

**WALDO COUNTY COMMISSIONERS COURT SESSION
FEBRUARY 20, 2025**

PRESENT: Commissioners Betty Johnson (Chairman) and Kevin Kelley. (Timothy Parker was unable to attend.)
Also present: Office Associate Liza Clark, and County Clerk Barbara Arseneau took the minutes.

Call to Order: Commissioner Johnson called the court session to order at 9:07 a.m.

AGENDA CHANGES

None

CORRECTIONAL ADMINISTRATOR JOB DESCRIPTION

Sheriff Jason Trundy explained the origin and history of the Correctional Administrator position, and the differences and similarities in the command structure between Corrections and Patrol division. J. Trundy recommended that Corrections have a Lieutenant position like Patrol and submitted an updated job description. The Patrol Lieutenant is part of the union but it would currently be non-union in Corrections. J. Trundy recommended the Corrections Lieutenant be paid similarly to the Patrol Lieutenant due to similar job functions, and that the captain and major positions would be done away with. He mentioned equity in pay, expressing concern that making it similar to the Patrol Lieutenant wage will throw off the non-union pay scale, similar to the Patrol Lieutenant currently earning more than the Chief Deputy, and this will add to the wage compression issue. Because there is a gap in hiring, there should be a buffer in the budget. Experience level will be considered when hiring. The Commissioners requested all law enforcement job descriptions to review ranks and descriptions, and that neutral pronouns be used.

****Motion: K. Kelly/B. Johnson to approve the updated Correctional Administrator job description with minor edits. Unanimous.**

A special court session was scheduled for February 27, 2025 during which the Lieutenant wages will be reviewed.

FINANCE REPORT

Finance Director Kari Hunt was present to report.

1. Submitted to the Commissioners: a list of employees who previously had County credit cards, which were cancelled and no new ones issued. There was a credit balance for the Finance Officer. Itemized statements are reviewed by the Finance Director and the Office Associate. One Commissioner may also be assigned to review the bills. Regarding occasions when a receipt has been lost, the County Clerk will now notarize any document substituting for the lost receipt.
2. K. Hunt reapplied to the correct IRS system so 1099's can be easily exported to the IRS. They had to be done manually this time. IT was unclear which 1099s must be filed by January 31 and others by February 28, so if there is a penalty for being late, she will appeal it.
3. 2025 Tax Assessments to Municipalities: Letters have been sent to the Towns, and some have telephoned expressing concern over the increase; one because it had decreased (the state valuation dropped.) She suggested, and the Commissioners agreed, that next time a written explanation of the process to set the assessments should be included with the assessments. K. Kelley will take that information to the next Winterport town meeting.
4. Sam's Club Membership: Department Heads were authorized for County Sam's Club membership in the past and are requesting it again. The cards are tax exempt and employees can make personal purchases at a discounted rate, but tax exemption is by honor system only. Separate cards were suggested. The Commissioners asked for more research.

5. K. Hunt will present in an executive session in the near future the findings from a recent software company demonstration. The company is in a 12-14 month conversion and it cannot wait until budget time because it may not be available again until 2028. K. Kelley said he would abstain from any opinions or votes on this matter due to a relative being involved in this type of business.

6. Treasurer Owen Smith reviewed the warrants and some changes were made. MainePERS must be paid by the 15th of every month. The \$94,246.88 invoice wasn't received until this morning so it must be added to the warrant. The WEX invoice also arrived this morning and \$9,865.12 must be paid for the County and \$1,296.36 for the Jail.

****Motion: K. Kelley/B. Johnson to pay \$94,246.88 for County MainePERS, and the WEX invoice in the amount of \$9,865.12 for the County and \$1,296.36 for the Jail. Unanimous.**

****Motion: B. Johnson/K. Kelley to file the financial report. Unanimous.**

WARRANTS

****Motion: B. Johnson/K. Kelley to authorize payment of the February 20, 2025 General Fund Accounts Payable and Reserve warrant in the amount of \$47,107.24 and the February 13, 2025 payroll of \$180,380.25 for a total of \$227,487.49. Unanimous.**

****Motion: K. Kelley/B. Johnson to authorize payment of the February 20, 2025 MCRRC/Corrections Accounts Payable and Reserve warrant in the amount of \$148,769.25 with the February 13, 2025 payroll of \$48,089.95, for a total of \$196,859.20. Unanimous.**

FACILITIES

Facilities Manager Christopher Bryant reported that the heat pump at potato barn is not working. An electrician said it should be replaced for \$5,800.00 including labor, rather than taking the 8-year-old unit apart, which would be labor intensive. Garden Funds are available for this replacement.

****Motion: K. Kelley/B. Johnson to approve replacing the heat pump as presented. Unanimous.**

HUMAN RESOURCES REPORT

Human Resources Director Annette McLaggan reported the following:

1. Corrections Office Mack Page was eligible on January 10, 2025 to receive the second installment of the sign-on bonus in the amount of \$3,000.00.

****Motion: K. Kelley/B. Johnson to pay to Corrections Officer Mac Page the second installment of the sign-on bonus in the amount of \$3,000.00. Unanimous.**

2. Corrections Officer Mack Page completed 1 year of employment January 10, 2025 with a pay increase from \$24.90 per hour to \$25.89. DOH is January 10, 2024. So noted.

3. New K9 Handler, Detective Kyle Massey, will receive a bi-weekly pay of \$491.54 per the collective bargaining unit contract, with 1 hour per day at his fully burdened rate of pay being \$35.11. His base rate is \$34.36 per hour plus education incentive of .50 cents and specialty stipend at .25 cents. DOH was February 25, 2025. So noted.

4. Detective Kyle Massey will the 5-year step increase from \$35.11 to \$36.14 per hour, which includes educational and specialty stipends. The K-9 stipend will reflect the new fully burdened rate and will be \$505.96 bi-weekly (\$36.14 x 14 days, per CBA.) So noted.

5. Corrections Officer Jennifer Stilkey reached the 15-year pay step increase from \$28.30 to \$29.43 effective January 24, 2025. DOH full-time was January 24, 2022.

A. McLaggan explained that all this detail is needed to build the wages into the payroll software and will be very cumbersome to do. She is requesting that department heads send memos with a breakdown of all the stipends and educational incentives with the total noted as the fully burdened hourly rate.

5. Copies of employees' educational degrees must be submitted to H.R. to be checked for validity.

6. Patrol Sergeant Dale Brown is retiring and the payout for vacation and sick leave total cost to the employer is \$48,917.66. Regarding the MainePERS cost, the employee and employer only pay their percentages on 240 hours total of sick and vacation. He had 25 years of service, so 7.5% was deducted from his pay, and the employer portion is 12.8%. Hours above the 720 sick leave cap per the Patrol CBA are still pending. This is an unfunded liability. The Severance Reserve needs to be funded. It is hard to plan for retirements, bereavements, and unplanned sign-on bonuses. Sign-on bonuses will be \$25,000.00 for 2025, and there will still be some in 2026 and 2027. A spreadsheet is needed to show unfunded things, and also "gaps" in hires leave departmental money unspent. It was decided to discuss this in a workshop, along with funding reserve accounts appropriately. Future discussion is needed on researching a 6 month or 18 month budget to move to a fiscal year.

8. The Health plan paid \$89,276.27 on February 11, 2025 and \$13, 234.11 on February 18, 2025.

9. A conditional offer of employment was made to Sierra Charbonneau as Communications Specialist/Dispatcher at the 1-year Certified hourly rate of \$25.45, with availability to start in two weeks. Vacation accruals will be at new employee rate

****Motion: B. Johnson/K. Kelley to approve the conditional offer of employment as Communications Specialist/Dispatcher at the 1-year Certified hourly rate of \$25.45 to Sierra Charbonneau. Unanimous.**

10. An invoice in the amount of \$28,303.38 was received for professional legal services for a confidential employment matter, and this was not in H.R. budget and would overdraw it. Brief discussion of paying it from the Commissioners Professional Services budget but it would deplete that budget considerable. The Commissioners suggested it be only partially paid and call the law firm to explain. Commissioners decided to pay a ¼ of the invoice.

****Motion: K. Kelley/B. Johnson to pay ¼ of the legal invoice from 1020-4015 Professional Services Commissioners budget. Unanimous.**

INFORMATION TECHNOLOGY REPORT

None.

PUBLIC COMMENT

Present was Winterport Town Manager Casey Ashe to speak about the possibility of the County allowing towns such as Winterport to opt into leasing vehicles through the County's Enterprise Fleet contract, as there is a minimum of 10 vehicles to be eligible to lease. The Commissioners scheduled a special court session on March 6, 2025 to meet with C. Ashe, the Sheriff, Chief Deputy, Lieutenant, and the Enterprise rep to discuss in an executive session.

2. Regionalized Ambulance Services. Many towns have major hurdles in costs and OSHA regulations and most contract with private 501c3. Winterport, Frankfort, Stockton and Prospect would like the County to regionalize this. The Commissioners suggested that the Towns meet together first to discuss, possibly including Senator Chip Curry, and then speak to the County. It was suggested that the County consider an EMS Committee

and C. Ashley would volunteer.

****Motion: K. Kelley/B. Johnson to adjourn at 10:55 a.m. to hear the Tax abatement appeal for Duke Simoneau. Unanimous.** (See separate minutes for this hearing.)

****Motion: B. Johnson/K. Kelley reconvened at 12:47 a.m. Unanimous.**

Finance Director K. Hunt revisited the afore-mentioned legal invoice and felt it should be paid in full as other invoices are. Discussion of H.R. professional/line and Commissioners professional/legal line sharing the cost.

****Motion: K. Kelley moved, B. Johnson seconded to go into executive session for discussion of non-public information according to MRSA Title 1§405 (6)(f) at 12:10 p.m. Unanimous.**

Commissioners came back into open session at 1:00 p.m.

****Motion: K. Kelley/B. Johnson to rescind the motion to pay ¼ of bill from the 1020-4015 Professional Services Commissioners budget. Unanimous.**

****Motion: K. Kelley/B. Johnson to split and pay the total invoice between the Commissioners Professional line 1020-4015 and the H.R. Professional Services line 1021-4015. Unanimous.**

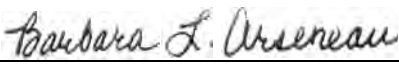
CORRESPONDENCE AND MINUTES

Tabled until next meeting due to the session running over time.

MISCELLANEOUS BUSINESS

None.

****Motion: B. Johnson/K. Kelley to adjourn at 1:01 p.m.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau