

WALDO COUNTY COMMISSIONERS COURT SESSION
June 20, 2024

PRESENT: Commissioners Betty Johnson, William D. Shorey and Amy Fowler. Also present was Office Assistant Susan Prisco to take minutes.

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

FINANCE REPORT:

Finance Director Kari Hunt presented the following report:

Kevin Edwards with the RHR Smith Company will be here on June 24th, June 25th and possibly June 26th to start the audit process. He will be here on the 24th at 8:00 a.m. He has been asking for information on the three years; 2021, 2022 and 2023. He has been given the ARPA files, the general ledgers for jail and county and trial balances. He submitted a list of invoices to pull from previous years. Bank statements are out and ready for him. Discussion was made by the Commissioners inquiring if all three years need to be done or could it just start with 2023, in the interest of saving money. Kari will ask Kevin if 2021 and 2022 need to be done and if we can just focus on 2023. Commissioner Fowler indicated that some of the grants are tethered to whether we have an audit and most likely all years will have to be done. Commissioner Shorey asked what the three-year audit will cost the County. Kari informed him it will be \$55,000.00. The ARPA audit must be done each year. That cost is \$15,000.00 to do a 2021, 2022 and 2023 single audit on ARPA. Those funds are coming out of ARPA. Kevin Edwards inquired if the County received any other Federal funds in excess of \$750,000.00 in those time frames. Kari indicated that she had requested \$14,500.00 from the budget committee. She will use those funds to pay the audit and the remainder will be paid out of ARPA funds.

She has emailed the travel policy to the Commissioners. A few changes have been made to the travel policy. Kari would like a motion to approve the changes to the travel policy. There was a question as to baggage fees in the past. Discussion made as to the extra baggage fee employees had paid. Delta allowed one carry on bag. The employees consolidated into one bag. Employees were charged \$35.00 each way of the trip. It was decided that this time the County will pay the baggage fee but in the future employees must know what you pay for on baggage.

A.Fowler moved, W. Shorey seconded that they approve the updated travel policy. Unanimous.

Kari asked if the Commissioners have heard of SOVOS up services or up exchange. She stated that she had received an email with three invoices attached for unclaimed property for 2021 (\$79), 2022(\$109) and 2023(\$119). Kari asked them for a contract, and they sent a standard service agreement. She asked for a list, and they provided an excel spreadsheet that did not show anything for the County. It was agreed that this was a shakedown and Kari was advised not to pay this invoice.

A. Fowler moved, W. Shorey seconded that the Financial Director does not pay for services that were not requested or utilized.

Kari provided Commissioners with good news that the County has received the first tax payment from the Town of Knox in the amount of \$125,740.98. Commissioner Fowler requested that a thank you

note be sent out when a tax payment is received from a town. She asked Kari if the check was applied to TAN or just a deposit. The check was deposited into the account. Regarding TAN, the County has borrowed \$3,229,858.05. Out of that amount, the County has used \$2,178,126.33; the Jail has used \$812,362.42 and the County has used \$239,000.00 for the health fund. The remaining balance in the TAN account is \$2,770,141.95. The current health plan balance is \$267,786.08. She has not put in June's figures. Kari is waiting for that to transfer. A. Fowler asked if any bills have come in in the last week. Kari received a \$43,000.00 check register last week and so that balance is after that.

The County General Fund account balance is \$ 353,622.59 after putting in a TAN deposit and before payroll has been taken out.

The Jail General Fund account balance is \$ 87,391.72.

The current budget spent out of the County is 44%, which is a little under. It should be roughly at between 48-50%.

The Jail budget spent is 44%. That also should be at 48-50%.

Commissioner Fowler inquired about the figures on the overtime line and the mileage line and wants to know why. Kari will do research and get the answers for her.

W.Shorey moved, A. Fowler seconded to accept the finance report. Unanimous.

Discussion was held about the courthouse lease being at 99%. This is because it was not paid last year. The State did not send out a bill. The County has paid for one year and will be receiving a second bill. It will be in the amount of \$4,300.00 which will put the budget line in the red.

County General Fund Accounts Payable:	\$ 116,446.71
County Payroll:	164,535.45
Total:	208,982.16

Jail Accounts Payable:	\$ 74,240.59
Jail Payroll:	41,312.00
Total:	115,453.59

WARRANTS:

****_B. Johnson moved, W. Shorey seconded to authorize payment of the June 20, 2024 Reentry Accounts Payable warrant in the amount of \$74,240.59 and the June 20, 2024 payroll in the amount of \$ 41,312.00 for a total of \$115,453.59. Unanimous.**

****W.Shorey moved, A.Fowler seconded to authorize payment of the June 20, 2024 General Fund Accounts Payable and Reserve warrant in the amount of \$116,446.71 and the June 20, 2024 payroll in the amount of \$164,535.45 for a total of \$208,982.16. Unanimous.**

HUMAN RESOURCE:

HR Director Annette McLaggan reported the following:

Lt. Cody Laite with the Sheriff's Office has reached his 12-year anniversary with the County on June 19, 2024, and is eligible for a salary adjustment. His salary based on the non-union payscale will go from \$79,057.94 to \$82,220.15. (Hourly it will go from \$38.01 to \$39.53). His date of hire was 6/19/12. So noted.

Kelsey Hammond, Administrative Assistant with the Sheriff's Office is eligible for an hourly adjustment based on meeting the criteria for the 8-yr step. Per the Collective Bargaining Agreement pay scale, her hourly rate of pay will be adjusted from \$25.06 to \$25.56. Her date of hire was 6/15/21. So noted.

Employee # 375 has been placed on administrative leave, with pay, pending the results of an internal investigation into actions taken in the line of duty on June 10, 2024. So noted.

Employee #2225 has been on administrative leave with pay, pending an internal investigation from 1/9/2024 to current. Commissioner Fowler requested additional information regarding timeframe of internal investigation. HR has spoken to the employee's supervisor and his supervisor is saying that there is also an alleged criminal offense that is also pending. Commissioner Fowler inquired as to how long does it take for an investigation. The employee's supervisor thought that the court system would take care of it. Because of delays and postponements with the court system, the department is starting an internal investigation. Commissioner Fowler asked if they were initially doing an internal investigation and was advised by HR that they were not. A. Fowler wants to know when this will end. She also referenced the overtime line for the said department. HR will follow up on that question.

Annette discussed that there are 11 residents at the Re-Entry Program. At the 72-hour hold, they have six. At Two Bridges, they have 34. At Knox, they have 5 females and 5 males.

She has workers compensation cases she has filed. There is one employee at the Sheriff's Office who has filed an incident report due to being in the line of duty. That employee is on paid administrative leave and that employee's number is #275. There are two employees that have submitted incidents reports in the line of duty. One was treated and released and is back to regular duty with no time loss. The other employee that had filed did not need or feel he needed to be treated. He's back to regular duty and everything is good. They officially have not been closed yet as they just came in this week. Cases are still pending. So noted.

Annette is requesting a motion with a discussion first. The topic is that Governor Mills has given the state employees Friday, July 5th off and she thinks the Governor has deemed it as an Employee Appreciation Day. Other counties have reached out to see what Waldo County was going to do and what our policies are. Counting Waldo County, there were 12 counties that have reached out, decided and made an answer. Her request for a motion is what would the County Commissioners like to or decide to do when it comes to Friday, July 5th; maintain a regular workday or will you consider closing

the office as a paid day off as an Employee Appreciation Day. Commissioner Fowler noticed that all our immediate neighboring counties on the list are actually open. She indicated that if an employee wants the day off, they need to use their own time. The County pays for that holiday on July 4th for employees. The County cannot afford to just keep giving away other days off. HR indicated that the County has contract language which HR provided to Commissioners for all four contracts; also referenced in the holiday article, in the employee handbook. The motion that Commissioner Fowler is prepared to make is that the County of Waldo is open on July 5th. Knox, Hancock and Lincoln counties are all open. And if employees so choose for that day off, they utilize their own accumulated time. Commissioners agreed that no motion is required, just discussion. July 5, 2024 is a regular workday and Waldo County is open.

FACILITIES:

Facilities Manager Christopher Bryant reported that he and his assistant, Rodney, have been doing projects for Probate, lawn work, finishing up everything from the offices moving and putting doors up at the Co-Op building. He is preparing to get ready for the budgeting season and getting everything together for that. Rodney has been working out great and doing a lot of the work himself, saving the County money. Commissioner Fowler questioned why has the County over expended repairs and maintenance on the sheriff's building. Chris explained that there has been a lot of problems with the boiler, the heating system there. He has ordered a lot of parts to repair, and they have done the work themselves to not spend more money. There has been a lot of problems in this year. It was \$700.00 for two parts. At Dispatch, the heater there was old and needed inspection, a new update and a new circuit board. There was no heat going at all. Chris went through Maritime this time, which was less expensive, but either way a new circuit board was needed.

Chris is looking into getting a quote to replace both signs at the building at 39 Spring Street, Belfast. They are both outdated. A. Fowler suggested Chris talk to Dale Rowley at EMA and also get some quotes as well. Discussion was made as to alter his budget as to buildings instead of by departments. Dale Rowley spoke about it making more sense to have each bill by the building instead of the department. Then it can be determined what is going on in that building.

EMA REPORT:

Director Dale Rowley was present with a signature page for the County Long Term Recovery Plan for the Commissioners to sign. He has all the plans updated for 2024. Some are on a 2-year cycle and others are on a 3-year cycle. There is no air-conditioning at their EMA building, and it is in the 70's. There is a metal roof, and the solar panels are absorbing the sun and not turning it into heat. They are doing some review of the solar panels out there at the height of the year right now. There may be more electricity being generated than expected. He may look to see if he can get another building added on for credits. Right now, the EMA building is getting a \$0 bill. They did not know how much power they were going to generate. It looks like right now they may be able to extend the power maybe up to the Communications Center and add them on. Further discussion on solar panels and solar farms. New England is in a current energy emergency. He hopes to figure out how much energy the building is using and has signed up for energy manager to help determine that. The paving has been done at the EMA building. He painted the stripes himself at a quarter of the cost it would have

cost to hire someone to do the job. He bought a small paint machine with some paint cans from U-Line for a total of \$240.00.

Commissioner Fowler asked how the District Attorney's office move was going up to the Sheriff's Department. Dale indicated that as far as he knows everything is done there. The only thing left is the need to pave in front of the garage and bring it up four inches. This makes it ADA compatible. Once that is done no ramps will be needed. This will be done hopefully in the next month. He is still waiting on for the door for probate and the contractor, Dennis Frye is hoping to do the job next week. There is still a little bit of sitework to do out at the Garden for the drainage and then it will be done there.

CORRESPONDENCE:

APPROVAL OF MINUTES:

Office Assistant Susan Prisco requested that the Commissioners approve the minutes from the May 16, 2024 Waldo County Commissioners Court Sessions, as presented.

**** W.Shorey moved, A.Fowler seconded to approve the minutes from the May 16, 2024 Waldo County Commissioners Court Sessions as presented. Unanimous.**

Susan advised the Commissioners that the County had received an application for an abatement of property taxes. The application is from Peace Ridge Sanctuary vs. The Town of Freedom. It was received on 6/11/24. Commissioner Johnson indicated she would like further time to review the application along with the other information. It was agreed by the Commissioners to wait until the next Commissioners meeting (July 3, 2024) to decide either to hear it or deny it.

MISCELLANEOUS BUSINESS:

A.Fowler moved, W. Shorey seconded to go into Executive Session under Title 1, Sec. 405 (6)(C) at 10:05 a.m. Unanimous.

B. Johnson moved, A.Fowler seconded to come out of Executive Session at 10:00 a.m. Unanimous.

Action taken:

A.Fowler, moved, W. Shorey seconded that a letter be sent to Mr. Michael Hurley thanking him for his inquiry into the status of the old jail. However, at this time we, the County, have no interest in doing anything with regards to the old jail building. Unanimous.

ADDITIONAL HR REPORT;

Annette returned to the court session to present a follow up to Commissioner Fowler's questions earlier in the session. She spoke to the Administrator regarding Commissioner Fowler's clarifying questions regarding length of internal investigation. The Administrator shared it is hard to put a time frame on the internal investigation. It does involve the union and coordinating multiple schedules. A letter was issued in January regarding the employee under investigation. A letter will be issued to the

employee. It is called “notice of hearing” and they are hoping to do it as quickly as possible. The Administrator could not come up with a specific timeline as there are too many outside factors.

The budgeted overtime line is over due to (3) different in-custody hospital details in the month of May. For the year, hospital details have been at least 12 plus for 2024 which would create overtime. There was one employee who picked up shifts for Knox (due to agreement the County had with them) and has since retired. The budget line is not in the red due to the retirement of the employee. Discussion was held with Finance Director Kari Hunt that revenue will show in jail’s budget when County is re-imbursed for employee costs. This will be one of the updates to the financial program taking place. Also, two conditional offers of employment were issued. Edgewater will be conducting the background and it has been requested that they expediate the request. The goal is to have the two new hires attend the MCJA (Maine Criminal Justice Academy) in July.

EXECUTIVE SESSION:

W.Shorey moved, B. Johnson seconded to go into Executive Session at 10:20 a.m. Unanimous.

W.Shorey moved, B. Johnson seconded to come out of Executive Session at 10:25 a.m.

Unanimous.

No action taken.

W. Shorey moved, A. Fowler seconded to adjourn at 10:30 a.m. Unanimous.

Respectfully submitted by  Office Assistant
Susan Prisco