

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – October 11, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, October 11, 2022, at 2:00 P.M., at the Knox County Courthouse, 62 Union Street, Rockland, Maine.

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

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Patrick Polky, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, IT Director Zach Greene and Communications Director Robert Coombs.

Absent: Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, EMA Director Candice Richards, Jail Administrator Bob Wood, Register of Probate Elaine Hallett and District Attorney Natasha Irving.

Regular Meeting – Agenda

Tuesday – October 11, 2022 – 2:00 P.M.

Due to the presence of COVID-19 and its variants in Knox County and the resulting concern for risk to the health and safety of County Commissioners and employees and of the public, the Chair of the Knox County Commissioners determines that until further notice, the Knox County Commission will hold its public meetings in a “hybrid” format, meeting in-person in the Commission Hearing Room on the ground floor of the Knox County Courthouse in Rockland, and also permitting Commissioners and members of the public to attend remotely via Zoom video conference, as allowed under the Knox County Commission Remote Participation Policy and 1 M.R.S. Section 403-B.

I. 2:00 Meeting Called To Order

II. 2:10 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.

III. 2:11 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 September 13, 2022.
 - iii. Minutes of Special Commission Meeting of September 20, 2022.
 - iv. Minutes of Special Commission Meeting of October 4, 2022.
 - v. Monthly Written Departmental Reports.
 - vi. Warrants
 - vii. Reserve Withdrawals.

IV. 2:15 Action Items

1. Act to Award the Bid for a new Utility Task Vehicle (UTV) for Use by the Knox County Regional Airport.
2. Act to Award the Bid to Construct Hangar Taxilane Phase 2 at the Knox County Regional Airport to Sitwerx, Inc. of Carmel, Maine in the Amount of \$1,687,475.00.
3. Act to Authorize the County Administrator to Sign the Purchase and Sales Agreement for the 32 Benner Lane Hangar Complex Owned by the Owls Head Transportation Museum in the Amount of \$750,000.
4. Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport for Penobscot Island Air.
5. Act to Approve a Revised Job Description for the Administrative Assistant to the Sheriff.
6. Act to Approve Job Descriptions for a Civil Process Supervisor.
7. Act to Approve Job Description for a Jail Diversion Deputy.

V. 2:35 Discussion Item

1. Update on the Correctional Facility HVAC Project.
1. Update on Other Projects.

VI. 2:40 Other Business

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

Commissioner Meriwether called the regular meeting of the Knox County Commission to order at 2:05 P.M.

II. Public Comment – Public Comment during other portions of the meeting will be granted by permission of the Chair.
None.**III. Consent Items:** *The notes for this section are more specific to explain what is needed from the Commission for wording of the motion and the vote needed. This is needed; once again, now that we are meeting virtually, and will be required monthly going forward until such time we meet in person once again and then can sign the Warrant and Reserve Authorizations.*

1. Approve Consent Items as Presented:

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- *A motion was made by Commissioner Pohlman to approve the consent items 1-5. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- *A motion was made by Commissioner Pohlman to approve the consent items 6-7. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

IV. Action Items1. **Act to Award the Bid for a new Utility Task Vehicle (UTV) for Use by the Knox County Regional Airport**

As requested in the 2022 Amended Knox County Budget, one of the items was a Utility Task Vehicle (UTV) for the Maintenance Department's off-road responsibilities. The airport published a Request for Bids on September 15th, and one bid was received. Union Farm Equipment of Union, Maine was the only company to provide a bid. Union Farm Equipment's bid was \$11,000 lower than the expected cost of the UTV. The Airport Manager recommends awarding the bid from Union Farm Equipment in the amount of \$19,390.

- *A motion was made by Commissioner Parent to Award the Bid for a new Utility Task Vehicle (UTV) for Use by the Knox County Regional Airport to Union Farm Equipment in the Amount of \$19,390.00. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. **Act to Award the Bid to Construct Hangar Taxilane Phase 2 at the Knox County Regional Airport to Sitewerx, Inc. of Carmel, Maine in the Amount of \$1,687,475.00.**

Hangar Taxilane Phase 2 is the second phase of hangar development. The airport published a Request for Bids on March 24th, and four bids were received. Stantec has recommended that the County award the bid on the Base-bid price. Sitewerx, Inc. was the lowest responsive bidder in the amount of

\$1,687,475.00. Phase 2 of the Hangar Taxilane is currently under appeal, and this action only awards the bid, but does not authorize the Administrator to sign the contract until the resolution of the 80B appeal.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid to Construct Hangar Taxilane Phase 2 at the Knox County Regional Airport to Sitewerx, Inc. of Carmel, Maine in the Amount of \$1,687,475.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Authorize the County Administrator to Sign the Purchase and Sales Agreement for the 32 Benner Lane Hangar Complex Owned by the Owls Head Transportation Museum in the Amount of \$750,000.00.**

This item was placed on the June 14, 2022 Commission Meeting agenda, but was not acted on by the Commission, as the FAA required us to have the review appraisal and environmental assessment completed. These have both been completed and reviewed by legal counsel. Jeremy and I are asking the Commission to authorize me, as the County Administrator to sign the P & S Agreement with the Owls Head Transportation Museum. The County has completed its legal review of the appraisal, review appraisal, and environmental assessment. Please refer to the Purchase and Sales Agreement, along with a Post-Closing Occupancy Agreement. I have also included the review appraisal for your review. I did not include the environmental assessment as it is 1,254 pages long. As indicated above they were reviewed by legal counsel and Jim was ok with both and were provided to the FAA for their review as well. This was also placed on the September 13, 2022 Commission Meeting agenda, but was tabled to a future Commission Meeting to be determined.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid to Construct Hangar Taxilane Phase 2 at the Knox County Regional Airport to Sitewerx, Inc. of Carmel, Maine in the Amount of \$1,687,475.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport Regional for Penobscot Island Air.**

Hangar #57 is located on the new hangar taxilane, at the Knox County Airport. This lease is the second of 23 new leases in the new hangar area recently permitted by the Town of Owls Head after an 18 month delay. This lease will be for one of the 3 planned 80’x80’ hangars. Penobscot Island Air is an existing hangar owner, long time business partner, and the addition of this hangar adds no additional aircraft or noise to the airport or neighboring community. This was also placed on the September 13, 2022 Commission Meeting agenda, but was tabled to a future Commission Meeting to be determined.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Regional Airport for Penobscot Island Air. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. **Act to Approve a Revised Job Description for the Administrative Assistant to the Sheriff.**

Enclosed is the red-lined job description that shows all of the changes to the above job description. Sheriff Patrick Polky will explain the changes in the job description and answer any questions that you have.

- *A motion was made by Commissioner Pohlman to Act to Approve a Revised Job Description for the Administrative Assistant to the Sheriff. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

5. **Act to Approve a Job Description for a Civil Process Supervisor.**

The Sheriff has realigned responsibilities in the Sheriff's Department. We previously had the Administrative/Civil Process Coordinator position and a full time Civil Process Deputy. The Sheriff has elected to go back to the full time Administrative Assistant to the Sheriff position, and instead elevate the full time Civil Process Deputy position to a Civil Process Supervisor position that will oversee Civil Process, supervise part time Civil Process Deputies, and continue to perform the duties of a Civil Process Deputy. Sheriff Polky will answer any questions you may have about these changes.

- *A motion was made by Commissioner Pohlman to Act to Approve a Revised Job Description for a Civil Process Supervisor. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act to Approve a Job Description for a Jail Diversion Deputy.**

This request is to approve a new job description for a Jail Diversion Deputy. This position is being proposed for the 2023 budget. Sheriff Patrick Polky will explain the new job descriptions and answer any questions that you have.

- *A motion was made by Commissioner Pohlman to Act to Approve a Revised Job Description for a Jail Diversion Deputy. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

V. **Discussion Items**

1. **Update on the Correctional Facility HVAC Project**

- At this point we are in Phase 4. Phase 4 was approved as part of the ARPA funds. We are in the beginning to early stages of Phase 4. Siemens is working on the project. All the reheat coils have been put in. The crane is scheduled to come this Thursday (Cote Crane). They will lift all the roof top units on to the roof. Other equipment will be in the attic and some on the roof. Hopefully this will start at the end of the week or first of next week.

2. **Updated on Other Projects**

- Two other projects were slated for the Jail. One being the brick replacement repointing granite work. We have moved that project to next Spring at the request of Knowles. They asked if we could move it to the Spring as they are lacking some staff. Administrator Hart reached out to the Captain and Jim Hagan and asked if we could move project and they were fine with that. By moving to Spring we area actually saving money and are able to add a little more. This will happened sometime in April weather pending.
- As far as the paving project, we talked to the paving company and they will start on October 28th with the reclamation of the Jail entry road, parking lots and sidewalk. They will then put a binder coat down for this year. They will not so any surface which will be done next Spring. If prices continue to go down there is a good chance to save some money. Right now liquid asphalt prices per ton are the lowest they've been since May of last year. They were at a high of \$800 price per ton and now it's \$765. It's not a huge saving but at least it's a bit lower. Hagar is the company doing the paving and reclamation.

3. **Other Items**

- We have started the Budget. We sent an email in August and asked Department Managers to have Budgets submitted by September. Director Robinson had some follow up with some of the Departments. Administrator Hart and Director Robinson met with the Departments the last week of September. There are a lot of moving parts to this Budget. It has been a difficult Budget as we
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are still negotiating Union Contracts, we are still trying to get some figures and things are changing. We will have the Budget ready most likely tomorrow as we have some last minute changes to make. There will be a meeting Friday at 9:00 A.M. that will be at the Courthouse. The Department Managers will present their Budgets and answer any questions. We will start our first meeting on November 3rd with the Joint Meetings with the Budget Committee, and this will be in person. It will be a bit crowded, but we will call in one (1) Department Manager at a time like we did last year. We do have a few additional requests from outside economic planning requests. Also talked about was the Knox County Mutual Aid Fire Association that requested funding.

- Commissioner Pohlman asked to send out an updated Review Sessions schedule.
- Administrator Hart will send that out with the Budget.
- Commissioner Pohlman confirmed that the Budget Review with all departments this Friday, October 14th at 9:00 A.M.
- Commissioner Meriwether asked if we would be using the Hybrid meeting for the Joint meetings.
- Administrator Hart stated that we could not accommodate a Hybrid meeting as it is too large of a capacity. We can only have Hybrid meetings if needed for Regular Commission Meetings.
- IT Director Greene stated we do not have the equipment to support a Hybrid meeting with the Joint Committee.
- Administrator Hart stated when we had the meeting on September 27th all were asked for a consensus if we wanted to go forward with meetings via Zoom or in person. The consensus was to go forward with the future meetings in person. They felt with the size of the Budget and as many people as there are they all felt it was more productive. A lot of places are meeting back in person. We are one of the few places continue to meet via ZOOM as long as we did. Some entities didn't have any meetings using ZOOM at all, they stayed meeting in person throughout the pandemic. We are limited with the spaced we have. To do a Hybrid or remote meeting we have to be in this room (Commission Hearing Room).
- Commissioner Meriwether stated that as the Chair, based on CDC guidance, the general attitude is one of that we need to take personal responsibility to take care of our own selves. Whatever degree, as soon as possible we need to return to normalcy. This is now a different situation with vaccinations and treatments available it is just not as critical a situation. It now really requires people looking out for themselves.
- Administrator Hart stated that he has to make sure that we have a quorum for the Budget Committee and Commissioners, whether the meeting be in person or by ZOOM. If someone out of either group does not feel comfortable, and will not be attending, please let Administrator Hart know. Last year we tried to have each member of the Budget Committee sit at their own table and the Commissioners sit on the podium. We will have the gallery outside of the Commission Hearing Room again this year. Once we start the Joint meetings and its Public comment we will let one (1) person in at a time. When the Department Managers need to speak about their Budget we will let one (1) in at a time. Town Hall Streams will be playing in the gallery, so the meetings can be watched that way.

VI. Other Business:

- None

Adjourn

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

The regular meeting adjourned at 2:58 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on November 8, 2022.