

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 9, 2021 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, March 9, 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, 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, Systems Administrator Mike Dean, EMA Director Ray Sisk, Sheriff Tim Carroll and Prosecutorial Assistant/Investigator Shane Riley (*arrived at 2:18 P.M.*).

Others: Geospatial Database Manager Leticia vanVuuren and Probate Judge Carol Emery.

Absent: Register of Probate Elaine Hallett, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Chief Deputy Patrick Polky and District Attorney Natasha Irving.

Regular Meeting – Agenda

Tuesday – March 9, 2021 – 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 Regular Commission Meeting of February 9, 2021.
 - iii. Minutes of Special Commission Meeting of February 25, 2021.
 - iv. Monthly Written Departmental Reports.
 - v. Warrants
 - vi. Reserve Withdrawals.
- V. 2:15 Action Items**
 1. Act to Award the Bid for the 2021 Tax Anticipation Note.
 2. Act on Amendment to the Position Classification & Salary Administration Policy.
 3. Act to Approve the Contract Between Knox County and Hagan Property Maintenance LLC for Janitorial/Custodial Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2021 and to Authorize the County Administrator to Sign the Contract.
 4. Act to Approve the Contract Between Knox County and Hagan Property Maintenance LLC for Facilities Management Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2021 and to Authorize the County Administrator to Sign the Contract.
 5. Approve to Proceed with the Airport HVAC Project with Siemens Industry, Inc. to be Funded through the CARES Act.
- VI. 2:30 Discussion Items**
 1. Update on the KCPSB Floor Repair Project.
 2. Update on the Jail HVAC Project.
 3. Other
- VII. 2:45 Other Business**

VIII. Adjourn**I. Meeting Called to Order**

Commissioner Parent called the regular meeting of the Knox County Commission to order at 2:03 P.M.

II. Presentation**1. Employee Recognition Presentation**

In years past, we have held this in person in the Commissioners Hearing Room and with employees present if they could be and wanted to be. This year will be different as we will do this over the Zoom Meeting and will recognize employees for their years of service and dedication to Knox County virtually. Department Managers will present the awards to each respective employee in person for their respective department. The years of service being recognized this year happen to be for 5, 15, 20, and 30 years.

III. Public Comment

Commissioner Chair Parent asked if there was any Public comment.

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 February 9, 2021.
- iii. Minutes of Special Commission Meeting of February 25, 2021.
- iv. Monthly Written Departmental Reports.
- v. Warrants
- vi. Reserve Withdrawals

#1. Warrant Authorization for December 2020 – January 2021 in the amount of \$1,199,383.59.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for December 2020-February 2021 in the amount of \$1,199,383.59.

- *A motion was made by Commissioner Pohlman to Approve the Warrant Authorization for December 2020 – February 2021 in the amount of \$1,199,383.59. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

#2. Reserve Withdrawal Authorization for March 2021 in the amount of \$534.01.

Please find enclosed all of the background for this Reserve Withdrawal Authorization. The motion would be to approve the Reserve Withdrawal Authorization for March 2021 in the amount of \$534.01.

- *A motion was made by Commissioner Pohlman to Approve the Reserve Withdrawal Authorization for March 2021 in the amount of \$534.01. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Action Items**1. Act to Award the Bid for the 2021 Tax Anticipation Note.**

The County sent out an RFP for the 2021 TAN to 5 banks. We received bids back from 5 banks, with Machias Savings Bank having the lowest bid at a percentage rate of .80%. Administrator Hart and Kathy

Robinson, Finance Director are recommending that the Commission vote to award the TAN bid to Machias Savings Bank. James Saffian, Bond Counsel has drafted the Order Vote Resolution 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 packet.

- *A motion was made by Commissioner Meriwether to Award the TAN bid to Machias Savings Bank at a Rate of 0.80% as per the Knox County Maine vote of County Commissioners Authorizing the Tax Anticipation Borrowing. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act on Amendment to the Position Classification & Salary Administration Policy.

Administrator Hart attached a marked up version of the Position Classification & Salary Administration Policy. The change is relative to the timing of increases that result from a position reclassification. If the Committee makes a change in the first half of a calendar year, we will make the increase retroactive to the prior January 1st (as will be the case for Jim). If the Committee makes a change in the second half of a calendar year, the increase will be effective the following January 1st.. This lines up with the July 1st cutoff for future Step increases (new employees hired prior to July 1st receive the Step increase the following January 1st, employees hired July 1st or later do not). The only other change is the effective date of the amendment if approved by the Commission. If the Commission has any specific questions in regards to this, please don't hesitate to call Administrator Hart to discuss.

- *A motion was made by Commissioner Meriwether to Act to Amend the Portion of the Position Classification & Salary Administration Policy which References Salary Adjustments Due to Position Reclassification Effective March 9, 2021. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Approve the Contract Between Knox County and Hagan Property Maintenance, LLC. for Janitorial/Custodial Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2021, and to Authorize the County Administrator to Sign the Contract.

Administrator Hart enclosed the contract between Hagan Property Management LLC and Knox County for Janitorial/Custodial Services for all three (3) facilities for a 1-year period (January 1, 2021 through December 31, 2021). Peter Marchesi, County Attorney and Administrator Hart have spent a considerable amount of time drafting this contract. Jim reviewed as well, and all are in agreement as drafted. Since Hagan Property Maintenance, LLC is a new vendor and as we have done with snow removal and lawn mowing/landscaping for example, Administrator Hart discussed with Jim, that we would initially do a 1-year contract and based off of successful performance during that time, Administrator Hart would then bring back in September and request renewal for an additional two (2) years to expire December 31, 2023 (January 1, 2022 through December 31, 2023). Jim is in agreement with this. Administrator Hart is also asking the Commission to authorize him to sign this contract for Janitorial/Custodial Services. If the Commission has any specific questions in regards to this, please don't hesitate to call Administrator Hart to discuss.

- *A motion was made by Commissioner Pohlman to Act to Approve the Contract Between Knox County and Hagan Property Maintenance, LLC. for Janitorial/Custodial Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport for the Period of January 1, 2021 to December 31, 2021, and to Authorize the County Administrator to Sign the contract. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. Act to Approve the Contract Between Knox County and Hagan Property Maintenance, LLC. for Facilities Management Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2021 and to Authorize the County Administrator to Sign the Contract.

Administrator Hart enclosed the contract between Hagan Property Management LLC and Knox Country for Facilities Management Services for all three (3) facilities for a 1-year period (January 1, 2021 through December 31, 2021). Peter Marchesi, County Attorney and Administrator Hart have spent a considerable amount of time drafting this contract. Jim reviewed as well and all are in agreement as drafted. Since Hagan Property Maintenance, LLC is a new vendor and as we have done with snow removal and lawn mowing/landscaping for example, Administrator Hart discussed with Jim, that we would initially do a 1-year contract and based off of successful performance during that time, Administrator Hart would then bring back in September and request renewal for an additional two (2) years to expire December 31, 2023 (January 1, 2022 through December 31, 2023). Jim is in agreement with this. Administrator Hart is also asking the Commission to authorize him to sign this contract for Facilities Management Services. If the Commission has any specific questions in regards to this, please don't hesitate to call Administrator Hart to discuss.

- *A motion was made by Commissioner Pohlman to Act to Approve the Contract Between Knox County and Hagan Property Maintenance, LLC. for Facilities Management Services at the Knox County Courthouse, Knox County Public Safety Building, and Knox County Jail for the Period of January 1, 2021 to December 31, 2021, and to Authorize the County Administrator to Sign the Contract. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. Approve to Proceed with the Airport HVAC Project with Siemens Industry, Inc. to be Funded through the CARES Act.

As, Jeremy and Administrator Hart have updated on a month by month basis, they have been working with Siemens Industry, Inc. on the Airport HVAC Upgrade/Replacement Project and also discussing and working with the FAA as part of our bi-weekly meetings on projects. Siemens did a walk-through in late January of 2021 with potential sub-contractors and Siemens has now received all of their vendor and subcontractor pricing for the Knox County Airport HVAC Upgrade/Replacement Project. Siemens has reviewed the pricing, scope, and has assembled the pricing at this time. Their sales team will be developing the proposal today, Friday March 5th based on Siemens scope and pricing review yesterday, Thursday March 4th. Gary Robinson II of Siemens has indicated to me that he should have the Airport HVAC Proposal to Administrator Hart by Monday March 8th, if not later today, Friday March 5th. Administrator Hart will provide the Commission the information as soon as Administrator Hart receive from Siemens and would request the Commission's approval to proceed with this project with Siemens to be funded by the CARES Act. Jeremy and Administrator Hart will be providing this information as well as the updated pricing as part of our bi-weekly meetings with the FAA, with the next meeting to be held on Monday March 15th.

- *A motion was made by Commissioner Meriwether to Approve to Proceed with the Airport HVAC Project with Siemens Industry, Inc. for the proposed amount of \$939,879.04 to be Funded through the CARES Act and Authorizes the County Administrator to Sign the and Accept the Agreement Dated March 5, 2021. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

VI. Discussion Items

1. Update on KCPSB Floor Repair Project.

- Administrator Hart stated filed a claim with Risk Pool due to water damage. Jims working with sheetrock companies trying to get pricing to submit to Risk Pool.
- Jim Hagan stated trying to determine 2 ft. from the floor up and find out how many metered feet are allowed. Some furniture was ruined. Just waiting to hear back from the Adjuster (Malcolm or Pete) right now. Will start snaking the drain periodically so this does not happen again. The manhole is the City's responsibility and the connection into it is our responsibility.
- At some point we should place a Y joint instead of an elbow as preventative maintenance.

2. Update on the Jail HVAC Project.

- We have not received final pricing for this right now. There will be another sub-contractor coming to get a secondary sub-bid. Should have something by Friday of next week. In 2021 Budget budgeted for overall 4 phases. Can go 9 years and will be looking at removing underground oil tank and everything associated with that. Administrator Hart, Jim, Kathy & Sheriff will sit down next week and review the options and then bring something back to the Commissioners.

VII. Other Business

None

VIII. Adjourn

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

The regular meeting adjourned at 2:57 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on May 11, 2021.