

**WALDO COUNTY COMMISSIONERS COURT SESSION
JANUARY 17, 2019**

PRESENT: Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes.

Call to Order: Commissioner Shorey called the court session to order at 1:00 p.m.

FINANCIAL REPORT:

Present with the Commissioners was Deputy Treasurer Karen Trussell, who reported the following:

FOR 2018:

The County checkbook balance as of December 31, 2018 was \$548,775.02

The Jail checkbook balance as of December 31, 2018 was \$296,902.36.

The County expenses are 97% and the revenue is 107.78%.

The Jail Expenses are at 94% and the revenue is at 119.10%.

Remaining in the 2018 budget is the following:

County = \$152,647.25

Jail = \$168,753.63.

The remaining funds in Jail line 1050-4030 was supposed to be moved to the Inmate Reserve to fund for future high medical costs at Two-Bridges Jail for Waldo County's inmates. This line had \$90,498.00 unspent. K. Trussell said she forgot to move these funds and recommended that the Commissioners vote to move that amount from undesignated funds once the audit figures are complete.

The remainder of the Community Corrections Act (CCA) funds from the State of Maine came in. R0504 received \$82,295.27 and the revenue side of the Community Corrections Reserve (0123) received \$35,269.40 for 2018.

FOR 2019:

The County Checkbook balance is \$379,544.16.

The Jail Checkbook balance is \$81,173.15.

County Appropriations:

4% of the 2019 budget has been expended and it should be 4% at this time.

County Revenue:

6.25% of the 2019 County revenue has been received.

Corrections Appropriations:

9% of 2019 budget has been expended and should be 4 % expended.

Corrections Revenue:

.37% of the 2019 Corrections revenue has been received.

Tax Anticipation Note:

The County has borrowed \$100,000.00 from the TAN for the Jail.

****B. Johnson moved, A. Fowler seconded to accept the final 2018 financial report as presented. Unanimous.**

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

W. Shorey reminded the Commissioners that the Jail furnace needs to be fixed. The bad rear section was caulked but didn't hold, so it will need to be taken apart and put back together. It is leaking exhaust fumes into the building. W. Shorey noted that there is about \$2,000.00 left in MCRCC Improvement Reserve Account and suggested that these funds be put toward that. Fowler asked for some time to see if this might be covered under the Risk Pool insurance, as she had recently become aware of some counties having insurance coverage on furnace and boiler issues.

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 31, 2018 General Fund Accounts Payable and payroll in the amount of \$20,908.67. Unanimous.**

****B. Johnson moved, A. Fowler seconded to accept the change of \$1.38 in the total and to authorize revised payment of the December 27, 2018 Capital, Active & Restricted Reserve warrant from \$20,634.50 to \$20,635.88. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the December 31, 2018 Reentry Accounts Payable warrant and payroll in the amount of \$4,677.08. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 10, 2019 General Fund Accounts Payable warrant and January 10, 2019 payroll in the amount of \$235,688.02. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the Capital, Active & Restricted Reserve warrant in the amount of \$117,019.91. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 10, 2019 Reentry Accounts Payable Warrant and January 10, 2019 payroll in the amount of \$318,158.90. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the January 10, 2019 MCRRC Restricted Reserve in the amount of \$5,765.25. Unanimous.**

****B. Johnson moved, A. Fowler seconded to rehire Brantner, Thibodeau & Associates for accounting and auditing services again for 2019. Unanimous.**

B. Arseneau reported that Director Owen Smith sent an inquiry by email to the Commissioners for discussion. The new Zetron Radio System is up and running and the old system needs to be disposed of. O. Smith asked permission to try to sell it. He has posted it on MECCA and NENA mailing lists and has two inquiries so far. It was new in 2011 at \$85,000.00. It has little value now, but may be able to sell it for about \$1,000.00. If not, he will send the towers and monitors to Goodwill and scrap the remainder of the system. If it sells, he requested that the revenue be placed in the Communications Equipment Reserve.

****B. Johnson moved, A. Fowler authorized Communications Director Owen Smith to attempt to sell the radio and if he is able, the funds will go to the Communications Equipment Reserve (0261). Unanimous.**

FACILITIES REPORT:

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

1. K. Nealley is continuing to save the County money. Commissioner Shorey and Fowler were at the last court session and K. Nealley met with the Commissioners after hearing from W. Shorey that this might be the time to lock in on heating oil rates, which he did with Maritime Energy. At the time, the Commissioners asked him to inquire about possible discounts for County of Waldo employees who purchase their oil from Maritime Energy. The information he obtained is as follows:

Employees would have to let the customer service person setting up the account know that they are an employee. There would be .02 cents off the cash price on the day of the delivery for being on auto delivery. It would be .04 cents off the cash price on the day of the delivery for being on an auto delivery with a budget payment plan. It would be .06 cents off the cash price on the day of delivery for being on auto delivery with a budget plan and automatic EFT payments for their budget payments. It must be credit approved to be eligible for auto delivery. It would also require that the County provide a list of all current and termed employees once a month so that they can remove the discount from accounts when a person no longer works for the County. The County Commissioners and K. Nealley agreed that this process was logistically difficult and all decided it was not going to work.

2. Commissioners asked if there was a percentage discount if paid off sooner.

3. The carpeting in the Patrol Room at the Public Safety Building is no longer able to be properly cleaned. The building was constructed in 2011. It would be about \$1,200.00 to lay new VCT flooring in the Patrol Room. The other room that the Sheriff would like done is the secretary's office. To do both rooms at once it would cost about \$2,500.00.

****A. Fowler moved, B. Johnson seconded to use funding from the Sheriff's Reserve (0262) to replace the carpets as requested in the Sheriff's Office. Unanimous.**

4. In addressing safety suggestions, K. Nealley has been inquiring about CPR and AED training. He noted that it is extremely expensive now. A trainer from Islesboro is willing to come train. A. Fowler suggested opening it up to the local EMS and Fire Departments to get the most bang for the buck. After discussion the Commissioners agreed to pay for it out of the health insurance

fund. K. Nealley said he would speak with EMA Director Dale Rowley about mailing a notice of two sessions – one during the day and one in the evening.

5. The upstairs of the District Courthouse will be empty the first week in March. The walls need to be painted and there is “talented help” at the Reentry Center now, so it would be wise to consider doing this before the growing season when the residents would be needed in the County Garden. The Commissioners authorized K. Nealley to purchase and arrange for painting the upstairs District Courthouse space as requested.

The Commissioners briefly discussed the legislative bills that are coming out, including the FMLA leave law applying to all businesses, and the minimum wage. B. Johnson said she believed the language would change drastically.

COUNTY RECOVERY PLAN APPROVAL:

Present was EMA Director Dale Rowley. Has submitted the long-term recovery plan for approval and signature by the Commissioners.

****A. Fowler moved, B. Johnson seconded to approve and sign the Long Term Recovery Plan for 2019. Unanimous.**

D. Rowley stated that there will also be a post-disaster plan developed at a later date.

CORRESPONDENCE:

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

1. B. Arseneau submitted for review the 2019 Certificate of Incumbency. The Commissioners found it to be correct, noting that Commissioner Johnson’s new term runs from 2019 through 2022 and Treasurer Peter Sheff’s term runs from 2019 through 2022.

2. Human Resources Director Michelle Wadsworth submitted her letter of resignation dated January 10, 2019, effective February 1, 2019.

****B. Johnson moved, A. Fowler seconded to accept the resignation of Human Resources Director Michelle Wadsworth effective February 1, 2019. Unanimous.**

The Commissioners wished her well.

3. The maintenance contract for the Toshiba/E-Studio 3040c photocopier in the Commissioners/Treasurer’s Office needs to be renewed for 2019 in the amount of \$602.38. The County Commissioners authorized renewal and Commissioner Shorey signed as chairman.

4. Lieutenant Matthew Curtis reached the 20-year pay step of \$33.99 per hour effective January 10, 2019. The Commissioners noted this pay step increase.

5. Full Time Corrections Corporal Stephen Cole reached the 20-year pay step of \$25.18 per hour effective January 10, 2019. The Commissioners noted this pay step increase.

6. Victim/Witness Advocate Kathleen Greeley (hired 2-1-2012 at the 5-year level) will reach the 12-year pay step on February 1, 2019 with a pay step increase to \$23.36 per hour. The Commissioners noted this pay step increase.

7. When asked, the Commissioners stated that they are not planning any activities during National County Government Month in April.

8. B. Arseneau provided the Commissioners with the dates she will be out of the office for vacation.

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the December 6, 2018, December 20, 2018, January 3, 2019, and January 16, 2019 Waldo County Commissioners Court Sessions as presented.

**** B. Johnson moved, A. Fowler seconded to approve the minutes from the December 6, 2018, December 20, 2018, January 3, 2019 and January 16, 2019 Waldo County Commissioners Court Sessions as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. The Commissioners discussed a new pay scale for the Human Resources Director position, which now includes a starting pay without certification and a starting pay with certification. After receiving a letter from Assistant Clerk Lynn Patten indicating her interest in applying for the vacant position, and learning that she has previous Human Resources experience, the Commissioners stated that they would be interested in promoting Lynn Patten to the position of Human Resources Director at the starting pay of \$40,767.41 Without Certification. Once she completes a mutually agreed upon Human Resources course and receives certification, which must be accomplished as soon as possible within a year, the pay will increase to \$47,767.41 With Certification. The Commissioners stated that the County would pay for the course and instructed her to study on her own time with no additional compensation.

****A. Fowler moved, B. Johnson seconded to promote Assistant Clerk Lynn Patten to the position of Human Resources Director Without Certification effective February 4, 2019. Unanimous.**

****B. J. moved, A. Fowler seconded to approve the pay scale for the Waldo County Commissioners' Office Administrative Staff with the changes to the Human Resources starting pay. Unanimous.**

The Commissioners briefly discussed the need for a policy regarding courses and training. A. fowler said she has spoken with four different places and most pay for the courses with the expectation that the employee will pass. If the employee makes the Dean's list, the course is paid entirely. If the employee simply passes, the business pays half of the cost. Generally, studying and taking the course is done on the employee's time. A. Fowler said she would draft a policy.

****B. Johnson moved, A. Fowler seconded for Commissioner Fowler to draft up a policy regarding continuing education. Unanimous.**

Restructuring the Office:

After brief discussion on the need for someone to be available to sign checks in the absence of the Finance Director, the Commissioners voted as follows:

****W. Shorey moved, B. Johnson seconded for Commissioner Amy Fowler to be the second signer of checks in the absence of the Finance Director/Deputy Treasurer. Unanimous.**

Commissioner Johnson checks all invoices, W. Shorey checks all payrolls. A. Fowler felt that this would provide fiscal checks and balances in the Commissioners Office.

Regarding budgeting, W. Shorey said that Technology budget has been funded out of reserves for at least four years. A. Fowler recalled the county paying for cruisers out of reserve funds as well.

EXECUTIVE SESSION:

****A. Fowler moved, B. Johnson seconded to go into executive session at 2:06 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 2:20 p.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to renew contracts for limited back-up IT service with both GreenPages and Solutions II. Unanimous.**

The Commissioners said that outgoing IT consultant Jim Arseneau and current IT contractor Joe Stellato of S.J. Rollins should be notified of this arrangement with GreenPages and Solutions II.

The Commissioners requested that S.J. Rollins sign a confidentiality contract for work performed for the County of Waldo. This has been required of the other IT companies and contractors that have performed IT work for the County.

EXECUTIVE SESSION:

The Commissioners stated that the second Executive Session on the agenda was not needed.

**** B. Johnson moved, A. Fowler seconded to adjourn the court session at 2:21 p.m. Unanimous.**

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