

# KNOX COUNTY COMMISSION

## Regular Meeting

Tuesday – December 13, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, December 13, 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 and Sharyn L. Pohlman, Commissioner District #3.

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Patrick Polky, Chief Deputy Curt Andrick, Finance Director Kathy Robinson, EMA Director Candice Richards, Airport Manager Jeremy Shaw, Technical Specialist Nate Buczac and Communications Director Robert Coombs.

**Absent:** Richard L. Parent, Jr., Commissioner District #2, Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Register of Probate Elaine Hallett and District Attorney Natasha Irving.

## Regular Meeting – Agenda

Tuesday – December 13, 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. 2:01 Presentation**
  1. Certificate of Appreciation.
- III. 2:03 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- IV. 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 8, 2022.
    - iii. Minutes of Special Commission Meeting of December 1, 2022.
    - iv. Monthly Written Departmental Reports.
    - v. Warrants.
    - vi. Reserve Withdrawals.
- V. 2:10 Action Items**
  1. Act to Award the Bid for a New Vehicle (Truck) for Use by the Knox County Emergency Management Agency.
  2. Act to Award the Bid for a New Vehicle (Van) for Use by the Knox County Correctional Facility.
  3. Act to Award the Bid for the Obstruction Removal Project at the Knox County Regional Airport.
  4. Act on Interest to be Charged to Municipalities on 2022 Dispatch Fees Paid Late.
  5. Act on Appointment to Penquis Knox County Steering Committee.
  6. Act to Approve the 2023 County of Knox Personnel Policy Handbook.
  7. Act on Amendment to the Position Classification & Salary Administration Policy.
  8. Act on Appointments to the Knox County Regional Communications Center Executive Board for 2023.
  9. Act to Close the Knox County Administrative Offices for an Administrative Closure for the Christmas Holiday.

- VI. 2:25 Discussion Items**
1. Update on the Correctional Facility HVAC Project.
  2. Other
- VII. 2:30 Other Business**
- VIII. 2:35 Executive Session**
1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).
- IX. Adjourn**

**I. Meeting Called to Order**

Commissioner Meriwether called the regular meeting of the Knox County Commission to order at 2:04 P.M.

**II. Presentation**

1. Certificate of Appreciation

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

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 November 8, 2022.
  - iii. Minutes of Special Commission Meeting of December 1, 2022
  - iv. Monthly Written Departmental Reports
  - v. Warrants
  - vi. Reserve Withdrawals

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

**V. Action Items**

1. **Act to Award the Bid for a New Vehicle (Truck) for Use by the Knox County Emergency Management Agency.**

The RFP was e-mailed to eight (8) truck vendors on Monday October 24, 2022, with bids due back to the Administrative Offices on Thursday November 3, 2022 at 2:00 PM., at which time, they were publicly opened. Three (3) bids were submitted. The EMA Director will be present for the meeting to answer any questions of the Commission. The bid results sheet is included in your packet.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid to O' Conner's for a New Vehicle (Truck) for Use by the Knox County Emergency Management Agency in the Amount of \$47,605.00. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**2. Act to Award the Bid for a New Vehicle (Van) for Use by the Knox County Correctional Facility.**

The original RFP was e-mailed to eight (8) truck vendors on Monday October 24, 2022, with bids due back to the Administrative Offices on Thursday November 3, 2022 at 2:00 PM., at which time, they were publicly opened. Three (3) bids were submitted. The EMA Director and Administrator Hart recommended to the Commission that we reject all bids and rebid with the trade-in of the existing EMA truck included in the rebid. The second rebid RFP was e-mailed to the same eight (8) truck vendors on Friday November 18, 2022, with bids due back to the Administrative Offices on Friday December 2, 2022 at 2:00 PM, at which time, they were publicly opened. Two bids were submitted. The EMA Director is recommending awarding the bid to O'Connor of Augusta in the amount of \$40,055. The Ford is really just not the right kind of vehicle for us and doesn't have as much towing capacity. The bid results sheet is included in your packet.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid to Charlie's Toyota for a New Vehicle (Van) for Use by the Knox County Correctional Facility in the Amount of \$39,529.00. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**3. Act to Award the Bid for the Obstruction Removal Project at the Knox County Regional Airport.**

The Obstruction Removal Project is part of the CARES Act project list. It is designed to remove trees on parcels of land on the approach of Runway 13 that have existing easements with Knox County to manage tree growth. The Airport published a request for proposals and five (5) bids were received. Ford Enterprises was the lowest bidder at \$295,831.00. There are a few issues with the bid of Ford Enterprises and also Skinner Gravel & Excavation, the next lowest bidder at \$387,000. Jeremy and Administrator Hart need to have a discussion with Sean Tiney of the FAA on Monday December 12<sup>th</sup> to look at recommending the most responsive bid to the next lowest bidder, Hawkes Tree Service at \$417,000. Jeremy and Administrator Hart will have a recommendation of who to award the bid to and at what amount for the meeting on Tuesday. The project is fully funded under the CARES Act, and the project is expected to begin in January or February of 2023. Administrator Hart is reviewing some items with the FAA, Stantec, and legal counsel. Jeremy and Administrator Hart will have a recommendation of which contractor to award the bid to at the meeting on Tuesday.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid to Hawke's Tree Service for the Obstruction Removal Project at the Knox County Regional Airport in the amount of \$417,000. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**4. Act on Interest to be Charged to Municipalities on 2022 Dispatch Fees Paid Late.**

This year there are three (3) municipalities being charged interest for paying their Dispatch fees late. The Towns of Camden, North Haven, and Thomaston. Finance Director Kathy Robinson has prepared an approval form, which the Commission will sign to approve so that the interest can be charged to the municipality. Administrator Hart has attached the spreadsheet that shows the amount of interest for the three municipalities and will be the document that the Commission will be signing.

- *A motion was made by Commissioner Pohlman to Act on Interest to be Charged to Municipalities on 2022 Dispatch Fees Paid Late in the amount of \$806.16. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

5. **Act on Appointment to Penquis Knox County Steering Committee.**

Administrator Hart has included in your packet a letter from Kara Hay, Chief Executive Officer asking the Knox County Commissioners to fill by appointment a seat on the Penquis Knox County Steering Committee. Chris Rector has accepted an invitation to join this Committee and need the Commission to make this appointment official by approving his membership. The individual appointed by the Commission must either be an elected official or must have general governmental responsibilities.

- *A motion was made by Commissioner Pohlman to Act on Appointments to Penquis Knox County Steering Committee to Appoint Chris Rector. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. **Act to Approve the 2023 County of Knox Personnel Policy Handbook.**

Enclosed is a red-lined version of the proposed 2023 County of Knox Personnel Policy Handbook to be effective January 1, 2023. Administrator Hart also included a summary of the substantive changes. He will outline the changes at the meeting on Tuesday. This handbook will replace the 2022 County of Knox Personnel Policy Handbook that was approved by the Commission on December 14, 2021 and was effective January 1, 2022.

- *A motion was made by Commissioner Pohlman to Act to Approve the 2023 County of Knox Personnel Policy Handbook. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

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

Attached is a marked up version of the Position Classification & Salary Administration Policy. The only changes are the effective date on Page 1, and the wording for the Cost of Living Adjustment (COLA) on Page 2, to match the wording change in the Personnel Policy Handbook for the Cost of Living Adjustment (COLA).

- *A motion was made by Commissioner Pohlman to Act on Amendment to the Position Classification & Salary Administration Policy. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

8. **Act on Appointments to the Knox County Regional Communications Center Executive Board for 2023.**

The KRCC Users Group voted at their meeting on November 3, 2022 to recommend that the Commission reappoint Camden Fire Chief Chris Farley to be the Fire representative, reappoint Sheriff Patrick Polky to be the Law Enforcement representative, and reappoint Thomaston, South Thomaston, and St. George EMS Director Amy Drinkwater to be the EMS representative. These terms will end on December 31, 2024.

- *A motion was made by Commissioner Pohlman to Act on Appointments to the Knox County Regional Communications Center Executive Board for 2023. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

9. **Act to Close the Knox County Administrative Offices for an Administrative Closure for the Christmas Holiday.**

Clerk of Courts Sarah Bosk has informed me on Thursday December 1, 2022, that the Clerk's Office and Courts will be closing on Friday December 23, 2022 at 12:00 Noon to allow employees to spend additional time with family and travel to destinations for the Christmas Holiday. Administrator Hart's recommendation to the Commission is to consider for approval an "Administrative Closing" for 12:00 Noon on Friday December 23, 2022. This will not be considered a holiday, but rather an Administrative Closing. This closing 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 an Administrative Closure for the Christmas Holiday, and Considered an Administrative Closure not a Holiday. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

VI. **Discussion Items**

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

- Gary Robinson from Siemens provided an update. We are nearing completion of Phase 4. The air handler had been replaced, controls and graphics have been converted, refrigeration and piping needs to be completed, tie in the electric and have piping insulation completed.

2. **Other**

- We have the Final Budget Meeting Thursday, December 15<sup>th</sup> at 5:00 P.M. This will be the Public Hearing and Final Vote on the 2023 Budget.

VII. **Other Business:**

None.

VIII. **Executive Session**

1. **Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(E).**

- *A motion was made by Commissioner Pohlman to Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(E). The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The executive session convened at 2:35 P.M.

The executive session concluded at 2:58 P.M.

**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 3:01 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on January 10, 2023.**