

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – August 9, 2022 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, August 9, 2022, at 2:00 P.M., via ZOOM.

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.

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

Absent: *Communications Director Robert Coombs, 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 – August 9, 2022 – 2:00 P.M.

Due to the prevalence of the COVID-19 Omicron variant in Knox County and the inherent risk to the health and safety of our employees and the public from it, the Chair of the Knox County Commissioners determines there is an emergency situation that requires the Knox County Commission to hold its public meetings remotely via Zoom video conference on an ongoing basis until further notice, as allowed under the Knox County Commission Remote Participation Policy and 1 M.R.S. Section 403-B.

ZOOM link:

<https://us06web.zoom.us/j/81623332113>

Town Hall Streams link:

https://townhallstreams.com/stream.php?location_id=50&id=46892

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- 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 July 12, 2022.
 - iii. Minutes of Special Commission Meeting of August 1, 2022.
 - iv. Monthly Written Departmental Reports.
 - v. Warrants
 - vi. Reserve Withdrawals.
- IV. 2:15 Action Items**
 - 1. Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Stantec for Space in the Airport Operation Facility at 10 Benner Lane.
 - 2. Act to Award Bid for a New Boat/Vessel for Use by the Sheriff's Department.
 - 3. Act to Approve a Date & Time for the 2023 Budget Review with the Commission.
 - 4. Act to Approve the 2023 Budget Process Calendar.
 - 5. Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2023 Budget.
- V. 2:20 Discussion Items**

1. Update on the Correctional Facility HVAC Project.
2. Update on Other Projects.
3. Update and Discussion on Hybrid Commission Meetings.

VI. 2:30 Other Business

VII. Adjourn

I. Meeting Called to Order

Commissioner Meriwether 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 be granted by permission of the Chair.

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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 - v. Warrants
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- *A motion was made by Commissioner Parent to approve the consent items 1-4. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#1 Warrant Authorization for July 2022 in the amount of \$2,319,840.01.

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for July 2022 in the amount of \$2,319,840.01.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for June 2022 in the amount of \$1,738,173.25. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. Reserve Withdrawal for July 2022 in the amount of \$723.00.

Please find enclosed all of the background for this Reserve Withdrawal. The motion would be to approve the Reserve Withdrawal for July 2022 in the amount of \$723.00.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for July 2022 in the amount of \$723.00. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items

1. **Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Stantec for Space in the Airport Operation Facility at 10 Benner Lane.**

With the receipt of the CARES Act funding in May of 2020, the County elected to rebuild the County-owned Benner Lane crew house that was rented by Penobscot Island Air (PIA) for transient air crews. The building is now complete and is ready for occupancy. Stantec will rent a portion of the building, to be used while they are overseeing projects at the airport. Enclosed is the draft lease agreement. Jeremy will be present at the meeting to answer any questions of the Commission.

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator to Sign a Lease Agreement Between the County of Knox and Stantec for Space in the Airport Operation Facility at 10 Benner Lane. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Award the Bid for a New Boat/Vessel for Use by the Sheriff's Department.**

During discussions with the Budget Committee and Commission this past spring for approving the 2022 Amended Budget with ARPA Funds, a proposal by the Sheriff's Office, was to request funding for a new boat. The Budget Committee and Commission approved a budget amount of \$300,000 to be funded by ARPA Funds. The RFP was e-mailed to three (3) law enforcement patrol boat vendors on Friday, July 8, 2022, with bids due back to the Administrative Offices on Friday July 29, 2022 at 2:00 PM., at which time, they were publicly opened. They were e-mailed to Silver Ships, located in Theodore, Alabama; Gravois Aluminum Boats, LLC- Metal Shark, located in Jeanerette, Louisiana; and Safeboats International, LLC, located in Bremerton, Washington. These are a specialized aluminum construction law enforcement boat. There are no vendors in the State of Maine. Silver Ships was the only bidder. Their price was \$269,376.00. The Sheriff will be present for the meeting to answer any questions of the Commission. The bid results sheet is included in your packet, as well as the bid provided by Silver Ships.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid for a New Boat/Vessel for Use by the Sheriff's Department to Silver Ships in the Amount of \$269,376.00. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. **Act to Approve a Date & Time for the 2023 Budget Review with the Commission.**

The Commission met with Department Managers to review the 2022 budget draft last year on Friday, October 15, 2022 at 9:00 a.m. Administrator Hart is proposing that the Commission meet to review the 2023 budget draft with the Department Managers on Friday, October 14, 2022. Finance Director Robinson and Administrator Hart are scheduled to meet with Department Managers for an initial review of the 2023 Budget the week of September 26-29, 2022.

- *A motion was made by Commissioner Pohlman to Act to Approve a Date & Time for the 2023 Budget Review with the Commission. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

4. **Act to Approve the 2023 Budget Process Calendar**

The same timeframes were followed as last year for the entire budget process. Administrator Hart proposed to move the start date of the entire budget process to a later date and more specifically the Joint Budget Meetings with the Budget Committee and Commission. This is so that we would have better numbers for the budget process with less changes, and we will also have more concrete numbers such as negotiations with the Unions (now have four (4) Unions – new Union for the Airport) that would provide the time to put more realistic numbers to the budget. The later start makes much sense considering that insurances (employee health benefits and Workman's Comp) almost always tend to be late arriving numbers of great significance. Having the budget start later in the year, seemed to work

well with less changes and better numbers to be able to provide to the Budget Committee and Commission. Included is the proposed 2023 Budget Review Sessions Schedule in your packet for this discussion.

- *A motion was made by Commissioner Pohlman to Act to Approve the 2023 Budget Process Calendar. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- *Administrator Hart went over the 2023 Budget Process Calendar with the Commissioners.*

5. Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2023 Budget.

The Commission will need to decide which organizations will receive invitations for the 2023 budget process. For the 2022 budget, the Commission voted to send invitations to the following:

- a. Knox Lincoln Soil & Water Conservation District (KLSWCD)
- b. Midcoast Council of Governments (MCOG)
- c. Knox Lincoln Counties Extension Service (KLCES)
- d. Restorative Justice Project
- e. Waldo Community Action Partners (WCAP)

Knox County only funded KLSWCD, MCEDD, KLCES, and the Restorative Justice Project in the 2022 Budget. Administrator Hart also received funding requests and inquiries from Waldo Community Action Partners and Penquis.

- *A motion was made by Commissioner Pohlman to Act to Approve the List of Program Grants to be Invited to Request Funding in the County's 2023 Budget. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*
- Administrator Hart is not sure if we will receive more requests as time goes on. It would be good to see who else is funding Waldo County Action Partners.
- Commissioner Meriwether said she would prefer to have the Commission not be making the only decision on these grants. Why is a Waldo business coming to Knox County for a funding?
- Administrator Hart stated a letter was sent last December that said when Coastal Trans closed WCAP would be providing a lot of services. Remember, even though someone requests funding it does not mean Knox County has to approve it.
- Commissioner Meriwether said she really wants to consult with the Budget Committee to see how they feel about approving a Waldo County business.
- Commissioner Pohlman agreed the Budget Committee needs to be part of decision for approval.
- Administrator Hart stated that a while ago there was discussion about the funding, and it was decided that the Commission would make the decision on who got approved (not Budget Committee). This was agreed by both that this would be the process.
- Commissioner Pohlman suggested to revisit this decision due to there are different Commissioners and Budget Committee members.
- Administrator Hart stated they are strictly asking for funding, and we are not making a decision on anything else, only if we will fund them.

V. Discussion Items

1. Update on the Correctional Facility HVAC Project.

There was a meeting a week and a half ago on the HVAC. One area of the duct work will be fixed. One of the units that stopped working as of yesterday, will be replaced and was approved through the ARPA

funding. Jim Hagan talked to Siemens to see if we can move this up sooner than September/October date.

2. **Update on Other Projects.**

The Heating project for the Jail and Public Safety Building is scheduled for late September. We do not want heavy equip coming in and possibly scaring the road up. A surface coat next spring is proposed. Airport HVAC is pretty much completed.

In the Sheriff's Office we are still waiting on mold remediation from Malcom (Risk Pool).

3. **Update and Discussion on Hybrid Meetings**

- Administrator Hart stated that Zach has been spending a lot of time on this project. Equipment delivery has been the biggest challenge so far.
- Zach has been working with an outside colleague on the audio / visual. He felt having several podium style mics would work the best and one mic for Public comment. Also a hand held Zoom camera was talked about as would be able to move camera depending on who's talking. He has ordered all equipment and should be arriving in the next few days.
- Commissioner Meriwether asked what the anticipated timeline is.
- Zach said things have been ordered.
- Administrator Hart said Joint meetings have been talked about. The tough thing will be when everyone there to be able to get everyone on camera and hear everyone. The room size doesn't seem to work. It is pretty tight and still trying to figure out if things will work once everyone shows up.
- Zach stated that we went on a larger scale for equipment when ordering just for that purpose.

VI. Other Business

- Knox County Mutual Aid Association –An email was forwarded from Fire Chief Chris Whytok in conjunction with other members. They had requested funding form Knox County which they asked for during ARPA funding requests. There was discussion with them about to helping to pay debt insurance and maintenance. The debt insurance is \$25,000 and the maintenance is \$10,000. We would like to know if the Commission wants to place this on the September Agenda and have Chief Whytok speak on behalf.
- Commissioner Meriwether asked if this is an anticipated on an annual request correct
- Administrator Hart said yes
- Commissioner Pohlman said she would like a presentation and review the information and have further discussion.
- Commissioner Parent stated he would like to hear what they have to say. But asked, do we want to be the ongoing provider? We have enough trouble with our own Budget.
- Administrator Hart said that initially St. George and the volunteer firefighters' association Chief Tim Polky was the driving force behind that. The Knox County Mutual Aid Training facility would benefit all mutual aid in Knox County. If more departments took training there it would benefit Knox County. They understand their request is not a given. Their representatives can speak better to it and answer more questions.
- Commissioner Parent asked do we have input at the County level.
- Administrator Hart stated yes. You will need to decide if this will be part of the Budget. If the Commission is asking for a presentation we will have them come in.
- Commissioner Meriwether asked do we want the Association to come to make a presentation at our next Commission meeting.
- Administrator Hart stated he has asked them for a letter in writing on what they wanted.

- The Commissioners encourage a presentation at the next meeting.
- Administrator Hart stated we have been notified by James Wadman, CPA they will no longer be completing an audit for Knox County. We are the only County they did an audit for. They lost a CPA so they cannot complete ours in the time allotted. They will present our audit next month, and Finance Director Robinson will be getting an RFP out for another business to do complete the yearly audit. This will come to the Commission in September or October to select a new Auditor service.

VII. Adjourn

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

The regular meeting adjourned at 3:13 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on September 13, 2022.