

1 **COMMISSIONERS MEETING**

2 **March 15, 2023**

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5 *YORK,ss*

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7 At a regular meeting of the County Commissioners of the County of York, begun and  
8 holden at the York County Government Building in Alfred, within and for the County of York,  
9 being held on Wednesday, March 15, 2023 A. D. at 5:00 P. M.

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11 **COMMISSIONERS PRESENT:**

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- 14 Richard R. Dutremble
- 15 Richard Clark
- 16 Robert Andrews
- 17 Justin Chenette
- 18 Donna Ring
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21 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the  
22 meeting.

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24 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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26 **03-15-2023 ITEM**

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28 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**  
29 None

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31 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**  
32 a. Commissioners' regular meeting of March 1, 2023  
33 Commissioner Clark motioned to approve the minutes. Commissioner Andrews  
34 seconded the motion. Vote 5-0.

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36 **3 TO APPROVE TREASURER'S WARRANTS**  
37 a. Warrants to be approved on March 1, 2023 in the amount of \$1,149,596.69  
38 Commissioner Clark motioned to approve the warrants. Commissioner  
39 Andrews seconded the motion. Vote 5-0.  
40 b. Warrants to be approved on February 22, 2023 in the amount of \$624,916.21  
41 Commissioner Clark motioned to approve the warrants. Commissioner  
42 Andrews seconded the motion. Vote 5-0.

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44 **4 TO HEAR ANY REPORTS FROM THE COUNTY**  
45 **COMMISSIONERS**  
46 Commissioner Chenette informed all that his next office hours will be on March  
47 28th at 6:30 p.m. via ZOOM.

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Commissioner Chenette asked County Manager Zinser how will we be promoting the new budget Commissioners' meeting date?  
County Manager Zinser responded that we will be posting to social media and the newspaper.

Commissioner Chenette also spoke about Cumberland County's Annual Report that he recently looked at and commented that it was very nice. Is this something that we have ever explored doing at some point he asked? Commissioner Chenette added that it is a good way to educate people on what a great job our staff is doing and help to distribute the budget.  
Commissioner Ring replied that the county used to have an annual report printed up that included a report from every department head with statistics.

**5 TO HEAR A PROPERTY TAX DENIAL ABATEMENT APPEAL**

a. Usher v. Town of Buxton

County Manager Zinser swore in Tony Buxton who spoke on behalf of Mrs. Usher. Commission Chairperson Dutremble informed all that this appeal will be treated as a de novo Hearing.

Tony Buxton addressed the Board and stated that he would like to clarify a couple of things. First, Mrs. Usher would like to thank Kathy Dumont for her assistance. Next, Mr. Buxton explained that although he is an attorney, he is here as that of a friend to Mrs. Usher and her late husband. Secondly, this is not an avoidance to paying taxes. We are asking you to look at the items submitted on a de novo basis and are requesting a reduction of the assessment rendered by the Town of Buxton of \$650,000 be reduced to \$500,000, stated Mr. Buxton.

Mr. Buxton summarized that there are three ways to assess property. One is the income basis that is used for commercial property, another is market value and then the cost or replacement basis. Mrs. Usher hired Appraiser, Heather Cote to conduct an appraisal of her property. Ms. Cote's appraisal was \$525,000 including the land. He added that the Town of Buxton's assessment was \$650,000. Mr. Buxton stated that the clear mistake is on the buildings. Heather Cote looked at comparable properties all that were valued under \$550,000.

Mr. Buxton explained that the second method used to evaluate this property was that \$275,000 was put into construction in 2019. Since then \$20,000 was spent to put a room downstairs while her husband was declining so their son came up from Florida to help her take care of her husband. We realized we needed to inflate the 2019 costs to find out what the replacement cost would be: It is 71% to get to the valuation of the buildings that the Town of Buxton got to. 36% is the construction analytics number.

Using this percentage, one comes very close to the \$525,000 that Heather Cote's opinion of value was.

Two of the methods came to these numbers. That gives you some assurance that that number is not out of whack, stated Mr. Buxton.

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Mr. Buxton explained that Mrs. Usher wants to be treated fairly.

There was discussion of whether the Usher property is a two-unit dwelling. Commissioner Clark asked if the building that we are looking at is a 2-unit building? Is there a separate dwelling unit to the left of the garage?

Mrs. Usher explained that it has a bathroom, a kitchen, bedroom and a small living room. She explained that when they built their home, she knew that she would need a place to live at some point and thought maybe her son could live on the other side at while allowing her to stay in her home. She added that downstairs is the only improvement that was made to the home since it was originally built and it is not used anymore.

Commissioner Ring asked if there was a bathroom downstairs. Mrs. Usher replied there was not.

Commissioner Clark asked if that meets the Buxton code as a dwelling unit?

Buxton tax assessor, Bob Gingras was sworn in by County Manager Zinser. He stated that the town has reviewed the comparable properties but found them not to be comparable as none had an accessory building in it.

Commissioner Ring stated that the (property) taxes took a huge jump from 2022 to 2023. When were the Ushers assessed the additional \$90,000?

Mr. Gingras explained it has always been. He added that everything was being valued and everything is being assessed the same.

Mr. Gingras stated that the apartment has been rented for \$2,800.00. It is a rentable apartment.

Commissioner Dutremble commented that the appraiser allowed \$16,000 for the apartment.

Mr. Gingras stated that the difference is that \$96,000.00.

Commissioner Chenette commented that he is struggling with an appraiser that has 17 years of experience coming up with such a differential (\$100,000) and wouldn't she come to a similar conclusion? How do I know what is accurate, he asked?

Commissioner Dutremble explained that the town has a standard in which they treat each individual property the same.

Mr. Gingras added that we value properties that are similar, and it is up to the individual tax payer to prove they have been treated differently.

Commissioner Ring asked Mr. Gingras if he could explain why from 2022 to 2023 this property had a \$4,000 increase in their taxes when another piece of property had a \$3,000 increase and one (property) had a decrease. This one has the largest increase.

Mr. Gingras commented that 50% of town's taxes went up \$1100.

Commissioner Ring replied shouldn't the percentage of increase all be the same?

Mr. Gingras responded not if a house hasn't been maintained well. Taxes and value have nothing to do with each other.

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Commissioner Chenette wondered if the statement that the accessory dwelling unit was rented out was factually accurate or not? Commissioner Clark asked if this is a rentable unit?

Mr. Gingras explained that this fact would have no value difference as to how we would value that property. The cost to replace is still \$96,000.00.

Commissioner Clark commented that we have talked about a lot of construction costs and replacement costs. Aren't we supposed to talk about market value? Assessor Gingras explained that they are all the same. Land (value) is separate from the buildings. There is a building value and a land value.

Commissioner Chenette stated that the market rate that you have here is what it could be sold for. The replacement cost is figured minus the age of the property plus the land value equals the market value.

County Manager Zinser asked what year the revaluation in the Town of Buxton was done. Mr. Gingras replied, 2022.

The revaluation is what made property taxes jump, explained the County Manager.

Commissioner Ring replied, but other properties haven't jumped.

Mr. Gingras stated that the issue before this Board is the value of the property in comparison to similar type properties in Buxton. If you feel they are over valued then you can make that decision. He continued that there is a range as property ages aren't the same.

Mr. Buxton addressed all and stated that this had been an education for some of us. Valuation is proper when it varies \$100,000 is an extraordinary statement, said Mr. Buxton.

Mr. Buxton stated that the comparables used by the assessor were accurate. Heather Cote's comparables are a map all near to each other and all in Buxton. One of the comparables provided by the assessor is a house in Scarborough.

Commissioner Chenette stated that he was very much struggling with the outside appraisal and the information provided by the Town. He added that he is not saying one is more correct than the other. Commissioner Chenette stated that he thinks we have to look towards those that have that experience. He continued that appraising is about a range, but this is a sizable range. \$100,000 just seems like too much of a discrepancy for it to be accurate. Discrediting one is not the way to go about this. Commissioner Chenette continued that he is open for somewhat of an interpretation but that he looks to some other data point to try to determine what is the fair value of this property.

Commissioner Dutremble commented that they (Usher) are looking for a determination based on what their assessor (Heather Cote) said.

Commissioner Clark stated that we talked about a lot of things that have very little to do what is in front of us. This is a 2-unit building with a potential for rental income no matter what side you own. None of the comparables have that situation. He continued that while he understands why the unit is built, in terms

201 of the value of the building, there is a potential income stream of \$18,000 to  
202 \$24,000 a year that has to be figured into the value of the house. I don't see that  
203 being done. Commissioner Clark stated that he is at a loss at this point. Nothing  
204 submitted has been helpful.

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206 County Manager Zinser suggested perhaps asking the town to share with them  
207 other multi-unit homes that have an accessory dwelling. Mr. Gingrass stated  
208 that they would charge all accessory dwellings \$96,000.

209 Commissioner Chairperson Dutremble stated that it appears a lot of the  
210 Commissioners don't have the information they need to make a decision  
211 tonight.

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213 Commissioner Chenette added that he wants verification on whether or not this  
214 is deemed a multi- family property. And, he wants to know if this is being  
215 rented out.

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217 Commissioner Chenette motioned to table this item until the next meeting.

218 Commissioner Ring seconded the motion. Vote 4-1 with Commissioner Clark  
219 opposed.

220 County Manager Zinser stated that this matter will be put back on the agenda for  
221 the April 5<sup>th</sup> Commissioners meeting and he will contact Mr. Gingras to obtain  
222 further information as requested by the Commissioners.

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## 225 **6 NEW BUSINESS**

226 a. H.R. Director Linda Corliss to seek approval of the following new  
227 hires/transfers:

228 H.R. Director Corliss informed all that with the hiring approval of Kara Jones there  
229 will be 39 full-time corrections officers (line officers).

230 County Manager Zinser explained that the target number is to have 55 line staff  
231 corrections officers.

232 H.R. Director Corliss added that we have approximately 32 reserve officers with 6  
233 to 8 who pick up hours regularly.

234 i. Kara Jones in the position of full-time Corrections Officer in the  
235 Sheriff's Office with a date of hire of March 27, 2023

236 Commissioner Clark motioned to approve the hiring of Kara Jones in the  
237 position of full-time Corrections Officer with a date of hire if March 27,  
238 2023. Commissioner Andrews seconded the motion. Vote 5-0.

239 ii. Addiana Morrison in the position of reserve Public Safety Instructor II in  
240 EMA/Fire with a date of hire of March 20, 2023

241 Commissioner Clark motioned to approve the hiring of Addiana  
242 Morrison in the position of reserve Public Safety Instructor II with a date  
243 of hire of March 20, 2023. Commissioner Andrews seconded the  
244 motion.

245 Vote 5-0.

246 iii. Jason Legere in the position of reserve DAR 111 in EMA with a date of  
247 hire of March 20, 2023

248 Commissioner Clark motioned to approve the hiring of Jason Legere in  
249 the position of reserve DAR 111 with a date of hire of March 20, 2023.

250 Commissioner Andrews seconded the motion.

251 Vote 5-0.

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- iv. Bryan Courtois in the position of reserve DAR111 in EMA with a date of hire of March 20, 2023  
Commissioner Clark motioned to approve the hiring of Bryan Courtois in the position of reserve DAR 111 with a date of hire of March 20, 2023. Commissioner Andrews seconded the motion.  
Vote 5-0.
  - v. David Eggleston in the position of reserve DAR 111 in EMA with a date of hire of March 20, 2023  
Commissioner Clark motioned to approve the hiring of David Eggleston in the position of reserve DAR 111 with a hire date of March 20, 2023. Commissioner Andrews seconded the motion. Vote 5-0.
  - vi. Christopher Hayden in the position of reserve DAR 111 with a date of hire of March 20, 2023  
Commissioner Clark motioned to approve the hiring of Christopher Hayden in the position of reserve DAR 111 with a hire date of March 20, 2023. Commissioner Andrews seconded the motion. Vote 5-0.
  - vii. Aaron Shuffleburg in the position of reserve DAR 111 with a hire date of March 20, 2023  
Commissioner Clark motioned to approve the hiring of Aaron Shuffleburg in the position of reserve DAR 111 with a hire date of March 20, 2023. Commissioner Andrews seconded the motion.  
Vote 5-0.
- b. Discussion and action on creation of Development Director position  
County Manager Zinser reminded all that a discussion took place at the last meeting regarding this position and the general concurrence of the Board was to have a conversation and pursue the concept. We have met with three development directors and one was a national corporation. County Manager Zinser instructed all not to confuse this position with a fund raiser as these are two distinct processes.
- Deputy County Manager Corliss added that she also reached out to some non-profit organizations that we work with in behavioral health programs who have worked with Directors of Development. We also asked them to be on the interview panel, she explained as we need someone who is experienced and someone who is ready to go.
- Commissioner Ring asked if the salary placed on this position was the standard salary for the area?  
Deputy County Manager/H.R. Director Corliss replied that they did and all three (director of development) said we will get someone but if we go higher, we'll get someone fully trained. She added that she believes for southern Maine, we will find someone in this range.
- Commissioner Ring commented that we have been offering some decent salaries for these positions and a good package. Will this position be given 41 days off?  
Deputy County Manager/H.R. Director Corliss replied, yes.  
Commissioner Ring replied that we hire for 10 months. Right away they have two months off.

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H.R. Director Corliss replied that if we find the right person, they won't take the time off right away.

Commissioner Ring responded that if they don't use it, they get paid for it. She continued that the inequity really upsets her when she sees these salaries and benefits given. Front line people have to work their way up to this, stated Commissioner Ring.

Commissioner Ring asked who is the P.R. department?

H.R. Director Corliss responded that it could be the County Manager or me. We have a contracted social media person. We contract out when we have something that needs it, explained H.R. Director Corliss.

Commissioner Dutremble asked how long will this position be?

H.R. Director Corliss explained that this is a permanent position.

Commissioner Clark asked if this position will be included in the June budget?

County Manager Zinser explained that right now we have a set of funds available as we can use the opioid funds and they are ongoing. We also have LATCF funds that you appropriated back in January.

The County Manager stated that it is up to the Board but the goal would be to bring this person on sooner than later.

Commissioner Chenette commented that this (Director of Development job description) looks great. The salary is comparable to this market place. He continued that he is bringing up for conversation that he feels there should be some elements of marketing in this (job). Having spent some time in communications in the non-profit area, explained

Commissioner Chenette, often marketing and development are combined. I personally would love us to explore more of the marketing aspect so this person could handle more marketing to include clients, strategic partnerships, training programs, for example and also to amp up our communications, stated Commissioner Chenette. He added that it is standard practice to think about the inclusion of marketing. They should know how to create a poster and a graphic, video, and have other skill sets.

County Manager Zinser replied that we can modify the job description.

H.R. Director Corliss responded that we tried to make this as round as possible as we were told this.

Commissioner Chenette added that the title does matter.

Commissioner Ring asked where would be put this in the budget?

County Manager Zinser replied that we would be using special revenues that we have.

Commissioner Ring responded that she wants it in the budget as it is a full-time employee so she would like to see it in the operating budget.

The County Manager responded that he would prefer a motion or guidance.

Commissioner Ring stated that it can be in the operating budget and we can apply some of the opioid money to it. I want this to be transparent, stated Commissioner Ring. She added that any employee that we have should be in our operating budget.

Commissioner Chenette asked if he understands correctly that this position can be listed in the operational budget and you are still able to stipulate to tap special revenues to fund it?

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County Manager Zinser replied, yes.

Commissioner Clark motioned to approve the Director of Development job description and have the County Manager put it in the budget for next fiscal year. Commissioner Andrews seconded the motion.

DICUSSION: Commissioner Chenette asked does this motion include making the title adjustment?

Commissioner Clark modified his motion to change the title of the position to Development and Marketing Director.  
Vote 5-0.

**7 OLD BUSINESS**

None

**\*\*\*HEARD AFTER PUBLIC COMMENT\*\*\***

**8 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**

a. To conduct an executive session pursuant to 1M.R.S.A. §405 (6) (A), personal issues

Commissioner Ring motioned to enter into executive session pursuant to 1 M.R.S.A. §405 (6) (A). Commissioner Chenette seconded the motion.  
Vote 5-0.

Commissioner Clark motioned to come out of executive session.  
Commissioner Andrews seconded the motion. Vote 5-0.

DISCUSSION: Commissioner Clark informed all that they had conducted the County Manager’s annual performance review and that no other action was taken.

**\*\*\*HEARD PRIOR TO ITEM #8\*\*\***

**9 PUBLIC COMMENT(S) ON ANY ITEM(S)**

Janet Drew addressed the Board via ZOOM and stated that the drone program sounds very interesting and must be a new program as she hasn’t heard a word about it and asked what is funding it? She commented further that it sounds like we are relying on a lot of fund raising to have these new programs.  
County Manager Zinser replied that we have had the drone program through our EMA department for many years.  
Deputy EMA Director Megan Arsenault approached and gave a brief overview of the drone program stating that it has been in existence since 2015. York County EMA is the first in the State to get its license through the FAAA. All of our pilots are fully licensed with the team chief being a licensed commercial pilot, she explained.



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Deputy EMA Director Arsenault continued that the program has 20 to 30 volunteers up until this point and we have decided they should be compensated a bit. The drone is deployed for hot spots after fires, search and rescue, law enforcement activities such as searching for folks.

The drone equipment is purchased through a Homeland Security Program, explained Deputy Director Arsenault.

Janet Drew replied that her concern is more and more surveillance. County Manager Zinser explained that we don't track people down other than in warrant situations. The drone is used more for search and rescue.

Deputy EMA Director Arsenault explained that we follow regulations from the FAA that include specific heights and distances from properties and windows for privacy.

**10 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion. Vote 5-0.  
Meeting adjourned.

DRAFT

1 **COMMISSIONERS MEETING**

2 **March 29, 2023**

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5 *YORK,ss*

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7 At a special meeting of the County Commissioners of the County of York, begun and  
8 holden at the York County Government Building in Alfred, within and for the County of York,  
9 being held on Wednesday, March 29, 2023 A. D. at 5:00 P. M.

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12 **COMMISSIONERS PRESENT:**

- 13 Richard R. Dutremble
- 14 Richard Clark
- 15 Robert Andrews
- 16 Justin Chenette
- 17 Donna Ring

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21 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the  
22 meeting.

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24 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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26 **03-29-2023      ITEM**

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- 28 **1      PUBLIC COMMENT(S) ON ANY ITEM(S)**
- 29      None

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31 **2      FY'2023 AUDIT REVIEW**

32 County Manager Zinser introduced auditor, Christina Howe from RHR Smith who  
33 reviewed the county's statement and opinion via ZOOM. She explained that they  
34 also performed a Compliance test on the county's ARPA funds and found no  
35 deficiencies.

36 Ms. Howe displayed the county's balance sheet for 'FY 2022 and explained that  
37 the focus for this discussion would be on the general fund. She continued that the  
38 county's cash balance has gone up largely due to ARPA funds. Ms. Howe  
39 continued that there are some increases to accounts receivables that mostly relate to  
40 EMA with their request for reimbursements.

41 The general fund liabilities saw limited changes.

42 The non- spendable, committable, restricted and assigned and non-assigned fund  
43 balances show an increase of 17% to the past year. The unassigned fund balance is  
44 considered to be healthy, explained Christina Howe. She explained that both  
45 revenues and expenses have gone up.

46 Auditor Christina Howe addressed the Management letter comments and explained  
47 that most had to do with bank reconciliations and general ledger reconciliations.

48 She addressed the final comments that stated the Finance department is under-  
49 staffed. Other entities of your size have more employees than you do, she stated.

50 Commissioner Chenette asked Christina questions regarding the management  
51 letter. He asked about the regulatory requirements stated in the management letter  
52 and asked, are we not in compliance? Ms. Howe replied that she believes the State  
53 statute expect funds to be deposited in the bank within 10 days. Some of the  
54 deposits went out quite a bit beyond that. She explained that some of the reason  
55 could be due to too many sites collecting funds and getting them to the Finance  
56 Department in a timely manner.

57 Commissioner Chenette asked Auditor Howe to elaborate on the comment  
58 regarding the receivables section and lack of communication between EMA and  
59 Finance. Christina replied that reporting to Finance is not their central duty and  
60 that we all understand they were extremely busy with other issues. It was found  
61 during the Federal compliance testing that EMA has so many outstanding accounts  
62 receivable that are not being reported to the Finance Department in a timely  
63 manner. We produced several rounds of adjustments for EMA in particular. Some  
64 offsets within the general fund aren't reported until you know there is an accounts  
65 receivable coming across to Finance.

66 Commissioner Ring asked the County Manager why the audit has taken so long  
67 when Christina mentioned in her presentation that it took 2 to 3 weeks.

68 County Manager Zinser explained that in between all of this there are questions and  
69 answers going back and forth. He reminded the Commissioner not to forget there  
70 are two parts being the initial audit and then we began the Federal Compliance part.  
71 Christina added that at the end of the report there is a breakout of the federal  
72 compliance part.

73 Commissioner Chenette asked what the next steps would be. Does Finance or the  
74 County Manager walk through the suggested items for corrective action. How do  
75 we address some of these issues?

76 County Manager Zinser replied that they will review and correct the issues brought  
77 forth in the Management letter. He added that we really need more staff.

78 Commissioner Chenette responded that while he appreciates the answer, he is  
79 concerned specifically with the lack of internal communication. He added that he  
80 wants to make sure we have clearly articulate processes.

81 Commissioner Chenette added that he has an issue with referencing accounting  
82 issues with staff. He said to the County Manager that he is asking the  
83 Commissioners to approve additional staff but he wants to know how we are going  
84 to fix these (items).

85 Commissioner Dutremble replied that the County Manager will work on these  
86 items and come back with a report.

87 Commissioner Chenette commented that it seems like we could be out of  
88 compliance and that is a big deal. He added that he wants updates on how we are  
89 addressing these things.

90 Commissioner Clark motioned to accept the audit done by RHR Smith for fiscal  
91 year ending 6-30-2022. Commissioner Andrews seconded the motion. Vote 5-0.

### 92 93 **3 TO BEGIN THE 'FY24 BUDGET PROCESS**

- 94 a. County Manager Zinser to give budget overview and present  
95 Commissioners, new requests, administration, treasurer, public agencies,  
96 retirement benefits and medical/dental budgets-
- 97 County Manager Zinser informed all that the initial budget was coming in high,  
98 much higher than what is being presented. The budget presented to you reflects a  
99 4.98% increase. The County Manager continued that the primary driver is the  
100 wages. Benefits are not astronomical this year, he stated.

101 County Manager Zinser explained that this budget incorporates all the approved  
102 positions from last year. There is some concern about revenues coming into the  
103 county. Deeds recording is going down and we don't know where it is going  
104 next year, commented the County Manager. Most departments show increases in  
105 software and communications for. Commissioner Zinser continued that we are  
106 asking for 5 new positions this year- two in Finance, one for Probate, two  
107 janitorial and one part time court officer.  
108 County Manager Zinser informed all that this budget is under LD-1 by about  
109 \$340,000.  
110 County Manager Zinser explained the impact of this county budget increase to  
111 the towns.  
112 He stated that this budget proposes 4% COLA for non-union.  
113 Commissioner Ring asked if the union contracts' payscales are negotiated for this  
114 budget?  
115 The County Manager replied, yes.  
116 Commissioner Ring asked if their COLAS were 4%?  
117 County Manager explained that CPA contract was 7% 3%, %3, MSEA at 3%, He  
118 was not sure where NCEU is.  
119 County Manager Zinser stated that in the issue of fairness, the non-union is a  
120 non-compounding pay scale.  
121 Commissioner Ring asked is there an actual pay scale for non-union employees?  
122 County Manager Zinser replied that we do not have a scale.  
123 Commissioner Ring commented that she feels that COLA is COLA. If a non-  
124 union gets 4% on their pay and then 2% it's still based on their pay. Why  
125 wouldn't that compound?  
126 County Manager Zinser replied that he will e-mail a graphical depiction.  
127 Payscales can be confusing. Everything is applied to the base for non-union.  
128 With the unions, it is to the pay scale.  
129 Commissioner Ring stated that another concern she has is the way it is prepared.  
130 We used to have a year end estimated column to see where each department is at.  
131 County Manager Zinser explained that this information was e-mailed to the  
132 Commissioners.  
133 The County Manger continued by reviewing the revenues. He stated that deeds  
134 revenue is down as there aren't a lot of houses on the market. We budgeted more  
135 than we thought on deeds revenue last year. This budget is largely driven by  
136 deeds revenue. County Manger informed all that I do not intend for this budget  
137 year to end with massive.  
138 COMMISSIONERS budget- Commissioner Ring stated that for clarification  
139 purposes, this budget has almost 6%.  
140 The County Manager explained that this year, after seeing the initial budget was  
141 coming in higher, we looked at wages individually using the daily approach. In  
142 the past, we did blanket percentage increases. These are estimates.  
143 This will have a long term impact for year-end surpluses.  
144 As you go through every employee was calculated down to the day.  
145 Commissioner Chenette asked if the benefit of moving to daily rate was to find  
146 savings within departments to cover raises?  
147 County Manager Zinser said yes and there is no play room. Moving forward, this  
148 complicates matters for collective bargaining.  
149 The decision was made to do it this year as the budget was coming in high,  
150 explained County Manager Zinser.

151 He added that the Commissioners' budget shows an increase of a little over  
152 7.63%

153 County Manager Zinser explained to all that the county's worker's comp. was a  
154 huge increase. He circulated the invoice showing the breakdowns of  
155 classifications with the charges.

156 He informed all that also the Safety Committee helps reduce our worker's  
157 compensation cost with a credit of \$61,000.

158 Commissioner Ring asked if we have a lot of worker's comp. claims?  
159 The County Manager explained that this is also a function of payroll but, yes, we  
160 do have some large claims.

161 H.R. Director Corliss informed all that there are a couple of long-standing  
162 claims. She continued that they will be having a mid-annual review in May so  
163 some may be coming off.

164 County Manager Zinser explained that this does not mean money coming back to  
165 us.

166 NEW REQUESTS- The County Manager explained that he will talk about the  
167 two Finance(positions) in the context of the administrative budget.

168 ADMINISTRATIVE- County Manager Zinser explained that the increase in  
169 computer software is a function of Microsoft office licensing.

170 DUES and MEMBERSHIPS- County Manager explained this line.

171 TELEPHONES-County Manager Zinser explained there was an increase in costs.  
172 Commissioner Ring asked about employees receiving stipends for phones.  
173 County Manager Zinser explained the employees receiving this stipend use their  
174 personal cell phone for county business so vs. giving them a county phone, he  
175 gives them a stipend once a year of \$300.00.

176 EQUIPMENT, TECHNOLOGY and SOFTWARE- The County Manager  
177 explained that this covers MUNIS and a monthly fee for KRONOS (payroll  
178 system).

179 Commissioner Chenette asked if all the technology needs are included for the  
180 new renovated space?

181 County Manager Zinser responded that is included in construction costs. The  
182 estimate came back last week at around \$80,0000 for the new AV system.

183 County Manager Zinser stated that as far as the Finance positions, the auditor's  
184 comment regarding the need for more staffing was there.

185 As far as the receivable issue and specificity regarding EMA, communication is  
186 fine. EMA did a fantastic job on their end accounting for and getting  
187 reimbursements. That alone is a tremendous feat. I am not worried about the  
188 ongoing communication, stated County Manager Zinser.

189 *"EMA was so busy on their end to let us know so I am not sure how one would  
190 overcome that. In the future, as that is reduced, I'm not worried about it,"* said  
191 the County Manager.

192 County Manager Zinser added that we were down in Finance for 3.5 months to  
193 2.5 people as there was a medical issue an employee was out for 2 months.  
194 Other entities has a full time person assigned to each of those tasks.

195 I do believe the two position requests are needed, stated the County Manager.

196 Commissioner Ring stated that when we create new non-union positions, they get  
197 41 days up front and that is one concern. Another concern added Commissioner  
198 Ring is to add two people up front might be too much. There is no other  
199 justification than the auditor said so. We don't document how many hours they  
200 use to get that job done.

201 She continued that she is not comfortable with two new positions. She added  
202 that she could support one.  
203 Commissioner Ring also asked for consideration to “grandfather” those that are  
204 currently under the receipt of forty-one days of earned time and alter the receipt  
205 of forty one days upon hiring for new employees.  
206 County Manager Zinser responded that this is a Board-level discussion but the  
207 need is clear for the two added positions. These are two separate conversations.  
208 H.R. Director Corliss stated that hourly, non-union employees accrue their  
209 earned time and that it is a department leader’s responsibility to manage it.  
210 Typically, one is not given a lot of time off the first 6 months.  
211 Commissioner Ring replied that she understands but they still get 41 days and  
212 that she thinks that it should be reduced especially on an hourly employee. It is a  
213 very generous package, stated Commissioner Ring.  
214 Commissioner Chenette asked if historically there have been two additional  
215 Finance positions vs. one added to Finance?  
216 County Manager Zinser replied that in the past it has been a slow ramp up. have  
217 Typically we would bring them in in January. There are other ways to bring  
218 them in, he explained.  
219 Commissioner Dutremble explained if we hire both in January, it would be like  
220 hiring one (new) person.  
221 County Manager Zinser replied, essentially yes but what are you looking at for  
222 next year’s budget? He continued that if the Commissioners wish to reduce that,  
223 we can run the numbers and see what that looks like but the reality is the net  
224 impact is not huge.  
225 Commissioner Ring questioned why the positions show funding at 32 hours.  
226 County Manager Zinser explained that is how it averaged out by hiring them in  
227 October.  
228 Commissioner Ring responded, so, there will be a larger increase next year?  
229 County Manager Zinser responded, yes, by either 40 or 37.5 hours?  
230 Commissioner Dutremble stated that the administrative budget would have to  
231 increased (if these positions are approved).  
232 County Manager Zinser replied, yes. They are not in the budget now.  
233 Commissioner Ring stated that there are two other hourly employees that are  
234 budgeted for 37.5 hours.  
235 County Manager Zinser replied that non-union (employees) typically work 40  
236 hours.  
237  
238 Commissioner Chenette asked about the Development Director position as a new  
239 request.  
240 County Manager Zinser responded that will be on the April 5<sup>th</sup> agenda to discuss.  
241 TREASURER- County Manager Zinser informed all that this position has been  
242 ceremonial for many years.  
243 Commissioner Dutremble added that prior to the County hiring a Finance  
244 Director, the Treasurer would sign the tax anticipation notes. Finance Director  
245 Some counties have eliminated their Treasurer. We now have professional  
246 people doing things, stated Commissioner Dutremble.  
247 County Manager Zinser commented that it is a Board decision on how you want  
248 to move this forward but the Treasurer has played a zero role and therefore the  
249 position not needed.  
250 Commissioner Chenette remarked that the voters did go to the voting box to say  
251 they felt that position is needed.

252 County Manager Zinser stated that it is also up to the Board and it is not all about  
253 constituents. Individuals can elect the Treasurer but it is up to the Board on how  
254 they want this position to work.  
255 Commissioner Chenette responded that he does think this warrants further  
256 discussion on how to best use that role. We need to allow some kind of  
257 conversation to take place as the constituents have the right to respect free and  
258 fair election results. We can all interpret election results. This (position) could  
259 benefit the Finance Department if we had someone that had this expertise could  
260 they be a benefit especially when we are talking about adding other positions.  
261 This is a natural time to talk about it, stated Commissioner Chenette.  
262 County Manager replied that he and others have received e-mails from the  
263 current Treasurer looking to increase his compensation to sign off on warrants so  
264 he does agree that conversations will need to take place.  
265 PUBLIC AGENCIES- County Manager Zinser informed the Board that the  
266 Extension's budget request did go down, but Southern Maine Regional Planning  
267 and Development Commission increased by \$2,000.  
268 The County Manager explained state statutes surrounding requests for funding of  
269 public agencies.  
270 Commissioner Chenette asked if we ever get an update from them (public  
271 agencies)? Do they ever come before us?  
272 County Manager Zinser stated that perhaps a long time ago and that if the  
273 Commissioners would like, he can certainly request that they come before the  
274 Board.  
275 Commissioner Clark asked if there had been any further conversation with the  
276 agency that had inquired about renting office space at the courthouse?  
277 County Manager Zinser replied that we had just had a conversation with them  
278 yesterday and that he is not so sure we can accommodate their wish list but there  
279 have been lots of conversations about organizations looking for space.  
280 RETIREMENT BENEFITS-County Manager Zinser explained that these  
281 benefits are driven by wages.  
282 MEDICAL/DENTAL- The County Manager explained that these items are also  
283 relative to payroll. He added that he can provide full backup documents if  
284 requested.  
285 Commissioner Ring asked if there was an increase in health insurance premiums.  
286 County Manager Zinser responded 5%.  
287 Commissioner Ring asked who absorbs the 5%?  
288 The County Manager responded it is different based on the Union.  
289 MSEA absorbs the 5% explained County Manager Zinser. He continued that  
290 Non-union is a combination and does not absorb the full amount. For FOP,  
291 stated County Manager Zinser, we agreed to increase their contribution.  
292 For NCEU we agreed to give them an increased 5% contribution, explained the  
293 County Manager.  
294 What was the percentage for non-union asked Commissioner Ring.  
295 County Manager Zinser replied that we will get that for her.  
296  
297 EMA- EMA Deputy Director Megan Arsenault addressed the Board.  
298 She highlighted some of EMA's activities over recent years to include 3 years in  
299 an active disaster that will officially close in May, over 100,000 vaccines given  
300 at the vaccine clinic, additional covid testing, 1.3 million pieces of PPE  
301 distributed in 2022.

302 Deputy Director Arsenault informed the Board that they are demobilizing the  
303 clinic and moving the lab here.  
304 She added that they secured another \$1.4 million in reimbursements in 2022.  
305 They hosted 41 training sessions and now have a targeting outreach campaign for  
306 community preparedness.  
307 EMA has created an emergency sheltering program with the recruitment of  
308 volunteers and staff. Local EMA directors will secure more sheltering in their  
309 towns.  
310 EMA revamped EOC procedures and reduced our response time about 25%,  
311 explained Deputy Director Arsenault. The EOC was activated 22 times in 2022  
312 and special teams were deployed 34 times.  
313 EMA Deputy Director Arsenault stated that their budget remains largely  
314 unchanged since the last budget cycle.  
315 Notable changes are increases in computers, phone and software. Also, we are  
316 seeking an increase in vehicle maintenance as we use the vehicles heavily in  
317 deployments.  
318 EMA is reimbursed on what it spends on operations and personnel up to 50% or  
319 \$262,000.  
320 We secured an EMPG grant for \$730,000 for G and H block renovations.  
321 She continued that we have homeland security grant funds that we use towards a  
322 full- time position here in EMA.  
323 Commissioner Dutremble asked about the special teams line that depicts \$45,000  
324 transferred to the fire fund.  
325 County Manager Zinser explained that the hazmat money is being housed in  
326 different funds for accurate tracking.  
327 Commissioner Ring asked if they are given stipends?  
328 County Manager Zinser responded, no they are paid hourly.  
329 Commissioner Ring asked how many vehicles does EMA have?  
330 Deputy EMA Director Megan Arsenault replied 6 total vehicles.  
331 Commissioner Dutremble asked if they have enough money (in their budget line  
332 request) to service all these vehicles?  
333 Deputy Director Arsenault responded that she believed so.  
334 Commissioner Dutremble asked Deputy Director Arsenault if she is satisfied  
335 with this budget?  
336 She replied that she believed so. We have been strategic in the way we use our  
337 grant funding, she explained.  
338  
339 Commissioner Chenette asked if the emergency management specialist position  
340 is the one we are advertising for now?  
341 Deputy EMA Director Arsenault replied that it is.  
342 Commissioner Chenette asked Deputy EMA Director Arsenault if she could send  
343 the items of EMA accomplishments to the Commissioners. She responded that  
344 she would.  
345  
346 Deeds- Register Nancy Hammond reviewed handouts provided to the  
347 Commissioners (attached as record of the minutes).  
348 Register of Deeds Hammond informed all that 2022 was in line and we continued  
349 to have an increase. Unfortunately, that is not continuing for our budget as we  
350 are about \$850,000 below where we would be.  
351 Register Hammond stated that in her 40 years of real estate experience, this is the  
352 slowest she has ever seen the real estate market. We used to average 200 to 500



353 documents a day. Right now, we average 100 only a day. Register Hammond  
354 believes this decrease is due to the interest rate climbing and lack of available  
355 real estate.  
356 The sale of coastal property is the biggest drive, she explained.  
357 Transfer tax is half of where we would normally be at just under \$1 million.  
358 Transfer tax will be ok. It's our recording fees that are down.  
359 We have recorded 31,000 documents to date and last year it was closer to double  
360 that. She continued that they finished last year just under 80,000 documents.  
361 The next 3 months don't bode well for that to catch up, stated Register  
362 Hammond.  
363 Commissioner Dutremble asked isn't there a Bill to use transfer tax for  
364 something else. Will that hurt us?  
365 Register Hammond replied, absolutely. If they want to touch our 10% that will  
366 be a huge hit.  
367 Commissioner Dutremble added that there is talk of using transfer tax for  
368 operations of something else.  
369 Register of Deeds Hammond explained that every dollar we collect, 10 cents  
370 comes to the county.  
371 She added that the state of Maine does have the lowest in the entire country.  
372 There is a lot of talk at the State level about making adjustments. We have  
373 stalled that for a couple of years, explained Register Hammond.  
374 As far as our projections on our revenues are concerned, we think we can hold  
375 the same. We lowered our recording fees by \$100,000, stated Register  
376 Hammond. Maybe in 2024 we will have a better outlook, said the Register of  
377 Deeds.  
378  
379 Register Hammond continued that their expenditures show a 2.04% increase. We  
380 have eliminated another deeds clerk position as someone transferred to another  
381 job in the county. I am not looking to fill that position at this time, explained  
382 Register Hammond. Upgrades that we have done including having all the  
383 department in one room and e-files have made us more efficient. Also, continued  
384 Register Hammond, we have seen a downturn in our photocopy income as a  
385 result of electronics. This can be done 100% online now. 500 free copies so we  
386 don't get as much revenue. She informed all that the Deeds Association is  
387 starting to work on bills for increases in copy fees for us by eliminating the free  
388 copies as well as an increase in our recording fees.  
389  
390 Register of Deeds Hammond explained that Lilly Archivals is reflected in the  
391 professional services amount of \$25,000 as authorized by the Commissioners.  
392  
393 Commissioner Chenette asked Register of Deeds Hammond if she felt her  
394 estimate was conservative as he is concerned about \$850,000 below (in  
395 revenues). He asked if she had factored that in to that 2% (budget increase) or do  
396 we need to talk more about needing a buffer?  
397 Nancy- are you suggesting deeper cuts?  
398 Commissioner Chenette responded that he is just trying to figure out how we are  
399 handling lower revenue streams.  
400  
401 Register Nancy Hammond explained that is not driven by us and that is county  
402 money. Deeds only collects it, she explained.  
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Deputy EMA Director Megan Arsenault presented the Juvenile Fire Prevention requested budget and stated that there are no changes requested for this. We will discuss more our strategy about the program moving forward, she explained. Commissioner Chenette asked since the two part time positions are vacant is it accurate that you want one full time position instead.

EMA Deputy Director Megan Arsenault replied that Commissioner Chenette's understanding is correct but for now we are fine with keeping it as we explore the benefit of a full-time vs. part-time employee.

Commissioner Chenette responded that now is the perfect time to talk about it as the two people have left. It is the natural time to want to address this before we hire the 2 part-time folks, stated Commissioner Chenette.

County Manager Zinser responded that there is a conversation about converting to one full-time person. Some letters have gone out to perhaps change the position to a community risk reduction position. That didn't really meet this year's priority of the budget.

County Manager Zinser continued there was a discussion of hiring a permanent part-time person maybe for 20 hours per week and convert to a Fire Marshall's position. Another suggestion is to combine those two part-time positions into one permanent 20 hour position.

County Manager Zinser continued, are we prepared to make that leap to a Fire Marshall ? He explained that is not really where we ended with our internal conversations. This may be better addressed when we have the training facility.

Chief Fire Administrator Rod Hooper addressed the Board and stated that he thinks we should consider a full- time fire marshall position but take this year to figure this out. He added that he does not have a lot of time to devote to this right now.

Commissioner Dutremble advised that we take our time to make sure it's right.

Chief Fire Administrator Hooper agreed and suggested that we put the juvenile program on a pause. He added that he does have some people that could help out in an emergency situation.

Commissioner Chenette commented that in the budget we have 2 part time (20 hour positions). If we are pausing the budget, do we need to fund it?

County Manager Zinser replied that it is a 20 per hour a week position.

Commissioner Chenette responded that he respects that you are pausing (the program) so if we are not hiring why would keep that in the budget?

Chief Fire Administrator Hooper replied that we would keep it in the budget as it is a tool to help if needed.

The County Manager explained that we are having a lot more people coming to us advising us what we should do. We would like to take some time to look at Juvenile Fire program. He continued that he still thinks the opportunity to hire a 20 per hour person is there.

Community Risk Reduction to me is a different, separate request but we need time to think about it, explained County Manager Zinser.

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**4 PUBLIC COMMENT(S) ON ANY ITEM(S)**

County Manager Zinser informed all that next week we will hear from the following departments: Probate, Sheriff, D.A., Facilities. We will hear from Layman Way Recovery Center on the 12<sup>th</sup>.

NO public comments.

Commissioner Dutremble asked the Commissioners if they wished to vote now? Commissioner Chenette responded that, just a thought, but it is the first time people are seeing this and if we are going to take straw votes we do this the beginning of next meeting.


Commissioner Dutremble replied that it is not a straw vote. People can bring it back as it is pending but you can reverse it.

Commissioner Ring commented that for clarification if someone votes they are the only ones that can open it up again. If you don't vote for it you can't open it up.

Commissioner Chair Dutremble stated that no motions were made so no one is voting at this meeting.

**5 ADJOURN**

Commissioner Ring motioned to adjourn. Commissioner Chenette seconded the motion. Vote 5-0. Meeting adjourned at 7:12 p.m.

<b>JOB DESCRIPTION</b>	
<p>County of York</p>  <p>Administration</p>	<p style="text-align: center;"><b>Development Director</b></p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> Exempt</p> <p><b>Salary:</b> \$85,000 - \$105,000</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> County Manager &amp; Deputy County Manager</p>

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Director of Development will plan and implement a development and fundraising program to provide for the short- and long-term needs of the County to include but not limited to, the York County Regional Training Center and the York County Behavioral Health and Addiction Recovery Center. They will oversee organizational fundraising and manage relationships with the County’s financial partners.

**ESSENTIAL DUTIES**

- Works with the County Manager and leadership team to determine the mission, purpose, and priorities of the organization.
- Gauge business needs and brainstorm ideas for fundraising programs for the coming fiscal year.
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Develop and organize all aspects of the company’s fundraising programs.
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships.
- Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.

- Produces relevant and informative fundraising literature for distribution to previous donors and the public.
- Research donation programs and opportunities available through local, state, and federal programs.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Create reports post-events to analyze data and determine the marketing effectiveness for the fundraising program.
- Performs other related duties as assigned.

### **MIMIMUM QUALIFICATIONS**

- Commitment to the Vision, Mission, and Core Values of the County of York.
- Possess a professional, friendly, team-oriented demeanor. Ability to work independently and in a team environment.
- Extensive knowledge of fundraising strategies and principles.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Ability to create and contribute to a culture of diversity, inclusivity, collaboration, and teamwork.
- Proficient in Microsoft Office (Emphasis on Word, Outlook, Excel)
- Bachelor's degree in marketing, Finance, or similar field preferred; 2-4 years post education. (Relevant fundraising/marketing experience will be considered).
- Five years' experience in fundraising for an organization highly preferred.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

### **NECESSARY SPECIAL REQUIREMENT**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening. (Including: background, reference, and criminal check.)
- Must have a valid driver's license.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

### **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in the office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

The employee may be required to travel for work-related events.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use a computer keyboard, file, write and answer the phones. The employee is frequently required to walk, talk, and listen. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. They may be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.