

## COMMISSIONERS MEETING

December 1, 2021

*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, December 1, 2021 A. D. at 4:30 P. M.

### COMMISSIONERS PRESENT:

Richard R. Dutremble (excused)  
Richard Clark  
Robert Andrews  
Allen Sicard  
Donna Ring

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

#### 12-1-2021 ITEM

##### 1 PUBLIC COMMENT(S) ON ANY ITEM(S)

Chief Hooper addressed the Board to clarify an item that he commented on at the last meeting dealing with COVID vaccines for paramedics. He stated that he didn't mention that the EMS rule expired on November 21<sup>st</sup> and therefore is no longer a requirement for EMTs and paramedics to be vaccinated. There is a rule going through now that will require the COVID vaccine as well as six other vaccines.

Janet Drew addressed the Board via ZOOM to speak to COVID again as our numbers are going up. People have a choice to have a vaccine and protect themselves, their families and their co-workers and people they are responsible for or a choice that they shouldn't have a job. Ms. Drew continued that two thirds of people hospitalized are not vaccinated. She told the Commissioners that she doesn't think you have done this county a service in not moving forward and leaving administration to flounder. Ms. Drew continued that it doesn't sound like leadership to me and she's disappointed. There have been requirements for other vaccines. This certainly falls into this category. How can you justify that county employees can go around infecting others? You are doing a disservice to all of us.

**2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

- a. Commissioners' Regular Meeting of November 17, 2021-  
Commissioner Clark motioned to approve with a minor correction.  
Commissioner Andrews seconded the motion. Vote 4-0.
- b. Commissioners' Special Meeting of October 27, 2021  
Commissioner Clark motioned to approve with one correction. Commissioner Andrews seconded the motion. Vote 4-0.

**3 TO APPROVE TREASURER'S WARRANTS**

- a. Warrants to be approved on November 17, 2021 in the amount of \$436,537.23  
Commissioner Clark motioned to approve the warrant. Commissioner Andrews seconded the motion. Vote 4-0.
- b. Warrants to be approved on November 24, 2021 in the amount of \$699,372.35  
Commissioner Clark motioned to approve the warrant. Commissioner Andrews seconded the motion. Vote 4-0.

**4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

None

**5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER**

None

**6 NEW BUSINESS**

- a. Approval of transfer of forfeiture funds –  
County Manager Zinser explained the process.  
Commissioner Clark motioned to approve the transfer of the funds and authorize the Vice-Chairman to sign the document. Commissioner Ring seconded the motion. Vote 4-0.
- b. Systems analyst (IT) approval of upgrade of job description-  
County Manager Zinser explained that there has been problems recruiting an entry level IT person. We have hired a few that didn't work out. We've had conversations with Department Heads and Todd Charles, York County IT Manager and have come to the conclusion that we need to look for a systems analyst. The County Manager stated that Todd maintains the network. We would be eliminating the current job description and moving it to a systems analyst position and increasing the starting salary to \$60,000. We currently have \$45,000 in the budget. County Manager Zinser added that there will be no budgetary impact for this year as we already have \$45,000 in the budget and the person won't be hired for a couple of months. We would fill the gap by taking \$15,000 from the jail salary line as this person will be handling IT there some of the time.  
Commissioner Sicard asked if \$60,000 was competitive in York County?  
H.R. Director Linda Corliss explained that she did a salary review in York County and found the range to be \$61,400 to \$79,000 but that she considered the County's benefits package. H.R. Director Corliss added that if we are lucky enough to find someone with experience, we might be able to go up to \$62,000 to \$65,000. Lots of software comes with the new jail cameras, added Director Corliss as well as new software in many departments.

DISCUSSION- Commissioner Ring stated that she has a few questions. She asked what portion (of this new IT position) would be charged to the jail budget? County Manager Zinser said it is ultimately up to the Commissioners. Commissioner Ring stated that she would like the Jail Administrator, Sheriff and H.R. Director to get together to see how much IT they need. She continued that she thinks they need a designated IT person for their department. County Manager Zinser responded that they did discuss this matter with the Sheriff's Office and this is where we landed.

Sheriff King stated that his department does have the most need for IT. He continued that he doesn't need it to be his. He just needs to know the IT person is going to be there when his departments need him.

H.R. Director Corliss stated that this is a starting point. Maybe we will need to add an additional third IT person down the road. We have had zero candidates for the IT Tech. We need to be more competitive, commented H.R. Director Corliss.

Commissioner Clark stated that he supports upgrading the position description but that he thinks more money is needed to attract someone. He added that \$70,000 is more what this (position) should be paid. Commissioner Clark motioned to approve the upgrading of the position and lifting the top salary to be offered to \$75,000.

DISCUSSION: If you want a quality person you'll have to pay more, stated Commissioner Clark.

Commissioner Andrews added that he is concerned that since we are putting in these new systems and don't have this software person to work it, we are in a bad situation.

Commissioner Ring seconded the motion. Vote 4-0.

- c. Introduce H.R. Director Linda Corliss to request the hiring of Joselyne Pouliot in the position of full-time maintenance technician with a hire date of December 13, 2021. H.R. Director Linda Corliss explained to the Board that this position has been posted several times and candidates have been interviewed.  
Commissioner Clark motioned to approve the hiring of Joselyne Pouliot in the position of full-time maintenance technician with a hire date of December 13, 2021. Commissioner Ring seconded the motion. Vote 4-0.
- d. Introduce H.R. Director Linda Corliss to request the hiring of the following in EMA:
  - i. Daniel Verrill in the reserve position of Fire Instructor II with a start date of December 6, 2021; and  
Commissioner Clark motioned to approve the hiring of Daniel Verrill in the position of Fire Instructor II with a start date of December 6, 2021.  
Commissioner Ring seconded the motion. Vote 4-0.
  - ii. Shawn Pendleton in the reserve position of Fire Instructor II with start date of December 6, 2021.  
Commissioner Clark motioned to approve the hiring of Shawn Pendleton in the reserve position of Fire Instructor II with a start date of December 6, 2021.  
Commissioner Ring seconded the motion. Vote 4-0.
- e. Review and seek approval of Recovery Center ventilation bid-County  
Manager Zinser explained that the building has eight units and four have failed.

(project agreement included as record of minutes). The County Manager informed the Commissioners that the cost for this project is \$83,909.00. Commissioner Sicard asked if this (project) would qualify for ARPA funds to be used? County Manager Zinser replied, yes, and we did set some money aside, also.

Commissioner Ring motioned to approve the bid in the amount of \$83,909.00 through ARPA funds. Commissioner Andrews seconded the motion.

DISCUSSION: Commissioner Clark stated that the Commissioners will need to talk about the long- term future of this building at some point. It is not an appreciating asset, commented Commissioner Clark.

Vote 4-0.

County Manager Zinser addressed the Commissioners to explain that there is an emergency situation with the fire alarms at the courthouse that is not on the agenda. The County Manager explained that the system is “limping” along. He continued to explain that they worked with Sourcewell to go through an expedited bidding process.

Facilities Manager, Rick DeRochemont explained to the Board that the owner of the alarm company that previously ran all of the alarms for the county buildings passed away. Seacoast Security took over the business and we haven’t heard back from them when we reached out for a quote. Therefore, explained Facilities Director DeRochemont, he reached out to another company and received the bid given to the Commissioners. County Manager Zinser explained that the amount is \$76,710.08 and the funds for this would come out of capital reserves.

Commissioner Ring motioned to approve the quote to repair the fire alarm systems at the courthouse from Johnson Controls in the amount of \$76,710.08. Commissioner Andrews seconded the motion. Vote 4-0.

- f. Sheriff to seek approval of promotion of Joshua Morneau to Sergeant with an effective date of December 6, 2021. (requested date of hire changed to 12-13 - 2021 per Sheriff King)  
Commissioner Clark motioned to approve the promotion of Joshua Morneau to Sergeant with an effect date of December 13, 2021. Commissioner Andrews seconded the motion.  
Discussion- Commissioner Ring asked if the same process was used as in the promotion of the last two individuals?  
Sheriff King replied, yes.  
Vote 3-1 (Commissioner Ring opposed based on the process not the individual)
- g. General discussion of Sheriff’s Office patrol (executive session may be necessary)- County Manager Zinser explained that in terms of law enforcement world it is hard to find trained individuals.  
Sheriff King informed the Board that he currently has five vacancies. He continued that he received a letter from State Police Troop A stating that they are going to present a plan to pull out of Lebanon in June 2022, then out of Hollis in 2023 and then in 2024 they will pull out of the rest of the towns.  
County Manager Zinser stated that he would suggest that we begin to remember what the primary mission of the Sheriff’s Office is. We have lots of vacancies and soon the State Police will be pulling out of the agreement to assist with patrol. We also need to start having conversations about contract

deputies and how those positions are filled and not filled. This goes back to what is the core issue of the Sheriff's Office? As far as renewal of these contracts, we need to ask ourselves are we in the position to fill the contract deputy positions?

Commissioner Ring asked if anything has been received in writing from Troop A stating that this is going to happen? Sheriff King replied, yes.

Commissioner Ring stated that she would like a copy of this letter.

Commissioner Sicard reminded all that the State Police sent a letter stating the same to Hollis previously.

Sheriff King stated that he would like to share other things in executive session.

Commissioner Clark stated that he represents five towns that all have their own police departments and it is not appropriate that they get taxed for towns that don't have their own police departments. When a town reaches a certain population, they should have to get their own department. The five towns I represent spend millions every year to support their police departments, concluded Commissioner Clark.

Commissioner Ring commented that the statute states the Sheriff shall provide coverage in rural areas. Who determines what is rural? Rural towns do not have the tax base to have police departments, continued Commissioner Ring. She stated that she has never been comfortable with contracts. Whatever the County needs to patrol those rural towns should be available.

Sheriff King explained that there have been some preliminary conversations about changing the way we charge the towns.

## **7 OLD BUSINESS**

### **a. Review and seek approval of Clinical Director contract-**

The County Manager reminded the Commissioners that at their last meeting they approved the hiring but requested a contract.

County Manager Zinser explained that Attorney Tim O'Brien prepared the contract and Sanford Housing Authority agreed.

Commissioner Ring asked if this individual is an employee of ours? The County Manager replied, no, we contracted a service. The fee is \$110 per hour as needed.

Commissioner Ring asked where did we post this? County Manager Zinser replied in the typical places. H.R. Director Corliss added in LinkedIn, Maine Municipal Association, County website, Indeed, York Hospital, Sanford Hospital and Nasson.

Commissioner Clark motioned to approve and authorize the manager to sign the Management Agreement and the Business Agreement.

Commissioner Andrews seconded the motion. Vote 4-0.

### **b. Review of updated ARPA worksheets- David Nalchajian, Sr., ARPA Financial Project Manager explained the worksheets (sheets included as record of minutes). County Manager Zinser added that they will be formally posted into the ARPA section of the County's website.**

Commissioner Clark asked if any of these expenditures have been filed with the appropriate Federal authorities? Mr. Nalchajian replied, not yet and that the next report through 12-31-2021 has a due date in January 2022. We fall under the 250,000 population so we don't have to file quarterly, he explained. He went on to state that we file an appropriation and expenditure report.

Commissioner Sicard asked if we file quarterly after that? ARPA Financial Project Manager Nalchajian replied, yes, but that may be subject to change.

Commissioner Ring requested that the County's MUNIS program put on her laptop.

County Manager Zinser replied that this is not something we do but the Commissioners can approve that. He continued that it is his practice not to do this unless the Body approves it.

Commissioner Ring responded that she should be allowed to review MUNIS and have it on her laptop. She asked if a motion can be made for "read only" access as it is one of our most important responsibilities as Commissioners.

Commissioner Sicard asked Commissioner Ring if she had ever been refused for reports she has asked for?

Commissioner Ring replied that she has asked and it takes a long time to receive (the reports).

Commissioner Clark commented that the Commissioners approve a budget and we shouldn't micro manage. Someone needs to come up with a policy (regarding this matter), he added. Commissioner Clark continued that if we don't have faith in the County Manager that is something we need to discuss. If you want reports, specify what they are. We get the warrants on a weekly basis so he added that he is opposed (to this request).

Commissioner Ring stated that this information is public information and should be available to the public and the County Commissioners. Everyone should have access to the invoices.

County Manager Zinser responded that not every invoice that comes into the County is public information, i.e., legal bills. He stated that he has an obligation to make sure that information is safe guarded. That information is available in the system. I am not looking for a battle, stated County Manager Zinser.

Commissioner Ring asked if there is a policy saying we can't have it?

County Manager Zinser replied that it is his policy and that only the Board can authorize this request.

Commissioner Ring asked but, I can review the invoices any time I want? To which the County Manager answered that he can get her the ones she wants. He added that from a workflow perspective, it can be quite disruptive for someone to come in and manually go through them so just tell us what you'd like.

Commissioner Ring replied that she would like MUNIS on her computer.

Commissioner Sicard suggested that this conversation be tabled to another meeting where we can flush it out. It was agreed to place this item on a future agenda.

**\*\*\*HEARD AFTER ITEM 9\*\*\***

- 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)**

Commissioner Clark motioned to enter into executive session pursuant to 1 M.R.S.A. § 405 (6) (A). Commissioner Andrews seconded the motion. Vote 4-0. Commissioner Clark motioned to come out of executive session. Commissioner Ring seconded the motion. Vote 4-0. No action was taken.

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

No public comments

**10 ADJOURN**

Commissioner Ring motioned to adjourn. Commissioner Andrews seconded the motion. Vote 4-0. Meeting adjourned at 6:22 p.m.