

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 7, 2021**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took minutes.

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

FINANCIAL REPORT

Finance Director Karen Trussell reported the following:

The County Checkbook balance is \$108,445.41.

The Jail Checkbook balance is \$27,922.47.

County Appropriations:

23% of the 2021 budget has been expended and it could be 25% at this time.

County Revenue:

29.38% of the 2021 County revenue has been received.

Corrections Appropriations:

22% of 2021 budget has been expended and could be 25% expended.

Corrections Revenue:

2.05% of the 2021 Corrections revenue has been received.

When asked why the Finance Printing and Engraving line was so expended, K.Trussell explained that she had to order checks.

TAX ANTICIPATION NOTE:

\$1,500,000.00 has been borrowed from the TAN; \$700,000.00 by the County and \$800,000.00 by Corrections.

****B. Johnson move, W. Shorey seconded to file the Financial Report as presented. Unanimous.**

WARRANTS

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 31, 2021 General Fund Accounts Payable warrant including the March 18, 2021 payroll in the amount of \$298,783.56. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the March 31, 2021 Capital, Active & Restricted Reserve warrant in the amount of \$28,519.90. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the March 31, 2021 Reentry Accounts Payable warrant including March 18, 2021 payroll in the amount of \$171,865.84. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the March 31, 2021 MCRRC Restricted Reserve in the amount of \$432.25. Unanimous.**

INFORMATION IT REPORT

Present was IT Director J-sun Bailey who reported the following:

1. Asked for approval for to donate the old iPhones to the DA's office, as they use them for Domestic Violence victims.
2. Still working on the laptops for remote access when needed.
3. MCCA cyber security, I've been working on the Risk Pool report, and will report back as soon as this is complete.
4. The old Spillman server has been shut down, since that project is finished.
5. He is still working with Detention Manager Robert Walker on cameras.
6. Crystal Reports is being purchased for the Communications Center. These pull data into a reasonable formant that can be run. It doesn't do record keeping on its own, but generates numbers.
7. IT Work: A. Fowler asked for brief discussion regarding IT work in various departments. The Commissioners agreed that all technology-related work should be handled under the Information Technology department now.
8. EMA Director D. Rowley has said there is a possibility for security grant funds. J. Bailey said he is working on quotes related to that, which he will price that out and get back to the commissioners.

CORRESPONDENCE

County Clerk Barbara Arseneau reported that there was no new or unfinished correspondence.

APPROVAL OF MINUTES

B. Arseneau requested that the Commissioners approve the minutes from the March 17, 2020 Waldo County Commissioners Court Sessions as presented.

****B. Johnson moved, W. Shorey seconded to approve the minutes from the March 17, 2021 Waldo County Commissioners Court Sessions as presented. Unanimous.**

HUMAN RESOURCES REPORT

Present was Human Resources Director KelLee Gray, who reported the following:

1. Detective Cassandra McDonald reached the 5-year pay step April 4, 2021, with a pay increase to \$25.92 per hour. This was noted by the Commissioners.
2. Register of Probate Sharon Peavey has requested authorization to hire Kristen Grover as Probate Clerk effective March 29, 2021 at the starting hourly wage on the pay scale.

****B. Johnson moved, W. Shorey seconded to authorize hiring Kristen Grover as Probate Clerk effective March 29, 2021 at the starting hourly wage. Unanimous.**

SHERIFF'S REPORT

Present was Sheriff Jeffrey Trafton. He reported that there has been a lot over overtime generated in the Corrections division due to a personnel matter. He wished to recommend that Elmer Sweetland be hired part-time, or even Temporary Full-time. E. Sweetland has worked for Waldo County previously, most recently worked for Knox County Corrections, and has over 20 years of service. The Sheriff requested hiring him at the 20-year level, even if he is working part-time at first.

****Betty Johnson moved, W. Shorey seconded to approve hiring Elmer Sweetland as part-time Corrections Officer at the 20-year pay rate level, and that he can work more hours as needed. Unanimous.**

EMA REPORT (Not scheduled on Agenda)

The Commissioners saw that EMA Director Dale Rowley was present and asked if he wished to report anything. D. Rowley reported that he just found out that at least 5% of Homeland Security funding must be spent on cyber security, which was what he spoke with IT Manager J-sun Bailey about. This applies to law enforcement.

D. Rowley also recently read about a legislative document regarding an Act for County Government to Coordinate with Municipalities in which the County develops a plan to provide guidance to Municipalities for dealing with homelessness. This is a bill, and he suspects that if it is passed, he will likely be the one that will have to develop the plan.

A. Fowler reported that she and D. Rowley have been involved with the municipalities regarding homelessness, trying to figure out if temporary housing is needed or tiny houses, etc.

COMMUNICATIONS REPORT (Not scheduled on agenda)

Present was Communications Director Owen Smith, and the Commissioners asked if he would like to make a report. O. Smith reported that the previous week, there was some strange weather that blew some transformers, and caused two consoles in the Communications Center to go down. Yankee Communications came out to work on the problem. It turned out that the box wasn't seeing the radio. Once it was shut off and restarted, they "saw" each other. It was noted that even Spectrum went down. He has not heard any explanation as to why this happened.

FACILITIES REPORT

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

1. There is a new generator going in at the Stockton tower site. This was approved last fall, but it was difficult to get the equipment so it is now finally being done. He would like to move that older generator to the Crocker Road Tower.
2. Some shingles on the roof ridge of Public Safety building have blown off, so they had to be replaced.

3. The Old Jail Archive has been cleaned and is ready to go. K. Nealley is waiting to get a crew together from the Reentry to help move boxes, once the pandemic is at a point that they are permitted to do so. He said he will work with the County Clerk to figure out where things will go.

4. A. Fowler asked why all the funds for Electric Repairs at the EMA and Sheriff's Office were expended. K. Nealley explained that he installed new LED perimeter lights at the Public Safety Building and this consumed those funds.

5. IT Manager J. Bailey has requested a window in his office, which has none. The window would be about \$420.00. K. Nealley figured he can put a double-hung window in there for less than \$1,000.00. He explained his budget is so tight that there are is nothing extra for unexpected capital improvements. The Commissioners suggested taking this from Facilities, All Other Reserve 0269. K. Nealley mentioned it would be easier to send an email to the Commissioners and ask about these things ahead of time. The Commissioners discussed this briefly and decided that from now on, incidental unplanned expenses up to \$1,000.00 did not need to be cleared with the Commissioners in advance.

****B. Johnson moved, W. Shorey seconded to approve funding a new window for the IT Office from Facilities, All Other Reserve 0269 up to \$1,000.00. Unanimous.**

EXECUTIVE SESSION – NON-PUBLIC INFORMATION

****B. Johnson moved, W. Shorey seconded to go into executive session for discussion of non-public information as allowed by MRSA Title 1§405(6)(f) at 9:38 a.m. Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 10:46. a.m.**
No action taken.

****B. Johnson moved, W. Shorey seconded to go into executive session at 10:47 a.m. as permitted by MRSA Title 1§405(6)(d) for discussion of the Communications Association Contract. Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 11:05 a.m. Unanimous.**

****B. Johnson moved, W. Shorey seconded to approve and sign the Waldo County Communications Association Contract 2021-2023. Unanimous.**

EXECUTIVE SESSION - DISCUSSION OF DEPUTY SHERIFFS' ASSOCIATION 2021 CONTRACT

****B. Johnson moved, W. Shorey seconded to go into executive session at 11:07 a.m. as permitted by MRSA Title 1§405(6)(d) for discussion of the Deputy Sheriffs' Association 2021 Contract. Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 11:20 a.m. Unanimous.**

****B. Johnson moved, W. Shorey seconded to approve and sign the Deputy Sheriffs' Association Contract 2021. Unanimous.**

EXECUTIVE SESSION – DISCUSSION OF GENERAL GOVERNMENT UNIT CONTRACT 2021-2023

****B. Johnson moved, W. Shorey seconded to go into executive session at 11:21 a.m. as permitted by MRSA Title 1§405(6)(d) for discussion of the General Government Unit 2021-2023. Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 11:26 a.m. Unanimous.**

****B. Johnson moved, W. Shorey seconded to approve and sign the AFSCME General Government Unit Contract 2021-2023. Unanimous.**

EXECUTIVE SESSION FOR DISCUSSION OF DUTIES

****W. Shorey moved, A. Fowler seconded to go into executive session at 11:29 a.m. for discussion of duties as permitted by MRSA Title 1§405(6)(a).**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 11:19 a.m. Unanimous.**

****B. Johnson moved, W. Shorey seconded to accept changes in the Human Resources Director job description to Monday through Friday 8:00 a.m. to 4:00 p.m., also striking the word “generally” as a written change in all job descriptions. Unanimous.**

B. Johnson said she worked with KelLee Gray on the job description, and will have it reprinted.


A. Fowler stated that the Commissioners were most grateful that K. Gray accepted the job offer to continue full-time, effective April 12, 2021.

****B. Johnson moved, W. Shorey seconded to accept the agreement with KelLee Gray. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS

1. Wellness Committee: B. Johnson reported that the Wellness Committee recently met, with each department represented. Discussion included spring \$50.00 gift certificates from several different area businesses; to be decided upon after a poll. The Annual Employee Appreciation Day will be August 25, 2021 at the Belfast Pavilion, adhering to CDC guidelines and Belfast COVID regulations. In the fall there may be a scavenger hunt, or another type of gift card. H.R. Director K. Gray will oversee the committee, with President Elena Donovan, and Secretary Olga Rumney. Gym membership reimbursements and the annual \$50.00 wellness reimbursement will continue.

****B. Johnson moved, W. Shorey seconded to adjourn the court session at 12:20 a.m. Unanimous.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau