

WALDO COUNTY COMMISSIONERS COURT SESSION
DECEMBER 7, 2017
REVISED

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara L. Arseneau and Assistant Clerk Lynn Patten to take minutes.

Call to Order: Commissioner Shorey called the court session to order at 9:00 a.m.

TREASURER'S REPORT:

Present with the Commissioners were Treasurer David Parkman and Deputy Treasurer Karen Trussell.

2018 Tax Anticipation Note Bids:

Bid proposals were received from the following banks:

1. Camden National: \$5,000,000.00 at 1.68% interest.
2. Key Bank: \$5,000,000.00 at 1.84% interest.
3. Bangor Savings Bank: \$5,000,000.00 at 2.24% interest.

****A. Fowler moved, B. Johnson seconded to accept the 2018 Tax Anticipation Note bid from Camden National Bank at 1.68%. Unanimous.**

K. Trussell reported the 2017 TAN is paid in full.

The County Checkbook balance is \$1,231,078.55.

The Jail Checkbook balance is \$323,096.52.

County Appropriations:

90% of the budget has been expended and it could be 92% at this time of year.

County Revenue:

111.69% of the 2017 County revenue has been received.

Corrections Appropriations:

95% of budget has been expended and should be 92% expended.

Corrections Revenue:

117.99% of the 2017 Corrections revenue has been received.

****B. Johnson moved, A. Fowler seconded to file the Treasurer's Report. Unanimous.**

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2017 General Fund Accounts Payable warrant including November 16 and November 30, 2017 payrolls in the amount of \$773,328.73. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2017 Capital, Active & Restricted Reserve warrant in the amount of \$51,458.18. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2017 Reentry Accounts Payable warrant including November 16 and 30, 2017 payrolls in the amount of \$1,514,864.25. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the November 30, 2017 MCRRC Restricted Reserve in the amount of \$9,086.54. Unanimous.**

Tax LD 1 CAP for 2018 Budget:

K. Trussell reviewed with the Commissioners that the 2018 County budget has turned out to be over the L.D. 1 tax cap. She recommended addressing this by changing the Anticipated Revenue for 2018 as follows:

1. Deeds Fees – increase from \$275,000.00 to \$300,000.00.
2. Deeds Transfer Tax – increase from \$50,000.00 to \$60,000.00.
3. Miscellaneous – increase from \$38,000.00 to \$45,000.00.

This would be an increase of \$42,000.00. K. Trussell submitted the Waldo County Tax Breakdown to show the Tax Cap and the amount to be assessed to the towns could be \$4,854,122.08.

The Commissioners thanked K. Trussell for figuring out a way to handle the miscalculation on the Tax Cap. Now the County’s proposed 2018 budget is under the cap.

CLOSING BOOKS FOR REGISTRIES OF PROBATE AND DEEDS:

Present was Register of Deeds Stacy Grant with the 2017 year-end figures as follows:

Fees:	\$314,961.33
Surcharge:	\$21,705.00
Interest:	\$74.56
Transfer Tax:	<u>\$80,688.74</u>
Total:	\$417,429.63

There was brief discussion of the State eventually mandating that the Transfer tax electronically. The Registers have been concerned about what that really means and the potential for losing the 10% allowed but the State has explained that this is not the purpose and the main reason is to protect social security numbers, etc.

Present was Register of Probate Sharon Peavey with the 2017 year-end figures as follows:

Fees:	\$100,279.77
Surcharge:	\$ 2,857.86
Restitution:	<u>\$ 2,085.61</u>
Total:	\$105,223.24

S. Peavey asked if the Register of Probate could close over the lunch hour for a holiday party on December 22, 2017 and the Commissioners granted that request.

FACILITIES REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley, who reported the following:

1. Custodial Candidate Search: K. Nealley has received applications from some good candidates for this position. The pay scale seems to be acceptable. With the Commissioners approval, he would like to proceed with the H.R. Director and County Clerk to narrow it down to three candidates that he can recommend to the County Commissioners.
2. K. Nealley has sent an official letter to the current cleaning company ending the contract December 31, 2017.
3. Jail Elevator Maintenance Contracts: K. Nealley has received a few bids for Jail elevator maintenance: One was from Pine State Elevator Company for quarterly maintenance and the second proposal is for emergency services.

****A. Fowler moved, B. Johnson seconded to accept the bid from Pine State Elevator Co. Unanimous.**

COUNTY EOC POLICY UPDATES:

Present was EMA Director Dale Rowley.

1. Promulgation and Emergency Powers: D. Rowley asked the Commissioners to approve and sign the page for the Emergency Operations Plan for Waldo County that authorizes the Emergency Management Agency Director, in the event that when consultation with the County Commissioners would result in a substantial delay in an effective response in alleviating or preventing an emergency or disaster, to take whatever actions are necessary to prevent the loss of life and property in Waldo County, including activating the County Emergency Operations Center and any emergency management response teams. The Commissioners agreed to authorize this and all signed it.
2. Emergency Operations Center (EOC) Policy: D. Rowley reviewed changes in the EOC Policy that he was recommending to the Commissioners, including changes in wording about reassigning County employees to serve in the EOC during a real world emergency, and their salaries and benefits would be paid from the County Disaster Recovery Reserve Account while working in the EOC during a disaster. There was brief discussion about whether or not there should be funding added to the Disaster Recovery Reserve.

****A. Fowler moved, B. Johnson seconded to approve the updates to the EOC Policy for the Employee Handbook. Unanimous.**

SHERIFF'S REPORT:

Present was Sheriff Jeffrey Trafton.

1. J. Trafton reported a fatality of a 16-year-old boy December 6, 2017. All were very sorry to hear this.
2. J. Trafton reported that a Prison Rape Audit will be occurring. An auditor has been hired to assist and the goal is to pass and be certified the first time around.
3. Applications are coming in for the vacant Patrol position.
4. Sheriff Gallant in Oxford County has resigned.
5. JAG/Byrne grant funding: J. Trafton stated that he was waiting for Chief McFadden to apply and found out that he is not, so Chief Trundy will be applying.
6. The Sheriffs are trying to 1.) Have the Jail caps lifted in order to have the ability to work with their own County Commissioners and communities, and 2.) To agree to receive from the State \$14.1 million for all counties. A. Fowler noted that there are a lot of notes and minutes on this that are very difficult to take and transcribe, and simpler is better.
7. W. Shorey referenced the article in the newspaper that Ethan Andrews wrote stating that the County budget has gone up 18% in the last decade. The Commissioners felt that is a very good rate.

CORRESPONDENCE:

Present to report correspondence was County Clerk Barbara Arseneau as follows:

1. MCCA has requested that each county vote for their representative for the Board of Directors, Risk Pool Board of Directors, each county entity's proxy representative, and the primary point of contact with the Risk pool for 2018. B. Johnson stated that she wanted A. Fowler to stay on the Board of Directors for the Risk Pool, but she herself would like to get more involved and know more about this part of being a county commissioner. A. Fowler explained that all Commissioners can attend the meetings and if there is going to be a change of representatives, it might be good to wait a year because A. Fowler is also the NACo representative. W. Shorey said he felt that all the institutional knowledge possessed by Commissioner Fowler was important.

****B. Johnson nominated A. Fowler to serve on the Risk Pool, W. S. seconded. Unanimous.**

****B. Johnson moved, A. Fowler seconded to have Commissioner Amy Fowler serve as the Waldo County representative on the Board of Directors. Unanimous.**

****A. Fowler nominated B. Johnson to serve as MCCA's proxy. Unanimous.**

****A. Fowler moved, B. Johnson seconded that B. Johnson serve as proxy for her if A. Fowler cannot attend.**

****B. Johnson nominated, W. Shorey seconded for A. Fowler to serve as the primary point of contact. Unanimous.**

2. Deputy Christopher Dyer has resigned effective November 20, 2017.

****A. Fowler moved, B. Johnson seconded to accept the resignation of Christopher Dyer effective November 20, 2017. Unanimous.**

3. Communications Secretary:

****B. Johnson moved, A. Fowler seconded to approve the updated pay scale that incorporates the wages for the newly accepted the job description for the Communications Secretary. Unanimous.**

4. Pay Scales

****B. Johnson moved, A. Fowler seconded to accept the 2018 pay scales with the 2% cost of living increase as presented. Unanimous.**

5. Assistant District Attorney Jon Liberman sent a letter to the Commissioners requesting that the space that will be freed up after the state staff leave be utilized by the District Attorney's Office. He explained some of the uses of the space in detail.

****B. Johnson moved, A. Fowler seconded to table the request for the District Attorney's Office to occupy the office space after the state relocates to the new courthouses. Unanimous.**

6. City of Belfast Administrator Joseph Slocum sent a letter on behalf of OnProcess inquiring if the County Commissioners would be interested in paying additional funding for new employees hired who are from Waldo County. The Commissioners stated that they will respond directly to OnProcess at a later time.

7. The Register of Deeds requested that the Registry of Deeds office be allowed to close from 12:00 p.m. to 1:30 p.m. in order to have their annual Christmas – luncheon on Tuesday, December 19, 2017. The Commissioners approved this.

8. An organization called Coalition Against Bigger Trucks requested that the Commissioners participate in a letter that is being sent to elected officials and local government to oppose even bigger trucks around the country. The Commissioners decided to take no position on this matter.

9. The Commissioners noted pay step increases for the following employees:

- EMA Director Dale Rowley will have completed 12 years of employment on January 9, 2017 with a pay increase to \$60,146.00 per year.
- EMA Deputy Director Olga Rumney will have completed 12-years of employment on January 3, 2017 with a pay increase to \$20.51 per hour.

10. Deputy Christopher Dyer has resigned his position with the Waldo County Sheriff's Office effective November 20, 2017.

****A. Fowler moved, B. Johnson seconded to accept the resignation of Christopher Dyer effective November 20, 2017. Unanimous.**

11. B. Arseneau informed the Commissioners that Assistant Clerk Lynn Patten has expressed interest in becoming a Notary Public so that she can perform those duties in the absence of the County Clerk. The Commissioners authorized that L. Patten take the online course and complete the application.

APPROVAL OF MINUTES:

****B. Johnson moved, A. Fowler seconded to approve the November 14, 2017 and November 27, 2017 Waldo County Commissioners Court Session minutes as presented. Unanimous.**

EXECUTIVE SESSION:

****A. Fowler moved, B. Johnson seconded to enter Executive Session at 10:45 a.m. for discussion of labor negotiations as permitted by M.R.S.A. 1§405(6)(D). Unanimous.**

****A. Fowler moved, B. Johnson came out of Executive Session came out at 11:10 a.m. No action taken.**

****A. Fowler moved, B. Johnson seconded to Enter Executive Session at 11:10 a.m. for a personnel issue 401(6)(A). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 11:31 a.m. Unanimous. No action taken.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. Commissioner Johnson requested that the January 4, 2018 court session start one hour later at 10:00 a.m. The Commissioners agreed to change the time as requested.

The next Commissioners Court Session will be held Wednesday, December 20, 2017 in the Probate Courtroom at 39A Spring Street.

****A. Fowler moved, B. Johnson seconded adjourn the court session at 11:33 a.m. Unanimous.**

Respectfully submitted by *Barbara L. Arseneau*
Waldo County Clerk