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2
3 **COMMISSIONERS' MEETING**

4
5 **October 1, 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 October 1, 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 County Manager Greg Zinser, Deputy County Manager Linda Hutchins-Corliss, Jail Administrator Lori
17 Marks, EMA Director Art Cleaves, and Facilities Director Rick DeRochemont were present at the
18 meeting.

19
20 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

21
22 **ITEM**

23
24 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

25 County Manager Zinser acknowledged an issue with the Zoom link for the meeting. The original link was
26 invalid, prompting the creation and distribution of a new link around 2:30pm. While some attendees
27 received the updated link in time, others may have missed it. He assured the commissioners that the
28 meeting video will be available for anyone who was unable to join due to the link issue.

29
30 **2. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS**

31 a. Commissioners' meeting of August 6, 2025

32 **MOTION: Commissioner Clark moved to approve the minutes of August 6, 2025. Commissioner**
33 **Andrews seconded the motion.**

34 **Motion carried 5:0**

35
36 b. Commissioners' meeting of September 3, 2025

37 **MOTION: Commissioner Clark moved to approve the minutes of September 3, 2025.**
38 **Commissioner Andrews seconded the motion.**

39 **Motion carried 5:0**

40
41 **3. TO APPROVE TREASURER'S WARRANTS**

42 a. Warrants to be approved on September 3, 2025, in the amount of \$375,461.51

43 **MOTION: Commissioner Clark moved to approve the warrant dated September 3, 2025, in the**
44 **amount of \$375,461.51. Commissioner Andrews seconded the motion.**

45 **Motion carried 5:0**

46
47 b. Warrants to be approved on September 10, 2025, in the amount of \$604,621.72
48 **MOTION: Commissioner Clark moved to approve the warrant dated September 10, 2025, in the**
49 **amount of \$604,621.72. Commissioner Andrews seconded the motion.**

50 **Motion carried 5:0**

51
52 c. Warrants to be approved on September 17, 2025, in the amount of \$974,976.52
53 **MOTION: Commissioner Clark moved to approve the warrant dated September 17, 2025, in the**
54 **amount of \$974,976.52. Commissioner Andrews seconded the motion.**

55 **Motion carried 5:0**

56
57 d. Warrants to be approved on September 24, 2025, in the amount of \$709,604.38
58 **MOTION: Commissioner Clark moved to approve the warrant dated September 24, 2025, in the**
59 **amount of \$709,604.38. Commissioner Andrews seconded the motion.**

60 **Motion carried 5:0**

61
62 **4. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

63 **Commissioner Clark reported the following:**

64
65 A letter was received from Massabesic Adult and Community Education and read aloud during the
66 meeting. The letter commends two York County employees for their exceptional service and partnership
67 in a community education initiative.

68 Dear York County Commissioners,

69 I am writing to highlight and commend the outstanding work of two York County employees, Nancy
70 Hammond, Registrar of Deeds, and Andrew O'Neill, Records Management Specialist.

71 These two individuals partnered with the Massabesic Adult and Community Education to offer to the
72 public, free of charge, a tour of the historic York County Courthouse and a display and review of the
73 historical documents housed within.

74 York County residents from several different towns attended. I was extremely impressed with the high
75 level of professionalism, expertise, and pride that both Ms. Hammond and Mr. O'Neill demonstrated
76 while highlighting the rich history of the courthouse and the documents it holds. I was in attendance
77 myself and can share that I and many others in attendance thoroughly enjoyed the tour and talk.

78 I'm grateful for the opportunity to partner with local government to provide these educational experiences
79 for our community members. It is rare for a community to have access to such a wealth of history right in
80 our own backyard. And we in adult education are hoping to make this event a regular occurrence.

81 Thank you for supporting the work of these two individuals. It was exceptionally well received by the
82 community.

83 With Warm Regards,

84 Adam Goad, Director of Massabesic Adult and Community Education

85 Congratulations were extended to Nancy Hammond and Andrew O'Neill for their outstanding
86 contributions and community engagement.

87 County Manager Zinser shared that the recent event was a great success, with surprising demand and
88 quick registration. The initiative is gaining traction, as other organizations have expressed interest in
89 participating. County Manager Zinser expressed pride in the work being done, noting that Andrew is
90 doing an excellent job organizing and managing the records. He estimated that Andrew has at least two
91 more years of work ahead just with the current materials, not including additional tasks. The effort
92 requires time and dedication, and the County is very proud of the progress and professionalism shown.
93

94 **Commissioner Chenette reported the following:**

95
96 Commissioner Chenette shared that he had the honor of attending and emceeing the Old Orchard Beach
97 Fall Fest over the weekend. He described it as a wonderful celebration of community and family and
98 thanked Holly Korda and the volunteer team at Community Friendly Connection for organizing the event.
99

100 **Commissioner Andrews reported the following:**

101
102 Commissioner Andrews shared his recent visit to Mainspring during their open house. He described
103 Mainspring as the Seacoast Social Services Collective and highlighted their support for Fair Tide, a low-
104 cost housing initiative. He expressed deep admiration for the organization's work, including their thrift
105 store and food pantry, noting the dignity they provide to those they serve. Commissioner Andrews
106 emphasized that Mainspring's approach is a model for similar programs and expressed pride in having
107 such an impactful organization within York County.
108

109 **5. NEW BUSINESS**

110 a. Deputy County Manager/H.R. Director Linda Hutchins-Corliss to present new hires/transfers:
111

- 112 • To seek hiring approval of Ashley Powers in the full-time position of Corrections Officer
113 in the Sheriff's Office with an effective date of September 22, 2025

114 **MOTION: Commissioner Ring moved to approve the hiring of Ashley Powers in the full-time**
115 **position of Corrections Officer in the Sheriff's Office with an effective date of September 22, 2025.**

116 **Commissioner Chenette seconded the motion.**

117 **Motion carried 5:0**

118

- 119 • To seek hiring approval of Nicholas Raucci in the full-time position of Corrections
120 Officer in the Sheriff's Office with an effective date of September 22, 2025

121 **MOTION: Commissioner Clark moved to approve the hiring of Nicholas Raucci in the full-time**
122 **position of Corrections Officer in the Sheriff's Office with an effective date of September 22, 2025.**

123 **Commissioner Andrews seconded the motion.**

124 **Motion carried 5:0**

- 126 • To seek hiring approval of Tyler Mathews in the full-time position of Corrections Officer
127 in the Sheriff's Office with an effective date of September 29, 2025

128 **MOTION: Commissioner Ring moved to approve the hiring of Tyler Mathews in the full-time**
129 **position of Corrections Officer in the Sheriff's Office with an effective date of September 29, 2025.**
130 **Commissioner Chenette seconded the motion.**

131 **Motion carried 5:0**

- 133 • To seek hiring approval of Jayson Milyaro in the full-time position of Corrections Officer
134 in the Sheriff's Office with an effective date of September 29, 2025

135 **MOTION: Commissioner Ring moved to approve the hiring of Jayson Milyaro in the full-time**
136 **position of Corrections Officer in the Sheriff's Office with an effective date of September 29, 2025.**
137 **Commissioner Chenette seconded the motion.**

138 **Motion carried 5:0**

- 140 • To seek hiring approval of Wyatt Whitten-Childs in the full-time position of Corrections
141 Officer in the Sheriff's Office with an effective date of September 29, 2025

142 **MOTION: Commissioner Ring moved to approve the hiring of Wyatt Whitten-Childs in the full-**
143 **time position of Corrections Officer in the Sheriff's Office with an effective date of September 29,**
144 **2025. Commissioner Chenette seconded the motion.**

145 **Motion carried 5:0**

- 147 • To seek hiring approval of Dominik Milyaro in the full-time position of Corrections
148 Officer in the Sheriff's Office with an effective date of October 6, 2025

149 **MOTION: Commissioner Ring moved to approve the hiring of Dominik Milyaro in the full-time**
150 **position of Corrections Officer in the Sheriff's Office with an effective date of October 6, 2025.**
151 **Commissioner Chenette seconded the motion.**

152 **Motion carried 5:0**

- 154 • To seek hiring approval of Colin McGoff in the full-time position of Corrections Officer
155 in the Sheriff's Office with an effective date of October 6, 2025

156 **MOTION: Commissioner Ring moved to approve the hiring of Colin McGoff in the full-time**
157 **position of Corrections Officer in the Sheriff's Office with an effective date of October 6, 2025.**
158 **Commissioner Chenette seconded the motion.**

159 **Motion carried 5:0**

160
161 b. Lori Marks to recommend promotion of Colton Sweeney to Captain effective October 5, 2025

- 162 • Jail Administrator Lori Marks shared her strong endorsement for Colton Sweeney's
163 promotion to the rank of Captain. She highlighted their 18-year working relationship,
164 beginning in 2007 when Colton served as the Community Works Officer. Over the years,
165 Colton has advanced to his current role as Intake Supervisor, demonstrating exceptional
166 attention to detail, patience, and dedication. Ms. Marks emphasized Colton's invaluable
167 support during her transition to Jail Administrator and praised his hard work and

168 cooperation. She expressed full confidence in his leadership abilities and recommended
169 him as an outstanding candidate for promotion.

170 **MOTION: Commissioner Clark moved to approve the promotion of Colton Sweeney to Captain**
171 **with an effective date of October 5, 2025. Commissioner Chenette seconded the motion.**

172 **Motion carried 5:0**
173

174 c. Update and Approval of the County Earned Paid Leave Policy

- 175 • County Manager Zinser emphasized the need to update the County's Earned Paid Leave
176 (EPL) policy to align with recent statutory changes approved in the last legislative
177 session. Deputy County Manager/HR Director Linda Hutchins-Corliss provided a
178 summary of the amendment to Maine's EPL law, which took effect on September 24,
179 2025. The key change requires employers to allow employees to carry over unused
180 earned paid leave from one calendar year to the next without reducing their ability to
181 accrue additional leave in the new year. This primarily affects reserve employees (e.g.,
182 corrections, EMA instructors) who work limited hours and previously could not roll over
183 unused EPL. The updated policy now permits a maximum balance of up to 80 hours (40
184 hours accrued + 40 hours carried over), though usage may still be capped annually. This
185 change does not affect full-time employees, who accrue leave under separate PTO
186 policies and contracts. The rest of the EPL policy remains unchanged, with only the
187 carryover provision updated.

188 **MOTION: Commissioner Clark moved to approve the amendment to the Earned Paid Leave Policy**
189 **to meet compliance with State statute effective September 24, 2025. Commissioner Andrews**
190 **seconded the motion.**

191 **Motion carried 5:0**
192

193 d. Set date and time for Spirit of America Award Ceremony (recommend prior to the November
194 19, 2025, Commissioners meeting at 3:00 p.m.)

- 195 • County Manager Zinser announced preparations for the annual Spirit of America Awards,
196 recommending the event be held on November 19th at 3:00pm, consistent with previous
197 years. Patty Murray, who is coordinating the event, reported that 21 recipients have been
198 selected. She requested that Commissioners sign the award letters so they can be mailed
199 promptly. Due to the number of honorees, a 3:00 PM start time was proposed to allow
200 sufficient time for the ceremony.

201 **MOTION: Commissioner Ring moved to schedule the Spirit of America awards on November 19,**
202 **2025, at 3pm. Commissioner Clark seconded the motion.**

203 **Motion carried 5:0**
204

205 e. Dredge Update

- 206 • Arthur Cleaves, EMA Director, provided an update on the dredging project related to the
207 January 2024 storm, which caused over \$40 million in public infrastructure damage. The
208 project has been approved under FEMA Category B Emergency Protective Measures,
209 allowing reimbursement for dredging activities. Despite numerous delays due to
210 environmental, historic preservation, and permitting challenges, dredging is scheduled to
211 begin this fall, with Saco, Wells, and Old Orchard Beach approved for work.

The dredging contractor, Michaels Construction, plans to start in November, though the federal government shutdown may delay environmental approvals and funding disbursements. Payments are currently scheduled by December 8 but may be postponed for 1–3 months.

Additional funding efforts include:

- \$260,000 in GOPIF grants in collaboration with local municipalities.
- A pending \$1.7 million CDS for Category G engineering (100-year flood protection).
- Applications for hazard mitigation funding to support Old Orchard Beach.
- A proposal for an innovative training grant through the Department of Defense to bring in Army equipment for beach restoration.

The total project cost is estimated at \$4.5 million, with concerns raised about cash flow and reimbursement timing due to the shutdown. Further discussions will be needed regarding contract management and financial planning. The long-term goal is to qualify York County beaches for future disaster relief under Category G protections.

Chair Dutremble raised concerns about whether the ongoing political tensions between the Governor and the President might impact federal grant funding. County Manager Zinser responded that the impact depends on the specific grant and its funding source. Grants related to EMA, MEMA, and FEMA have faced scrutiny due to perceived requirements for cooperation with federal immigration agencies, particularly ICE. However, a recent federal court ruling dismissed those requirements, and current Homeland Security funding does not mandate ICE contracts.

County Manager Zinser noted that while York County has a limited agreement with Border Patrol, there is no contract with ICE, and concerns remain about strings attached to federal grants, especially regarding cash flow and reimbursement timing amid the federal government shutdown.

To mitigate potential delays in funding, the County is exploring options such as:

- Securing a line of credit (not a bond) to maintain project momentum.
- Using opioid settlement funds to support cash flow.
- Structuring repayments to avoid taxpayer burden.

These measures are being considered due to the County's significant financial commitments, including:

- Completion of ARPA-funded projects.
- Upcoming \$4 million dredging project.
- Reliance on CDS grants and reserve funds.

248 County Manager Zinser emphasized that this shutdown differs from past ones due to the
249 County's deep involvement in ongoing projects, making proactive financial planning
250 essential.

251 Commissioner Chanette inquired about potential funding gaps despite FEMA Category B
252 support. EMA Director Arthur Cleaves clarified that the Emergency Protective Measures
253 Grant covers 75% federal, 15% state, and 10% local costs, with Saco, Wells, and Old
254 Orchard Beach responsible for their local share.

255 While a full coalition of towns was not formed, participating communities are
256 coordinating efforts to reduce costs through shared mobilization of the county-owned
257 dredge, which will operate sequentially across towns. Additional towns are expected to
258 join through the CDS grant, which includes full engineering support for six
259 municipalities, three of which are new to the initiative.

260 Commissioner Chanette also raised concerns about:

- 261 ○ Storm-related delays to the dredging timeline.
- 262 ○ The need for long-term funding strategies, including potential legislation.
- 263 ○ A proposed \$75 million bond by Senator Bailey to support coastal resilience.
- 264 ○ The importance of direct investment to sustain the county-run dredge program
265 beyond federal disaster declarations.

266 County officials are still assessing the full operational costs of the dredge, which will
267 become clearer through the current reimbursement-based approach. Commissioner
268 Chanette expressed appreciation for the extensive work by EMA Director Arthur Cleaves
269 and County Manager Zinser, emphasizing the importance of protecting York County's
270 coastal communities and economy.

271 f. Facilities Work Truck Discussion

- 272 • County Manager Zinser and Facilities Director Rick deRochemont presented the need for
273 a new facilities truck to support expanded responsibilities, including snow removal at the
274 training center and food pantry, which were not previously budgeted or contracted. The
275 current truck, a hand-me-down from EMA, passed inspection but is not safe for towing or
276 plowing. With the training center project ahead of schedule and additional grounds
277 maintenance duties, a reliable vehicle is urgently needed.

278 Options discussed:

- 279 • New 2024 Chevy 3500 with dump body and plow for \$71,000, available immediately.
- 280 • Other new models priced between \$82,000–\$91,000, requiring ordering and
281 customization.
- 282 • Used trucks were considered but offer minimal savings and greater risk due to age and
283 mileage.

284 Funding sources identified:

285 • \$30,000 from other settlement funds.

286 • \$70,000 from surplus in the garage project account.

287 The Board was asked for guidance on whether to proceed with a new or used vehicle, with a

288 strong recommendation leaning toward purchasing new for reliability and warranty coverage.

289 **MOTION: Commissioner Ring moved to authorize the purchase of a facilities work truck not to**

290 **exceed \$85,000.00 from reserve accounts. Commissioner Andrews seconded the motion.**

291 **Motion carried 5:0**

292

293 **6. OLD BUSINESS**

294 None.

295

296 **7. TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT**

297 **TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF REAL PROPERTY OR**

298 **ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR**

299 **NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION**

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

301 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

302 a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A)Personnel matter - County

303 Manager Evaluation

304 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**

305 **(A). Commissioner Chenette seconded the motion.**

306 **Motion carried 5-0.**

307

308 **Motion: Commissioner Clark motioned to come out of executive session. Commissioner Andrews**

309 **seconded the motion.**

310 **Motion carried 5-0**

311

312 **Motion: Commissioner Clark moved to designate Chair Dutremble to discuss the County**

313 **Manager's evaluation with him and to schedule talks regarding salary and contract at a later time.**

314 **Commissioner Andrews seconded the motion.**

315 **Motion carried 5-0**

316 b. Enter into executive session pursuant to 1 M.R.S.A. § 405 (6) (F) review of

317 confidential records pursuant to Title 1, Section 402-paragraph 3 (Public Records)

318 Q- "Security plans, staffing plans, security procedures, architectural drawings or risk

319 assessments prepared for emergency events that are prepared for or by or kept in the custody of

320 the Department of Corrections or a county jail if there is a reasonable possibility that public

321 release or inspection of the records would endanger the life or physical safety of any individual or

322 disclose security plans and procedures not generally known by the general public. Information

323 contained in records covered by this paragraph may be disclosed to state and county officials if

324 necessary to carry out the duties of the office of the officials or the Department of Corrections
325 under conditions that protect the information from further disclosure.”

326 **Motion: Commissioner Clark motioned to enter executive session pursuant to 1 M.R.S.A. § 405 (6)**
327 **(F). Commissioner Andrews seconded the motion.**
328 **Motion carried 5-0.**
329

330 **Motion: Commissioner Clark motioned to come out of executive session. No action was taken.**
331 **Commissioner Andrews seconded the motion.**
332 **Motion carried 5-0**
333

334 **8. PUBLIC COMMENT(S) ON ANY ITEM(S)**
335 None.
336

337 **9. ADJOURN**

338 **Motion: Commissioner Clark motioned to adjourn. Commissioner Ring seconded the motion.**
339 **Motion carried 5-0**
340 **Meeting adjourned at 8:40pm.**
341

342 Respectfully Submitted,
343

344 Patricia Murray
345 Executive Assistant to the County Manager

JOB DESCRIPTION

County of York



Human Resources

Facilities Supervisor

Status: Full-time (40 hrs.)

FLSA: Non-Exempt

Salary: Grade 6

Union: M.S.E.A.

Reports to: Facilities Director

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 Maintenance Supervisor is responsible for overseeing and performing general maintenance and repairs on facility equipment and property structures, in addition to overseeing and performing daily custodial services and other miscellaneous duties to ensure that County buildings and facilities are maintained in a healthy, safe and sanitary manner. In addition, as supervisor, this position will assist with direct interaction with facilities vendors, and with the daily supervision of facilities employees Grade 5 and below as needed and directed by the Facilities Manager.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Facilities Manager and his/her designee, who provides guidance on conformance with established rules, regulations, federal and state laws, as well as all county maintenance standards.

The Facilities Supervisor will assist with direct supervision of all facilities department employees, providing guidance, support, and performance feedback.

KEY RESPONSIBILITIES

1. Lead and evaluate custodial and maintenance technician employees with their daily tasks and responsibilities.
2. Recommend training and ensure adherence to safety and operational procedures.

3. Assist with scheduling and overseeing preventative maintenance and inspections.
4. Manage work orders and ensure timely completion to quality standards.
5. Assist with shift coverage for the Maintenance Tech 1 positions when needed.
6. Assist with onboarding new county employees as assigned through the ticketing program. This may include adding and deleting employees in systems and services covered under the facilities department.
7. Serve as a backup to reviewing and approving weekly payrolls for all facilities employees.
8. Work side by side with the facilities team and the manager to plan and manage improvement projects, renovations, and installations.
9. Assist with inventory management for general supplies and assets throughout county facilities to include but not limited to:
 - Tasks may include ordering and restocking supplies for facilities team.
 - Assist in maintaining the supply inventory by working with the Manager and other staff.
 - Assisting department leaders to ensure departments are maintaining the county asset database.
10. Assist the Facilities Manager with daily tasks that may include writing reports, overseeing contract performance, inspections, audio visual and camera related issues.
11. Assist with coordinating with contractors and vendors for specialized services.
12. This position may be required to respond to alarms and emergencies, including some after hours when needed.
13. Respond to maintenance issues, report on incidents including follow-up and after-action suggestions to avoid recurrence if possible.
14. Assist the manager with other duties and assign tasks as needed.

REQUIRED SKILLS AND QUALIFICATIONS

- Strong leadership and organizational skills.
- Ability to read, analyze, and interpret general business periodicals, chemical labels, instructions, professional journals, technical procedures, and/or governmental regulations.
- Excellent communication and organizational skills.
- Proficiency in Microsoft Office and facility management software.
- Advanced knowledge of the Global Harmonization System.
- Assigning and prioritizing employee tasks efficiently.
- Handling disputes fairly and diplomatically.
- Knowledge in an array of safety protocols to include employee, equipment and building safety.
- Possess flexibility to adjust to change in the workload, team dynamics, or county direction.
- Knowing when and how to assign tasks to team members based on their strengths.
- Confidence in decision-making and taking responsibility.
- Adheres to County Government Policy and Procedures.

- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Trustworthy.

NECESSARY SPECIAL REQUIREMENT(S)

- Must be 18 years of age or older.
- High school graduate or equivalent required.
- Must possess and maintain a valid driver's license.
- A minimum of two years' supervisory experience preferred.
- Must successfully pass a pre-employment background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Ability to perform tasks safely and with minimal instruction.
- Possess good customer service skills, while maintaining professional demeanor.

PHYSICAL REQUIREMENTS

This position may require an individual to have the ability to work in an office and an outside work environment, under adverse weather conditions, as needed. The ability to utilize all equipment safely, to include but not limited to, power tools, ladders and electric mobile devices, etc. The individual must have the ability to lift, move and/or carry items up to 65 pounds.

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.