

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 21, 2023 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, March 21, 2023, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Edward B. Glaser, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2 (Arrived at 2:06 P.M.) 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, IT Director Zach, Communications Director Robert Coombs and Airport Manager Jeremy Shaw.

Absent: Chief Deputy Curt Andrick, IT Director Zach Greene, Prosecutorial Assistant/Investigator Shane Riley, Register of Probate Elaine Hallett, Register of Deeds Madelene Cole, Jail Administrator Robert Wood, and District Attorney Natasha Irving.

Others: Michael Griggs, Owner of Pine Tree Solar

Regular Meeting – Agenda

Tuesday – March 21, 2023 – 2:00 P.M.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentations**
 - 1. Employee Recognition Presentations.
- III. 2:10 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- IV. 2:15 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 14, 2023.
 - iii. Monthly Written Departmental Reports.
 - iv. Warrants
 - v. Reserve Withdrawals.
- V. 2:20 Action Items**
 - 1. Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Airport for Dr. Hans Tobler.
 - 2. Act to Accept the Resignation of the District #1 Representative Brad Ketcher from the Knox County Airport Public Advisory Committee.
 - 3. Act to Approve and Authorize Optional Arrest Powers to the Sheriff and Deputies, Pursuant to Maine Revised statutes Title 30-A Section 405.
 - 4. Act to Approve Revised Job Descriptions.
 - a. EMA Resources and Operations Planner
 - b. Geospatial Database Manager
 - 5. Act on Appointment to Penquis Knox County Steering Committee.
- VI. 2:30 Discussion Items**
 - 1. Update on the Correctional Facility HVAC Project.
 - 2. Update on Other Projects.
 - 3. Other Items.
- VII. 2:40 Other Business**
- VIII. Adjourn**

I. Meeting Called to Order

Commissioner Glaser called the regular meeting of the Knox County Commission to order at 2:10 P.M.

II. Presentation:

1. Employee Recognition Presentations.

III. Public Comment - Public Comment during other portions of the meeting will only 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 February 14, 2023.
- iii. Monthly Written Departmental Reports.
- iv. Warrants
- v. Reserve Withdrawals

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

V. Action Items

1. Act to Approve and Authorize the Chair to Sign and Execute a New Hangar Lease at the Knox County Regional Airport for Dr. Hans Tobler.

Hangar #58 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 2 planned 80'x100' hangars. Dr. Tobler has a Gipps Aero Airvan, and a Robinson Helicopter that he plans to use the hangar for.

- *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 Dr. Hans Tobler. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act to Accept the Resignation of the District #1 Representative Brad Ketcher from the Knox County Airport Public Advisory Committee.

At their February 6th meeting, the APAC voted to recommend the county accept the resignation from the District #1 seat, held by Brad Ketcher. A solicitation has been published to fill his seat for the remaining year of his term.

- *A motion was made by Commissioner Parent to Act to Accept the Resignation of the District #1 Representative Brad Ketcher from the Knox County Airport Public Advisory Committee. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

3. Act to Approve and Authorize Optional Arrest Powers to the Sheriff and Deputies, Pursuant to Maine Revised Statutes Title 30-A Section 405.

It was recommended that all Sheriff's revisit this to ensure that the Commissioners are aware that approving "optional arrest powers" extends numerous benefits to County law enforcement when outside the County. This does not give deputies the power to patrol outside of the County, only the ability to exercise arrests in limited situations that are connected to public safety and criminal investigations. Included in your packet is a copy of Title 30-A Section 405 – Optional Arrest Powers for your reference. The Sheriff will be in attendance at the meeting to answer any questions that you might have.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize Optional Arrest Powers to the Sheriff and Deputies, Pursuant to Maine Revised Statutes Title 30-A Section 405. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Approve Revised Job Descriptions.

There are two (2) marked up job descriptions in the packet. One is the EMA Resources and Operations Planner position in the EMA Office. We are removing the part-time designation from the job title, as it is now full-time. Candice Richards, EMA Director has also reviewed to see if any additional changes need to be made. The other position is the Geospatial Database Manager position in the EMA Office. Amber Christie, HR Manager and Candice have reviewed this job description and have recommended changes.

- a) EMA Resources and Operations Planner
- b) Geospatial Database Manager

- *A motion was made by Commissioner Parent to Act to Approve Revised Job Descriptions of EMA Resources and Operations Planner and Geospatial Database Manager. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

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

Included in your packet is 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. Sheriff Patrick Polky has accepted an invitation to join this Committee and fill the Public Sector seat 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 Parent to Act on Appointment of Sheriff Patrick Polky to Penquis Knox County Steering Committee. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

VI. Discussion Items

1. Update on the Correctional Facility HVAC Project.

- **Administrator Hart** - The HVAC is pretty much completed. Siemens will get us updated pricing on underground tank removal and boiler replacement for the Jail. This project is slated for 2029. We have asked them to provide figures for work to be done here at the Courthouse. Asked them to look at PSB as well. Ganeston was the original contractor out of Augusta. They hired all the sub-contractors for that project. Initially it worked well for the first year or so but, now having multiple issues. Asked Siemens to look at the current system as it is a Honeywell system. We are looking at an overhaul of this system to see what it will cost to replace. We're hoping to have that information for the quarterly meeting, if we don't then we will provide it once we have it.

- **Commissioner Glaser** – Since the HVAC is so energy consuming have we looked at other ways of providing the same kind of heating and cooling on a more efficient level? Or is this the most efficient we can get? If we are looking at replacing systems should we also be looking at getting systems that cost more but may provide more energy savings in the future?
- **Administrator Hart** – We have looked at that. If you look at the system at the Airport, every piece of that system has been taken out and replaced due to age. We have just replaced so much within the system that things are just not talking to each other to run smoothly.
- **Commissioner Parent** – The system was outdated when it was installed and it was run on DOS up until just a couple years ago. The DOS system was failing from the beginning. It has been a headache ever since.
- **Commissioner Glaser** – I agree that we have old systems and we need to upgrade them. I just want to make sure we are looking at them at the most energy conscious use we can get as we look forward. If we look forward we really want to look forward not just what's now.
- **Commissioner Parent** – That's true. We are going to have a solar farm soon that will help with some of the costs at the Airport.
- **Commissioner Glaser** – It will provide some relief at the Airport but it doesn't help with the Public Safety Building.
- **Commissioner Parent** – Won't it provide enough to cover that building too?
- **Administrator Hart** - That project has been scaled down numerous times, so right now it'll be able to cover the Airport. Originally, it was going to cover all of Knox County. We will know better when it's completed.

2. Update on Other Projects

- **Administrator Hart** – Nothing has changed from the last meeting. Paving at the Correctional facility and Public Safety Building is still slated for as soon as we can within reason for the weather. The Brick replacement project for both here and the Correctional facility, I received a call right before this meeting from Knowles Industrial, so I will call them back. I know they are trying to get everything on the calendar so I am hoping they want to start within the next month or two. We just need to coordinate this with Captain Wood and Jim through the Correctional facility. For the Courthouse work we need to make sure it will not cause any problems with noise for the Courts.

3. Other Items

- **Administrator Hart** - The Joint Quarterly Budget Meeting is scheduled for Thursday, April 6th at 5:00 P.M.
- **Administrator Hart** - The District 4 (Camden) representative will be Will Addis and District 6 (Appleton, Union & Washington) will be John Mountainland. They will both be at meeting. The Budget Committee members will vote first to appoint them, and then the Commissioners confirm it. From that point we have to notify the Bureau of Elections and they will get sworn in by a Dedimus Justice. Once that has been completed then they are officially on the Budget Committee. At that point we will have nine (9) Budget Committee members.
- **Commissioner Pohlman** – Will this be an appropriate meeting for Department Managers to ask questions?

- **Administrator Hart** – We can but we don't want ten (10) Departments asking questions, and make the meeting last for hours. I can ask all Department Managers if they have something they need to talk about.
- **Administrator Hart** - After we approve the Minutes then Candice and Leticia will be at the meeting to present a brief presentation, and will answer any questions.

VII. Other Business

None

VIII. 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 2:59 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on April 11, 2023.