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2
3 **COMMISSIONERS' MEETING**

4
5 **November 5, 2025**

6 At a regular meeting of the County Commissioners of the County of York, begun and holden at the York
7 County Government Building in Alfred, within and for the County of York, being held on Wednesday,
8 November 5, 2025, A. D. at 4:30 P.M.

9 **COMMISSIONERS PRESENT:**

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 Finance Director Lori Lemieux, Deputy EMA Director Megan Arsenault, and Facilities Director Rick
21 deRochemont 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 a no-cost makeover for upcoming police cruisers. The next six vehicles ordered
30 will be black in color, following a trend seen in other agencies like Cumberland County. The change aims
31 to boost morale and improve durability, as black paint better hides minor damage and makes maintenance
32 easier. It also simplifies graphic removal for repurposing vehicles. The high-quality black gloss will
33 enhance appearance, but only applies to new orders, existing cruisers will remain unchanged.

34
35 **2. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS**

36
37 a. Commissioners' meeting of October 15, 2025

38 **MOTION: Commissioner Clark moved to approve the minutes of October 15, 2025. Commissioner**
39 **Andrews seconded the motion.**

40 **Motion carried 4:0 with Commissioner Chenette abstaining**

41
42 **3. TO APPROVE TREASURER'S WARRANTS**

43
44 a. Warrants to be approved on October 15, 2025, in the amount of \$2,372,213.35

45 **MOTION: Commissioner Clark moved to approve the warrant dated October 15, 2025, in the**
46 **amount of \$2,372,213.35. Commissioner Andrews seconded the motion.**

47 **Motion carried 5:0**

48
49 b. Warrants to be approved on October 22, 2025, in the amount of \$2,249,879.13

MOTION: Commissioner Clark moved to approve the warrant dated October 22, 2025, in the amount of \$2,249,879.13. Commissioner Andrews seconded the motion.

Motion carried 5:0

c. Warrants to be approved on October 29, 2025, in the amount of \$583,172.48

MOTION: Commissioner Clark moved to approve the warrant dated October 29, 2025, in the amount of \$583,172.48. Commissioner Andrews seconded the motion.

Motion carried 5:0

County Manager Zinser clarified that the payments totaling over \$2 million contain payment to cover the cost of construction for the training center and recovery center.

4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

Commissioner Chenette reported the following:

Commissioner Chenette reminded residents about the First County Food Pantry. He commended Chief Advancement Officer Rachel Stansfield, Pantry Manager Rob Boyd, and the volunteer team for their outstanding work in maintaining the facility. The pantry currently serves approximately 3,000 people each month, including about 500 children last month. He noted that the foundation recently announced that services will be provided to all individuals regardless of income or geographic location, which is especially important given current uncertainty surrounding SNAP benefits and the federal government shutdown. Commissioner Chenette expressed appreciation for the foundation's efforts and the Commissioner's work on addressing food insecurity. He also reminded constituents that the pantry is open on Tuesdays and Fridays from noon to 3:00 p.m. at 5 Swetts Bridge Road in Alfred.

Commissioner Clark reported the following:

Commissioner Clark followed up on Commissioner Chenette's comments by encouraging donations to support the food pantry. He advised that checks should be made payable to the First County Foundation, with "Food Pantry" noted on the memo line and delivered to the county building. Additional information is available on the county's website. Commissioner Clark expressed appreciation for the support and thanked everyone for their contributions.

Commissioner Dutremble reported the following:

Commissioner Dutremble shared that he recently visited the food pantry with Senator Henry Ingwersen. During the visit, Senator Ingwersen took photos and expressed how impressed he was with the way the pantry is being operated. Commissioner Dutremble noted that this positive impression may lead to potential financial support in the future and emphasized the importance of continuing to advocate for resources.

Commissioner Andrews reported the following:

Commissioner Andrews reported taking a recent tour of the new training center currently under development. He expressed enthusiasm about the progress, noting that although the facility is not yet complete, it is impressive and coming together well. It was mentioned that further improvements have been made since the visit, and the center is expected to be operational soon.

County Manager Zinser extended an open invitation to Commissioners to tour the new training center at their convenience. Members were encouraged to contact him or Fire Administrator Rod Hooper to schedule a visit, as progress is visible and changes occur daily. The training center is expected to require a couple more weeks of work before moving into the cleaning and punch list phase. Final paving was completed, and other finishing tasks are underway. Regarding the recovery center, there was a delay due to a shortage of roof trusses for about a month; however, the first shipment arrived last week, framing has resumed, and additional trusses are expected by Friday. Installation is scheduled for next week to bring the project back on track. While the building is still in the framing stage, it is considered impressive, and members are welcome to visit. The fire pond behind the facility is nearly complete, and overall progress is positive with no major concerns reported.

The anticipated timeline for opening the new training center was discussed. The first class is scheduled for January 3, with additional programs already being booked. Upcoming courses include EMS classes, Advanced EMT beginning January 9, Basic EMT starting around February 4, and several fire officer and instructor courses through March. A basic police officer reserve course is planned for June. The schedule continues to expand as the facility is nearing completion. A grand opening is tentatively planned for May, pending coordination with senators' offices to accommodate their schedules. The goal is to hold the event during warmer weather. Overall, progress is moving forward, and Commissioners were encouraged to reach out to arrange site visits.

5. NEW BUSINESS

a. Deputy County Manager/HR Director Linda Hutchins-Corliss to present new hires/transfers:

i. To seek transfer approval for Danielle Campbell from Receptionist to Legal Secretary in the District Attorney's Office effective November 17, 2025

Commissioner Ring inquired about Ms. Campbell's start date as a full-time county employee, which was confirmed as July 2025. It was noted that she has not yet reached six months of full-time employment, although she previously worked as a temporary employee for a few months. Commissioner Ring asked about employment requirements, and it was clarified that transfers are at the discretion of the department leader, and in this case, both the receiving and leaving departments were under the same leadership, so no issues were identified. When Ms. Campbell applied for the receptionist position, a legal secretary position was not available. It was confirmed that she will begin a new probationary period as outlined in her offer letter, and she has been informed of this requirement.

MOTION: Commissioner Clark moved to approve the transfer of Danielle Campbell from Receptionist to the position of Legal Secretary in the District Attorney's office with an effective date of November 17, 2025. Commissioner Andrews seconded the motion.
Motion carried 5:0

ii. To seek hiring approval of Matthew Plumley in the position of Reserve Public Safety Instructor II in the training Center with an effective date of November 17, 2025

MOTION: Commissioner Clark moved to approve the hiring of Matthew Plumley in the position of Reserve Public Safety Instructor II in the training Center with an effective date of November 17, 2025. Commissioner Andrews seconded the motion.
Motion carried 5:0

b. Retire Rehire/Hire Policy

County Manager Zinser and Deputy County Manager/HR Director Hutchins-Corliss introduced a proposed retire-rehire policy, noting that the County currently has no policy addressing this issue. The policy responds to a 5% penalty imposed by the Maine Public Employees Retirement System (MEPERS) when rehiring retirees. Currently, the County has two to three employees subject to this penalty, which applies primarily to law enforcement positions under the Participating Local District (PLD) plan.

The proposal would split the penalty evenly between the County and the employee and adjust ICMA contributions to maintain equity, reducing the County match by 2.5%. Retiree rehires would be limited to an initial three-year term, with an option to extend for an additional three years and must meet minimum qualifications and follow the standard hiring process. The policy does not guarantee reemployment or create any right or privilege for employees. It applies only to retirees drawing a MEPERS pension; other retirement plans are unaffected.

Commissioners discussed concerns about transparency, favoritism, and alignment with union contracts, as well as the need for HR policies to be accessible online. Recruitment challenges, particularly in law enforcement, were highlighted as a driving factor for the policy, given statewide and national shortages. Commissioners agreed the issue needs to be addressed and expressed flexibility on term limits. Legal review has been completed, and language adjustments will be made for clarity.

Action Item: Approval of the retire-rehire policy was deferred. Staff will revise Section 4E to show a 2.5% reduction and update the term limits to three years with an optional three-year extension. A red-lined and clean version of the updated policy will be circulated and brought back for consideration at the next meeting.

c. Transfer of the Defendants in Rem Asset Forfeiture

MOTION: Commissioner Ring moved that now comes the County of York, Alfred, Maine, by and through its legislative body, the York County Board of Commissioners, and does hereby grant approval pursuant to 15 MRSA §5824(2) and §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely \$34,000 U.S. currency, or any portion thereof, on grounds that the York County Sheriff's Department did make a substantial contribution to the investigation of this or a related criminal case.

Wherefore, the York County Board of Commissioners does hereby approve of the transfer of the Defendants in Rem, or any portion thereof, pursuant to 15 MRSA §5824(2) and §5826(6) by vote of the Commissioners on November 5, 2025.

Commissioner Clark seconded the motion.

Motion carried 5:0

County Manager Zinser provided an example of how forfeiture funds are utilized, noting that a recent purchase included a vehicle lift for the garage at a cost of approximately \$15,000.

6. OLD BUSINESS

None.

7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION

186 **WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
187 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**
188

- 189 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters – Leave of Absence
190 Request
191
192

193 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
194 **(A) to consider a leave of absence request. Commissioner Chenette seconded the motion.**
195 **Motion carried 5:0.**
196

197 **Motion: Commissioner Clark motioned to come out of executive session. Commissioner Chenette**
198 **seconded the motion.**
199 **Motion carried 5:0**
200

201 **Motion: Commissioner Clark moved to approve the request for a medical leave of absence for a**
202 **period of two months beginning November 11, 2025, and ending on January 11, 2026.**
203 **Commissioner Ring seconded the motion.**
204 **Motion carried 5:0**
205

206 **8. PUBLIC COMMENT(S) ON ANY ITEM(S)**
207 None.
208

209 **9. ADJOURN**

210 **Motion: Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion.**
211 **Motion carried 5:0**
212 Meeting adjourned at 5:14pm.
213

214 Respectfully Submitted,
215

216 Patricia Murray
217 Executive Assistant to the County Manager
218

Creation of Court Security Deputy II position



TO: County Manager Gregory Zinser
Assistance County Manager/HR Director Linda Corliss

FR: William L. King Jr.
Sheriff

A handwritten signature in blue ink, appearing to read "W. King Jr.", is written over the printed name of William L. King Jr.

RE: Request for a Court Security Deputy II position

DATE: November 13, 2025

This memo serves to request modification in the Court Security and Civil Process Divisions of the Sheriff's Office. At present, we have one full-time Court Security Deputy and one part-time Court Security Deputy. I am seeking to eliminate the part-time court security officer position and replace it with a new full-time Court Security Deputy II position.

The Court Security Deputy II will work at the courthouse during days that there are hearings, when two Court Security Deputies are needed, and provide for shift relief for the other Court Security Deputy. When not needed at the courthouse, the Court Security Deputy II will serve Civil Process Papers.

Funding will come from the already budgeted PT court security officer and from the civil budget. I confirmed with Lori earlier that as of November 14, 2025, Civil Process has a positive balance of approximately \$300,000.00.

I believe having two full-time Court Security Deputies will provide consistent security at the courthouse and will provide additional assistance to the Civil Process Deputies.

Please let me know if you have any questions about this request.

JOB DESCRIPTION	
County of York Human Resources	COURTHOUSE SECURITY DEPUTY II SHERIFF'S OFFICE Status: Full-time FLSA: Non-Exempt Salary: \$27.00 Union: Non-Union Reports to: Sheriff, Civil Process Supervisor, Sheriff's Designee



JOB SUMMARY

The court deputy has dual responsibilities and will divide their work duties between providing security at the courthouse and serving civil paperwork. He/she performs technical work of moderate difficulty enforcing security procedures, maintaining order and protecting life and property at the Alfred Court House for legal, judicial and court personnel, visitors, witnesses and plaintiffs.

He/she will also be authorized to assist the Sheriff's Office with the responsibilities of a civil deputy in ensuring the service of a variety of judicial processes to named individuals, partnerships, and corporations which includes summons, complaints, writs, small claims, civil order of arrest, subpoenas, executions, family matter summons, attachments, garnishments, notice to quit, denied protection orders and other civil matters as they are brought forth.

As necessary, he/she will perform other related work as assigned.

SUPERVISION RECEIVED AND EXERCISE
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Works under the general supervisor of the Civil Process Supervisor; Chief Deputy and Sheriff and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state/federal laws.

ESSENTIAL DUTIES

Court Security:

1. Patrols and observes courtroom and general court facility monitoring for unauthorized activity, problems, and potential problems regarding safety issues with life or property.
2. Prevents disturbances, enforces court, county, and state policies and laws. Responds to requests for security and takes appropriate action.
3. Arrests individuals as necessary for situations involving contempt of court or unlawful behaviors; detain individuals, as necessary.
4. Inspects packages for safety reasons to ensure weapons and inappropriate distractions do not enter the court.
5. Consults with other court personnel and law agencies to obtain or supply information in preparation for orderly, lawful, and safe proceedings.
6. Trains other personnel regarding courtroom security.
7. Prepares and submits reports of security incidents, court room security, policies, and procedures.
8. Provide a visual, armed security presence, to the public and courthouse personnel.
9. Enforce federal, state, and municipal laws, court orders, warrants and policies while in the performance of assigned duties. Including (but not limited to) detaining any person attempting to gain unauthorized access to county property, or a court proceeding(s) or attempting to commit acts that imperil the safety and security of county employees, property, and the public.
10. Provide customer service to staff and visitors by greeting, assisting with ingress/egress and security related issues.
11. Direct people traffic within and outside court facilities.
12. Point of contact for County Customer Service representatives.
13. Operate security equipment such as X-ray machines, magnetometers, and hand wands to screen for prohibitive items.
14. Maintains assigned firearms, and other equipment.
15. Serves as the point of contact for the State Court Marshall's Office.
16. Other duties may be assigned from time to time by the Sheriff Management Team.

Civil Deputy:

17. Accept and return phone calls required to complete assigned paperwork.
18. Submit all invoiced paperwork to appropriate parties in a timely manner.
19. Review contents of each process document received and determine methods for legally servicing to named individuals and/or businesses in accordance with State, County and Municipal statutes.
20. Performs research and basic investigative work in locating named person(s).

21. Maintains record of service attempts; coordinates files validating service, prepares data for submission to court jurisdiction and prepares weekly reports documenting total services.
22. Works collaboratively with civil clerks in prioritizing papers in accordance with type of papers and court schedule.
23. Assists in the levies and seizures of real estate or personal property.
24. Attend briefings and training as assigned.
25. Attend court proceedings and hearings to assist or give testimony.
26. Drive a motor vehicle to perform one or more of the essential functions.
27. To be of assistance to the Sheriff's Office in the event of a disaster or other emergency.
28. Performs other duties of a similar or related level as necessary or assigned.

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.

KNOWLEDGE & SKILLS

1. Knowledge of relevant laws, rules, and regulations pertaining to law enforcement.
2. Knowledge of law enforcement principles, practices, methods, techniques, and equipment.
3. Knowledge of security procedures.
4. Knowledge of basic first aid procedures.
5. Skill in managing situations firmly, courteously, tactfully, and impartially.
6. Skill in interviewing, and obtaining information regarding cases, defendants, and expected behaviors.
7. Skill in care and use of a firearm.
8. Skill in effectively communicating both verbally and in writing.
9. Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
10. Ability to organize job responsibilities to meet shifting priorities.
11. Ability to effectively coordinate efforts and cooperate with other agencies/jurisdictions.
12. Ability to qualify with department approved weapons and equipment.
13. Ability to operate equipment includes but is not limited to: chemical munitions, computer equipment, radio system, CPR mask and first-aid equipment.
14. Ability to apply knowledge of criminal and civil processes when exercising personal and independent judgment in the performance of duties.
- 15.

MINIMUM QUALIFICATIONS

- Must be 21 years of age or older.
- Must successfully pass a pre-employment medical examination, including a criminal background and reference check.

- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Valid Driver's License w/ acceptable motor vehicle record.
- High School Diploma or GED.
- Combination of 3 years of post-high school and/or employment experience.

Preferred Qualifications

- Maine Criminal Justice Academy law enforcement officer certification or law enforcement officer from another state that is accepted by the Maine Criminal Justice Academy.
- Two years of experience in a law enforcement setting.

PHYSICAL REQUIREMENTS

Environmental Conditions:

While performing the duties of this job, the incumbent is regularly required to sit and talk and hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The intent of this description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

York County Government is an Equal Employment Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected Veteran Status.



COUNTY OF YORK

*Robert L. Andrews
District 1 – Vice Chair*

*Richard R. Dutremble
District 2 – Chair*

*Justin Chenette
District 3*

*Donna L. Ring
District 4*

*Richard Clark
District 5*

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Alfred, Maine 04002

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*Gregory T. Zinser
County Manager*

*Patricia Murray
Assistant to the Manager*

*Linda M. Hutchins-Corliss
Deputy County Manager
Human Resource Director*

*Lorene B. Lemieux
Finance Director*

November 12, 2025

TO: York County Commissioners
FROM: Lori Lemieux
Finance Director
RE: Position Conversion Request -- Finance Compliance Specialist

Purpose

This memo requests approval to convert the former **ARPA Manager** position into a **Finance Compliance Specialist** role. This adjustment will address critical compliance needs and ensure the Finance Department can maintain accuracy and timeliness in managing grants and procurement processes.

Background

Following the retirement of the ARPA Manager, his responsibilities were distributed among other Finance Department staff. The position was not refilled due to the anticipated conclusion of the ARPA grant. However, this vacancy has placed a significant strain on the department.

The County of York continues to apply for and receive numerous grants each fiscal year. Each grant requires detailed recording, research, and reporting to meet compliance standards. These tasks demand meticulous attention to detail to produce accurate reports.

Additionally, procurement responsibilities previously handled by the ARPA Manager have been divided between two employees. This fragmented approach has highlighted the need for a dedicated individual to oversee procurement from start to finish, ensuring compliance with all provisions and the County's Purchasing Policy.

New Responsibilities

With the new Recovery Center projected to come online in FY 2027, there will be a need for finance to take on the responsibility of overseeing and reconciling Maine Care and insurance billing.

Current Challenges

- Increased workload has led to occasional delays in reporting, even within grace periods.
- Risk of non-compliance and inefficiencies in grant and procurement management.
- Strain on existing staff, impacting overall departmental performance.
- Preparation of overseeing Maine Care and insurance billing associated with the new Recovery Center.

Proposed Solution

Create a **Finance Compliance Specialist** position to:

- Oversee remaining ARPA grant activities and allocations approved by the County Commissioners.
- Ensure compliance with federal, state, and other grant requirements.
- Manage procurement processes for grants, including RFPs and formal requests.
- Prepare for and oversee insurance billing associated with the Recovery Center.

This role aligns with the attached job description and is intended to become a permanent, full-time position within the County of York.

Funding Plan

The position will initially be funded utilizing remaining ARPA funds already allocated to the ARPA Manager role. These funds will cover the remainder of the current fiscal year and the start of FY27. During the FY27 budget process, funding will be required for the second half of the fiscal year.

Recommendation

Approve the conversion of the ARPA Manager position to a Finance Compliance Specialist to strengthen compliance, improve efficiency, and reduce risk.

JOB DESCRIPTION

County of York  Human Resources	Finance Compliance Specialist Status: Full-time FLSA: Exempt (Salary) Annual Salary: \$65,000 - \$72,000 Union: Non-Union Reports to: Finance Director/Manager
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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 **Finance Compliance Specialist** is responsible for assisting with overseeing for the financial health of the county. This role involves strategic planning, financial analysis, and ensuring compliance with all financial regulations and county policies. The Finance Compliance Specialist works directly with the Finance Director in guiding financial decisions to department leaders and county management regarding grant and vendor management to ensure compliance with all county, state and federal policies, regulations and laws. This full-time position works within the Finance Department and occupies a confidential position within the meaning of 26 M.R.S.A. 962 (6) (C).

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Director of Finance 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. Monitor county grant expenditures and comply with all state and federal program guidelines.
2. Maintain records of all grant payments and provide quarterly reporting for grant program related activities.
3. Coordinate financial records relating to all county grant programs with the finance director and county manager. To include preparing all required reporting for to awarding agencies.
4. Execute program management oversight on behalf of York County' especially programmatic requirements.
5. Assist county departments with monitoring and evaluating large contracts; to include review of proposals, pricing information, bid proposals, and assisting with administering contracts and purchase orders to specifically approved vendors.
6. Monitor contract compliance to ensure all terms and reporting deadlines are met.
7. Evaluate competence of vendors and review their invoices for accuracy.
8. Maintain database regarding vendors' performance and quality of product(s).
9. Utilize financial software and other specified programs. (ex. MUNIS, Kronos, Excel)
10. Ability to cross train and assist as needed regarding all aspects of the process of invoicing in accordance with county policy and best financial practices.
11. Establishing and maintaining relationships with new and existing vendors, as required.
12. Assist in preparing all quarterly and yearly reports, to include all year end closing activities.
13. Effectively work independently and as part of the financial team.
14. All other specifically assigned projects within the finance department as directed.

REQUIRED SKILLS AND QUALIFICATIONS

- Strong analytical and problem-solving skills.
- Proficiency with financial software to include Microsoft Excel.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.
- In depth knowledge of finance and accounting principles.
- Excellent communication and organizational skills. Ability to read, write and present financial data in appropriate format to a variety of audiences.
- Confidence in decision-making and taking responsibility.
- Adheres to County Government Policy and Procedures.
- Meets County Government productivity and quality standards.

EXPERIENCE – EDUCATION - CERTIFICATIONS

Experience:

- Public sector finance experience preferred but not required.
- Familiarity with Munis, and KRONOS time keeping a plus.

Education:

- High School graduate or equivalent required.
- Advanced degree in finance or related field.

NECESSARY SPECIAL REQUIREMENT(S)

- Must be 18 years of age or older.
- A minimum of two years' experience working directly with financial data. Specifically researching, analyzing, and presenting financial spreadsheets.
- Must successfully pass a pre-employment background and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Possess good customer service skills, while maintaining professional demeanor.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of the fact that they must be met by the employee to successfully perform the essential functions of the job in an office environment.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 15 pounds or more.

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.



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County Manager

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Assistant to the Manager

Linda M. Hutchins - Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

TO: County Commissioners
FROM: Greg Zinser, County Manager *GB*
DATE: November 14, 2025
RE: Reserve Pantry Coordinator Position

We are formally requesting the Commissioners approve a Reserve Pantry Coordinator position.

The pantry is overseen by one full-time individual.

This proposed position will fill the gaps when the full-time employee is not available. These situations include:

- Employee illness
- Employee day off
- Multiple food pickups are needed
- Ability to operate county equipment

Funding exists within the food pantry allocation. The First County Foundation has been covering costs for food as needed. It is anticipated that the position may work 10 to 15 hours a week during holiday season and on an as needed basis during normal operations except for illness or vacation coverage.

JOB DESCRIPTIONCounty
York

of

Human Resources

Reserve Pantry Coordinator**Status:** Reserve**FLSA:** Exempt**Salary:** \$18.00 hourly**Reports to:** Chief Advancement Officer or designee**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 food pantry reserve position is responsible for overseeing the daily operations of the First County Food Pantry in the absence of the Food Pantry Coordinator or when increased staffing needs arise, to ensure food distribution is continued efficiently and effectively. This role involves managing inventory, coordinating food donations, and maintaining relationships with donors and volunteers. The reserve position also ensures compliance with food safety standards and manages data related to client services. This position requires strong organizational skills, the ability to work independently and as part of a team, and a commitment to supporting the community through food service assistance programs.

SUPERVISION RECEIVED AND EXERCISE

Works under the general supervision of the Chief Advancement Officer, the Pantry Coordinator, and/or his/her designee, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state and federal laws.

This position is responsible for the direct supervision of volunteers who work at the food pantry.

Abilities

- Leadership – Able to lead and motivate volunteers, fostering a collaborative and supportive environment.
- Physical Stamina – Ability to lift and move boxes/bags of food items weighing up to 50 pounds and perform physical tasks as needed.
- Attention to Detail – Keen attention to detail to ensure accurate record-keeping and compliance with food safety standards.
- Adaptability – Flexibility to adapt to changing circumstances and handle unexpected challenges effectively.
- Empathy – Strong sense of empathy and compassion to understand and address the needs of clients.

MINIMUM EDUCATION, TRAINING & EXPERIENCE

- High School Diploma or Equivalent required.
- Valid Driver's License required.
- Effective communication skills both orally and written.
- Strong customer service skills.



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Assistant to the Manager

Linda M. Hutchins - Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

TO: County Commissioners
FROM: Greg Zinser, County Manager
DATE: November 14, 2025
RE: Retire/Rehire Policy

The Retire/Rehire Policy has been redrafted.

The redraft simplifies the approach to what we are trying to accomplish.

- 1) It does not make a distinction between existing employees or prospective employees. It categorizes all employees or prospective employees as new hires. No preference is given to either category. It treats both as new hires and requires a full application and hiring process.
- 2) It addresses the payment of the "UAL" penalty with the intent being that the costs to employ an individual are no greater or less than any other employee.

You are presented with the two drafts of the same policy.

Draft A imposes a time limit on their employment.

Draft B is the same as Draft A except it DOES NOT propose time limits on employment.

We can discuss the pros and cons at our meeting.

RETIRE REHIRE/HIRE POLICY DRAFT A

Effective Date: November 20, 2025

I. PURPOSE

The purpose of this policy is to establish the rules and regulations for hiring individuals that have retired under a qualified and applicable Maine Public Employees Retirement System Plan. The implementation of this policy does not convey any type of right, privilege, entitlement, or requirement to employment in the County of York.

II. APPLICABILITY AND GENERAL PROVISIONS

1. The policy applies to all individuals who seek employment with the County of York who have met the terms set forth by the Maine Public Employees Retirement System (MEPERS) and have retired through MEPERS.
2. For the purposes of this Policy, individuals who have retired and are hired by the County after they begin collecting their MEPERS retirement benefit will be considered a Retiree Returning to Work (RRTW).
3. Where collective bargaining agreements do not address this topic, this policy controls.
4. The County of York does not engage in and/or facilitate discussions related to the retirement and/or rehiring of currently employed individuals.
5. All individuals who apply to the County must be fully retired and are expected to go through the normal hiring process of the County.
6. The hiring process of the county and any applicable collective bargaining agreement controls.
7. If an individual is a rehire, they are treated as a new hire and will be on boarded under the terms and conditions of the collective agreement. This same concept applies to non-union positions.
8. The employee and/or candidate are enrolled in a MPERS retirement plan and have qualified for normal retirement under the plan. Employees, or perspective employees, who opt for early or disability retirement do not qualify.

The IRS defines the "Normal Requirement Age" (NRA) as age 59.5. In accordance with IRS Regulations, RRTW under the age of 59.5 who do not have a "bona fide termination" will be subject to a 10% early distribution tax on their retirement benefits if they are rehired by the County. To be considered a bona fide termination, there must be no explicit understanding or agreement in place that the employee will be rehired to work for the County after their retirement.

III. TERMS OF HIRING UNDER RRTW

- a) Employees who are hired under the RRTW policy after November 20, 2025, are eligible to work as a RRTW for a period of up to (10) years. A RRTW hired under these provisions of this Policy may be permitted to extend their employment for additional (5) year increments if they meet the eligibility requirements set forth in this Policy.
- b) MPERS imposes a weekly contribution on the earnable compensation of a RRTW, which is equal to the aggregate unfunded actuarial liability, or "AUL". The AUL contribution rate is set annually by MPERS and is 5% at the time of the adoption of this policy. The County will split the cost of the AUL 50/50 up to 5%. If the AUL percentage increases above 5%, the RRTW will be responsible for contributing the difference from their earnable compensation.
- c) The RRTW may enroll in a county sponsored 457(b) plan. The County will deduct from any stated match or contribution an amount equal to the County's share of the "AUL" which is 2.5%. For example, if a collective bargaining agreement or general county policy states that we will match 7.5%, the employee will only receive 5% as a match.

IV. DISPUTE RESOLUTION

Any disputes arising under this policy may appeal to the Human Resources Director and then to the County Manager. Disputes are to be contained to the interpretation of this article. The decision of the County Manager is final.

RETIRE REHIRE/HIRE POLICY – DRAFT B

Effective Date: November 20, 2025

I. PURPOSE

The purpose of this policy is to establish the rules and regulations for hiring individuals that have retired under a qualified and applicable Maine Public Employees Retirement System Plan. The implementation of this policy does not convey any type of right, privilege, entitlement, or requirement to employment in the County of York.

II. APPLICABILITY AND GENERAL PROVISIONS

1. The policy applies to all individuals who seek employment with the County of York who have met the terms set forth by the Maine Public Employees Retirement System (MEPERS) and have retired through MEPERS.
2. For the purposes of this Policy, individuals who have retired and are hired by the County after they begin collecting their MEPERS retirement benefit will be considered a Retiree Returning to Work (RRTW).
3. Where collective bargaining agreements do not address this topic, this policy controls.
4. The County of York does not engage in and/or facilitate discussions related to the retirement and/or rehiring of currently employed individuals.
5. All individuals who apply to the County must be fully retired and are expected to go through the normal hiring process of the County.
6. The hiring process of the county and any applicable collective bargaining agreement controls.
7. If an individual is a rehire, they are treated as a new hire and will be on boarded under the terms and conditions of the collective agreement. This same concept applies to non-union positions.
8. The employee and/or candidate are enrolled in a MPERS retirement plan and have qualified for normal retirement under the plan. Employees, or perspective employees, who opt for early or disability retirement do not qualify.

The IRS defines the “Normal Requirement Age” (NRA) as age 59.5. In accordance with IRS Regulations, RRTW under the age of 59.5 who do not have a “bona fide termination” will be subject to a 10% early distribution tax on their retirement benefits if they are rehired by the County. To be considered a bona fide termination, there must be no explicit understanding or agreement in place that the employee will be rehired to work for the County after their retirement.

III. TERMS OF HIRING UNDER RRTW

- a) MPERS imposes a weekly contribution on the earnable compensation of a RRTW, which is equal to the aggregate unfunded actuarial liability, or "AUL". The AUL contribution rate is set annually by MPERS and is 5% at the time of the adoption of this policy. The County will split the cost of the AUL 50/50 up to 5%. If the AUL percentage increases above 5%, the RRTW will be responsible for contributing the difference from their earnable compensation.
- b) The RRTW may enroll in a county sponsored 457(b) plan. The County will deduct from any stated match or contribution an amount equal to the County's share of the "AUL" which is 2.5%. For example, if a collective bargaining agreement or general county policy states that we will match 7.5%, the employee will only receive 5% as a match.

IV. DISPUTE RESOLUTION

Any disputes arising under this policy may appeal to the Human Resources Director and then to the County Manager. Disputes are to be contained to the interpretation of this article. The decision of the County Manager is final.