

Kennebec County, Maine

County Commissioner's Meeting

Agenda

November 2, 2021



- ✓ Workshop: 11:00 am
- ✓ Commissioner's Meeting - Call to Order: 12:00 pm
- ✓ Pledge of Allegiance
- ✓ Approval of the October 19, 2021 Meeting Minutes
- ✓ Department Reports:
 - Human Resources, Terry York
 - Treasurer, Tom Doore
 - Finance, Cindi Ferguson, CPA
 - Sheriff's Office, Ken Mason
 - Corrections, Bryan Slaney
 - District Attorney, Maeghan Maloney, Esq.
 - Information Technology, Devon Parsons
 - Deeds, Diane Wilson
 - E.M.A., Sean Goodwin
 - Facilities, Dan Brunelle
 - Probate, Kathy Ayers
 - County Administrator, Scott Ferguson

Old Business

- 1) Signature For Approval of County Warrants
- 2) New Hire and Termination Change Of Status Forms For Approval
- 3) 03-25: Motion and Second to Adopt The Kennebec County Education Assistance Policy.
- 4) Incentive for Those Employees Who Are Already Vaccinated and For Those Who Get Vaccinated.
- 5) Spirit of America

New business

- 1) 03-38: Motion to:
 - a. Appoint T. Scott Ferguson as County Administrator
 - b. Authorize T. Scott Ferguson as a Signor on Kennebec County's:
 - i. Banking and Investment Accounts
 - ii. As Plan Administrator for the 457 Plans and the 401(A) Retirement Plans.
- 2) 03-39: Motion to Sign the Contract with Finance Director Cynthia Ferguson, CPA.
- 3) 03-40: Motion to Accept the Proposal for Trash Collection for Unity Township from Sullivan's Waste Disposal & Recycling Services, Inc. in the Amount of \$5,400; Contract Term of January 1, 2022 through December 31, 2022.

Public Comments

Executive Session

Adjournment

Commissioners Minutes
October 19, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Scot Ferguson, Terry York, Assistant County Administrator, Megan Dickey, Human Resources, Asst. Tom Doore, Dep. Treasurer, Diane Wilson, Deeds, Chief Al Morin, Chief Deputy, Cindi Ferguson, Finance Director, Devon Parson, IT, Sean Goodwin, EMA, Dan Brunelle, Facilities Manager, Sheriff Ken Mason, Maeghan Maloney, Art True, Dep. Director, EMA

Absent: Beverly Hatheway, Register of Deeds, Kathy Ayers, Probate

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of October 5, 2021	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: Spread sheet of all the ARPA applications totally about \$9,000,000. Augusta pulled their roof application and will resubmit. The one grant that is county wide is Maine Generals school vaccination clinics and I feel that this one is pretty black and white and it is a clinic. There is a law suit trying to get more information from us is moving forward in the courts and I will be returning in December to be deposed. We need a short executive session at the end of the meeting to discuss grievances. The Deeds RFP has gone out and is due back on October 28. We talked about hiring right now and saying that if you are not vaccinated, we cannot hire you right now.</p> <p>Chairman Crockett stated that we have not heard from the Governor's' office.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Motion by Commissioner Rines seconded by Commissioner Jabar to require new hires to be vaccinated in order to be hired. Commissioner Jabar asked if any other town or counties are doing this. Administrator: Not that I aware of. Commissioner Rines: Do we have the right to ask if people are vaccinated. HR Asst. Dickey, stated she did not know if we could ask non-employees. HR can ask current employees. The subject of pre-employment vaccination requirements will be researched and be on the next meeting agenda. Motion and second withdrawn.</p> <p>Update</p>

	Discussion	Action
	Somerset county is looking at introducing a bill for a board to oversee county commissioners statewide.	Update
Human Resources	<p>Terry York, Human Resources Manager: HR Manager York stated what an asset HR Asst. Dickey has been and how quickly she is learning the position.</p> <p>Megan Dickey: Received the MEPERS application for limited enrollment and HR has been busy meeting with employees who have been here more than 5 years to opt in or opt out. Forms must be submitted by November 1.</p> <p>HR Asst. attended the Labor Law training that MMA had. That's where we went over the federal mandate for vaccinations as well as MEPERS.</p> <p>Two new applications for corrections.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Treasurer	<p>Tom Doore, Treasurer: 30% into FY 22 Budget. General Fund is \$10,957,000, Recovery Cash Fund \$11,878,000, Investment Fund down \$10,000 since last meeting at \$2,139,000. Municipal taxes received from Unity Township, Litchfield and Readfield, totaling approximately \$57,000. The total warrant is \$186,996.</p>	Update
Finance	<p>Cindi Ferguson, Finance Director: Since we instituted Positive Pay, each time we have warrants we upload the check number and balance to the bank. Today we had our first check that was rejected that we are not going to cover because someone must have deposited it through mobile pay and then must have represented it to the bank.</p>	Update
Deeds	<p>Diane Wilson, Deputy Register of Deeds: Nothing new to report. Finance received a check from Deeds for \$122,000. Kofile stated that they would reload the images on line so that they are clearer to read if they get the bid for the books.</p>	Update
District Attorney	<p>Maeghan Maloney, District Attorney: Jury trial last week that ended in a guilty verdict. One of the witnesses was threatened by the defendant that he would kill her and her family if she testified truthfully. DA's office took the case as witness threatening and the jury found him guilty.</p> <p>A gross sexual assault case is being tried now and will probably conclude tomorrow.</p> <p>We have had jury trial each month.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	Meeting on a STOP grant so that there will be statewide policies for the entire state to follow.	Update
EMA	Sean Goodwin, EMA Director: The mitigation plan will be delivered to MEMA in November for a pre-read before going to FEMA. Doing radio upgrades in the EOC. Still waiting for the Homeland Security Grant program to get back to the County. COVID is slow.	Update Update Update Update
Facilities	Dan Brunelle, Facilities Manager: Working on the deficiencies from the Dept. of Labor. Been replacing emergency signs and light bulbs at the courthouse. There is not sufficient electrical supply at the courthouse. Getting an estimate on what it would cost to make repairs and forward that the Administrator. Will be removing a dangerous tree at Deeds.	Update Update
Information Technology	Devon Parsons, IT Director: Working on a small program with the jail to extract information out of IMC for Aramark. The KSO laptops are set up Talked to the electrician this morning the breaker for the power to the server room as a third back up at the jail has gone up to \$2,000.	Update Update Update
Probate	Kathy Ayers, Register of Probate: Absent	
Sheriff/Corrections:	Sheriff Ken Mason: Jess Quinn distributed fliers for donations for the Thanksgiving Baskets. They will be assembled and distributed the Monday before Thanksgiving. Jail Pop: 146, only holding 2 DOC inmates. Patrol is reasonable. Still have two at the academy and Dep. Johnson is deployed to the southern border. Patrol assisted APD last week when they had the shooting. The Sheriff's relationship with other departments is very good. Chief Morin gave kudos to Capt. Slaney and Lt. Goodchild for the excellent job they have done keeping COVID out of the jail.	Update Update Update Update Update Update
Project Updates	None	
Old Business/ Follow Up Items	Spirit of America Update on the financial condition of Civil 03-25) Motion and second to adopt the Kennebec County	Update

	Discussion	Action
	Education Assistance Policy	Tabled
Warrants	Warrants	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>03-36) Motion by Commissioner Jabar and seconded by Commissioner Rines to set the service credit start date for late enrollment to MainePERS as March 1.</p> <p>03-37) Motion by Commissioner Jabar and seconded by Commissioner Rines to re-appoint Betty St. Hilaire to the KVCAP Board of Directors for a three-year term from November 2021-November 2024.</p>	<p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p>
Executive Session	<p>Motion by Commissioner Jabar seconded by Commissioner Rines to go into Executive Session in accordance with 1 MRSA §405-6-D to discuss labor issues.</p> <p>Into Executive Session at 12:56 pm. Out of Executive Session at 1:05 pm.</p>	<p>3 in favor 0 opposed</p> <p>No action taken following Executive Session</p>
Miscellaneous		
Adjournment	Adjourned at 1:06 pm	3 in favor 0 opposed

Terry York, Assistant Administrator