

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – December 14, 2021 – 2:00 P.M.

The Special Meeting of the Knox County Commission was held on Tuesday, December 14, 2021, 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, Finance Director Kathy Robinson, Administrative Assistant Wendy Galvin, Communications Director Robert Coombs, Airport Manager Jeremy Shaw, Sheriff Tim Carroll and EMA Director Ray Sisk.

Absent: Chief Deputy Patrick Polky, Prosecutorial Assistant/Investigator Shane Riley, Register of Probate Elaine Hallett, Jail Administrator Bob Wood, Register of Deeds Madalene Cole, and District Attorney Natasha Irving.

Others: *Rockland Resident Ted Berry and Pen Bay Pilot Reporter Chris Wolfe*

Regular Meeting – Agenda Tuesday December 14, 2021 – 2:00 P.M.

- I. 2:00 Meeting Called to Order**
- II. 2:01 Public Comment** – Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- III. 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 November 9, 2021.
 - iii. Monthly Written Departmental Reports.
 - iv. Warrants.
 - v. Reserve Withdrawals.
- IV. 2:20 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 on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (*or any portion thereof*) to Knox County in the *State of Maine v. Michael R. Salmons*.
 - Act to Approve the 2022 County of Knox Personnel Policy Handbook.
 - Act on Appointments to the Knox County Regional Communications Center Executive Board for 2022.
 - Act to Close the Knox County Administrative Offices for the Christmas and New Year’s Holidays.
- V. 2:45 Discussion Items**
 1. Update on the KCPSB Floor Repair Project.
 2. Updates on the Airport HVAC Project.
 3. Update on the Correctional Facility HVAC Project.
 4. Spirit of America Award Recipients
 5. Other
- VI. 2:55 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commissioner Parent called the Regular Meeting of the Knox County Commission to order at 2:01 P.M.

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

- Theodore Berry spoke.

III. 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 9, 2021.
- iii. Monthly Written Departmental Reports
- iv. Warrants
- v. Reserve Withdrawals

- *A motion was made by Commissioner Pohlman to approve the consent items as presented. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

IV. 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 Pohlman to 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. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (or any portion thereof) to Knox County in the State of Maine v. Michael R. Salmons.**

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 Pohlman to Act on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (or any portion thereof) to Knox County in the State of Maine v. Michael R. Salmons. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve the 2022 County of Knox Personnel Policy Handbook.**

Administrator Hart has enclosed a red-lined version of the proposed 2022 County of Knox Personnel Policy Handbook to be effective January 1, 2022. Also included is a summary of the substantive changes. Administrator Hart will outline the changes at the meeting on Tuesday. This handbook will replace the 2021 County of Knox Personnel Policy Handbook that was approved by the Commission on December 8, 2020 and was effective January 1, 2021.

- Commissioner Meriwether asked why the previous wording wasn't sufficient.

- Administrator Hart stated we needed to change this wording due to there was an employee seeking additional employment. He received notification of this additional employment via text message.
 - A question was brought up asking does Administrator Hart really need to approve all additional jobs outside of Knox County?
 - Administrator Hart stated that if an employee will receive or has received an additional job outside of Knox County this can be approved by a Department Manager. As long as the second job does not get in the way of the employees performance at Knox County then it should be find. We needed the rewording in the policy to cover us.
 - Commissioner Meriwether asked if this also includes volunteer work.
 - Administrator Hart said no.
- *A motion was made by Commissioner Pohlman to Act to Approve the 2022 County of Knox Personnel Policy Handbook. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. Act on Appointments to the Knox County Regional Communications Center Executive Board for 2022.

The KRCC Users Group voted at their meeting on October 20, 2021 to recommend that the Commission reappoint Rockland Assistant Fire Chief Adam Miceli to be the Fire representative, reappoint Rockport Police Sgt. James Moore to be the Law Enforcement representative, and reappoint Union EMS Director Jesse Thompson to be the EMS representative. These terms will end on December 31, 2023.

- *A motion was made by Commissioner Pohlman to Act on Appointment to the Knox County Regional Communications Center Executive Board, Rockland Assistant Fire Chief Adam Miceli to be Fire Representative, Rockport Police Sgt. James Moore to be the Law Enforcement Representative and Union EMA Director Jesse Thompson to be the EMS Representative. These terms will end on December 31, 2023. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. Act to Close the Knox County Administrative Offices for the Christmas and New Year's Holidays.

Clerk of Courts Eileen Bridges has informed Administrator Hart as of today, Thursday December 9, 2021, that she hasn't received any information from the Chief Justice regarding additional closures for Christmas or the New Year's holidays. Any updated information will be presented at the meeting on Tuesday. If there is no additional information, Administrator Hart is requesting the Commission to authorize him, as the County Administrator, to consider approval for an "Administrative Closing" for whatever the State does for Christmas and New Year's. Section 4.8 – Closing of County Offices of the Knox County Personnel Policy Handbook, says: "The County Administrator and/or his designee shall determine when/if County offices will close due to inclement weather, emergency situations or other reasons. As in past years, any additional closing will not be considered a holiday, but rather an administrative closing. The closing(s) would be a one-time approval, and any future recommended closings would be brought back to the Commission for review and approval.

- *A motion was made by Commissioner Pohlman to Act to Close the Knox County Administrative Offices for the Christmas and New Year's Holidays and to authorize Administrator Hart to consider approving any additional administrative closures during those two holidays. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

VI. Discussion Items:

- **Update on the KCPSB Floor Repair Project.**
 - Administrator Hart reported that not a lot has changed. Right now, they are working with ServPro in determining what will happen with cleaning offices. We have to hire an actual vendor that specializes in cleaning the vents/duct work, and right now that is scheduled for January 17-21st, weather permitting. Once the duct work is complete then ServPro can come in and clean offices.
 - At the Public Safety Building Dispatch is occupying their space, EMA is occupy their space and the S.O. still unable to be in their building due to mold. Once ServPro gets in there and clean, if it doesn't pass inspection, then at their expense, ServPro will have to re-clean. There are only two (2) companies in the State of Maine that clean duct work. Administrator Hart stated that we have filed a claim with Risk Pool but have not heard whether or not they will cover this. If it is turned down then we will have to fund this thru the contingency plan.
 - A question was asked if there has been any evidence of any other problems.
 - Administrator Hart said not that he's aware of.

- **Update on the Airport HVAC Project.**
 - Administrator Hart said the HVAC at the Airport is pretty much completed. Going to work with Jim and Airport Manager Shaw on the remote access.
 - Airport Manager Shaw said there are plans to install a panel in the Admin. Office.

- **Update on the Correctional Facility HVAC Project.**
 - Administrator Hart stated that this project is still ongoing. So far, there has been two (2) air handling units and one (1) ERV, need to replace existing exhaust fan, install a new split system for cooling and control, remove existing condensing units. Phase 4 was removed until meet with Budget Committee to approve in January with the ARPA requests. Waiting on supplemental money from Department of Corrections.

- **Spirit of America Award Recipients:**
 - Town of Camden – Rotary Club of Camden
 - Town of Cushing – Arthur Kiskila
 - City of Rockland – Maine Lobster Festival
 - Town of Warren – Warren Fire Department
 - Town of Washington – Deborah Vannah
 - Town of Owls Head – Robert Hirsch
 - Tow of St. George – Raymond Emerson
 - Town of Union – Sherwood Hilt

- **Other**
 - The 2021 budget for Admin./IT will be over. The three (3) factors causing that are causing this. Labor Relations line has exceeded by quite a bit, we are now at \$35,000. The Legal line is over the budgeted amount by \$8,000 and the Resignation/Termination line due to our IT Specialist left the County as a better offer was made elsewhere. We did not anticipate this happening. As it stands, we will be about \$37,000 over the budgeted amount in Admin./IT, but will have the final figure in the middle to the end of February or first of March 2022. This will come out of the Undesignated Fund balance.
 - We could be over in the Corrections budget as well. Finance Director Robinson has done her best to calculate that. The lines that we will be going over in are: Inmate Medical Contract, Boarding

Inmates, Inmate Dental, Gas for Corrections vehicles, Advertising, Food for Inmates and possibly other miscellaneous lines.

- The budgeted money in a Reserve account for paving the Corrections facility that would normally transfer to next year's Budget, we might have to utilize that money this year to cover overages.
- Commissioner Pohlman asked if Zack Greene transferred from Communications to IT yet.
- Administrator Hart stated that he did transfer to IT on November 15, 2021.
- Commissioner Pohlman said we are down five (5) Dispatchers and five (5) Corrections Officers correct?
- Sheriff Carroll stated that was correct. Right now, Corrections Officers are being mandated to work overtime.
- Commissioner Pohlman thanked all departments across the board for all their hard work.
- Commissioner Meriwether mentioned the Jail having 99 Inmates, and asked what was that the highest Inmate count Knox has ever had.
- Sheriff Carroll said that last weekend Knox had ninety-nine (99) Inmates, but one hundred (100) Inmates is the highest Knox County has had. We have fourteen (14) offenders who has to turn themselves in after the holidays. Right now we are at ninety-seven (97), and will add fourteen (14) plus after holiday. Jail overcrowding is a problem across the State, not just in Rockland. We are working very closely with partners Waldo County, Two Bridges, Sagadahoc and Lincoln County.
- Commissioner Meriwether asked about the overages in the Legal, Union Negotiations and Advertising and asked if those lines were increased for 2022 Budget.
- Administrator Hart stated that with Legal it is hard to gage. The Jail averaging \$6,000-\$7,000 a month, Admin./IT is averaging \$4,000-\$5,000. We are hoping this will level off at some point in the future.
- Sheriff stated that once we get the Medical Contract firmed up, that will ease the Legal line. We had to seek legal counsel to help with the contract.
- Finance Director Robinson has been working on the ARPA list and provided Administrator Hart a draft list. At this point it is broken down by outside agency, municipality request and department request. The hope is to get this out to the Budget Committee and the Commissioners by the end of the year. We are planning to meet the second or third week of January to discuss ARPA. The other part of this is to provide CARES Act and AIP projects for the Airport.
- Commissioner Meriwether asked if she has finished sorting out all the ineligible requests.
- Finance Director Robinson stated that she is working on getting the list whittled down, and will make a secondary review of the list once she finishes. There's a lot of information provided by outside agencies, and are just asking for a review on the summary that she will be providing.
- Commissioner Meriwether reiterated that we had our annual discussion about MCEDD and the outcome was made that each Budget Committee Member would go to their Municipalities to see if they want the County to maintain the membership. One suggestion was to have a rep make MCEDD aware about serious concerns about maintaining the continuance for funding.
- Administrator Hart informed everyone that there is talk about a name change from MCEDD to MCOG.
- Commissioner Meriwether stated that the County does have access to contacting MCEDD.
- Administrator Hart will reach out to them to clarify if that is in fact the case.
- Administrator Hart reminded all there will be the final 2022 Budget Meeting on Thursday, December 16th at 6:00 P.M.
- Commissioner Meriwether announced she will not be running again for Commissioner once her term has ended. She wanted to remind all that District #1 has been redistricted. If anyone is interested in running they have to be a resident of Rockland, Thomaston, South Thomaston or St. George. This date of representation will be taking place on December 28th, and petitions can circulate in January 2022 for the June Primary. A Commissioner needs fifty (50) signatures by March.

VII. Other Business:

- Airport Manager Shaw stated the Solar project, hoping to supply the County with contract before Christmas. The Solar Project is located next to Phase 2 near taxi lane.

X. Adjourn

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

The meeting adjourned at 3:41 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on January 11, 2022.