

## COMMISSIONERS MEETING

March 1, 2023

*YORK,ss*

At a regular meeting of the County Commissioners of the County of York, begun and holden at the York County Government Building in Alfred, within and for the County of York, being held on Wednesday, March 1, 2023 A. D. at 4:30 P. M.

### COMMISSIONERS PRESENT:

Richard R. Dutremble  
Richard Clark  
Robert Andrews  
Justin Chenette  
Donna Ring

County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the meeting.

### YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES

#### 03-01-2023      ITEM

##### 1      **PUBLIC COMMENT(S) ON ANY ITEM(S)**

Janet Drew addressed the Board via ZOOM and asked when the Board of Visitors would have a tour of the jail and asked how she would know when the next meeting is? Sheriff King responded that today is the first day that we are out of wearing masks at the jail due to a (COVID) outbreak and that he is waiting to coordinate other items. The Sheriff further explained that he typically responds directly to the Board of Visitors and that he will do so soon. He added that all members should have the dates for each quarterly meeting.

##### 2      **TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

- a. Commissioners' regular meeting of February 15, 2023  
Commissioner Clark motioned to approve the minutes of February 15, 2023.  
Commissioner Andrews seconded the motion. Vote 5-0.

##### 3      **TO APPROVE TREASURER'S WARRANTS**

- a. Warrants to be approved on February 15, 2023 in the amount of \$394,207.42

Commissioner Clark motioned to approve this warrant. Commissioner Andrews seconded the motion. Vote 5-0.

- b. Warrants to be approved on February 22, 2023 in the amount of \$549,895.16  
Commissioner Clark motioned to approve this warrant. Commissioner Andrews seconded the motion.  
Vote 5-0.

#### **4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

Commissioner Dutremble informed all that the Maine County Commissioners' Association is finalizing the convention for September of this year at their next meeting. They will decide whether the convention will be one or two days.

#### **5 NEW BUSINESS**

- a. H.R. Director Linda Corliss to seek approval of the following new hires/transfers:  
County Manager Zinser informed all that there is a request to add an additional corrections officer to the agenda tonight.

He also informed that Board that Senator King will visit the County at the Government Building on March 10th at 10:00 a.m. and invited the Commissioners to attend.

H.R. Director Corliss addressed the Board with the following requests:

- i. Robert Crawford in the position of part-time Civil Deputy in the Sheriff's Office with a date of hire of March 13, 2023  
Commissioner Clark motioned to approve the hiring of Robert Crawford in the position of part-time civil deputy in the Sheriff's Office with a date of hire of March 13, 2023. Commissioner Andrews seconded the motion.  
DISCUSSION- Commissioner Ring asked if this was a new part-time position? H.R. Director Corliss replied no, this hire is to fill a vacant position. Vote 5-0.
- ii. Dillon Landrum in the position of full-time Legal Secretary in the District Attorney's Office with a date of hire of March 6, 2023  
Commissioner Clark motioned to hire Dillon Landrum in the position of full-time legal secretary in the District Attorney's Office with a hire date of March 6, 2023. Commissioner Andrews seconded the motion.  
Vote 5-0.
- iii. Jackson Schramm in the position of reserve Public Safety Instructor I in EMA/Fire Administration with a date of hire of March 6, 2023  
Commissioner Clark motioned to hire Jackson Schramm in the position of reserve public safety instructor I in EMA/Fire Administration with a hire date of March 6, 2023. Commissioner Andrews seconded the motion. Vote 5-0.
- iv. Robert Bernard, Jr. in the position of reserve Public Safety Instructor II in EMA/Fire Administration with a date of hire of March 6, 2023  
Commissioner Clark motioned to hire Robert Bernard, Jr. in the position of reserve Public Safety Instructor II with a date of hire of March 6, 2023. Commissioner Andrews seconded the motion. Vote 5-0.

- v. Michael Barker in the position of reserve Public Safety Instructor II in EMA/Fire Administration with a date of hire of March 6, 2023  
Commissioner Clark motioned to hire Michael Barker in the position of reserve Public Safety Instructor II with a date of hire of March 6, 2023.  
Commissioner Andrews seconded the motion. Vote 5-0.
  - vi. James Farrenkopf in the position of reserve Public Safety Instructor II in EMA/Fire Administration with a date of hire of March 6, 2023  
Commissioner Clark. Commissioner Andrews seconded the motion.  
Vote 5-0.
  - vii. Charles Okiro to transfer from reserve to full-time Corrections Officer in the Sheriff's Office with an effective date of hire of February 27, 2023  
Commissioner Clark motioned to approve the transfer of Charles Okiro from reserve to full-time Corrections Officer with an effective date of hire of February 27, 2023. Commissioner Andrews seconded the motion.  
DISCUSSION: Commissioner Dutremble asked if the date of hire was correct? H.R. Director Corliss replied that it was.  
Commissioner Clark asked H.R. Director Corliss where are we with hiring? She replied that there are four persons in the process. She added that she is getting some interest from postings and job fairs. Dave Corbett is working for us also at job fairs in Florida.  
Commissioner Chenette asked how many remaining openings do we have?  
H.R. Director Corliss responded that there are still about 40 openings.  
Vote 5-0.  
H.R. Director Corliss sought hiring approval for Heath Bryant in the position of a full-time corrections officer with a start date of March 6, 2023.  
Commissioner Clark motioned to approve the hiring of Heath Bryant in the position of full-time Corrections Officer with a date of hire of March 6, 2023. Commissioner Andrews seconded the motion. Vote 5-0.  
H.R. Director explained that Mr. Bryant can do other things before he attends the academy and shadow other officers.
- c. To review and seek approval of Data and Imaging Services Agreement for Probate Department-County Manager Zinser explained that the Probate office also has the need to embark on records preservation. Probate does have a dedicated preservation account with a balance of about \$20,000, explained County Manager Zinser. He continued that Register Lovejoy will use funds from her existing budget to get the project going.  
Commissioner Chenette commented that he was curious if there was any conversation to use the same company as deeds for cost savings.  
County Manager Zinser explained that they use different platforms.  
Commissioner Ring asked if this is going to help put the records online?  
Register of Probate Carol Lovejoy replied via ZOOM that it will put the records online as well for the public to view.  
Commissioner Ring asked if people will be charged for copies?  
Register of Probate Lovejoy said yes \$1.50 per copy. She informed all that their records go back to 1687. She further explained that the records have been microfiched over the years but that they now have no microfiche machine. We'd like to get them into the public system, she stated.

County Manager Zinser informed all that the total cost for this project is about \$86,000.00.

Commissioner Clark motioned to approve and authorize the County to sign the agreement with Pioneer Records Management for up to \$90,000.00.

Commissioner Andrews seconded the motion.

DISCUSSION: Commissioner Chenette asked County Manager Zinser if at another meeting the Commissioners could receive better clarification from Carol's budget as to where the remainder of the funds will be coming from? County Manager Zinser responded that her professional services line will be utilized but that they will break up the project into two years.

Commissioner Ring asked if there would be an addition to Probate's budget (for this)?

The County Manager replied, no, not when we break the project up into two years. Vote 5-0.

- d. To review and seek approval of transfer of forfeiture assets for Sheriff's Office-

County Manager Zinser explained that these are items transferred over to the Sheriff's Office if the Commissioners approve the transfer.

Commissioner Ring motioned *"Now comes the County of York, Alfred, Maine, by and through its governmental legislative body, the York County Board of Commissioners, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in REM or any portion thereof, on the grounds that they 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 Defendant(s) in REM, or any portion thereof, pursuant to 15 M.R.S.A. §5824(3) & §5826(6) vote of the Commissioners on or about March 1, 2023.*

DISCUSSION- Commissioner Ring asked Sheriff King what his intentions were with this property?

Sheriff King responded that typically they look at the firearms and use them at the Sheriff's Office if they can. Commissioner Ring asked if they trade them in? Sheriff King replied if they are usable, we do.

Commissioner Chenette seconded the motion. Vote 5-0.

- d. To review and seek approval of Foundation MOA for Strategic Planning and Development Center-

County Manager Zinser explained this document is a "plug and play" model that can be also be used for the Recovery and Treatment Foundation as well. The Committee is creating a Foundation, also.

Commissioner Chenette stated that he was curious as to if there could be any sort of cohesive fund-raising arm? County Manager Zinser replied, yes and that he has had a conversation with our attorney and it is okay to do. The Director of Development can do this.

Commissioner Clark motioned to approve the MOU and authorize the County Manager to sign it. Commissioner Andrews seconded the motion. Vote. 5-0.

## 6 OLD BUSINESS

- a. S.O.S. Dredge update- County Manager Zinser stated that we need to start to make arrangements for delivery (of the dredge) in May. He added that he and the Saco City Administrator had a conversation yesterday and we are generally on the same page. We will have a storage agreement with Saco, stated the County Manager. The dredge will also need maintenance.  
County Manager Zinser introduced Kevin Roche from Save our Shores who informed the Board that the dredge is officially ready. Mr. Roche asked if someone from the county is going down there to approve the dredge?  
County Manager Zinser replied that he has reached out to Machine Surveyors to go down there and assess it for us and certify it on our behalf. He stated that he is waiting for call backs.  
May was basically the target date to have it at the Public Works, explained Kevin Roche. He added that training is covered by the company. We have two more communities interested- York and Kittery. We want to get the Board set up. Saco's attorney and S.O.S.'s attorney have the by-laws for Southern Maine Dredge Authority and they will now go to Pretti-Flaherty. He continued that he met with the City of Saco yesterday morning and they are ready to release their funds for the set up of the dredge. We can name initial Board members but want to do so with the guidance of our attorney.  
Mr. Roche discussed the need for a support boat and the various methods of obtaining one.  
Commissioner Dutremble asked if Senator Bailey is still going to put a bill through for the authority?  
Mr. Roche responded that the Bill has been submitted. Commissioner Chenette informed all that the language hasn't been released yet.  
Mr. Roche added that the Bill might be tabled to the next year as the dredge won't go into the water until 2024.  
Another issue, explained Mr. Roche, is it's meant to be a Coastal Commission to oversee many issues such as the low tide and high tide line. We would like the oversight to be part of State involvement to possibly get funding momentum.  
S.O.S. Vice President David Flavin addressed the Board and informed them that they had been invited to the quarterly State dredge meeting on Monday. He explained that they can get the word out that we have this dredge and have a relationship with the State.  
Commissioner Dutremble asked if the group anticipated that the Federal government might want to rent our dredge. Kevin and David replied, yes for Army Corps jobs. They added that they are also looking at some Federal grant programs that might fund some things to include salaries, etc.  
  
Commissioner Chenette asked Kevin Roche how much a support boat costs? Kevin Roche responded that the original quote was \$350,000 to \$400,000. Since that time, we have been working with other companies and got the cost down to about \$250,000. We are also looking into whether or not we can get a used boat or rent a boat.  
Commissioner Clark asked if any communities have permits for dredging in 2024 or 2025. Wells does and Scarborough has an extended permit, replied Kevin Roche.

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

- a. To conduct an executive session pursuant to 1 M.R.S.A. §405 (6) (A) personnel issues.
- b. Commissioner Clark motioned to enter into executive session pursuant to 1 M.R.S.A. . §405 (6) (A) personnel issues.  
Commissioner Andrews seconded the motion. Vote 5-0.

Commissioner Clark motioned to come out of executive session. Commissioner Andrews seconded the motion. Vote 5-0.

Commissioner Clark advised that no action was taken.

County Manager Zinser reminded the Commissioners that typically the budget process begins in April. He added that the (Commissioners’) meetings are scheduled for the first two Wednesdays in April this year.

County Manager Zinser asked the Commissioners if they would like to begin the budget process by holding a special meeting on March 29<sup>th</sup> to start the budget review process with the Department Leaders.

He added that if the budget process is not completed, there could be another special meeting held on the last Wednesday in April.

County Manager Zinser informed all that it is looking like the budget will have a 4.6% increase this year. He went on to explain that the budget requests will show five new positions- two in Finance, part-time security officer at the courthouse, one in Probate and another full-time Facilities Technician. These requests amount to \$275,000. County Manager Zinser added that the audit report will show that we are understaffed in Finance like it has in the past. That is why we need two people as most organizations our size have five employees.

Commissioner Clark motioned to hold a meeting on March 29<sup>th</sup> at 5:00 p.m. to begin the budget process. Commissioner Andrews seconded the motion. Vote 5-0.

Commissioner Chenette asked for a clearer understanding of the process as he has heard from constituents who are interested in participating in the county budget process.

County Manager Zinser explained that the draft ‘FY24 budget will be put onto our website and distributed to the Commissioners prior to the March 29<sup>th</sup> meeting. He added that the public will have the opportunity to address the Board at this meeting as well as subsequent meetings.

Commissioner Chairman Dutremble explained that the Department Heads present their budgets to the Commissioners at this meeting.

Commissioner Clark explained that typically the Board takes a tentative vote on each department’s budget to see where we stand. If, at the end of the budget presentations, cuts need to be made, we will do so as the votes are tentative.

**\*\*\* Heard prior to Executive Session\*\*\***

**8 PUBLIC COMMENT(S) ON ANY ITEM(S)**

Bonnie Laughlin addressed the Board via ZOOM and stated that she lives in Limington and that it is their annual town meeting on Saturday. She asked how the county tax that she pays on her tax bill is applied.

Commissioner Chairman Dutremble explained that the county taxes are a result of valuations of the town's property and a certain percentage of that is put onto your budget. County Manager Zinser further clarified that we divide the entire valuation of the county and into that the valuation of the town. This sets the overall percentages of the towns and cities. We use what Maine Revenue Services provides us.

Commissioner Clark explained that the County Manager works with the Department Heads to come up with a budget. The budget is then presented to the Commissioners for review and we make the decisions on whether or not changes will be made and then we forward the budget on to the Y.C. Budget Committee. They are a separate entity. That body approves the budget or makes changes. If they approve it, it goes back to the Commissioners and we are done. If they do not approve it, the Commissioners have to decide what they want to do. The Budget Committee then schedules a public hearing and the public can speak. He added that the date of the Hearing will be sent to each York County city and town and it will be posted on the county's website.

Commissioner Clark added that there is a budget committee caucus and if you wish to be considered for a public seat, you can run.

Janet Drew asked (via ZOOM) that during the detox and building process planning she is wondering who from a medical standpoint is involved in that process? What kind of training and education does Maine have in place for these people who will staff this place?

County Manager Zinser informed Ms. Drew that certification will need to be maintained by the staff. There will be an M.D. over there as well as a Clinical supervisor. He explained that there is a licensing requirement for every program over there. Development of policies and procedures is occurring now.

Janet Drew asked where these people come from? County Manager Zinser replied that we feel with the salaries we will offer we get people and have reached out to various colleges.

**9 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion. Vote 5-0. Meeting adjourned.