

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – January 8, 2008 – 9:00 a.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, January 8, 2008, at 9:00 a.m., at the county courthouse, 62 Union Street, Rockland, Maine. A member of the administrative staff was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1, A. Mason Johnson, Jr., Commissioner District #2 and Lawrence F. Nash, Commissioner District #3. County staff present included: County Administrator William Post, Candice Richards, EMA Director Ray Sisk, Finance Director Kathy Robinson, Jail Administrator Major John Hinkley, Airport Manager Jeff Northgraves, EMA Clerk Donna Allen, Sheriff Donna Dennison, IT Director Jeff Lake, and Chief Deputy Ernie McIntosh.

Also present were: George Chappell, reporter from the *Bangor Daily News*; Emily Sapienza, reporter from the *Village Soup*. Erin Rhoda, reporter from the *Courier-Gazette*; Attorney Elizabeth Biddle, representing DeeDeeKay, LLC; Tim Woodcock from Eaton & Peabody, and Sylvia Birmingham, retired EMA Director.

## **Regular Meeting – Agenda Tuesday – January 8, 2008 – 9:00 a.m.**

- I. 9:00 Meeting Called To Order**
- II. 9:01 Special Presentation** – Recognition of retiring employee Sylvia Birmingham.
- III. 9:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- IV. 9:20 Election of Officers**
  1. Elect Chair for 2008.
  2. Elect Vice-Chair for 2008.
  3. Elect Representative to MCCA and MCCA Risk Pool for 2008.
- V. 9:25 Consent Items**
  1. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
  2. Approve Minutes of Regular Meeting of December 11, 2007.
  3. Accept Monthly Written Departmental Reports.
  4. Approve Investment Withdrawals.
  5. Approve Budget Line Transfers for 2007.
- VI. 9:30 Action Items**
  1. Act on Approval of Subordination Agreement By and Between DeeDeeKay, LLC and Knox County (W. Post, Elizabeth Biddle).
  2. Act on Approval of Amendment to Right of First Refusal By and Between DeeDeeKay, LLC and Knox County (W. Post, Elizabeth Biddle).
  3. Act on Award of Contract for Substance Abuse Services at the Knox County Jail to Arch, Inc. (J. Hinkley).
  4. Act on Approval of Job Description for Information Technology Director position in the Administrative Office (W. Post).
  5. Act on Approval of Job Description for Technical Support Specialist Position in the Administrative Office (W. Post).
  6. Act on Approval of Job Description for Executive Assistant Position in the Administrative Office (W. Post).
  7. Act on Approval of Job Description for Administrative Assistant Pposition in the Administrative Office (W. Post).
  8. Act on Approval of Job Description for the Administrative Assistant to the Sheriff (W. Post, D. Dennison).
  9. Act on Authorization for Tax Anticipation Note (TAN) (K. Robinson).
- VII. 10:30 Executive Sessions**
  1. Convene in Executive Session to discuss Legal Matters with Counsel pursuant to 1 M.R.S.A. §405(6)(E).
  2. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).
- VIII. 11:00 Adjourn**

**I. Meeting Called to Order**

Commission Chair Mason Johnson called the January 8, 2008 regular meeting of the Knox County Commission to order at 9:00 a.m.

**II. Special Presentation** – Recognition of retiring employee Sylvia Birmingham.

Commission Mason Johnson presented recently retired EMA Director Sylvia Birmingham with a plaque. Commissioner Johnson stated that she was deserving of recognition for the good work she had accomplished for Knox County over many years. He stated that it was his honor to present her with a plaque commemorating her many years working for Knox County. Commissioners Nash and Beebe-Center also expressed their appreciation.

**III. Public Comment**

Commissioner Mason Johnson asked for public comment.

Airport Manager Jeff Northgraves introduced a young man named Ian Curtis to the Commission. Mr. Northgraves stated that Ian is a junior at the Maine School of Science and Mathematics and is doing a two-week internship at the Knox County Airport.

**IV. Election of Officers**

## 1. Elect Chair for 2008

Commissioner Mason Johnson asked for nominations for Commission Chair.

Commissioner Anne Beebe-Center nominated Commissioner Lawrence Nash for Commission Chair.

Commissioner Lawrence Nash declined the nomination.

Commissioner Mason Johnson nominated Commissioner Anne Beebe-Center for Commission Chair. Nomination was seconded by Commissioner Lawrence Nash.

Commissioner Anne Beebe-Center declined the nomination.

Commissioner Anne Beebe-Center asked Commissioner Lawrence Nash why he declined the nomination. Commissioner Nash responded that he has two houses to build and will not have enough time to commit to the position.

Commissioner Lawrence Nash nominated Commissioner Mason Johnson to continue serving as the Commission Chair.

Commissioner Anne Beebe-Center seconded the nomination.

A vote was taken with all in favor.

## 2. Elect Vice-Chair for 2008

Commissioner Anne Beebe-Center nominated Commissioner Lawrence Nash to continue serving as Vice-Chair. Commissioner Mason Johnson seconded the nomination.

A vote was taken with all in favor.

## 3. Elect Representative to MCCA and MCCA Risk Pool for 2008

Commissioner Mason Johnson nominated Commissioner Anne Beebe-Center to serve as representative to the MCCA and MCCA Risk Pool. He stated that Commissioner Beebe-Center had already put a lot of time into both committees and he hoped she wanted to continue. Commissioner Lawrence Nash seconded the nomination.

Commissioner Lawrence Nash stated that Commissioner Anne Beebe-Center was well respected by her peers at the MCCA and MCCA Risk Pool.

A vote was taken with all in favor.

**V. Consent Items**1. Approve Agenda – Non Agenda Items Only Permitted if Emergency in Nature.

- A motion was made by Commissioner Anne Beebe-Center to approve the agenda as presented. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

2. Approve Minutes of Regular Meeting of December 11, 2007.
  - A motion was made by Commissioner Lawrence Nash to approve the minutes of the regular commission meeting held on December 11, 2007. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
  
3. Accept Monthly Written Departmental Reports.
  - A motion was made by Commissioner Lawrence Nash to accept the monthly written departmental reports. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.
  
4. Approve Investment Withdrawals.

Commissioner Mason Johnson asked for a motion to approve the investment withdrawals.

  - A motion was made by Commissioner Anne Beebe-Center to approve the investment withdrawals in the amount of \$21,010.50. The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.

Investment Withdrawals:

Courthouse Computer	20000812660	\$9430.50
Forfeiture Money – State	20000812870	\$415.00
Legal Expense	20000812650	\$11,165.00
	Total	\$21,010.50

- A motion was made by Commissioner Lawrence Nash to approve the investment withdrawals for the Adult/Juvenile Program in the amount of \$9,530.00. The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.

Adult/Juvenile Program – Community Corrections Funding 30000810030:

Maine Pretrial	December Pretrial Services	\$9,530.00
	Total	\$9,530.00

The investment withdrawal authorization documents and were signed by the Commission.

5. Approve Budget Line Transfers

Commissioner Mason Johnson asked for a motion to approve the budget line transfers.

  - A motion was made by Commissioner Anne Beebe-Center to approve the budget line transfers in the amount of \$62,702.00. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

From:			To:		
Airport Small Tools	416005-55610	\$175.00	Office Supplies	416005-55335	\$175.00
Airport Auto Supplies	416165-55310	\$110.00	Auto Supplies	416005-55310	\$110.00
Airport Consult. & Audit	416004-54052	\$1,475.00	Gas, Oil, Grease	416004-54650	\$806.00
Airport Worker’s Comp.	416003-53920	\$1,483.00	Manager	416003-53610	\$1,345.00
Airport Auto Repair	416004-54655	\$370.00	Maintenance Supervisor	416003-53611	\$96.00
			Maintenance Employee	416003-53612	\$219.00
			FICA	416003-53900	\$62.00
			Health	416003-53910	\$173.00
			ICMA	416003-53960	\$20.00
			Water	416004-54565	\$52.00
			Ground Maintenance	416004-54590	\$525.00
			Telephone	416164-54315	\$8.00
			Gas, Oil, Grease	416164-54320	\$22.00
Building Maint. Electrical	006004-54555	\$864.00	Grounds Maintenance	006004-54590	\$616.00
Building Maint. Signs	006005-55710	\$6.00	Building Maintenance	006004-54595	\$248.00
Building Maint. Health	006003-53910	\$112.00	Maintenance Supply	006005-55325	\$6.00
			FICA	006003-53800	\$112.00
Communications OT	518003-53800	\$3,607.00	Supervisors	518003-53811	\$1,347.00
Communications Fitness R.	518003-53830	\$5,450.19	Part Time	518003-53820	\$643.00
			Merit Stipend	518003-53860	\$5,450.00
			FICA	518003-53900	\$362.00
			Health	518003-53910	\$890.00
			Resignation	518003-53940	\$0.04
			Mileage	518004-54105	\$108.00

Tolls	518004-54120	\$0.10
Dues	518004-54515	\$50.00
Sewage	518004-54560	\$0.05
Water	518004-54565	\$46.00
Copier Rental	518004-54570	\$161.00

Deeds Equipment Repair	009004-54575	\$101.00	Copier Rental	009004-54570	\$101.00
Deeds Books, Subscriptions	009005-55505	\$49.00	Telephone	009004-54315	\$49.00
Deeds Copy Machine	009005-55345	\$143.00	Statutes	009005-55510	\$35.00
Deeds Computer Repair	009004-54585	\$340.00	FICA	009003-53900	\$39.00
Deeds ACS Internet	009004-54670	\$1,000.00	Health	009003-53900	\$1,130.00
			ICMA	009003-53960	\$279.00

DA Office Supplies	003005-55335	\$77.00	Copy Supplies	003005-55345	\$77.00
DA Health Insurance	003003-53910	\$692.00	Computer Consult.	003004-54051	\$15.00
			FICA	003003-53900	\$129.00
			ICMA	003003-53960	\$163.00
			Telephone	003004-54315	\$110.00
			Postage	003004-54520	\$37.00
			Copy Machine Supp.	003005-55345	\$77.00
			Mileage	003005-54105	\$161.00

DA Grant Training	013004-54545	\$4.00	Mileage	013004-54105	\$4.00
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Executive Admin. Asst.	004003-53044	\$1,200.00	Commissioners	004003-53041	\$0.08
Executive FICA	004003-53900	\$2,393.00	Overtime	004003-53800	\$44.00
Executive ICMA	004003-53960	\$5,634.08	Health	004003-53910	\$2,054.00
Executive Lodging	004004-54115	\$30.00	Auditing	004004-54005	\$6,547.00
Executive Printing	004005-54525	\$49.00	Mileage	004004-54105	\$568.00
			Meals	004004-54110	\$30.00
			Copier Rental	004004-54570	\$49.00
			Books	004005-55505	\$14.00

EMA Copy Machine	002005-55345	\$13.00	Office Supplies	002005-55335	\$13.00
EMA Clerk	002003-53021	\$103.00	ICMA	002003-53960	\$103.00

Jail Inst. Supplies	008005-55320	\$4,474.00	Building Repair	008004-54595	\$4,474.00
Jail Fitness Reimbursement	008003-53830	\$4,000.00	Asst. Corr. Supervisor	008003-53288	\$1,786.00
Jail Program Officer	008003-53282	\$6,141.00	Asst. Trans. Supervisor	008003-53291	\$440.00
Jail Food Svc. Spec.	008083-53285	\$3,430.00	Records Officer	008003-53292	\$134.00
Jail OT	008083-53800	\$919.00	Holiday OT	008003-53805	\$3,439.00
			Merit Stipend	008003-53860	\$4,150.00
			Food Svc. Spec.	008083-53284	\$4,133.00
			Holiday OT	008083-53800	\$408.00

Postage Meter	021004-54520	\$13.00	Telephone	021004-54315	\$13.00
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Probate Transcripts	010004-54080	\$164.00	Mileage	010004-54105	\$26.00
Probate Registrar	010003-53081	\$0.10	Statutes & Reference	010005-55510	\$138.00
			Judge	01003-53080	\$0.10

Sheriff Electricity	011004-54555	\$400.00	Auto Supplies	011005-55310	\$775.00
Sheriff Maint. Supplies	011005-55325	\$600.00	Auto Repairs	011004-54645	\$450.00
Sheriff Uniform Cleaning	011004-54710	\$250.00	Tolls	011004-54120	\$200.00
Sheriff Office Supplies	011004-55335	\$44.00	Printing	011004-54525	\$26.00
Sheriff Pagers	011004-54320	\$225.00	Postage	011004-54521	\$18.00
Sheriff Fitness Reimb.	011003-53830	\$500.00	Uniforms	011004-55405	\$50.00
Sheriff Detectives	011003-53319	\$2,561.00	Chief Deputy	011003-53311	\$111.00
Sheriff OT	011003-53800	\$10,670.00	Admin. Asst.	011003-53314	\$493.00
Sheriff Holiday OT	011003-53805	\$2,831.00	Domestic Violence	011003-53315	\$2,022.00
			Patrol Deputies	011003-53316	\$7,185.00
			PT Janitor	011003-53323	\$29.00
			PT	011003-53820	\$914.00
			Merit Stipend	011003-53860	\$4,350.00
			FICA	011003-53900	\$1,024.00
			ICMA	011003-53960	\$434.00

Total:	\$62,702.37
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The budget line transfers were signed by the Commission.

**VI. Action Items**

1. Act on Approval of Subordination Agreement By and Between DeeDeeKay, LLC and Knox County (W. Post, Elizabeth Biddle).

County Administrator William Post introduced Elizabeth Biddle, attorney for DeeDeeKay, LLC, to the Commission.

Ms. Biddle explained that when negotiating the Right of Refusal agreement between DeeDeeKay, LLC and Knox County, the agreement did not include mortgage refinancing. The purpose of the Right of Refusal was to let Knox County buy the property if DeeDeeKay, LLC wanted to sell. Since the time when the mortgage was approved back in 2004, refinancing rates have become more competitive. DeeDeeKay, LLC was looking into refinancing their mortgage but the bank's lawyer felt that a Subordination Agreement was needed before a refinancing could take place.

- A motion was made by Commissioner Anne Beebe-Center to approve the Subordination Agreement by and between DeeDeeKay, LLC and Knox County. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

2. Act on Approval of Amendment to Right of First Refusal By and Between DeeDeeKay, LLC and Knox County (W. Post, Elizabeth Biddle).

Elizabeth Biddle explained that amending the Right of Refusal would prevent DeeDeeKay, LLC from having to come back before the Commission for another Subordination Agreement if they decided to refinance their mortgage again.

- A motion was made by Commissioner Anne Beebe-Center to approve the amendment to right of refusal by and between DeeDeeKay, LLC and Knox County. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

3. Act on Award of Contract for Substance Abuse Services at the Knox County Jail to Arch, Inc. (J. Hinkley).

Jail Administrator Major John Hinkley explained that the Knox County jail had been contracting with Mid-Coast Mental Health at the rate of \$25.00 per hour for mental health services. He recently received a notice from Mid-Coast stating that their prices would increase because of their over-head costs. The cost to the County would now be about \$70.00 an hour. Major Hinkley stated that he contacted Mid-Coast Mental Health to inquire about the cost increase. He was told that the increase was due to overhead and other costs.

Major Hinkley stated that because of this price increase, he sought proposals from other companies who could provide the same services. ARCH Inc. provided a bid for ten hours a week for a total of 50 weeks at a cost of \$27,000.00, which is about \$54.00 an hour.

Major Hinkley stated that he asked Mid-Coast Mental Health if \$70.00 an hour was their best price. He was told that the price could possibly be cut back to \$60.00 per hour. ARCH, Inc.'s bid was still lower.

Switching to ARCH, Inc. for mental health services will also eliminate communication issues between Mid-coast Mental Health and ARCH, Inc. Both services would all be provided by one agency so substance abuse and medical services provider would all be able to communicate freely.

Commissioner Anne Beebe-Center asked if there were any differences between services that ARCH, Inc. and Mid-Coast Mental Health provided.

Major Hinkley responded that ARCH, Inc. basically provides the exact same services.

- A motion was made by Commissioner Anne Beebe-Center to approve award of contract for substance abuse services at the Knox County Jail to Arch, Inc. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

4. Act on Approval of Job Description for Information Technology Director Position in the Administrative Office (W. Post).

County Administrator William Post stated that five job descriptions on the agenda were discussed during the budget review process for 2008. The Information Technology Director/Systems Administrator was shifted from the Sheriff's Office to the Administrative Office as of January 1<sup>st</sup> and the job description was changed to reflect the new duties as well as those provided to the Sheriff's Office.

Commissioner Anne Beebe-Center stated that she would like to add language to the job description. She stated that it should be part of the job description to identify what other counties and other similar entities are using for technologies and collaborate with other counties.

- A motion was made by Commissioner Anne Beebe-Center to approve the job description for an information technology director position in the Administrative office with the noted change. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

5. Act on Approval of Job Description for Technical Support Specialist Position in the Administrative offices (W. Post).

County Administrator William Post explained that the Technical Support Specialist will be the assistant to the technology director. This is a new position and will be working with the IT Director, the Sheriff's Office and the rest of the county. The Technical Support Specialist will need to learn all the software at the Sheriff's Office and the County Jail. After that, the employee will serve the rest of the county as well by solving problems and determining the technology needs of the county.

- A motion was made by Commissioner Anne Beebe-Center to approve the job description for a technical support specialist position in the Administrative office. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

6. Act on Approval of Job Description for Executive Assistant Position in the Administrative Offices (W. Post).

County Administrator William Post explained that the administrative office job descriptions were revised to reflect current needs. The Executive Assistant would process all Human Resource duties and issues for the County Administrator.

- A motion was made by Commissioner Anne Beebe-Center to approve the job description for an executive assistant position in the Administrative Office. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

7. Act on Approval of Job Description for Administrative Assistant Position in the Administrative Office (W. Post).

County Administrator William Post explained that in 2007 the Commission approved the position of receptionist but that position should be upgraded to reflect the changing needs of the Administration Office.

- A motion was made by Commissioner Anne Beebe-Center to approve the job description for an administrative assistant director position in the Administrative office. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

8. Act on Approval of Job Description for Administrative Assistant to the Sheriff (W. Post, D. Dennison)

County Administrator William Post explained that the duties of the Administrative Assistant to the Sheriff have grown since the original job description was approved 1993.

- A motion was made by Commissioner Anne Beebe-Center to approve the job description for an administrative assistant to the Sheriff. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

Sheriff Donna Dennison stated that the employee currently fulfilling that position does a lot more than before due to changes in the Sheriff's Office.

9. Act on Authorization for Tax Anticipation Note (TAN) (K. Robinson)

County Administrator William Post explained that the county had received six bid proposals this year for the Tax Anticipation Note. The lowest bidder was Key Bank with an interest rate of 3.27 percent. The next lowest bid was Camden National Bank with an interest rate of 3.29 percent. There is approximately a \$3,000.00 difference in total interest between Key Bank and Camden National Bank if the money was borrowed all at once. Mr. Post stated that he recommended that the county award the bid to Key Bank.

Commissioner Lawrence Nash asked which bank won the bid in 2007.

County Administrator William Post responded that TD Banknorth was awarded the bid in 2007.

Finance Director Kathy Robinson stated that the county has relationships with a couple of banks. The jail accounts and a CD are kept at Camden National Bank. TD Banknorth does the rest of the county's banking.

Commissioner Anne Beebe-Center asked how the county is charged interest.

County Administrator William Post replied that the county borrows throughout the year as needed, instead of borrowing the money all at once. However, the bids sent by the various banks represent the amount of charged interest as if the money was borrowed in one lump some. This is done to make it easier to compare interest.

- A motion was made by Commissioner Anne Beebe-Center to award the 2008 Tax Anticipation Note bid to Key Bank and to approve the appropriate authorization language as appropriate. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

**VII. Executive Sessions**

1. Convene in Executive Session to discuss Legal Matters with Counsel pursuant to 1 M.R.S.A. §405(6)(E).

- A motion was made by Commissioner Anne Beebe-Center to go into executive session pursuant to 1 M.R.S.A. §405(6)(E) to discuss legal matters. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

The executive session convened at 9:28 a.m.

The executive session concluded at 10:27 a.m.

2. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).

This agenda item was passed over due to lack of information.

**VIII. Adjourn**

- A motion was made by Commissioner Anne Beebe-Center to adjourn the meeting. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

The meeting adjourned at 10:27a.m.

Respectfully submitted,

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Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on February 12, 2008.**

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Anne H. Beebe-Center – Commissioner District #1

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A. Mason Johnson, Jr., Chair – Commissioner District #2

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Lawrence F. Nash – Commissioner District #3