

1 **COMMISSIONERS MEETING**

2 **May 5, 2021**

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5 *YORK,ss*

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7 At a regular meeting of the County Commissioners of the County of York, begun and
8 holden at the York County Government Building in Alfred, within and for the County of York,
9 being held on Wednesday, May 5, 2021 A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

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14 Richard R. Dutremble
15 Richard Clark
16 Robert Andrews
17 Allen Sicard
18 Donna Ring
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22 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the
23 meeting.
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26 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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28 **05-05-21 ITEM**

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30 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

31 a. Letter from York Resident, Janet Drew-County Manager Zinser asked that the
32 Board recognize the letter. Commissioner Dutremble asked if Janet Drew was
33 present on the ZOOM meeting so that she could read her letter but she was not.
34 Her letter will be filed as part of the meeting record.
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37 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

38 a. Special Meeting of April 14, 2021- Commissioner Clark motioned to approve
39 the minutes of the April 14, 2021 Commissioners' meeting with corrections.
40 Commissioner Sicard seconded the motion. Vote 5-0.
41 b. Regular Meeting of April 21, 2021- Commissioner Clark motioned to approve
42 the minutes of the April 21, 2021 Commissioners' meeting with one correction.
43 Commissioner Sicard seconded the motion. Vote 5-0.
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45 **3 TO APPROVE TREASURER'S WARRANTS**

46 a. Warrants dated April 14, 2021 in the amount of \$413,524.25-Commissioner
47 Clark motioned to approve the warrants. Commissioner Sicard seconded the
48 motion. Vote 5-0.

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b. Warrants dated April 21, 2021 in the amount of \$287,802.94-Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

c. Warrants dated April 28, 2021 in the amount of \$552,123.71- Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

- 4 TO HEAR GRIEVANCE FROM FOP UNION** (executive session pursuant to personnel issues 1 M.R.S.A. §405 (6) (A) and/or consultation with legal counsel pursuant to 1 M.R.S.A. § 405 (6) (E) may be necessary)
Grievant elected to have the Hearing in executive session.
Commissioner Clark motioned to enter into executive session pursuant to personnel issues 1 M.R.S.A. §405 (6) (A). Commissioner Sicard seconded the motion.
Commissioner Clark motioned to come out of executive session. Commissioner Sicard seconded the motion. Vote 5-0.
Commissioner Clark motioned to table the grievance until a date that is available to all parties as the Commissioners need time to review the large amount of documents just given to them. Commissioner Sicard seconded the motion. Vote 5-0.

5 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

None

6 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER

None

7 NEW BUSINESS

a. Business agent designation (new Finance Director)-Commissioner Clark motioned to change the authorized business user on the county credit card agreement with TCM Bank, N.A from Deputy Treasurer Rose Leeman to Finance Director Lori Lemieux. Commissioner Sicard seconded the motion. Vote 5-0.

b. Credit card increase for EMA Director Art Cleaves and Division Chief David Francoeur-County Manager Zinser explained to the Commissioners that they had approved this previously but, for some reason, it never was changed. Therefore, it is before the Board again.
Commissioner Clark motioned to approve the Resolution. Commissioner Sicard seconded the motion. Vote 5-0. The Commissioners signed the Resolution (included as record with these minutes).

c. Introduce H.R. Director, Linda Corliss to seek hiring approval for Christopher Derrah in the position of Deputy Sheriff with a hire date of June 7, 2021. H.R. Director Linda Corliss addressed the Board to request hiring approval of Christopher Derrah in the position of full-time deputy with an effective date of hire of June 7, 2021.
Commissioner Clark motioned to approve the hiring of Christopher Derrah in the

99 position of full-time deputy with a hire date of June 7, 2021. Commissioner Sicard
100 seconded the motion. DISCUSSION: Commissioner Ring asked the starting rate
101 of pay. H.R. Director Linda Corliss responded \$22.80. Commissioner Ring asked
102 when the employee (if approved for hire) would be attending the police academy.
103 H.R. Director Corliss responded, August of 2021.
104 Vote 5-0.
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106 d. G&H block renovation-construction management process- The County Manager
107 read a memo explaining the renovation (attached as record of these minutes) and
108 explained that he is seeking approval to obtain construction management services.
109 Commissioner Ring asked what the renovation will entail. County Manager Zinser
110 answered that the area will be demolished and more office spaces will be made for
111 EMA. This area will used primarily for a regional coordination center. He
112 continued that the preliminary drawings have been done and this project will allow
113 for six more meeting spaces. It is anticipated that the drawings will be completed
114 by mid- July. Commissioner Ring asked if all permits and permissions had been
115 secured from the Town of Alfred. County Manager Zinser responded, no, but that
116 they've been informed that since it is an internal project, only a building permit is
117 required. If this process is approved by the Commissioners, we will go to the
118 Town to ensure it is a buildable project, stated County Manager Zinser.
119 Commissioner Clark moved to allow the County Manager to obtain bids.
120 Commissioner Andrews seconded the motion. Vote 5-0.
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122 e. To hear property tax abatement denial appeal from Brookfield White Pine
123 Hydro, LLC, Buxton- **This item was meant to be written to schedule this
124 abatement denial hearing.
125 Commissioner Clark motioned to schedule this Hearing at the June 2, 2021
126 Commissioner's Meeting and to inform both parties that ALL documents need to
127 be received by the Commissioners prior to the meeting.
128 Commissioner Sicard seconded the motion. Vote 5-0.
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130 **8 OLD BUSINESS**

131 None
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133 **9 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**
134 **ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF**
135 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**
136 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**
137 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**
138 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
139 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

140 None
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142 **10 PUBLIC COMMENT(S) ON ANY ITEM(S)**

143 None
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145 **11 ADJOURN**

146 Commissioner Clark motioned to adjourn. Commissioner Sicard seconded
147 the motion. Meeting adjourned at 6:14 p.m.

From: Linda M Corliss
Sent: Tuesday, May 11, 2021 8:43 AM
To: Kathryn A Dumont; Gregory T Zinser
Subject: CC Agenda 5/19/2021

Kathy / Greg -

I would like to request that the hiring of Kaitlyn O'Neil, be added to the County Commissioner's agenda for May 19, 2021. Ms. O'Neil has applied for the full-time Jail Records Clerk position within the YCSO - Corrections Division.

A complete hiring packet is available for the Commissioner's to review. I will be seeking a June 7, 2021, hiring date.

Thank you,
Linda

Linda M. Corliss
Human Resource Director /
Deputy County Manager
lmcorliss@yorkcountymaine.gov

Mailing Address:

York County Government
45 Kennebunk Road
Alfred, ME 04002

Physical Address:

149 Jordan Springs Road
Alfred, ME 04002

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.



COUNTY OF YORK

Robert L. Andrews
District 1

Richard R. Dutremble
Chairperson
District 2

Allen R. Sicard
Vice-Chairperson
District 3

Donna L. Ring
District 4

Richard Clark
District 5

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@yorkcountymaine.gov

Gregory T. Zinser
County Manager

Kathryn A. Dumont
Assistant to the Manager

Linda M. Corliss
Deputy County Manager
Human Resource Director

MEMO

TO: County Commissioners
FROM: County Manager Greg Zinser
DATE: May 10, 2021
RE: Responses to FY'20 Management Letter

Commissioners:

At your meeting on April 14, 2021, you requested a response outlining corrective actions to be taken in regards to the FY'20 audit.

For ease of reading, I will include the actual finding, our response at the time of the audit and further response after the issuance of the letter.

Bank Reconciliations:

While performing the audit for the above-mentioned fiscal year, we noted that bank reconciliations are not reviewed and signed off on by an employee other than the preparer. We recommend that all bank reconciliations be reviewed, dated and signed off on by another employee with knowledge of the fiscal operations to provide complete oversight.

Client Response: Reconciliations are reviewed, just not signed off on.

Further Response: Reconciliations will be signed off on by a member of the Finance Team.

Bank Accounts:

While performing the audit for the above-mentioned fiscal year, we noted that funds under the control and/or administration of the County are not being recorded on the County's financial software and have not been subjected to the County's normal processes and procedures regarding oversight and internal

control. We recommend that all funds under the control and/or administration of the County are recorded on the County's financial software to help reduce the risk of fraud, to help ensure accuracy and completeness of transactions and to help avoid material misstatements in the financial statements.

Client Response: This comment was resolved during the course of the audit.

Further Response: It is not uncommon for things like this to come up during the audit and simply wait to correct at audit time. No further action needed.

General Ledger Reconciliations:

While performing the audit for the above-mentioned fiscal year, we noted that general ledger accounts were not being reconciled in a timely manner throughout the year. We recommend that all general ledger accounts be reconciled on a monthly basis within 30 days from the date of the month end and, when necessary, to subsidiary ledgers, to help ensure accuracy and completeness of transactions in the correct reporting period and to help avoid material misstatements in the financial statements.

Response: Yes, we are aware. While these G/L accounts were not routinely reconciled, no issues of accuracy were actually noted. We anticipate this issue being rectified when we have a new person in the Finance office.

Policies and Procedures:

While performing the audit for the above-mentioned fiscal year, we noted that the County currently has various accounting policies and procedures adopted. We recommend that the County adopt a more comprehensive policy manual to help ensure compliance Countywide with all applicable federal/state statutes and regulations and to help reduce the risk of material misstatement in the financial statements.

Response: It was noted to Management during the audit that our auditing firm would be making a general recommendation to many of their clients to review current policies and adopt new ones as needed. We have already been in touch with our auditors to obtain a set of model policies. That review is underway for applicability to the County and is being done as time permits.

If you have any questions, please let me know.