

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – February 12, 2013 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, February 12, 2013, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, and Roger A. Moody, Commissioner District #3. *Commission members not present: Richard L. Parent, Jr., Commissioner District #2.*

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Finance Director Kathy Robinson, EMA Administrative Assistant Donna Allen, Airport Manager Jeff Northgraves, and Chief Deputy Tim Carroll.

Others in attendance: Building Maintenance Supervisor Don Decker, and Steve Betts of the *Bangor Daily News*.

Regular Meeting – Agenda **Tuesday – February 12, 2013 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:15 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of January 8, 2013.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
 - v. 2012 Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act to Establish a Reserve Account for the Knox County Orthoimagery Project.
 - 2. Act to Put Out Press Release on the Knox County Rx Drug Discount Program.
 - 3. Act to Set a Date to Schedule a Follow-Up Meeting with Municipalities and the Legislative Delegation.
 - 4. Act to Award the Knox County Public Safety Building Janitorial/Cleaning Services Contract – 301 Park Street.
 - 5. Act to Award the Knox County Public Safety Building Maintenance/Management Services Contract – 301 Park Street.
 - 6. Act to Set a Date to Schedule an Open House at the Knox County Public Safety Building – 301 Park Street.
 - 7. Act to Call for Nominations and Authorize the Press Release for Appointments to the Airport Public Advisory Committee (APAC).
 - 8. Act to Approve the Use of Grant Funds or Airport Equipment Reserve Funds to Acquire Voice Recording Equipment/Software for the Airport’s Unicom Radio Frequency and a Camera.
 - 9. Act to Approve the Use of 2013 AIP Grant Funding to Install a Road from the Approach End of Runway 31 to the General Aviation Hangar on the Dublin Road Side of the Runway.
- V. 3:00 Other Business**
- VI. Adjourn**

I. Meeting Called to Order

Commission Chair Carol Maines called the regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Carol Maines asked for public comment. There was none.

III. Consent Items

- 1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of January 8, 2013.
 - iii. Monthly Written Departmental Reports.
 - iv. Budget Line Transfers
- A motion was made by Commissioner Roger Moody to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines.

Commissioner Moody asked Finance Director Kathy Robinson why the Administration and IT department was already at 15% in expenditures. Finance Director Robinson replied that some larger invoices come earlier in the year but off the top of her head she couldn't remember what invoices those might be. She said that she would check and let him know.

Commissioner Moody noted that it would be helpful to him to be able to see a final report of the 301 Park Street project to see all the final expenses, etc. and where the funding had come from. Finance Director Robinson asked if he was asking to see all of the funding sources (not just the money from the bond) such as forfeiture moneys and grants, and how that was spent. Commissioner Moody answered yes. Finance Director Robinson replied that she and Administrator Hart review that on a weekly basis and could get that to him.

Commissioner Maines asked about EMA Director Ray Sisk's Commission report mentioning something called "Vigilant Guard '14". Director Sisk was not in attendance at the meeting but his Administrative Assistant, Donna Allen, was. Commissioner Maines stated that she wanted to know what Director Sisk meant by "there may be roles for you as a Commission to play as well". Ms. Allen stated that she didn't know if the Commission needed to attend that or not, but thought there would be more information about that later on.

Commissioner Maines asked about Communications Director Linwood Lothrop's Commission Report referring to a disruption of FairPoint service. Since Director Lothrop was not in attendance at the meeting, Administrator Hart explained that the problem had been resolved. He added that it was discussed that someone might have to pay a fee for it but he felt it was an issue between the contractor and FairPoint rather than the County. FairPoint later indicated they wouldn't charge anyone for that and it's already taken care of.

- A vote was taken with all in favor.

2012 Budget Line Transfers:

FROM:			TO:		
Administration & IT					
Office Supplies	004005-55335	\$574	Auto Mileage	004004-54105	\$574
Airport					
Building Repairs	416004-54595	\$1,383	Equipment Rental	416004-54570	\$154
Heating Fuel	416005-55205	\$1,007	Investigations	416004-54586	\$1,114
Maintenance Supplies	416005-55325	\$37	Heating Repairs	416004-54610	\$323
			Gas	416004-54650	\$470
			Hangar Electricity	416004-54750	\$366
Building Maintenance					
Electricity	006004-54555	\$717	Sewage	006004-54560	\$181
			Heating Repair	006004-54610	\$195
			Gas, Oil, Grease	006004-54650	\$188
			Cleaning Supplies	006005-55315	\$153

Electricity	016004-54555	\$91	Sewage	016004-54560	\$91
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Communications

Training & Seminars	518004-54545	\$1,933	Part Time	518003-53820	\$27
			Pagers	518004-54320	\$1,650
			Radio Repairs	518004-54580	\$256

Deeds

Books & Subscriptions	009005-55505	\$85	Telephone	009004-54315	\$85
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District Attorney

Legal Secretary	003003-53034	\$132	Victim / Witness Advocate	003003-53032	\$1,480
Flexible Benefits	003003-53950	\$4	Metro Line	003004-54325	\$43
ICMA	003003-53960	\$947			
Telephone	003004-54315	\$289			
Superior Court	003004-54540	\$46			
Office Supplies	003005-55335	\$105			

Emergency Management

Overtime	002003-53800	\$248	Administrative Assistant	002003-53021	\$1,054
Health Insurance	002003-53910	\$13			
Workers Comp	002003-53920	\$538			
Flexible Benefits	002003-53950	\$4			
Auto Mileage	002004-54105	\$35			
Telephone	002004-54315	\$8			
Gas	002004-54650	\$14			
Office Supplies	002005-55335	\$64			
Copy Machine Supplies	002005-55345	\$92			
Computer Supplies	002005-55385	\$38			

Finance

Computer Supplies	005005-55385	\$111	Telephone	005004-54315	\$111
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Jail

Administrative Assistant	818003-3105	\$1,441	Asst. Jail Administrator	818003-3103	\$13,649
Corrections Officer	818003-3110	\$58,720	Maintenance	818003-3111	\$36,595
Records Officer	818003-3121	\$294	Food Service	818003-3112	\$4,689
Shift Supervisor	818003-3122	\$1,652	Jail Administrator	818003-3116	\$7,959
Transport Officer	818003-3125	\$8,438	Programs	818003-3120	\$8,002
Asst. Shift Supervisor	818003-3127	\$5,972	Transport Supervisor	818003-3126	\$782
Holiday Overtime	818003-3603	\$8,226	Part Time	818003-3210	\$24,850
FICA	818003-3904	\$940	Overtime	818003-3606	\$10,687
Flexible Benefits	818003-3905	\$32	Hourly differential	818003-3607	\$828
Resignation	818003-3909	\$12,058	Stipend	818003-3609	\$206
Unemployment	818003-3910	\$2,071	Employee Medical	818003-3902	\$36,091
Workers Compensation	818003-3911	\$598	ICMA	818003-3908	\$5,662
Accounting/audit	818004-4001	\$2,023	Consulting	818004-4008	\$6,415
Inmate Medical	818004-4018	\$205,041	Inmate Expense	818004-4016	\$6,934
Medical Lab Tests	818004-4021	\$377	Inmate Medical	818004-4017	\$116,907
Sanitation/pests	818004-4028	\$320	Inmate Programs	818004-4019	\$15,584
Auto Mileage	818004-4102	\$349	Gas	818004-4206	\$4,236
Lodging	818004-4104	\$205	Fuel	818004-4303	\$31,744
Meals	818004-4106	\$523	Sewage	818004-4308	\$22,016
Other, Tolls	818004-4108	\$70	Telephone	818004-4310	\$620
Vehicle Repairs	818004-4209	\$1,544	Rent of Equipment	818004-4403	\$1,993
Electricity	818004-4302	\$20,000	Computers	818004-4604	\$5,933
Underground Tank	818004-4304	\$1,420	Equipment/Furnish	818004-4607	\$3,559
Water	818004-4312	\$1,409	Plumbing	818004-4619	\$1,253

Building Structure	818004-4602	\$17,458	Rubbish Removal	818004-4621	\$1,907
Electrical	818004-4605	\$564	Printing/Engraving	818004-4816	\$104
Heating	818004-4610	\$14,263	Training & Education	818004-4909	\$1,406
Mobile Radio	818004-4614	\$3,228	Food	818005-5101	\$17,756
Parking Lots	818007-4617	\$5,660	Books Subscriptions	818005-5203	\$290
Insurance	818004-4703	\$6,418	Cleaning Supplies	818005-5214	\$3,670
Postage	818004-4815	\$118	Kitchen Supplies	818005-5226	\$407
TAN	818004-4817	\$11,441	Maintenance	818005-5227	\$7,076
Registration	818004-4907	\$450	Misc. Minor Equipment	818005-5228	\$754
Auto Supplies	818005-5202	\$285	Office Supplies	818005-5230	\$1,954
Computer Supplies	818005-5215	\$1,262	Tools & Implements	818005-5241	\$1,066
Institutional Misc.	818005-5225	\$1,362	Uniforms - Prisoner	818005-5303	\$3,065
Photographic	818005-5231	\$250			
Record Books	818005-5236	\$200			
Statutes	818005-5239	\$440			
Training	818005-5243	\$2,008			
Uniforms - Staff	818005-5302	\$7,519			

Probate

Deputy Register	010003-53082	\$37	Telephone	010004-54315	\$72
Probate Clerk	010003-53083	\$642	Advertising	010004-54510	\$280
Flexible Benefits	010003-53950	\$4	Fingerprinting	010004-54785	\$245
Transcripts	010004-54080	\$52	Statutes & Reference	010005-55510	\$482
Meals	010004-54110	\$75			
Dues & Registration	010004-54515	\$25			
Printing	010004-54525	\$27			
Computer Repairs	010004-54585	\$6			
Office Supplies	010005-55335	\$57			
Copy Machine Supplies	010005-55345	\$100			
Auto Mileage	010014-54105	\$36			
Training & Seminars	010014-54545	\$18			

Sheriff

Sheriff	011003-53310	\$1,524	Flexible Benefits	011003-53950	\$28
FICA	011003-53900	\$402	Lodging	011004-54115	\$113
Workers Compensation	011003-53920	\$74	Other, Tolls	011004-54120	\$122
ICMA	011003-53960	\$147	Telephone	011004-54315	\$39
Equipment - Copier	011004-54570	\$13	Gas	011004-54650	\$2,595
Radio Repairs	011004-54580	\$485	Criminal Investigations	011004-54730	\$137
Emergency Island	011004-54700	\$20	Uniforms	011005-55405	\$33
Radio Repairs	011004-54725	\$40	Vehicles	011007-57346	\$714
Computer Lines	011004-54735	\$28			
K-9 Contractual	011004-54740	\$238			
Copy Machine Supplies	011005-55345	\$50			
Public Relations	011005-55365	\$38			
Training Supplies	011005-55375	\$722			

Total:	\$420,024
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IV. Action Items

1. Act to Establish a Reserve Account for the Knox County Orthoimagery Project.

A new reserve account needed to be established to hold the funds for the Knox County Orthoimagery Project. The amount budgeted in 2012 (\$8,697) for the project would be moved into it. The County was just invoiced for the project to get that set up for a little over \$18,000. The County funded the base for the whole county and if towns wanted to buy up, they pay the state Department of Agriculture, Conservation and Forestry directly.

After the Commission approves setting up reserve accounts, a letter is sent to the Maine Department of Audit to update the State Auditor.

- A motion was made by Commissioner Roger Moody to establish a reserve account for the Knox County Orthoimagery Project. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Put Out Press Release on the Knox County Rx Drug Discount Program.

EMA Director Ray Sisk was asking for the Commission’s endorsement of the press release.

- A motion was made by Commissioner Roger Moody to put out the press release on the Knox county Rx Drug Discount Program. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act to Set a Date to Schedule a Follow-Up Meeting with Municipalities and the Legislative Delegation.

Commissioner Moody explained that he had received an e-mail from Rockport Selectman Bill Chapman, who had suggested that the Commission hold another meeting with the Legislative Delegation and Knox County municipalities in early March to discuss the Governor’s budget and its impacts on the municipalities. After discussing some possible meeting dates, Commissioner Moody noted that he would email the legislative delegation to see if the 18th of March works for them.

- A motion was made by Commissioner Roger Moody to set a meeting with the municipalities and legislative delegation for Monday, March 18th at 6 p.m. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Award the Knox County Public Safety Building Janitorial/Cleaning Services Contract – 301 Park Street.

Requests for bids were sent out to five vendors. Only four of the five attended the mandatory meeting and walkthrough. All four of those vendors submitted bids. The commissioners had been provided with the bid results. Lou’s Commercial Cleaners had the lowest bid of \$15,600. Lou’s is currently handling the cleaning at the Airport and did help with the cleaning at the courthouse for a short time.

Maine Real Estate Management	Master Clean	Capital Contractors	Lou’s Commercial Cleaners
\$24,625	\$45,876	\$20,748.99	\$15,600

- A motion was made by Commissioner Roger Moody to award the bid to Lou’s Commercial Cleaners for \$15,600 for 301 Park Street for February 2013 to June 30, 2014. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act to Award the Knox County Public Safety Building Maintenance/Management Services Contract – 301 Park Street.

Administrator Hart explained that he was recommending that the Commission give him authorization to sign an agreement with the County’s current building maintenance/management vendor, Maine Real Estate Management, who currently oversees 62 Union Street and the Airport, to also oversee 301 Park Street. This would be an 18-month contract to expire at the same time as the existing contract for 62 Union Street and the Airport, which is June 30, 2014. The monthly rate of the contract would be \$400.00/month or \$4,800 annually. Having MREM manage the property at 301 Park Street would create consistency in building maintenance for the Airport, Courthouse, and the Knox County Public Safety Building. Prior to the expiration date of both building maintenance contracts, the County would

go out to bid again for all three three locations. Building Maintenance Supervisor Don Decker has already been taking care of the building at 301 Park Street and is trained on all the systems there.

- A motion was made by Commissioner Roger Moody to award the building maintenance/management services contract for 301 Park Street to Maine Real Estate Management for \$400 per month for the period of February 2013 to June 30, 2014. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
6. Act to Set a Date to Schedule an Open House at the Knox County Public Safety Building – 301 Park Street.
- A motion was made by Commissioner Roger Moody to set the date for the Open House at the Knox County Public Safety Building for Tuesday, March 5th from 3:00 to 7:00 p.m. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
7. Act to Call for Nominations and Authorize the Press Release for Appointments to the Airport Public Advisory Committee (APAC).
- Airport Manager Jeff Northgraves explained that every year the Commission reappoints three seats. He had provided a timeline and a draft of the press release to the Commission. The terms for the District #1 seat, the Flying Club seat, and the Commercial Pilot seat all expire this year. The District #3 seat does not expire until 2015 but is currently vacant and needs to be filled. The appointments will be voted on by the Commission at the April meeting.
- A motion was made by Commissioner Roger Moody to call for nominations and authorize the press release for appointments to the Airport Public Advisory Committee. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
8. Act to Approve the Use of Grant Funds or Airport Equipment Reserve Funds to Acquire Voice Recording Equipment/Software for the Airport’s Unicom Radio Frequency and a Camera.
- Airport Manager Jeff Northgraves explained that the voice recorder will cost \$800 for the installation and the initial software, and then \$200 per year for software upgrades. The camera will cost about \$300. It will fit right in with the other equipment. Besides helping figure out what happened if there are incidents at the airport in the future, the system will also allow the airport to keep track of aircraft landing and taking off during the night. The airport can’t charge a landing fee on aircraft landing during the day unless doing the same for those landing in the night. Once the airport has the capability to track aircraft at night, then the airport will be able to charge landing fees for any aircraft that lands. The airport needs the right camera to be able to do that because you have to capture the tail number of the aircraft. The camera would also need to be a wireless IP outdoor camera and be tested to see where the best places would be to put cameras. The airport has 17 cameras but they’re all on the terminal and are more for the TSA security. None of them see out far enough away from the terminal building to help with the recent plane crash incident.
- A motion was made by Commissioner Roger Moody to approve the use of grant funds or airport equipment reserve funds to acquire voice recording equipment/software for the Airport’s Unicom radio frequency and a camera. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
9. Act to Approve the Use of 2013 AIP Grant Funding to Install a Road from the Approach End of Runway 31 to the General Aviation Hangar on the Dublin Road Side of the Runway.
- Airport Manager Jeff Northgraves explained that the road is estimated to cost \$100,000. He had met with the FAA on Monday to find out if the project is AIP eligible, which it is. The project will be done as part of the \$150,000 project that had been planned for pavement maintenance, and will use about \$100,000 of it. The airport just won’t be able to do as much crack sealing this year. Right now, to cross

the runway a vehicle has to cross at 1,000 feet to run, which is the critical spot where aircraft are trying to take off. If you have to cross the runway, the FAA recommends doing it at the approach end, and this road will provide the ability for vehicles to do that. This will be a paved road because it is problematic to try to plow a gravel road. Any vehicle crossing the runway is supposed to have a flashing light, day or night. It's mostly fuel trucks crossing the runway so this will be much safer.

- A motion was made by Commissioner Roger Moody to approve the use of 2013 AIP grant funding to install a road from the approach end of Runway 31 to the general aviation hangar on the Dublin Road side of the runway. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

V. Other Business

VI. Adjourn

- A motion was made by Commissioner Roger Moody to adjourn the meeting. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

The meeting adjourned at 2:52 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on March 12, 2013.