

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – July 9, 2019 – 2:00 P.M.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, July 9, 2019, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Chief Deputy Patrick Polky, EMA Director Ray Sisk (*arrived at 2:10 P.M.*).

Others in attendance:

## **Regular Meeting – Agenda** **Tuesday – July 9<sup>th</sup>, 2019 – 2:00 P.M.**

### **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. 2:05 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 June 11, 2019.
  - iii. Monthly Written Departmental Reports.
  - iv. Reserve Withdrawals.

### **IV. 2:15 Action Items**

- Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for the Contract Period July 1, 2019 to December 31, 2019.
- Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff's Department.
- Act to Approve and Sign the Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administrator.
- Act to Approve an Expenditure for the Knox County Jail Kitchen Cooling and Roof Top Units Replacement Project.
- Act to Adopt the 2019 Knox County Hazard Mitigation Plan on Behalf of the Townships of the Unorganized Territory.

### **V. 2:25 Discussion Items**

1. Update on Jail HVAC Project.
2. Update on Courthouse HVAC Project.
3. Update on Airport HVAC Project.
4. Discussion of Presentation by the Auditor of the 2018 Knox County Audit

### **VI. 2:40 Other Business**

### **VII. 2:45 Executive Session**

1. Convene in Executive Session for Consultation with the County Attorney on the Commissioners Legal Rights and Responsibilities Pursuant to 1 M.R.S.A. §405(6)(E).

### **VIII. Adjourn**

**I. Meeting Called to Order:**

Commission Chair Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.

**II. Public Comment:**

Commissioner Richard Parent asked for public comment:  
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 June 11, 2019.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- *A motion was made by Commissioner Meriwether to approve the consent items as presented and accept the minutes from June 11<sup>th</sup>, 2019. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**IV. Action Items:**

- Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for the Contract Period of July 1, 2019 to December 31, 2019.

This is a renewal of the existing contract for providing Sheriff's Deputy Services to the Town of Vinalhaven. The Town of Vinalhaven and its Board of Selectmen have asked for a six (6) month renewal of the contract as they have some items that will be discussed with the Sheriff, Chief Deputy, and Administrator Hart at a meeting on Monday July 8<sup>th</sup>.

- Administrator Hart stated that normally this contract runs from July 1<sup>st</sup> thru the June 30<sup>th</sup> of the following year.
- Andrew Dorr, Vinalhaven Town Manager and their Selectmen have spoken about the contract as Administrator Hart sent them the renewal to cover July 19 – June 2020. They responded back and said there were some things they wanted to discuss so they are asking for a six (6) month renewal at this time. They are not unhappy with the performance from the Sheriff Department there are some items within the contract they want to talk about:
  - a) Housing on the island
  - b) Vehicle
  - c) Equipment
  - d) Scheduling (which involves the Sheriff)
  - e) Island stipend
- Meeting on July 8<sup>th</sup> with Administrator Hart, Vinalhaven Town Manager Andrew Dorr, North Haven Town Manager Rick Lattimer, Sheriff Carroll, Chief Deputy Polky and Captain Pinkham which lasted two (2) hours. The meeting consisted of discussing the items already mentioned. The two (2) Town Managers will be sending a letter addressed to the Sheriff and Administrator Hart to explain more of what they are looking at for the contract.
- Sheriff stated they are almost full staff. Lately, have been down four-five (4-5) deputies at a time for various reasons. Right now the vacancy is the Vinalhaven Deputy.
- One Deputy just graduated the Academy, but he is on the mainland.
- The overtime budget for the Sheriff's Department is shot already and trying to come up with a way to fix that.
- Administrator Hart stated that the biggest challenge is having someone live on the island.
- *A motion was made by Commissioner Pohlman to Act to Approve Contract Between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for the Contract Period of July 1, 2019 to December 31, 2019. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

- Act to Award the Bid for One (1) New Vehicle for Use by the Sheriff’s Department.  
The County sent out a request for proposals to three (3) dealerships in Maine for a new Patrol SUV vehicle. Two (2) bids were received from two (2) vendors. Bids were opened on Friday, June 14th.
  - Sheriff stated they want to take advantage of purchasing a “new” 2018 SUV vehicle that was a left over from one of the vendors, which will be used for Admin. (*Not a pursuit vehicle*).
  - This vehicle is \$2,600 - \$2,700 cheaper than a 2019.
  - *A motion was made by Commissioner Meriwether to Act to Award the Bid for One (1) New 2018 Dodge Durango 4WD for Use by the Sheriff’s Department from Shepards for \$25,211 (after the trade in). The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
  
- Act to Approve and Sign the Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administrator.  
This agenda item was placed on the June 9, 2019 Commission agenda to have the Commission authorize the Sheriff and Administrator Hart to sign this Agreement. Since that time, the Waldo County Commissioners and Sheriff have signed the Agreement. Administrator Hart is bringing this back to have the Knox County Commissioners approve and sign along with the Knox County Sheriff so that we have an Agreement signed by both County’s Commissioners and Sheriffs.
  - *A motion was made by Commissioner Pohlman to Act to re-Approve and Sign the Memorandum of Understanding (MOU) Between Waldo County and Knox County for a Shared Correctional Administrator. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
  
- Act to Approve an Expenditure for the Knox County Jail Kitchen Cooling and Roof Top Units Replacement Project.  
The Sheriff, James Hagan, Building Maintenance Supervisor, Ralph Cline III, and I have been working with Siemens Industry to look at the overall HVAC system at the Knox county Jail. This included looking at the following:
  - i. Controls Upgrade
  - ii. Packaged Roof Top Upgrade
  - iii. Boiler Plant Upgrade
  - iv. Domestic Hot Water Plant Upgrade
  - v. Air Handling Unit Upgrades
  - vi. Kitchen Cooling.

The Sheriff, Maintenance Manager Hagan, Finance Director Robinson, and Administrator Hart have met a few times to discuss funding and recommendations. Recently meet with Darryl Joudrey, Gary Robinson II, and Michael O’Brien Sr. of Siemens and went through all options and agreed that the Kitchen Cooling and Roof Top Units Replacement Project was the highest priority and needed to be done immediately. There is a 10-12 week lead time to order the roof top units and we have money in the 2019 Jail Capital Budget as well as funding from the Jail Capital Reserve Account. Administrator Hart has approved the proposal so that we can get the equipment ordered and is requesting that the Commission approve the project and funding sources as part of the overall project.

- Roof top is beyond life expectancy
- The HVAC at the Jail is as old as the Jail. Its well beyond its life expectancy, but it’s still running.
- Spot coolers (a temporary system) are being put in place on July 10<sup>th</sup> until system is added.
- Money for this project is coming out of Jail Capital Budget not the Surplus. We have

about \$300,000 total to put against this project. Any other components will be part of the 2020 Budget. There is \$95,000 in the Jail Building Reserve Account budget towards funding this project. (Not touching surplus).

- \$95,000 was in the 2019 Jail Capital for Air Handlers or HVAC, Jail Capital Reserve there is \$309,198. So between those two accounts there is approximately \$404,000. Right now there is \$416,000 in Jail Surplus which is 11% of Surplus for Jail.
- *A motion was made by Commissioner Meriwether to Approve and Expenditure for the Knox County Jail Kitchen Cooling and Roof Top Units Replacement Project for \$389,658. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
- Act to Adopt the 2019 Knox County Hazard Mitigation Plan on Behalf of the Townships of the Unorganized Territory.

The Commission is being asked to formally adopt the **2019 Knox County Hazard Mitigation Plan** on behalf of the townships of the Unorganized Territory. (Section 2) Plan Adoption is the signature page for the Multi-Jurisdictional Plan Adoption which covers all jurisdictions within Knox County and will be signed by the Commission. The plan's *Executive Summary* is also included in the packet for this item and explains the plans update.

  - FEMA pays for the planning process, and this qualifies for the Town for a range of mitigation related grant programs. If the Towns did not participate in a consolidated County plan like this, then they would have to write their own plan to be eligible for the same grants.
  - For now, Knox County is covering the unorganized territories, Criehaven Township, Muscle Ridge Shoals and LaSalle Island. LaSalle Island is the disputed territory between Knox and Waldo County. This all depends on which map you look at. The State map show's it is Knox County's and the Tax map shows it is Waldo County's.
  - The State of Maine does all of the official planning for the Unorganized Territories. When it comes to Hazard Mitigation that is a local issue.
  - There are no specific projects other than the ongoing project with the Department of Agriculture Conservation Forestry for the Unorganized Territories.
  - 1/3 of the municipalities have adopted the plan on behalf of their jurisdiction.
  - Knox County is the only County that had 100% feedback from our municipalities and the projects they would like to do. All of this information is available on our website [www.knoxcountymaine.gov](http://www.knoxcountymaine.gov).
  - For the last plan we used Mid-Coast Regional Planning as a planner. This particular plan we used Rich Rothe, of Rothe Associates. He has done seven (7) of the other County plans as he had a lot of the new verbiage that changes with FEMA.
  - Knox County was 100% reimbursed by the State. Technically by the book it's a 75% -25% grant, where the Fed's pay 75% of the planning effort and we are responsible for the remaining 25%. The way we document our hours of participation by local officials, public works folks and Town Select Boards we are able to use that value of time as a soft match.
- *A motion was made by Commissioner Pohlman to Act to Adopt the 2019 Knox County Hazard Mitigation Plan on Behalf of the Townships of the Unorganized Territory. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**V. Discussion Items:**

1. Update on Jail HVAC Project.  
Waiting on oil tank inspection, if it passes then we can get a 10 year extension.
2. Update on Courthouse HVAC Project.  
Still need to complete the flooring in the third floor bathroom and installation of the carpet in the Judge's chambers. In the boiler room there is still labeling and piping tags. There has not been a final payment to Siemens for the HVAC project. We are waiting to have all work completed and satisfactory. The State side still has issues which affects the DAs office.
3. Update on Airport HVAC Project.  
Not doing anything at this point due to the main focus is on Jail project.
4. Discussion of Presentation by the Auditor of the 2018 Knox County Audit.  
The 2018 audit is complete for the County and Jail. The first week of September, the Auditors will come in and do a presentation of the audit. Any questions can ask be asked at that time. Knox County does receive eight (8) bound copies of the audit. We did ask them not to send us so many bound copies due to the cost. We opted to have the PDF version sent to us so we can print copies at a much reduced cost. There was a discussion in years past to see if they should come back to do a presentation because that costs money. It was decided it was a good idea because this way any questions can be asked.

**VI. Other Business:**

- Some discussion between the Commissioners, Administrator Hart and EMA Director Sisk regarding the July 8<sup>th</sup> APAC Meeting talking about solar panels.
- Discussion about solar charging stations at Airport and Public Safety Building. Efficiency Maine has a program where they underwrite a good share of the cost of installing the Gen II and Gen III charging stations.
- Sheriff was asked if there was any update on status of Opioid mitigation. – Sheriff stated yes, he had a meeting with law firm that represents the Counties and the State of Maine Attorney General's office. The meeting went very well. The complete report has not been received as of recent.
- Next Quarterly budget meeting will be July 25<sup>th</sup> at 5:00 P.M. There will be no action items at that meeting. There will be a discussion regarding the recent vacancy of Seat #8 (Patricia Hubbard), and communication was sent to Thomaston about getting a replacement. They have tried many avenues but currently there is no interest.
- July 15<sup>th</sup> will start the Union negotiations with the National Correctional Employees Union (NCEU) which represents the Jail, Monday July 22<sup>nd</sup> at 1:00 P.M., and Commissioner Parent will be the representative.
- As long as State gives the "ok" we will share the letter from the DOT for regional planning with Bill Najpauer. The amount available for general Technical Assistance for municipalities is \$10,000. That is 25% of what they typically allocate to an RPO.

**VII. Executive Session**

1. **Convene in Executive Session for Consultation with the County Attorney on the Commissioners Legal Rights and Responsibilities Pursuant to 1 M.R.S.A. §405(6)(E).**
  - *A motion was made by Commissioner Pohlman to go into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The executive session convened at 3:40 P.M.  
The executive session concluded at 4:35 P.M.

**IV. Adjourn**

- *A motion was made by Commissioner Meriwether to adjourn the meeting. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The meeting adjourned at 4:36 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on August 13, 2019.**