

1 **COMMISSIONERS MEETING**

2 **March 1, 2023**

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5 *YORK,ss*

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

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12 **COMMISSIONERS PRESENT:**

- 13 Richard R. Dutremble
- 14 Richard Clark
- 15 Robert Andrews
- 16 Justin Chenette
- 17 Donna Ring

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

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

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31 **03-01-2023 ITEM**

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- 33 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**  
34 Janet Drew addressed the Board via ZOOM and asked when the Board of Visitors  
35 would have a tour of the jail and asked how she would know when the next  
36 meeting is? Sheriff King responded that today is the first day that we are out of  
37 wearing masks at the jail due to a (COVID) outbreak and that he is waiting to  
38 coordinate other items. The Sheriff further explained that he typically responds  
39 directly to the Board of Visitors and that he will do so soon. He added that all  
40 members should have the dates for each quarterly meeting.
- 41
- 42 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**  
43 a. Commissioners' regular meeting of February 15, 2023  
44 Commissioner Clark motioned to approve the minutes of February 15, 2023.  
45 Commissioner Andrews seconded the motion. Vote 5-0.
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- 47 **3 TO APPROVE TREASURER'S WARRANTS**  
48 a. Warrants to be approved on February 15, 2023 in the amount of \$394,207.42

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

- 51 b. Warrants to be approved on February 22, 2023 in the amount of \$549,895.16  
52 Commissioner Clark motioned to approve this warrant. Commissioner  
53 Andrews seconded the motion.  
54 Vote 5-0.  
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56 **4 TO HEAR ANY REPORTS FROM THE COUNTY**  
57 **COMMISSIONERS**

58 Commissioner Dutremble informed all that the Maine County Commissioners'  
59 Association is finalizing the convention for September of this year at their next  
60 meeting. They will decide whether the convention will be one or two days.  
61

62 **5 NEW BUSINESS**

- 63 a. H.R. Director Linda Corliss to seek approval of the following new  
64 hires/transfers:  
65 County Manager Zinser informed all that there is a request to add an  
66 additional corrections officer to the agenda tonight.  
67

68 He also informed that Board that Senator King will visit the County at the  
69 Government Building on March 10th at 10:00 a.m. and invited the  
70 Commissioners to attend.  
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72 H.R. Director Corliss addressed the Board with the following requests:

- 73 i. Robert Crawford in the position of part-time Civil Deputy in the  
74 Sheriff's Office with a date of hire of March 13, 2023  
75 Commissioner Clark motioned to approve the hiring of Robert Crawford  
76 in the position of part-time civil deputy in the Sheriff's Office with a date  
77 of hire of March 13, 2023. Commissioner Andrews seconded the  
78 motion.  
79 DISCUSSION- Commissioner Ring asked if this was a new part-time  
80 position? H.R. Director Corliss replied no, this hire is to fill a vacant  
81 position. Vote 5-0.  
82 ii. Dillon Landrum in the position of full-time Legal Secretary in the  
83 District Attorney's Office with a date of hire of March 6, 2023  
84 Commissioner Clark motioned to hire Dillon Landrum in the position of  
85 full-time legal secretary in the District Attorney's Office with a hire date  
86 of March 6, 2023. Commissioner Andrews seconded the motion.  
87 Vote 5-0.  
88 iii. Jackson Schramm in the position of reserve Public Safety Instructor I in  
89 EMA/Fire Administration with a date of hire of March 6, 2023  
90 Commissioner Clark motioned to hire Jackson Schramm in the position  
91 of reserve public safety instructor I in EMA/Fire Administration with a  
92 hire date of March 6, 2023. Commissioner Andrews seconded the  
93 motion. Vote 5-0.  
94 iv. Robert Bernard, Jr. in the position of reserve Public Safety Instructor II  
95 in EMA/Fire Administration with a date of hire of March 6, 2023  
96 Commissioner Clark motioned to hire Robert Bernard, Jr. in the position  
97 of reserve Public Safety Instructor II with a date of hire of March 6,  
98 2023. Commissioner Andrews seconded the motion. Vote 5-0.

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- 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.

150 County Manager Zinser informed all that the total cost for this project is about  
151 \$86,000.00.  
152 Commissioner Clark motioned to approve and authorize the County to sign the  
153 agreement with Pioneer Records Management for up to \$90,000.00.  
154 Commissioner Andrews seconded the motion.  
155 DISCUSSION: Commissioner Chenette asked County Manager Zinser if at  
156 another meeting the Commissioners could receive better clarification from  
157 Carol's budget as to where the remainder of the funds will be coming from?  
158 County Manager Zinser responded that her professional services line will be  
159 utilized but that they will break up the project into two years.  
160 Commissioner Ring asked if there would be an addition to Probate's budget  
161 (for this)?  
162 The County Manager replied, no, not when we break the project up into two  
163 years. Vote 5-0.  
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- d. To review and seek approval of transfer of forfeiture assets for Sheriff's  
Office-

167 County Manager Zinser explained that these are items transferred over to the  
168 Sheriff's Office if the Commissioners approve the transfer.  
169 Commissioner Ring motioned *"Now comes the County of York, Alfred,  
170 Maine, by and through its governmental legislative body, the York County  
171 Board of Commissioners, and does hereby grant approval pursuant to 15  
172 M.R.S.A. §5824(3) & §5826(6) to the transfer of the above captioned  
173 Defendant(s) in REM or any portion thereof, on the grounds that they York  
174 County Sheriff's Department did make a substantial contribution to the  
175 investigation of this or a related criminal case.  
176 Wherefore, the York County Board of Commissioners does hereby approve of  
177 the transfer of the Defendant(s) in REM, or any portion thereof, pursuant to 15  
178 M.R.S.A. §5824(3) & §5826(6) vote of the Commissioners on or about March  
179 1, 2023.*  
180 DISCUSSION- Commissioner Ring asked Sheriff King what his intentions  
181 were with this property?  
182 Sheriff King responded that typically they look at the firearms and use them at  
183 the Sheriff's Office if they can. Commissioner Ring asked if they trade them  
184 in? Sheriff King replied if they are usable, we do.  
185 Commissioner Chenette seconded the motion. Vote 5-0.  
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- d. To review and seek approval of Foundation MOA for Strategic Planning and  
Development Center-

189 County Manager Zinser explained this document is a "plug and play" model that  
190 can be also be used for the Recovery and Treatment Foundation as well. The  
191 Committee is creating a Foundation, also.  
192  
193 Commissioner Chenette stated that he was curious as to if there could be any  
194 sort of cohesive fund-raising arm? County Manager Zinser replied, yes and that  
195 he has had a conversation with our attorney and it is okay to do. The Director of  
196 Development can do this.  
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198 Commissioner Clark motioned to approve the MOU and authorize the County  
199 Manager to sign it. Commissioner Andrews seconded the motion. Vote. 5-0.  
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**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.

251 **7 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**  
252 **ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF**  
253 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**  
254 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**  
255 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**  
256 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
257 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

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

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

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267 Commissioner Clark advised that no action was taken.

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

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

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

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

285 Commissioner Clark motioned to hold a meeting on March 29<sup>th</sup> at 5:00 p.m. to  
286 begin the budget process. Commissioner Andrews seconded the motion. Vote  
287 5-0.

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

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

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

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

<b>JOB DESCRIPTION</b>	
<p>County of York</p>  <p>Administration</p>	<p style="text-align: center;"><b>Development Director</b></p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> Exempt</p> <p><b>Salary:</b> \$85,000 - \$105,000</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> County Manager &amp; Deputy County Manager</p>

**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 Director of Development will plan and implement a development and fundraising program to provide for the short- and long-term needs of the County to include but not limited to, the York County Regional Training Center and the York County Behavioral Health and Addiction Recovery Center. They will oversee organizational fundraising and manage relationships with the County's financial partners.

**ESSENTIAL DUTIES**

- Works with the County Manager and leadership team to determine the mission, purpose, and priorities of the organization.
- Gauge business needs and brainstorm ideas for fundraising programs for the coming fiscal year.
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Develop and organize all aspects of the company's fundraising programs.
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships.
- Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.



- Produces relevant and informative fundraising literature for distribution to previous donors and the public, working directly with the Communications and PR Department.
- Research donation programs and opportunities available through local, state, and federal programs, to include applicable grants.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Create reports post-events to analyze data and determine the marketing effectiveness for the fundraising program.
- Performs other related duties as assigned.

### **MIMIMUM QUALIFICATIONS**

- Commitment to the Vision, Mission, and Core Values of the County of York.
- Possess a professional, friendly, team-oriented demeanor. Ability to work independently and in a team environment.
- Extensive knowledge of fundraising strategies and principles.
- Experience managing and tracking donor contributions using donor management software.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Ability to create and contribute to a culture of diversity, inclusivity, collaboration, and teamwork.
- Proficient in Microsoft Office (Emphasis on Word, Outlook, Excel)
- Bachelor's degree in marketing, Finance, or similar field preferred; 2-4 years post education. (Relevant fundraising/marketing experience will be considered).
- Five years' experience in fundraising for an organization highly preferred.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

### **NECESSARY SPECIAL REQUIREMENT**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening. (Including: background, reference, and criminal check.)
- Must have a valid driver's license.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

### **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in the office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

The employee may be required to travel for work-related events.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use a computer keyboard, file, write and answer the phones. The employee is frequently required to walk, talk, and listen. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. They may be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.