

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 15, 2020**

PRESENT: Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey via video conference due to Corona Virus (COVID-19) precautions. County Clerk Barbara Arseneau took the minutes.

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

Agenda: Commissioner Johnson asked that the Public Comment be removed until the Commissioners have figured out how to handle this in the future and there were no objections. She asked to add a Human Resources Report in that time slot for today's session. She asked all in attendance if anyone had anything to add to the agenda. There were no further changes, so the agenda was accepted as amended.

FINANCIAL REPORT:

Deputy Treasurer Karen Trussell reported the following:

Because the payroll amounts had not been included in the sheet she had already submitted to the Commissioners, approximate figures were read for the checkbook balances.

The County Checkbook balance is approximately \$30,000.00.

The Jail Checkbook balance is approximately \$35,000.00.

County Appropriations:

26% of the 2020 budget has been expended and it could be 27% at this time.

County Revenue:

28.54% of the 2020 County revenue has been received.

Corrections Appropriations:

30% of the 2020 budget has been expended and should be 27% expended. K. Trussell explained that it is slightly overdrawn due to the board fee to Somerset County and should even out by June.

Corrections Revenue:

5.18% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$1,300,000.00 has been borrowed by the County and \$1,050,000.00 by Corrections. The remaining balance is \$3,150,000.00.

K. Trussell and A. Fowler reported that this week's payroll was very challenging. K. Trussell reported that the County payroll came to \$128,125.50, but with some of the wages being charged to the FFCRA, the total paid by the County will be \$123,220.62. \$5,348.00 will be funded by the FFCRA, which is a savings to the County, and is tracked separately. There were 7 employees who had applied

for it this pay period, so those employees will receive two separate deposits. Health insurance had to be calculated by the day. Bangor Payroll will be assisting K. Trussell each time employees will be on this. K. Trussell reported that she is getting a better grasp on the process.

A. Fowler asked K. Nealley why line 4890 Monitoring District Court in the Facilities budget was overdrawn. K. Nealley said he would get back to her with an explanation.

****W. Shorey moved, A. Fowler seconded to accept the Finance Report as read. Unanimous.**

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the April 9, 2020 General Fund Accounts Payable warrant including the April 2, 2020 payroll in the amount of \$197,650.37. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the April 9, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$60,364.36. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the April 9, 2020 MCRRC Accounts Payable warrant including the April 2, 2020 payroll in the amount of \$50,053.62. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the April 9, 2020 MCRRC Restricted Reserve in the amount of \$2,578.44. Unanimous.**

B. Johnson mentioned that during the last court session, the pay scale change for the Human Resources Director had been updated, but not officially accepted.

****W. Shorey moved, B. Johnson seconded to accept the updated pay scale for the Human Resources Director from the last court session. Unanimous.**

FACILITIES REPORT:

K. Nealley reported the following:

1. A large tree landed on the roof of the Jail and took out the solar hot water system. When he arrived to look at things, it was worse than thought. He has been on the phone with Risk Pool Administrator Malcolm Ulmer, has taken some photos, and had Sun Dog Solar assess it. Six panels were damaged by a large branch that was about 14" in diameter. There was also minor damage to the shed where the generator is and the branch tore out part of the fence. K. Nealley can fix those two things. He is aware that there is a \$1,000.00 deductible with the Risk Pool. Unfortunately the River Birch donated by the Friends of Fort Knox in 2001, suffered extensive damage and had to be cut down.

2. There were some questions regarding the tree line and trying to determine who owns the tree causing the damage, so K. Nealley took some photos. The tree line was planted on the property line. One pin on the end toward the public safety building, the tree is inside the pin by about 3'. The other end pin is dead-center of the tree. K. Nealley supposed that Malcolm Ulmer would need to sort that out but guessed that the County owned the tree that struck the solar panels. He reported that the tree

looks to be pretty compromised in integrity and will likely need to come down, so he will have tree expert look at it.

3. Facilities Technician Gary Daigle is checking the tower and generator sites. The tanks will be topped off.
4. Tom is cleaning court houses 3 times a week due to less foot traffic.
5. The Jail boiler lost a circulator pump.

The Commissioners commended K. Nealley for doing a good job with all of this.

INFORMATION TECHNOLOGY REPORT:

IT Manager J-sun Bailey reported the following:

1. He has mostly been working on remote setups from home. Normally he presents a formatted report, but needed to provide it verbally today. He has set up 11 laptops set up, 10 MiFi hotspots, and two more laptops to set up at the two Victim/Witness Advocates' homes.
2. The Spam email project (Barracuda) is still being worked on.
3. Phone issues are being dealt with and will continue to be worked on this. The Human Resources Director's phone is on a separate system from downstairs so that has been worked out.
4. Commissioner Fowler said that the Commissioners have gone back and forth with the IT Director, Tech. Assistant and D.A.'s Office so that they could work remotely. A. Fowler said the goal is to figure out how to spend as little money as possible and she believed the IT Director had managed to do that. Since then, the Commissioners have ordered few laptops. A. Fowler asked if anything was needed. J. Bailey said he has two old Sheriff's Office laptops and two Tough Books that will be available for remote work if necessary.

B. Johnson stated that the District Attorney insisted that the laptops come out of D.A.'s budget and will continue to be used permanently in that department.

The Commissioners thanked J. Bailey for his report.

SHERIFF'S COVID-19 REPORT

Sheriff Jeffrey Trafton reported the following:

1. The Sheriff's Office is settling into a schedule. Secretaries are alternating days and working at home; the Sheriff, Chief, and Lieutenant are alternating on a schedule as well. The level of work and calls for service are down. He is working on contingency planning with Sheriffs in the area to move forward with as it sounded like this was a good idea.

****W. Shorey moved, A. Fowler seconded to adopt the special Deputy Sheriff program that the Sheriff is working out with Knox County. Unanimous.**

2. The Sheriff's Office has received the new hybrid vehicle and it is receiving its final setup with lettering, etc.

HUMAN RESOURCES REPORT:

Human Resources Director Sue Lapham reported the following:

1. "Families First Coronavirus Response Act: Employee Paid Leave ("FFCRA") needs to be categorized with Bangor Payroll. It needs to be in daily calculations. The checks for this will be issued separately.
2. Effective yesterday, the Governor extended the Civil State of Emergency until May 15, 2020.
3. The National Association of Counties (NACo) is doing an assessment of counties for federal assistance. S. Lapham will be looking to see how that all comes out.
4. Essential tasks are still being determined. On a limited staff basis, the goal is to "flatten the curve" by decreasing the number of employees in the building. Employees are encouraged to wash hands when they come in, wipe door handles, and practice safe social distancing as much as possible. Facilities Manager K. Nealley had suggested setting up hand sanitizer units near doors and will install those.
5. This week is Dispatcher Appreciation week. S. Lapham said she would be bringing homemade whoopee pies to the Comm. Center and commended and thanked all those essential employees such as Dispatchers, Law Enforcement, and Corrections employees.

The Commissioners thanked S. Lapham for all the work she has been doing.

EMERGENCY OPERATIONS CENTER REPORT:

EMA Directory D. Rowley reported the following:

1. D. Rowley is working to get information out to all towns regarding COVID-19. He is also working with Tall Pines to get them Personal Protective Equipment. The State had Dale fill out paperwork to request volunteers, but then later rejected the application, likely due to safety precautions. There has also been a fair amount of work involved in coordination with the towns.
2. The April 9th Snowstorm took out 85% of power to businesses and homes. Waldo County was hardest hit in the state.
3. The high winds and rain on April 13th caused road damage. Damage reports are being requested from the towns.
4. There is little likelihood that Waldo County will receive a Disaster Declaration for the storms.
5. On Saturday, April 11, 2020, there was an earthquake in Winterport. Schoolhouse Road was reportedly the epicenter.

6. A. Fowler commended Dale Rowley and his team for working 24/7 during this time. She wondered if the legislation that Dale presented at a past MCCA meeting might assist as far as whether it would have helped financially and be used as an example. D. Rowley answered that on the town level, many didn't have the authority to close businesses. Counties have no law-making authority. Under the proposed legislation they are trying to get enacted for the future, Towns and Counties would be able to declare a local civil emergency.

The Commissioners thanked D. Rowley for his work and his report.

PUBLIC COMMENT:

The Commissioners cancelled today's Public Comment.

CORRESPONDENCE:

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

1. Facilities Manager Keith Nealley sent a letter dated April 6, 2020 notifying the Commissioners that he will complete 12-years of employment with the County on April 30, 2020, with a salary increase from \$53,195.76 to \$55,323.59. The Commissioners noted this pay step.

2. Prosecutorial Assistant Dean Jackson sent a letter of resignation to the Commissioners dated April 8, 2020. His last work day will be April 30, 2020.

****A. Fowler moved, B. Johnson seconded to accept the resignation of Dean Jackson effective the end of the day April 30, 2020. Unanimous.**

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the April 1, April 3, and April 6, 2020 Waldo County Commissioners Court Sessions as presented.

****A. Fowler moved, W. Shorey seconded to approve the minutes from the April 1, April 3, and April 6, 2020 Waldo County Commissioners Court Sessions as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. B. Johnson requested that the Commissioners support of Midcoast Actors Studio in applying for their grant. There were no objections to Commissioner Johnson signing that.

2. When asked, W. S. said he will not be able to attend the Midcoast Workforce so B. Johnson will attend and will provide a report to Commissioner Shorey and the others later.

3. National Telecommunicators Week: National Telecommunicators Week is the second week in April each year. Director Owen Smith sent a proclamation regarding this to the Commissioners to sign.

****A. Fowler moved, W. Shorey seconded to sign the National Telecommunicators Week Proclamation for 2020. Unanimous.**

4. A. Fowler signed cards on behalf of the Commissioners and sent a small box of donuts to the EMA and Jail for their service during this difficult time.

5. W. Shorey reported that he has purchased seeds and the Reentry workers will be starting the Waldo County Garden preparation soon. He said it appears that seed potatoes have gone on the wrong truck, and requested that a check in the amount of \$150.00 be sent to the gentleman in Aroostook County who has helped in driving, etc. This will be paid from the Community Corrections Act funds.

6. Director Owen Smith sent an email with an update of how things are functioning in that Office. The Commissioners encouraged everyone to read it. Things are going fine and working smoothly.

****W. Shorey moved, A. Fowler seconded to go into executive session for discussion of non-public information as permitted by MRSA Title 1§405(6)(f) at 10:03 a.m., for the Commissioners only. Unanimous.**

Commissioner Johnson recorded the following motions for the minutes:

****The Commissioners came out of executive session at 10:55 a.m.**

No action was taken.

****A. Fowler moved, W. Shorey seconded to adjourn at 11:00 a.m. Unanimous.**

Respectfully submitted by  Waldo County Clerk
Barbara L. Arseneau