

*Sagadahoc County Commissioners
Meeting Minutes
Tuesday, March 12, 2019*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, March 12, 2019 in the Commissioners' Conference Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Vice-chair Carol Grose; Commissioner Brian Hobart; County Administrator Pamela Hile; Sheriff Joel Merry; Chief Deputy Brett Strout; Assistant to the County Administrator Mary Kay Blatz. Chair Charles Crosby was absent.

I. Vice-chair Grose called the meeting to order at 3:10 p.m. and established the presence of a quorum.

II. Public Comments

There were no public comments.

III. Consent Agenda:

1. Approval of Minutes for February 12 and 26, 2019
2. February Financial Statements
3. Warrants
4. Departmental Reports (Written)
5. Upcoming Meeting(s):
 - Regular Meeting at 3:00 p.m. on Tuesday, April 9, 2019
 - Budget Work Session with BAC @ 8:30 a.m. on Friday, March 15, 2019
 - Special Budget Meeting @ 3:00 p.m. on Tuesday, March 19, 2019
 - Meeting at 5 p.m. on Tuesday March 26, 2019 (IF NEEDED)

Upon motion by Commissioner Hobart, and second by Vice-chair Grose, the consent agenda was unanimously approved as presented.

IV. Department Reports

1. Sheriff's Department/Two Bridges Regional Jail – Sheriff Joel Merry

Sheriff Merry distributed the TBRJ report and shared that February had been a quiet month. As the Board had no questions for the Sheriff, he presented a jail update, noting that the Sagadahoc jail population is at a new low, at less than 20 inmates, in comparison to last year's average daily population of 29 to 30. There are 13 people on graduated sanctions and the total jail population is at 142. Sheriff Merry primarily attributes this to Programs Deputy oversight but noted that it may also be contributed to the policies of the new District Attorney, as Lincoln County is similarly running at a lower than usual population.

V. Business Items

1. Authorization to Accept Forfeiture – Sheriff’s Department

Administrator Hile advised the Board that the County is eligible to receive the sum of \$1,600 as the result of funds seized in conjunction with an MDEA case, State v. Jackson. State law requires the Commissioners’ approval in order to obtain these funds. Upon receipt from the state, the money will be placed in the combined Forfeiture/K-9 account which currently has a balance of \$30,258. Commissioner Hobart inquired as to if there are any statutory restrictions on how the money may be used and Sheriff Merry informed the Board that there are no restrictions other than it is to be used for law enforcement purposes, and that the Commissioners have historically set these funds aside for the purpose of supporting the K-9 program. Administrator Hile respectfully requested the Commissioners’ consideration of the transfer of these funds to the County to be deposited into the Forfeiture/K-9 account.

Upon motion by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to accept the forfeiture in the sum of \$1,600.00 and deposit the funds to the K-9 /Forfeitures account.

2. Authorization to Hire Dispatchers

Administrator Hile presented to the Board a memo from Communications Director Brodie Hinckley requesting authorization to hire Ms. Katie Cole and Ms. Courtney Flagg to fill the two vacant dispatch positions, the second of which was created by the departure of a trainee earlier this month. Such action would be contingent upon each individual’s successful completion of a background investigation, medical exam and polygraph exam. Both candidates possess customer service experience, as outlined in the memo. Administrator Hile respectfully requested the Board’s consideration that Ms. Cole and Ms. Flagg be hired with the contingency set forth above.

Upon motion by Commissioner Hobart and second by Vice-chair Grose, the Board voted unanimously, to authorize the hiring of Katie Cole and Courtney Flagg to the position of Communications Dispatcher, contingent upon successful completion of the above-stated conditions.

3. Authorization to Replace Damaged EMA Supplies

Administrator Hile informed the Board that last year, a sewage spill in an off-site storage facility resulted in the loss of a significant amount of supplies, including blankets, cots, and other emergency-related items. The Risk Pool has approved disbursement of \$12,855.22 be issued to the County. As the original equipment was purchased primarily with state/federal money, it should not lapse back into the general fund but rather be used to purchase replacement supplies, the availability of which is especially important in light of the fact that the Red Cross and West Bath are working to establish a regional emergency shelter at the West Bath Fire Department. It is with these considerations that Administrator Hile respectfully requested that, with the Administrator’s approval, the EMA Director, upon approval by the Administrator, be authorized to utilize the insurance reimbursement for the replacement of the lost goods.

Upon **motion** by Vice-chair Grose and second by Commissioner Hobart, the Board voted unanimously to **authorize the utilization of these funds, in the amount of \$12,855.22 to be used for replacement of the damaged EMA supplies.**

4. FY 2019-20 Budget Overview and Discussion

Administrator Hile presented to the Board a high-level overview of the proposed budget, in anticipation of the upcoming Budget Work Session on 3/15.

The combined draft budgets for FY 2019-20 equal \$10,069,127, which is an increase of \$258,523 (2.64%) when compared to the current fiscal year’s combined budgets of \$9,810,604. A further breakdown indicates the following:

	<u>Operating</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Corrections</u>	<u>Combined</u>
2019-20	\$5,878,646	\$ 905,005	\$303,000	\$2,982,476	\$10,069,127
2018-19	<u>\$5,653,800</u>	<u>\$ 885,013</u>	<u>\$295,504</u>	<u>\$2,976,287</u>	<u>\$ 9,810,604</u>
	\$ 224,846	\$ 19,992	\$ 7,496	\$ 6,189	\$ 258,523

A number of factors have influenced this increase, including an increase of \$59,497 (4%) in benefits; the addition of \$44,092 in debt service to fund repairs to the courthouse steeple; and an increase in wages for both union and non-union employees. Another significant factor is a 19.9% decrease (\$106,707) in the available unassigned (surplus) funds, which is also in large part responsible for the increase of 3.9% in the amount to be raised through taxes. Changes will be reviewed in detail at Friday’s Budget Work Session; however, a cursory review of various departments highlights the following:

Revenues: Overall, these are projected to increase by 4% due primarily to increases in Deeds, Interest and the amount of the transfer from the Corrections Reserve account. Offsetting these is a decrease in state jail funding and, when the decrease in available surplus is factored in, there is an overall decrease in revenue of 4.85%.

Administration – A reduction in the Commissioners’ Contingency account has been offset by increases in wages and a net increase of ~\$5,500 in Professional Service to include website hosting/support and Office 360 software.

Benefits – An increase in Health Insurance costs (due primarily to an increase in premiums and a change in the number of family policies) accounts for the majority of the increase in this department.

Sheriff – Although the overall increase is shown at 3%, it is important to note that, without wages, the increase would be closer to 0.83%.

Communications – This is another department where wages account for a large portion of the increase. The additional increase is primarily due to Spillman costs.

EMA – Increases are due primarily to operating costs related to the addition of the Bowdoin Tower Site. Approximately one-half of all departmental expenses will be reimbursed to the County by the State.

Unfunded Liability Reserve – There is an increase of \$13,200 in this account to replenish some of the funds paid out in the current year due to three retire/rehires and several resignations. We generally try to keep this account at approximately 25% of the actual accrued amount.

Other General Fund Uses – The addition of a family insurance policy for the VOCA employee resulted in an increase of \$12,063 in our share of the VOCA expenses. An increase of \$7,496 in the amount to be transferred to Capital Reserves is also reflected in the 6.35% total increase for this department.

Capital – The addition of \$19,000 for ADA compliance remediation, additional funding for telephone system upgrades (\$3,000), and additional costs of approximately \$23,000 for the scheduled Phase 2 roof repairs have offset reductions of \$25,000 for the purchase of the DVI's vehicle, \$16,500 for the tower project, and \$7,000 for a new copier.

Debt Service – The addition of ~\$44,000 in new debt service for the Steeple Project has more than offset the reduction of \$24,425 in the Jail Bond debt service. The actual amount of the new debt service will not be known until the amount to be borrowed and final interest rates have been determined. We are also exploring grants as a possible funding source.

VI. County Administrator's Report – Full report available for review upon request

VII. Commissioners Comments/Announcements

Commissioner Hobart informed the Board that the MCCA has been very active in following bills in the legislature and is looking to become more proactive in identifying legislation that is most beneficial to the Counties. They are also looking to develop a long-term outlook to get ahead of understanding the needs of the Counties on upcoming/proposed legislation.

VIII. Executive Session

None requested

IX. Adjournment

Upon motion by Vice-Chair Grose and second by Commissioner Hobart, the Board voted by unanimous acclamation to adjourn the meeting at 3:56 p.m.

Respectfully Submitted,

Mary Kay Blatz
Assistant to the County Administrator