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2
3 **COMMISSIONERS' MEETING**

4 **February 4, 2026**

5 The regular meeting of the York County Commissioners was held on Wednesday, February 4, 2026, at
6 4:30 PM at the York County Government Building in Alfred.

7
8 **COMMISSIONERS PRESENT:**

9
10 Richard R. Dutremble
11 Richard Clark
12 Robert Andrews
13 Justin Chenette
14 Donna Ring

15
16 **COMMISSIONERS ABSENT:**

17 None

18
19 County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Sheriff William King,
20 Facilities Director Rick deRochemont, EMA Director Arthur Cleaves, Register of Deeds Nancy
21 Hammond and Regional Training Center Director Rod Hooper were present at the meeting.

22
23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

24
25 **ITEM**

26
27 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

28
29 Sheriff King announced that the Sheriff's Office is partnering with TD Bank and AAA New England to
30 host a Senior Safety Fair on March 13th. The event will be held at the new training center and is expected
31 to draw over 100 attendees.

32 The fair will include presentations focused on:

- 33 • Safe driving for seniors
34 • Driving tips and best practices
35 • Scam- prevention and fraud awareness for seniors

36 Sheriff King distributed event posters and invited anyone with ideas for poster placement, or who would
37 like additional posters, to contact him via email or speak with him directly.

38
39 **2. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS**

- 40
41 a. Commissioners' meeting of January 7, 2026

42
43 **MOTION: Commissioner Clark moved to approve the minutes of January 7, 2026, as presented.**
44 **Commissioner Andrews seconded the motion.**
45 **Motion carried 5:0**

- 46
47 b. Commissioners' meeting of January 21, 2026
48
49

50 **MOTION: Commissioner Clark moved to approve the minutes of January 21, 2026, as presented.**
51 **Commissioner Andrews seconded the motion.**
52 **Motion carried 5:0**

53
54 **3. TO APPROVE TREASURER'S WARRANTS**

55 a. Warrants to be approved on January 21, 2026, in the amount of \$916,083.45

56
57 **MOTION: Commissioner Clark moved to approve the warrant dated January 21, 2026, in the**
58 **amount of \$916,083.45. Commissioner Andrews seconded the motion.**
59 **Motion carried 5:0**

60
61 b. Warrants to be approved on January 28, 2026, in the amount of \$1,145,887.27

62
63 **MOTION: Commissioner Clark moved to approve the warrant dated January 28, 2026, in the**
64 **amount of \$1,145,887.27. Commissioner Andrews seconded the motion.**
65 **Motion carried 5:0**

66
67 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

68
69 Commissioner Chenette reported that he and Commissioner Ring recently attended the Maine County
70 Commissioners Association meeting. He described the session as highly informative and noted several
71 encouraging updates within the association. A significant portion of the discussion focused on the ongoing
72 legislative session, with a strong call for counties to stay actively engaged in reviewing and responding to
73 pending bills.

74
75 He stressed the importance of keeping the local legislative delegation informed about how proposed
76 legislation, especially items with financial implications, could affect the county and its taxpayers. He
77 noted that today's agenda includes an item concerning one of the bills highlighted by the association,
78 adding that the county is already moving in the right direction in terms of involvement.

79
80 He also shared that the county has been invited to consider hosting a future association meeting, which
81 would provide an opportunity to highlight the training center and, eventually, the recovery center. He
82 concluded by expressing his appreciation for being able to participate in the event.

83
84
85 **5. POVERTY ABATEMENT**

86 Heard in Executive Session pursuant to M.R.S.A. § 405 (6) (F)

87
88 **MOTION: Commissioner Clark moved to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
89 **(F) to consider a poverty abatement request. Commissioner Andrews seconded the motion.**
90 **Motion carried 5:0.**

91
92 **MOTION: Commissioner Clark moved to come out of executive session. Commissioner Andrews**
93 **seconded the motion.**
94 **Motion carried 4:0**

95
96 **MOTION: Commissioner Ring moved to deny the poverty abatement request as the petitioner no**
97 **longer owns the property. Commissioner Chenette seconded the motion.**
98 **Motion carried 5:0**

99 County Manager Zinser explained the next steps in the process. He stated that the County provide official
100 written notification to the parties involved. That notification will formally begin the timeframe in which
101 the next phase of the legal process may proceed.
102

103 He clarified that, upon receiving the findings of fact, expected to be prepared and approved at the next
104 meeting, the party will then have the right to appeal the decision to Superior Court. The appeal period is
105 at least three weeks, but the clock does not begin until the findings of fact are delivered.
106

107 **6. NEW BUSINESS**
108

- 109 a. Deputy County Manager/HR Director Linda Hutchins-Corliss to present new hires/transfers:
110 i. To seek hiring approval of Bonnie Rodney in the full-time position of Correctional Officer
111 in the Sheriff's office with an effective date of February 9, 2026.
112

113 **MOTION: Commissioner Clark moved to approve the hiring of Bonnie Rodney in the position of**
114 **Correctional Officer in the Sheriff's office with an effective date of February 9, 2026. Commissioner**
115 **Andrews seconded the motion.**

116 **Motion carried 5:0**

- 117 ii. To seek hiring approval of Leighanna Small in the position of Reserve DAR III in the
118 EMA office with an effective date of February 9, 2026.
119

120 Commissioner Ring asked whether, given that the employee in question is a minor, the County is required
121 to obtain parental permission for her to work.
122

123 Deputy County Manager/HR Director Hutchins-Corliss clarified that under Maine law, the minor does not
124 need parental permission in order to be employed. However, the County did request parental permission
125 specifically to conduct the required background check.
126

127 **MOTION: Commissioner Clark moved to approve the hiring of Leighanna Small in the position of**
128 **Reserve DAR III in the EMA office with an effective date of February 9, 2026. Commissioner**
129 **Andrew seconded the motion.**

130 **Motion carried 5:0**
131

- 132 iii. To seek hiring approval of Trinity Sharp in the position of full time Legal Secretary in the
133 District Attorney's office with an effective date of February 9, 2026.
134

135 **MOTION: Commissioner Clark moved to approve the hiring of Trinity Sharp in the position of full**
136 **time Legal Secretary in the District Attorney's office with an effective date of February 9,**
137 **2026. Commissioner Andrews seconded the motion.**

138 **Motion carried 5:0**
139

- 140 b. Letter to Legislative Delegation approval and signature
141

142 County Manager Zinser presented two letters for the Commissioners' review and consideration for
143 approval. He noted that the letters contain identical content, with one addressed to the York County
144 legislative delegation and the other to Senator Curry and Representative Gere of the Housing and
145 Economic Development Committee.
146

147 County Manager Zinser reminded the Board that LD 2124 had been discussed at a prior meeting. A draft
148 letter was distributed to Commissioners in advance of this meeting for review and comment. Feedback
149 received from Commissioners was incorporated into the revised versions.
150

151 The purpose of the letters is to convey the County's position that LD 2124 ought not to pass. County
152 Manager Zinser stated he was available to answer any questions and noted that the letters were drafted at
153 the Board's request.
154

155 Commissioner Chenette thanked the staff for preparing the letters, noting that they will be useful to both
156 the York County legislative delegation and the committee members reviewing LD 2124. He highlighted
157 that some members of the York County Legislative Delegation represent only portions of York County
158 and may reside in other counties. He referenced the bill's sponsor, Representative Gattine of Westbrook,
159 who represents part of York County, and noted that sending the letter to the delegation ensures the sponsor
160 will receive the feedback. Commissioner Chenette suggested that this nuance may need to be
161 acknowledged or referenced, emphasizing the importance of ensuring the bill sponsor receives the
162 County's position.
163

164 County Manager Zinser asked Commissioner Chenette to clarify what specific change he was proposing,
165 noting that staff routinely sends letters to all members of the York County legislative delegation, including
166 those whose districts cross county lines. He stated that this practice is well-established and that the
167 delegation list is already understood.
168

169 Commissioner Chenette responded that he was not requesting any changes but was simply drawing
170 attention to the fact that some delegation members, including the bill sponsor, represent portions of York
171 County while residing elsewhere. He reiterated that he only intended to highlight the point, not propose
172 revisions.
173

174 **MOTION: Commissioner Clark moved to approve and sign the letters to the Legislative Delegation**
175 **as presented. Commissioner Andrews seconded the motion.**
176 **Motion carried 5:0**

177 c. Authorization for line of credit
178

179 County Manager Zinser reminded the Board that several meetings prior, the Commissioners had
180 discussed and approved a resolution outlining the authority of the County Manager. He reported that the
181 bank is requesting a more specific authorization.

182 A prepared motion was provided, and he explained that once the Commissioners read and approve the
183 motion, they will, by that action, grant themselves the authority to execute the accompanying resolution
184 as required by the bank. Everything is on track, and the closing is expected to take place sometime next
185 week.

186 County Manager Zinser explained that recent uncertainty at the federal level, specifically the potential for
187 government shutdowns, creates concern about delays in receiving federal reimbursements. As the County
188 begins its dredge program, it expects up to \$5 million in expenses over the next few months that the
189 County must initially cover. To ensure adequate cash flow in the event federal payments are delayed, the
190 County is seeking access to short-term funding. Zinser noted that the goal is not to use these funds unless
191 necessary, but to have them available as a safeguard.

192 **MOTION: Commissioner Chenette moved that County Manager Zinser is authorized to engage in**
193 **discussions and negotiations with Partners Bank to acquire a line of credit in the amount of \$5**
194 **million for York County, to be secured by a mortgage on 149 Jordan Springs Road, Alfred, Maine,**
195 **and to prepare and execute any agreements, letters, mortgages, or other documents as necessary to**
196 **effectuate that purpose. Commissioner Clark seconded the notion.**
197 **Motion carried 5:0**
198

199 **7. OLD BUSINESS**

200
201 None.

202
203 **8. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**
204 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**
205 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**
206 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**
207 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
208 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

209 None.

210
211 **9. PUBLIC COMMENT(S) ON ANY ITEM(S)**

212
213 County Manager Zinser reported that work has resumed on the County's vehicle use policy, which had
214 been discussed several months ago. A revised draft has now been completed and is expected to be
215 distributed by tomorrow. The policy will be placed on an upcoming meeting agenda for review and
216 discussion.

217
218 A reminder that our next meeting will be held on Wednesday, February 25th. Please note that this is a
219 revised date.

220
221 Commissioner Dutremble read the following tribute to County Manager Zinser.

222
223 I've served on this Commission for over twenty years, and I've seen York County through some
224 challenging times.

225
226 Before I get to the reason we're here today, I want to give you a little bit of historical context. Born in
227 1786 in what is now Tennessee, Davy Crockett became a frontiersman, soldier, and congressman who
228 embodied the American pioneer spirit. He served in the Tennessee militia, represented his district in
229 Congress, and consistently stood by his convictions even when it cost him politically. When his time in
230 Congress ended, Crockett looked ahead rather than back and set out for Texas. In 1836, he found himself
231 at the Alamo, part of a moment that would come to symbolize resolve, risk, and commitment. Crockett
232 wasn't afraid to take on challenges that seemed impossible. That pioneering spirit, that willingness to step
233 into new territory and build something better, that's what we need in leadership.

234
235 When Greg Zinser took on the role of County Manager over a decade ago, we faced real financial
236 challenges. Budget deficits. The kind of tough decisions that some Maine counties are wrestling with
237 right now. We know what that looks like because we've been there. But we're not there anymore, and
238 that's because of Greg's steady leadership.

239

240 And it's not just about budgets. Under Greg's leadership, we've accomplished things that seemed
241 impossible years ago.

242
243 We've built the York County Regional Training Center and Recovery Center. The Training Center,
244 coordinated with York County Community College, is now open and training our first responders. We're
245 already working to bring FEMA training courses there. The Recovery Center will follow as construction
246 continues. We've also launched major coastal restoration projects and got our county dredge operational to
247 protect our shoreline communities.

248
249 Greg had a vision for York County even as we faced COVID and other unprecedented challenges. And
250 under his leadership, we didn't just survive. We pushed into uncharted territory with boldness and came
251 out stronger.

252
253 Our Emergency Management Agency has brought in dozens of volunteers who are working alongside
254 state and regional partners on everything from drone operations to emergency communications. That's the
255 kind of innovation and collaboration Greg encourages.

256 So tonight, as we recognize Greg's leadership, I want to present him with something that represents where
257 we are as a county. [Present raccoon hat] This is a Davy Crockett hat, because under Greg's leadership,
258 York County is exploring new frontiers. We're breaking new ground. And we're doing it together.

259
260 Now, while Davy Crockett ended up at the Alamo, we're hoping the only Alamo Greg ends up at is an
261 Alamo Rental Car counter on a well-deserved vacation.

262
263 Thank you, Greg, for everything you do for York County.

264
265 **10. ADJOURN**

266 **Motion: Commissioner Clark moved to adjourn. Commissioner Andrews seconded the motion.**

267 **Motion carried 4:0**

268
269 Meeting adjourned at 5:37pm.

270
271 Respectfully Submitted,

272
273 Patricia Murray
274 Executive Assistant to the County Manager

275

YORK COUNTY VEHICLE USE POLICY (Updated Draft)

PURPOSE

The purpose of this policy is to establish clear, consistent requirements governing the authorization and use of County-owned or County-leased vehicles. This policy is intended to:

- Ensure vehicles are used solely for official County business;
 - Promote public safety and accountability;
 - Maintain compliance with applicable State and Federal laws, including Internal Revenue Service (IRS) regulations;
 - Clarify permissible, prohibited, and limited personal (de minimis) use; and
 - Reduce liability and insurance risk to the County.
-

A. AUTHORIZED USE OF COUNTY VEHICLES

County vehicles shall be used only for **official County business**, defined as:

1. Performance of law enforcement, corrections, emergency management, or public safety duties.
2. Administrative, managerial, and operational responsibilities directly related to County functions.
3. Officially sponsored County activities, including meetings, trainings, conferences, inspections, and employee recognition events.
4. Authorized liaison, intergovernmental, and public functions conducted on behalf of the County.
5. Essential personal activity directly related to official County business requiring overnight travel to locations other than an employee's residence.
6. Limited personal activity consistent with the **De Minimis Use** provisions of this policy.
7. Use necessary to ensure prompt response for employees designated as "on-call" or required to maintain immediate response capability.

The comfort or convenience of an employee alone shall **not** constitute sufficient justification for use of a County vehicle.

B. HOME-TO-WORK USE

1. **Public Safety Personnel**
 - Patrol Deputies and other designated public safety personnel may use a County vehicle for travel between home and work when such use is required to

accomplish County missions, ensure readiness, or provide bona fide 24-hour emergency response capability.

2. All Other Employees

- Administrative and non-public-safety employees are not authorized to use County vehicles for routine commuting between home and work.
- Limited home-to-work use may be authorized when the employee is required to use the vehicle at the beginning or end of the workday for a specific County assignment.

All home-to-work use must comply with IRS taxable fringe benefit rules.

C. PROHIBITED USE

The use of County vehicles is strictly prohibited under the following circumstances:

1. Solely for personal commuting or convenience, except as expressly authorized in Section B.
 2. While under the influence of alcohol, controlled substances, impairing medication, or any combination thereof.
 3. While the driver or any passenger is using tobacco or nicotine products in a County vehicle.
 4. While conducting personal business or activities not permitted under the De Minimis Use provisions of this policy.
 5. While transporting individuals not engaged in official County business or not otherwise being transported in the County's interest.
 - **Non-law-enforcement passengers shall never be transported during emergency or Code-3 operations.**
 6. For any purpose that violates federal, state, or local law, regulation, or County policy.
 7. For outside employment, political activity, or other non-County purposes.
 8. By individuals not authorized to operate County vehicles.
 9. While an employee is on workers' compensation leave, Family and Medical Leave Act (FMLA) leave, or any approved leave of absence, unless explicitly authorized in writing by the Department Head.
-

D. DE MINIMIS USE AND DEVIATION FROM ROUTE

An employee assigned a County vehicle may deviate **no more than five (5) miles** from the direct route of authorized travel for a limited time to conduct essential personal business.

- Such use must be infrequent, minimal in value, and administratively impracticable to track.

- De minimis use must not interfere with County operations, create safety risks, or violate any other provision of this policy.
- De minimis fringe benefits are excludable from taxable wages in accordance with IRS regulations.

Repeated or excessive personal use shall void de minimis status and may result in disciplinary action and/or taxable income reporting.

E. OPERATION AND SAFETY RULES

1. County vehicles shall be operated in a safe, lawful, and courteous manner at all times.
 2. Seat belts shall be worn by all occupants.
 3. Drivers are responsible for ensuring the vehicle is secured when unattended.
 4. Any accident, damage, theft, or mechanical issue involving a County vehicle must be reported immediately to the Department Head and in accordance with County accident reporting procedures.
-

F. AUTHORIZED DRIVERS

1. Only County employees or specifically authorized agents may operate County vehicles.
 2. Operators must possess a valid driver's license appropriate for the vehicle being driven.
 3. Departments may impose additional training or certification requirements.
-

G. LAW ENFORCEMENT VEHICLES OUT OF SERVICE FOR MAINTENANCE OR REPAIR

1. **Out-of-Service Designation**
 - Any marked law enforcement vehicle that is removed from active service for maintenance, repair, inspection, or testing shall be clearly designated as **out of service**.
2. **Operation by Non-Law Enforcement Personnel**
 - When operated by mechanics, vendors, or other non-law enforcement personnel, marked law enforcement vehicles:
 - Shall not be used to respond to calls for service;
 - Shall not be operated in a manner that suggests law enforcement authority;
 - Shall not engage emergency lights, sirens, radios, or other signaling equipment, except as required for safety testing.
3. **Avoidance of Public Confusion**

- Reasonable steps shall be taken to avoid creating a false impression that the vehicle is available for law enforcement response. Such steps may include, but are not limited to:
 - Temporary covering or disabling of emergency lighting where practicable;
 - Use of clearly visible “OUT OF SERVICE,” “MAINTENANCE,” or similar signage;
 - Restricting vehicle use to direct travel associated with maintenance or testing.
 - 4. **Law Enforcement Authority**
 - Operation of a marked vehicle by non-law enforcement personnel does not confer law enforcement authority and shall not be represented as such.
 - 5. **Return to Service**
 - A law enforcement vehicle shall not be returned to active service until maintenance or repair is complete and the vehicle has been approved for service by authorized personnel.
-

G. TAX IMPLICATIONS

Certain uses of County vehicles may constitute a taxable fringe benefit under IRS regulations. Employees are responsible for complying with applicable reporting requirements. Refer to the attached IRS publication and consult the County Finance Department with questions.

H. INSURANCE AND LIABILITY

1. County vehicle use is subject to the terms and conditions of the County’s insurance coverage.
 2. Unauthorized use may result in personal liability for damages, losses, or injuries.
 3. Departments shall ensure compliance with insurer requirements regarding vehicle operation and passenger limitations.
-

I. ENFORCEMENT

Violations of this policy may result in disciplinary action up to and including loss of vehicle privileges, disciplinary measures, and/or termination of employment; consistent with applicable collective bargaining agreements and personnel policies.

JOB DESCRIPTION

<p>County of York</p>  <p>Regional Training Center</p>	<p>Training Support Specialist</p> <p>Status: Full-time</p> <p>FLSA: Non-Exempt/Hourly</p> <p>Hourly Range: \$24.00 - \$26.00</p> <p>Union: Non-Union</p> <p>Reports to: Director – Reg. Train. Ctr.</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The **Training Support Specialist** provides clerical, administrative, and instructional service support to the York County Regional Training Center. The Training Support Specialist supports daily office operations, assists with training program administration, maintains records, and serves as a point of contact for students, instructors, partner agencies, and the public.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Director of the Regional Training Center and his/her designee, who provides guidance on conformance with established rules, regulations, federal and state laws, as well as all county financial policies.

KEY RESPONSIBILITIES

1. Perform general administrative and clerical duties including reception, correspondence, filing, copying, and records management.
2. Serves as a point of contact for inquiries from the public, students, instructors, and partner agencies.
3. Assist instructors with course delivery preparation and training aid support.
4. Prepare and assist with proctoring examinations.
5. Assist with course registrations, confirmations, and related communications.
6. Maintain accurate training records including course rosters, attendance, certifications and compliance documentation.
7. Perform data entry in applicable county systems and training databases.

8. Prepare routine correspondence, reports, and documents as requested.
9. Assist with purchasing, invoicing, reimbursements, and tracking of expenditures in coordination with York County Finance Department.
10. Maintain filing systems, including retention and disposal of outdated records in accordance with county requirements.
11. Assist with website updates, course postings, and training announcements as directed.
12. Cover phones and provide general office support as needed.
13. Other duties as assigned by supervisory personnel.

KNOWLEDGE, SKILLS AND ABILITIES

- High School Diploma or equivalent.
- Professional and courteous demeanor.
- Proficiency with standard office software and ability to learn county systems as needed.
- Ability to maintain confidentiality and exercise sound judgment.
- General knowledge of emergency services operations, training environments, methods and practices preferred.
- Have and maintain a valid state driver's license.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.
- General knowledge of invoicing principles.
- Excellent communication and organizational skills. Ability to read, write and present information in appropriate format to a variety of audiences.
- Adheres to County Government Policy and Procedures.
- Meets County Government productivity and quality standards.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for an extended period; walk; use hands for repetitive motions; reach with hands and arms; and occasionally lift materials up to 25 pounds.

EXPECTED HOURS OF WORK

A flexible work schedule is required based on the needs of the Training Center. Occasional evening and weekend hours may be required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.