airport filled their empty positions: Jeremy Shaw is the new Airport Manager. Advertised on Indeed for the Communications Director and the Oral Boards will be held on February 24th. The Director opening will close on Friday, February 14th.

VII. Other Business

None

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 3:45 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on March 10, 2020.