

**WALDO COUNTY COMMISSIONERS COURT SESSION  
FEBRUARY 21, 2019**

**PRESENT:** Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present was Treasurer Peter Sheff and H.R. Director Lynn Patten to take minutes.

**Call to Order:** Commissioner Shorey called the court session to order at 2:00 p.m.

**FINANCIAL REPORT:**

Present with the Commissioners was Finance Director Karen Trussell, who reported the following:

The County Checkbook balance is \$44,271.45.

The Jail Checkbook balance is \$17,428.45.

**County Appropriations:**

13% of the 2019 budget has been expended and it should be 15% at this time.

**County Revenue:**

20.03% of the 2019 County revenue has been received.

**Corrections Appropriations:**

15% of 2019 budget has been expended and should be 15% expended.

**Corrections Revenue:**

.82% of the 2019 Corrections revenue has been received.

**Tax Anticipation Note:**

We have borrowed a total of \$400,000.00 from the TAN.

County: \$150,000.00

Jail: \$250,000.00

At the last Court Session there was a vote to move money from the Jails Undesignated Funds to fund reserves. Finance Director would like to request this changed to a back dated warrant.

**\*\*A. Fowler moved, B. Johnson seconded to rescind the motion and vote to replenish the restricted Jail reserve accounts with Corrections undesignated funds in the amount of \$168,753.00. Unanimous.**

**\*\*A. Fowler moved, B. Johnson seconded to approve the final back dated warrant for MCRRC A/P Warrant in the amount of \$168,753.00. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to move \$20,000.00 from Jail Technology Reserve to the County Technology Reserve and \$50,000.00 from the County Undesignated Funds to the County Technology Reserve for a total of \$70,000.00.**

**\*\*B. Johnson moved, A. Fowler seconded to file the Financial Report. Unanimous.**

**WARRANTS:**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 14, 2019 General Fund Accounts Payable warrant and February 7, 2019 payroll in the amount of \$246,036.77. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the Capital, Active & Restricted Reserve warrant in the amount of \$82,478.98. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 14, 2019 Reentry Accounts Payable Warrant and February 7, 2019 payroll in the amount of \$70,590.52. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the February 14, 2019 MCRRC Restricted Reserve in the amount of \$2,721.27. Unanimous.**

**FACILITIES REPORT:**

Present was Facilities Manager Keith Nealley who reported the following:

1. K. Nealley and Commissioner Shorey will be getting together to start thinking about the space availability in the District Courthouse once the Court Clerk's office is relocated to the new State Courthouse. March 8<sup>th</sup> will be their first court session in new courthouse. They have been slowly starting to move. K. Nealley stated that they have some ideas on how to utilize the space and will be firming things up.

2. K. Nealley wanted the Commissioners to be aware that he will be on vacation March 27<sup>th</sup> to April 8<sup>th</sup>.

**EMA REPORT:**

Present was EMA Director Dale Rowley who reported:

D. Rowley presented a Fuel Support Agreement with Maritime Energy for approval. This agreement would allow the County access to fuel during a disaster at the pre-disaster prices and government tax exempt.

**\*\* B. Johnson moved, A. Fowler seconded to approve and sign the Fuel Support Agreement between the County of Waldo and Maritime Energy. Unanimous.**

D. Rowley reported that they have recently formed a Waldo County School Safety Task Force, comprised of the three School Superintendents, the Waldo County Sheriff, the Waldo County Technical Center Director and several staff members. This task force will work on building a uniform safety plan throughout the County.

D. Rowley was recently approved by the FCC to do a wireless Emergency Alert test in Waldo County. This test will take place on March 22, 2019 at 3:00 p.m. and will be sent out to every cell phone within Waldo County.

D. Rowley is also working with the Red Cross and the Mt. View School complex for a mass shelter exercise. This will be an overnight exercise and is scheduled for August 9<sup>th</sup> and 10<sup>th</sup>

#### **SHERIFF'S REPORT/NEW HIRE:**

Present was Chief Deputy Jason Trundy who reported the following:

1. Major Raymond Porter would like to hire Giovanni Sinclair to fill the Part time Corrections Officer effective February 24, 2019. G. Sinclair is certified, passed the background check, and has been working as a Corrections Officer with the Maine State Prison.

**\*\*A. Fowler moved, B. Johnson seconded to hire Giovanni Sinclair to fill the Part time Corrections Officer effective February 24, 2019. Unanimous.**

2. The Sheriff has selected Detective Dale Brown to fill a temporary Sergeant's position effective February 21, 2019. D. Brown's pay will increase from \$27.34 to \$29.96 during this temporary assignment.

**\*\*B. Johnson moved, A. Fowler seconded to approve Detective Dale Brown to fill a temporary Sergeant position effective February 21, 2019 at the rate of pay of \$29.96. Unanimous.**

#### **EXECUTIVE SESSION:**

**\*\* B. Johnson moved, A. Fowler seconded to go into executive session at 2:35 p.m. for discussion of information contained in records where access is prohibited by the general public as permitted by M.R.S.A. Title 1§405(6)(f). Unanimous.**

**\*B. Johnson moved, A. Fowler seconded to come out of executive session at 3:06 p.m. Unanimous.** No action taken.

#### **CORRESPONDENCE:**

Present to report correspondence was Human Resources Director Lynn Patten as follows:

1. Dispatcher Rachel Leavitt submitted her resignation letter with two-week notice to take effect March 2, 2019. Director Smith told R. Leavitt that she did not need to work out the two weeks.

**\*\*B. Johnson moved, A. Fowler seconded to accept the resignation of Dispatcher Rachel Leavitt effective March 2, 2019. Unanimous**

2. L. Patten requested permission to begin the hiring process and post the Assistant Clerk position to the Indeed and JobsinME websites.

**\*\*B. Johnson moved, A. Fowler seconded to approve the posting of the Assistant Clerk position to the applicable websites. Unanimous.**

3. Sergeant Nicholas Oettinger's rate of pay will be adjusted to \$26.95 per hour effective February 15, 2019. The Commissioners noted this pay adjustment.

4. Commissioner Shorey signed the letter regarding Lynn Patten's promotion to the Human Resources Director position.

5. L. Patten received a copy of the Confidentiality Agreement between S. J. Rollins and the County of Waldo signed by S. J. Rollins' Chief Information Officer Joe Stellato; Commissioner Shorey signed the agreement.

6. L. Patten spoke briefly about the firearms policy for courthouses now with the new Waldo Judicial Center is open. Nothing needs to be done or changed to the current policy at this point.

**PUBLIC COMMENT:**

No one from the Public appeared.

**APPROVAL OF MINUTES:**

L. Patten stated minutes from the February 7, 2019 Court Session were not completely transcribed yet and will need to present them at the next Court Session on March 7, 2019.

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

**EXECUTIVE SESSION:**

**\*\*W. Shorey moved, B. Johnson seconded to go into executive session at 3:23 p.m. for discussion of assignments and duties as permitted by M.R.S.A. Title 1§405(6)(a). Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 4:00 p.m. Unanimous. No action taken.**

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 4:01 p.m. Unanimous.**

Respectfully submitted by



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Lynn A. Patten, H.R. Director