

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – April 13, 2021 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, April 13, 2021, at 2:03 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.

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 – April 13, 2021 – 2:03 P.M.

- I. 2:00 Meeting Called To Order**
- II. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:10 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Monthly Written Departmental Reports.
 - iii. Warrants
 - iv. Reserve Withdrawals.
- IV. 2:15 Action Items**
 1. Act on Approval of Agreement with the State of Maine for the Purposes of Sharing Office Space, Utilities, Building Maintenance, and Janitorial Services Within the Knox County Courthouse Complex and to Authorize the County Administrator to Sign the Agreement.
 2. Act to Approve the Transfer to Reserves from the 2020 Budget.
 3. Act to Approve a Revised Job Description.
 4. Act to Approve the Knox County Commissioners Pay to Be Paid Bi-Weekly.
 5. Act to Approve Appointments to the Airport Public Advisory Committee (APAC).
 6. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Jeffrey Northgraves, Northlen LLC d/b/a Beacon Drones to Lease Counter Space in the Airport Terminal.
 7. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar #21 Lease from Alan Sewall to Jim Jeans.
 8. Act to Approve and Authorize the County Administrator to Sign the Service Agreement with Gatekeeper Systems, Inc. to Provide the Knox County Airport with Digital Maintenance Inspection and Tracking Software.
 9. Act to Approve to Amend the Concessionaire Agreement with Beyond the Moon Gift Shop to Accommodate a Request to Reduce the Concessionaire Fee From 10% to 6% For a One Year Period.
 10. Act to Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the National Correctional Employees Union for January 1, 2021 – December 31, 2023.
 11. Act to Approve the Purchase and Replacement of the 2019 Dodge Durango for the Knox County Sheriff's Office.
 12. Act to Approve the Employment Contract Renewal for the County Administrator.
- V. 2:40 Discussion Items**
 1. Update on the KCPSB Floor Repair Project.
 2. Update on the Jail HVAC Project.
 3. Update on Airport HVAC Project

4. Other

VI. 2:45 Other Business

VII. 2:50 Executive Session

1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).

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. 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. Monthly Written Departmental Reports.
- iii. Warrants
- iv. Reserve Withdrawals

#1. Warrant Authorization for March 2021 in the amount of \$1,140,524.96.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for March 2021 in the amount of \$1,140,524.96.

- *A motion was made by Commissioner Meriwether to Approve the Warrant Authorization for March 2021 in the amount of \$1,140,524.96. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. Reserve Withdrawal Authorization for March 2021 in the amount of \$64,131.93.

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 \$64,131.93.

- *A motion was made by Commissioner Meriwether to Approve the Reserve Withdrawal Authorization for March 2021 in the amount of \$64,131.93. The motion was seconded by Commissioner Pohlman. 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 Parent. A vote was taken with all in favor.*

V. Action Items

1. Act on Approval of Agreement with the State of Maine for the Purposes of Sharing Office Space, Utilities, Building Maintenance, and Janitorial Services Within the Knox County Courthouse Complex and to Authorize the County Administrator to Sign the Agreement.

The current agreement with the State for their use of the Courthouse expired on December 31, 2020. Administrator Hart provided Jeremy Gray, Director of Court Facilities the agreement to review and he has agreed to the changes that are proposed. Administrator Hart will go over the red-lined changes at the meeting. Included is marked up copy of the agreement in your packet so you can see what has

been changed. Administrator Hart will need to have the Commission vote to approve this Agreement and to also authorize him, as the County Administrator to sign the Agreement.

- *A motion was made by Commissioner Meriwether to Act on Approval of Agreement with the State of Maine for the Purpose of Sharing Office Space, Utilities, Building Maintenance, and Janitorial Services Within the Knox County Courthouse Complex and to Authorize the County Administrator to Sign the Agreement. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Approve the Transfer to Reserves from the 2020 Budget.

Enclosed is a spreadsheet created by Finance Director Kathy Robinson that shows the Transfer to Reserves from the 2020 Budget that Administrator Hart is asking the Commission to approve as shown. All of the transfers were budgeted in 2020.

- *A motion was made by Commissioner Meriwether to Act to Approve the Transfer of \$508,155.00 to the Reserves from the 2020 Budget. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Approve a Revised Job Description

There is 1 (one) redlined job description from the Finance Office for the position of Finance Specialist. All changes are shown in red-strikeout and red underline and also blue strike-out and blue underline. There was a change in the Grade as well.

- *A motion was made by Commissioner Meriwether to Act to Approve a Revised Job Description from Finance Clerk to Finance Specialist. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Approve the Knox County Commissioners Pay to Be Paid Bi-Weekly.

The County Commissioners are currently paid on a monthly. Kathy has requested that we move the Commissioner's pay to bi-weekly, like all other employees. The statute reference is included in your packet.

- *A motion was made by Commissioner Pohlman to Act to Approve the Knox County Commissioners to Be Paid bi-Weekly. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. Act to Approve Appointments to the Airport Public Advisory Committee (APAC).

The Airport Public Advisory Committee and Airport Manager Jeremy Shaw make the following recommendations for appointments to the APAC this year:

- **Brad Ketcher, District #1 Seat**, Owls Head, appoint for 3 year term through 2024.
- **Linda Garat, Environmental Seat**, South Thomaston, appoint for a 3 year term through 2024.
- **Jeff Northgraves, Business Seat**, South Thomaston, appoint for a 3 year term through 2024.
- **Dick Witherspoon, District #3**, North Haven, re-appoint for a 3-year term through 2024.

This is Dick Witherspoon's 3rd 3-year appointment and it is the first 3-year terms for Brad Ketcher, Linda Garat, and Jeff Northgraves.

- *A motion was made by Commissioner Meriwether to Act to Appoint Brad Ketcher, District #1 Seat, Owls Head, for a 3 year term through 2024, Linda Garat Environmental Seat, South Thomaston, for a 3 year term through 2024, Jeff Northgraves, Business Seat, South Thomaston, for a 3 year term through 2024 and Dick Witherspoon, District #3, North Haven, re-appoint for a 3 year term through 2024.. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

6. Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Jeffrey Northgraves, Northlen LLC d/b/a Beacon Drones to Lease Counter Space in the Airport Terminal.

Beacon Drones LLC is requesting the County approve a Concessionaire Agreement to enable them to rent counter space in the airport terminal to operate a drone business. The space they are interested in renting was designed for a second airline, but was never utilized. It has been sitting vacant for 10 years. They will also be providing the airport with discounted inspection flights of the airport's perimeter fence until the airport can accomplish the inspections in-house. Enclosed is a Concessionaires Agreement for your review. This has been reviewed by legal counsel. Administrator Hart will need to have the Commission vote to approve this Agreement and to also authorize me, as the County Administrator to sign the Agreement.

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator to Sign the Concessionaire Agreement for Jeffrey Northgraves, Northlen LLC d/b/a Beacon Drones to Lease County Space in the Airport Terminal. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

7. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar #21 Lease from Alan Sewall to Jim Jeans.

This privately owned hangar has been sold to the new lessees. We require reassignment of the land leases, associated with each hangar, to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Meriwether to Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar #21 Lease from Alan Sewall to Jim Jeans. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

8. Act to Approve and Authorize the County Administrator to Sign the Service Agreement with Gatekeeper Systems, Inc. to Provide the Knox County Airport with Digital Maintenance Inspection and Tracking Software.

The Knox County Airport currently uses an antiquated paper inspection system that is not searchable. Having a digital platform enables the airport assign tasks, track accountability, record and track costs, spot trends, and incorporate the airport's new investment into GIS. The new capability will also create opportunities for the County's GIS personnel to incorporate the technology into airport operations. Administrator Hart will need to have the Commission vote to approve this Agreement and to also authorize him, as the County Administrator to sign the Agreement

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator to Sign the Service Agreement with Gatekeeper Systems, Inc. to Provide the Knox County Airport with Digital Maintenance Inspection and Tracking Software. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

9. Act to Approve to Amend the Concessionaire Agreement with Beyond the Moon Gift Shop to Accommodate a Request to Reduce the Concessionaire Fee from 10% to 6% For a One Year Period.

The current gift shop concessionaire has requested an accommodation to reduce the concessionaire fee from the original 10% Fee, to 6%, which was what the last tenant was paying. At the most recent APAC meeting, the APAC understood the request, but did not elect to make it a permanent change. They did however recommend reducing it from 10% to 6% for a one year period to allow her to build her business. Administrator Hart supports that recommendation, and asks that you would support it as well. Administrator Hart will need to have the Commission vote to approve the amendment this Agreement and to also authorize the Chair to sign the Agreement, as the Chair signed the original agreement.

- *A motion was made by Commissioner Meriwether to Act to Approve to Amend the concessionaire Agreement with Beyond the Moon Gift Shop to Accommodate a Request to Reduce the Concessionaire Fee from 10% to 6% For a One Year Period. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

10. Act to Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the National Correctional Employees Union for January 1, 2021 – December 31, 2023.

Attached is a clean version of the Collective Bargaining Agreement (CBA) that was negotiated between the representatives of the National Correctional Employees Union (NCEU) and the Management team that consisted of the Sheriff, Chief Deputy Polky, Captain Wood, Kathy, Commissioner Parent, Peter Marchesi, and Administrator Hart. NCEU will be voting to approve the enclosed draft and there are two (2) clean originals, which will need the Commission and Sheriff to sign once the Commission votes to approve. Administrator Hart will provide this to the NCEU to sign the two (2) clean originals and they keep one (1) signed for their files and Knox County can keep the other signed original for its files. This will allow the County and NCEU to end the mediation and arbitration meetings that were scheduled as both sides have agreed. The Sheriff and Administrator Hart can answer any questions at the meeting. 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 Approve and Sign the Collective Bargaining Agreement (CBA) Between the County of Knox and the National Correctional Employees Union for January 1, 2021 – December 31, 2023. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

11. Act to Approve the Purchase and Replacement of the 2019 Dodge Durango for the Knox County Sheriff's Office.

The Sheriff is requesting approval for purchasing a replacement vehicle for the 2019 Dodge Durango that has been repaired numerous times by Newcastle Dodge Chrysler and Shepards. To date, the vehicle doesn't continue to run properly and now has become a safety issue for the Sheriff's Office and is not a reliable vehicle. There is no "lemon law" for governmental agencies. This is not a bid. The Sheriff is asking for the Commission to approve trading in the 2019 Dodge Durango towards a newer Dodge Durango which also trading in 2 other vehicles to bring the cost down. This is a different process that is outside of the bid process, since it involves a vehicle that can't be repaired successfully, and is a safety concern and not a reliable vehicle for law enforcement. Newcastle is willing to take it back as part of a trade-in for a newer vehicle. That is why we are not following the normal bid process, but we are seeking Commission approval for this purchase and the process that we are following. Included are e-mails from the Sheriff, invoices for unsuccessful repairs, a cost estimate from Coastal Equipment to remove the old equipment from the 2019 vehicle and install that equipment into the new/replacement Dodge Durango and a cost estimate from Newcastle Chrysler Dodge for the new replacement vehicle and the trade-ins to offset the cost. The Sheriff has requested an amount not to exceed \$10,000 from the Sheriff's Vehicle Reserve to make this transaction occur.

- *A motion was made by Commissioner Meriwether to Act to Approve the Purchase and Replacement of the 2019 Dodge Durango for the Knox County Sheriff's Office. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

12. Act to Approve the Employment Contract Renewal for the County Administrator.

The Commission will consider voting to approve my existing employment contract for renewal to be effective from July 1, 2021 to June 30, 2027. Attached is a red-lined and clean copy for your review. This contract was reviewed by Knox County Attorney Peter Marchesi. If you have any questions, please feel free to call Administrator Hart prior to the meeting.

- *A motion was made by Commissioner Meriwether to Act to Approve the Employment Contract Renewal for the County Administrator. 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.

We have submitted information that was requested by insurance adjuster. The adjuster reached out yesterday to the Risk Pool to ask what the status was. Administrator Hart was told he has to check with the insurance adjuster. Administrator Hart will keep on top of them. He is a little concerned that it has taken this long. We have done what we were supposed to do. Where Commissioners Pohlman is a rep to the Risk Pool it is suggested that she brings this up to the Board of Directors. Administrator Hart has stressed in three (3) emails that this needs to be expedited due to the conditions at the Public Safety Building. The initial request was sent to Malcolm and copied Jim Hagan.

Commissioner Pohlman said she would be happy to bring this situation up at the Risk Pool meeting that will be held tomorrow morning.

2. Update on the Jail HVAC Project.

There was a meeting this morning with Sheriff, Capt. Wood, Jim Hagan, Kathy Robinson and Administrator Hart. They met with Gary Robinson and Darryl Joudrey from Siemens and they had reconfirmed options about moving forward with the HVAC. At the same time we are working on the Jail paving RFP inspect bid. That was budgeted in this year's budget, as well as three (3) options for the Jail HVAC. Leticia worked with Administrator Hart on the paving map site plan for the Jail and the back of the Public Safety Building. This has been sent off to Gartley & Dorsky since it's over \$100,000 its considered a Public Works paving project it has to be reviewed by an Engineer and approved by an Engineer. This will be going out to eight (8) paving companies including some local companies in the area as well. The plan is to have this back by the May meeting for the Commission consideration. We do need to see where the prices are coming in for both projects to see if we have enough to fund both.

3. Update on the Airport HVAC Project.

(Who was hoping) Hoping to have a kick off meeting later this week, if not his week then next week.

VII. Executive Session

1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(EA).

Peter Marchesi, Knox County Legal Counsel, Sheriff Carroll, Chief Deputy Polky, Captain Wood, and I will meet in Executive Session with the Commission for a consultation with legal counsel. Information will be provided by Peter and the Sheriff at the meeting on Tuesday.

- *A motion was made by Commissioner Pohlman to go into Executive Session pursuant to 1 M.R.S.A. §405(6)(EA) for consultation with legal counsel. The motion was seconded by Commissioner Meriwether . A vote was taken with all in favor.*

The executive session convened at 2:48 P.M.
The executive session concluded at 4:04 P.M.

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 4:05 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on June 8, 2021.