

COMMISSIONERS REGULAR MEETING

March 18, 2020

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 18 , 2020 A. D. at 4:30 P. M.

COMMISSIONERS PRESENT:

Richard R. Dutremble-absent
Michael J. Cote
Richard Clark
Robert Andrews
Allen Sicard

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

03-18-20 ITEM

- 1 **PUBLIC COMMENT(S) ON ANY ITEM(S)**
None
- 2 **TO APPROVE THE MINUTES OF MARCH 4, 2020 MEETING**
Commissioner Clark motioned to approve the minutes. Commissioner Sicard seconded the motion. Vote 4-0.
- 3 **TO APPROVE TREASURER'S WARRANTS**
 - a. Approve treasurer's warrant dated February 27, 2020 in the amount of \$229,004.28
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 4-0.
 - b. Approve treasurer's warrant dated March 4, 2020 in the amount of \$446,367.17
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 4-0.
 - c. Approve treasurer's warrant dated March 11, 2020 in the amount of \$212,009.17
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 4-0.
- 4 **TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**
 - a. Commissioner Cote to report on Bicentennial committee meeting of March 10, 2020

Commissioner Cote stated that this is placed on hold. He added that he did a radio interview this morning with Rick Stanley and it will air on Saturday morning at 7:30 a.m. on 104.3 FM and Sunday on 92.1 and 97.1 at 6:00 a.m.

5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER

None

6 NEW BUSINESS

- a. Discuss York County measures to deal with COVID-19 (executive session pursuant to 1 M.R.S.A., § 402, (3) (Q))

Security plans, staffing plans, security procedures, architectural drawings or risk assessments prepared for emergency events that are prepared for or by or kept in the custody of the Department of Corrections or a county jail if there is a reasonable possibility that public release or inspection of the records would endanger the life or physical safety of any individual or disclose security plans and procedures not generally known by the general public. Information contained in records covered by this paragraph may be disclosed to state and county officials if necessary, to carry out the duties of the officials or the Department of Corrections under conditions that protect the information from further disclosure; [2015, c. 335, §1 (AMD).] may be necessary.

Commissioner Clark asked County Manager Greg Zinser to update all on what is being done at the County level to deal with COVID-19.

County Manager Zinser responded that department leaders have had many meetings and at the beginning of the week, the decision was made to limit public access to the courthouse. We also began last week to send out higher level advisories to our employees as well as posting signage throughout our buildings. We are cleaning all of our buildings to a higher extent. He continued that we have purchased viral fogging machines that will be delivered in three to five weeks to deep clean and sanitize our buildings. Portable fogging machines will be delivered in three to four weeks. Civil deputies will be deployed to the courthouse on Thursday to intercept the public. Individuals will be advised to place their documents in a manilla envelope and contact the department to make payment. All documents will be taken to the Sheriff's Office to be sanitized. All stakeholders that we have been able to contact have been notified. The County Manager stated that at this time, he has no plans to close. If that changes, he added, we will look at our plans. We have advised the State Court system of this process. The Deputy will be in touch with the Clerk of Courts regarding closure to the public. The Deputy will have protective personal equipment in an effort to limit their exposure.

County Manager Zinser added that the jail and Sheriff's Office are following all the necessary provisions. As well as all vendors countywide are being restricted in buildings.

All County mail beginning tomorrow will be forwarded to the Sheriff's Office lobby for sanitizing and distribution. We were able to work with the postmasters to have the mail sent there except for in York. Therefore, a civil deputy will pick up the mail there and bring it back to the Sheriff's Office for sanitization and distribution.

Commissioner Sicard asked if there was any update on the thermometers. The County Manager stated that they have been ordered and we are waiting for their arrival.

- b. Introduce H.R. Director, Linda Corliss to seek hiring approval of Bradley Sanders in the position of Full- time confidential Office Manager in the Sheriff's Office with an effective start date of May 23, 2020.

H.R. Director, Linda Corliss addressed the Commissioners to request the hiring of Bradley Sanders in the position of full-time confidential office manager in the Sheriff's Office with an effective start date of April 4, 2020. Commissioner Clark motioned to approve the hiring request. Commissioner Sicard seconded the motion. Vote 4-0.

- c. Introduce H.R. Director, Linda Corliss to seek hiring approval of Alysa Nealy in the position of full-time legal secretary in the District Attorney's Office with a start date of April 8, 2020.

H.R. Director Linda Corliss addressed the Commissioners to request the hiring of Alysa Nealy in the position of full-time legal secretary in the District Attorney's Office with a start date of April 8, 2020.

Commissioner Clark motioned to approve the request. Commissioner Sicard seconded the motion. Vote 4-0.

- d. Introduce H.R. Director, Linda Corliss to seek approval of the following new reserve positions in Emergency Management Agency: UAF Chief and Administrative Reserve (job descriptions attached as record of these minutes)-

H.R. Director, Linda Corliss, approached the Board to request two new reserve positions within in the office of EMA. She explained that she was not asking for more funding for these positions but better accountability and professionalism for individuals already receiving stipends. It will put us better in line with the Department of Labor. She added that the reserve category is already in our H.R. Policy Manual.

Commissioner Sicard motioned to approve the two requested reserve positions. Commissioner Andrews seconded the motion.

- e. Review response from Maine State Police Colonel Cote re: Hollis law enforcement coverage.

*****NOT HEARD AT THIS MEETING*****

County Manager Zinser requested the Board allow the Sheriff to address them regarding some steps he is taking with the civil deputies.

Sheriff King addressed the Board of Commissioners and stated that he wanted to be certain the civil deputies are covered while they are doing other business besides civil process.

The following deputies (civil deputies) will be appointed by the Sheriff as special deputies: Michael Grovo, Arthur Titcomb, John Willey, Dennis Chagnon, Bradly Paul and Roger Nagy.

The County Manager stated that he would like to request the Commissioners concur with the Sheriff's desire.

Commissioner Clark motioned to approve that Michael Grovo, Arthur Titcomb, John Willey, Dennis Chagnon, Bradley Paul and Roger Nagy be appointed as special deputies. Commissioner Cote seconded the motion.

DISCUSSION: Commissioner Sicard questioned whether this is just during the emergency.

Commissioner Cote replied that once the State of Emergency is over, I understand that their duties are over.

County Manager Zinser concurred and stated that the County retains the Oath of Office as a Special Deputy.

Vote 4-0.

Sheriff King informed the Board that he put out a memo to his deputies regarding the N-95 mask in that it will be necessary for those with facial hair to shave in some instances as the masks have to be fitted on to the deputy's face. The memo included the CDC recommendation page regarding the masks.

7 OLD BUSINESS

None

8 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)

None

9 PUBLIC COMMENT(S) ON ANY ITEM(S)

Rachel Sherman spoke and stated that she would like to thank the County for stepping forward and addressing their concerns. She requested to be included in the meetings moving forward as some employees, according to Ms. Sherman, do not feel they can put their concerns forward to their department leaders so they are coming to her (as MSEA Local 1297 President).

Commissioner Cote replied that County policy is to work with Department Heads and having Ms. Sherman at the meetings would convolute the process.

Rachel Sherman responded that the county is in an emergency situation and she has "boots on the ground".

Commissioner Cote commented that unless the County Manager wants to do so, he would say no at this point.

Ms. Sherman added that they (MSEA Union) were able to bring a number of issues to the County Manager and he has been able to fix them.

County Manager Zinser stated that he objects and that unless the Commissioners redirect him, he will continue to follow in the method that he has been following. If any employee feels uncomfortable, continued the County Manager, they can reach out to Deputy Manager Corliss. We have policies and procedures in place. Also, some discussions are privileged and confidential. Processes are in place (through the Declaration) so that we can act quickly if necessary.

Commissioner Cote stated that, yes, if any employee has an issue they can e-mail the County Manager and/or the Deputy County Manager and cc him also if they wish. He added that it would be detrimental to the County to have Ms. Sherman (as a Union President) at these department head meetings. He stated that he does not want to undermine the management system.

10 ADJOURN

Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the motion.

Vote 4-0. Meeting adjourned at 5:00 p.m.