

PLYMOUTH COUNTY COMMISSIONERS  
MEETING

December 5, 2019

A regular meeting of the Plymouth County Commissioners was called to order at 5:38 p.m. at the County of Plymouth Administration Building, 44 Obery Street, Plymouth, MA. Present were Chairman Daniel A. Pallotta, and Commissioner Sandra M. Wright. Chairman Pallotta called for the Pledge of Allegiance.

Also, in attendance were Register of Deeds John Buckley, Treasurer Tom O'Brien, Assistant Treasurer Jeff Welch, 4-H Educator Valerie Schell, County Administrator Frank Basler and Executive Assistant Nancy O'Rourke.

**Meeting Minutes –November 20, 2019**

Commissioner Wright made a motion to table the minutes of November 20, 2019. Chairman Pallotta seconded.

Vote: The motion passed unanimously.

**Vote–Vouchers**

Commissioner Wright made a motion to approve vendor vouchers as recommended by the Treasurer. Chairman Pallotta seconded.

Vote: The motion passed unanimously.

**Vote–Payroll**

Commissioner Wright made a motion to accept and approve payroll as recommended by the Treasurer. Chairman Pallotta seconded.

Vote: The motion passed unanimously.

**Vote to accept and approve CPS forms:**

Michelle Genduso–Resignation

Commissioner Wright made a motion to accept and approve the personnel status form as listed. Chairman Pallotta seconded.

Vote: The motion passed unanimously.

**Sick time buy back vote for Christine Grasso**

Commissioner Wright made a motion to order that the County Treasurer pay to Christine Grasso, 28 Ridgehill Lane, Sagamore, MA 02562, the sum of Four Thousand, four hundred, seventy–seven dollars and six cents (**\$4,477.06**) to be paid from the Plymouth County FY20 Budget. As said, Christine Grasso retired from the position of Asst. Dept. Head–Recording, at the Plymouth County Registry of Deeds, on November 13, 2019 with 707.50 hours to her sick leave credit. The amount of sick–leave buy back is 20% or 141.50 hours at the rate of compensation of \$31.64 per hour. Chairman Pallotta seconded.

Vote: The motion passed unanimously.

## Update & Vote-County Farm Mediation Agreement and County Farm Lease

County Administrator Frank Basler briefed the board on the status of the agreement and lease. The agreement and lease are still not completed and are expected by the next meeting.

### Vote FY19 Budget Transfers

Chairman Pallotta made a motion to provide the following Budget Transfers for the maintenance and operation of the County of Plymouth for fiscal year beginning July 1, 2018 and ending June 30, 2019, as follows:

<u>DEPT</u>		<u>INCREASE</u>	<u>DECREASE</u>
<b><u>03</u></b>	<b><u>County Commissioners' Office</u></b>		
100	Permanent Employees	\$ 4,547.20	
239	Professional & Technical Services		\$ 2,500.00
241	Employee Education		\$ 500.00
282	In-State Travel	\$ 2,200.00	
291	Advertising	\$ 200.00	
295	Printing & Bindery Services		\$ 500.00
362	Stationery & Office Supplies	\$ 1,200.00	
463	Equipment Rental	\$ 550.00	
<b><u>05</u></b>	<b><u>Parking Department</u></b>		
100	Permanent Employees	\$ 10,073.40	
239	Professional & Technical Services		\$ 5,000.00
277	Computer Software Service		\$ 2,300.00
361	Postage	\$ 2,350.00	
362	Stationery & Office Supplies	\$ 1,700.00	
569	Computer Equipment	\$ 3,250.00	
<b><u>06</u></b>	<b><u>Building Maintenance</u></b>		
01.06.4.100	Maintenance Wages - Wareham Court	\$ 7,500.00	
01.06.5.100	Maintenance Wages - Brockton Court		\$ 15,000.00
01.06.7.100	Maintenance Wages - General Court	\$ 1,000.00	
01.06.8.100	Maintenance Wages - Hingham Court	\$ 6,500.00	
01.06.3.120	Maintenance Overtime Wages - Registry of Deeds	\$ 1,100.00	
01.06.4.120	Maintenance Overtime Wages - Wareham Court		\$ 1,200.00
01.06.5.120	Maintenance Overtime Wages - Brockton Court	\$ 1,100.00	
01.06.7.120	Maintenance Overtime Wages - General Court		\$ 1,000.00
01.06.8.120	Maintenance Overtime Wages - Hingham Court	\$ 500.00	
01.06.9.120	Maintenance Overtime Wages - Admin. Building		\$ 500.00
213	Telephones	\$ 5,500.00	
221	Electricity		\$ 29,000.00
222	Gas & Fuel	\$ 10,500.00	
223	Fuel Oil Contracts		\$ 7,500.00
239	Professional & Technical Services	\$ 335,000.00	

262	Sub-contract Electrical Work		\$ 1,000.00
264	Sub-contract Plumbing	\$ 500.00	
265	Sub-contract Roofing	\$ 9,000.00	
266	Maintenance: Paved Areas		\$ 24,000.00
267	Water & Sewer Maintenance		\$ 4,000.00
269	Building Repairs		\$ 18,000.00
271	Automotive Repair		\$ 4,000.00
273	Machinery Repair		\$ 46,000.00
282	In-State Travel	\$ 250.00	
303	Gasoline		\$ 3,500.00
309	Automotive Supplies	\$ 700.00	
310	Electrical Supplies		\$ 5,000.00
311	Construction Supplies		\$ 3,500.00

**06**

**Building Maintenance (Continued)**

314	Sewer Supplies (Town Bills)		\$ 11,000.00
315	Water Supplies (Town Bills)		\$ 2,000.00
316	Supplies for Paved Areas		\$ 1,000.00
319	Buildings & Grounds Supplies		\$ 4,000.00
330	Heating Supplies	\$ 6,200.00	
340	Household Supplies		\$ 20,000.00
399	Miscellaneous Supplies	\$ 250.00	
501	Automobiles & Trucks		\$ 5,000.00
519	Misc. Electrical & Mechanical Equip.		\$ 10,000.00

**08**

**Co-operative Extension Service**

282	In-State Travel	\$ 900.00	
391	Educational Materials		\$ 900.00

**10**

**Contractual Expenses**

403	Workers' Comp. Salaries	\$ 50.00	
403	Workers' Comp. Medical		\$ 50.00
431	Comprehensive Building Insurance		\$ 2,750.00
433	General Liability Insurance	\$ 2,750.00	

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**Fire Control - Airplane**

239	Professional & Technical Services		\$ 1,525.00
271	Automotive Repair	\$ 275.00	
469	Miscellaneous Rentals	\$ 1,250.00	

**30**

**Treasurer's Office**

100	Permanent Employees	\$ 10,001.33	
277	Computer Software Service		\$ 3,700.00
340	Household Supplies	\$ 100.00	
362	Stationery & Office Supplies	\$ 2,100.00	
569	Computer Equipment	\$ 1,500.00	

**34****Registry of Deeds**

276	Computer Hardware Repair		\$ 1,113.00
294	Freight & Express Charges	\$ 4,387.24	
295	Printing & Bindery Services		\$ 3,292.95
299	Miscellaneous Contractual Services	\$ 18.71	
361	Postage		\$ 5,946.73
362	Stationery & Office Supplies	\$ 13.05	
423	Law Books	\$ 41.72	
462	Land & Building Rental	\$ 5,891.96	

**80****Mayflower Municipal Health Group**

100	Permanent Employees	\$ 1,380.81	
239	Professional & Technical Services		\$ 250.00
277	Computer Software Service	\$ 3,937.00	
282	In-State Travel		\$ 4,742.81
340	Household Supplies	\$ 150.00	
361	Postage		\$ 1,350.00
362	Stationery & Office Supplies		\$ 900.00
439	Misc. Ins. (Health, Dental, Life)	\$ 2,275.00	
464	Post Office Box Rental		\$ 500.00

**99****Special Accounts**

01.12.0.002	Reserve - Salary Increases		\$ 20,000.00
01.12.0.003	Reserve - Sick Leave Buyback		\$ 20,000.00
01.12.0.100	Wages - Sick Leave Bought Back	\$ 36,000.00	
01.18.0.439	Group Insurance		\$ 190,671.93

<b>TOTAL</b>	<b>INCREASE / DECREASE</b>	<b>\$ 484,692.42</b>	<b>\$ 484,692.42</b>
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Commissioner Wright seconded.

Vote: The motion passed unanimously.

**Vote Transfer of Deeds Excise to Plymouth County Retirement Board for Sheriff's unfunded pension liabilities**

Chairman Pallotta made a motion that pursuant to M.G.L. Chapter 64D, section 11, that certain agreement entered into pursuant to such statute by the Secretary of Administration and Finance, the actuary of the Public Employee Retirement Administration Commission, the Plymouth County Retirement Association and their actuaries, the Plymouth County Treasurer, and the County of Plymouth, the County appropriates **\$3,220,158.00** from the net amount of the deeds excise remitted to the state and transferred to the Deeds Excise Fund to the County Retirement system line item to partially satisfy the state's unfunded pension liabilities for the retired employees from the Sheriff's Department for Fiscal Year 2020.

Commissioner Wright seconded.

Vote: The motion passed unanimously.

**Vote to accept \$20,000 from Commonwealth of MA for Entomology Programs**

Chairman Pallotta made a motion to accept from the Massachusetts Department of Conservation and Recreation (“DCR”) a sum in the amount of Twenty Thousand Dollars and Zero Cents (\$20,000.00) for the purposes of funding a tick borne illness prevention and awareness program, as set forth in Chapter 41 of the Acts of 2019 and in an agreement between the County of Plymouth and the DCR, signed by the County Administrator on October 28, 2019.

BE IT FURTHER VOTED, that the Fiscal Year 2020 Operating Receipts as approved by the Plymouth County Advisory Board on June 13, 2019 be amended as follows:

- Chapter 41 of the Acts of 2019 Appropriation - \$20,000.00

Commissioner Wright seconded.

Vote: The motion passed unanimously.

**Vote to amend and increase FY20 Operating Budget by \$20,000 from Commonwealth of MA for Entomology Programs**

Chairman Pallotta made a motion to amend and increase the Operating Budget of the County of Plymouth for fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

<u>DEPT</u>		<u>INCREASE</u>
<b><u>08</u></b>	<b><u>Co-operative Extension Service</u></b>	
239	Professional & Technical Services	\$ 4,000.00
241	Education of Non-Employees	\$ 8,000.00
291	Advertising	\$ 3,000.00
391	Educational Materials	\$ 3,000.00
399	Miscellaneous Supplies	\$ 2,000.00
	<b>TOTAL</b>	<b>INCREASE</b>
		<b>\$ 20,000.00</b>

Commissioner Wright seconded.

Vote: The motion passed unanimously.

**Vote FY20 Budget Transfers**

Chairman Pallotta made a motion that the Fiscal Year 2020 Operating Receipts as approved by The Plymouth County Advisory Board on June 13, 2019 be amended as follows:

- Unappropriated Fund Balance (Prior FY’s) - \$588,000.00

Commissioner Wright seconded.

Vote: The motion passed unanimously

Chairman Pallotta made a motion to amend and increase the Operating Budget of the County of Plymouth for fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

<u>DEPT</u>		<u>INCREASE</u>
<b><u>05</u></b>	<b><u>Parking Department</u></b>	
239	Professional & Technical Services	\$ 30,000.00
<b><u>06</u></b>	<b><u>Building Maintenance</u></b>	
239	Professional & Technical Services	\$ 58,000.00
269	Building Repairs	\$ 20,000.00
600	Building Structures & Improvements	\$ 50,000.00
<b><u>32</u></b>	<b><u>OPEB Liability Trust Fund</u></b>	
490	OPEB Liability Trust Fund Contribution	\$ 25,000.00
<b>TOTAL</b>	<b>INCREASE</b>	<b>\$ 183,000.00</b>

Commissioner Wright seconded.

Vote: The motion passed unanimously.

Chairman Pallotta made a motion to amend and increase the Operating Budget of the County of Plymouth for fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

<u>DEPT</u>		<u>INCREASE</u>
<b><u>99</u></b>	<b><u>Special Accounts</u></b>	
01.24.0.000	Reserve - Stabilization Fund	\$ 155,000.00
<b>TOTAL</b>	<b>INCREASE</b>	<b>\$ 155,000.00</b>

Commissioner Wright seconded.

Vote: The motion passed unanimously.

### Administrator's Report

#### Vote Gasoline & Diesel Fuel Bid

Chairman Pallotta made a motion to award bid the bid for the purchase of 87 Octane Gasoline and Ultra Low Sulphur Diesel Fuel for the County of Plymouth and various political sub-divisions, effective January 1, 2020 to December 31, 2020, to the following:

Noonan Brothers Petroleum, Inc. 415 West St., West Bridgewater, MA 02379  
Dennis K. Burke, Inc. 555 Constitution Dr., Taunton, MA 02780  
Petroleum Traders Corporation, 7120 Pointe Inverness Way, Fort Wayne, IN 46801

Commissioner Wright seconded.

Vote: The motion passed unanimously.

### **Court House Rent Report**

Administrator Basler reviewed the draft courthouse rent report with the board and will submit the final draft to the Administrative Office of the Trial Court for processing.

### **Grant writer update**

Administrator Basler briefed the board on recent discussions with the Town of Middleborough.

### **Next meeting date**

The Commissioner's next meeting will be Tuesday, January 7, 2020 for the Statutory Meeting.

The meeting adjourned at 5:52 p.m.

### **Documents and/or exhibits**

- Meeting Minutes–November 20, 2019
- Draft–FY19 Courthouse Rent Report
- Vote–FY19 Budget Transfer
- Vote–Transfer of Deeds Excise to Plymouth County Retirement Board for Sheriff's unfunded pension liabilities
- Vote–Accept \$20,000 for the Commonwealth of MA for Entomologist Programs
- Vote–Amend and increase FY20 Operating Budget by \$20,000 from the Commonwealth of MA for Entomologist Programs
- Votes–FY20 Budget Transfers
- FY 20 Gasoline & Diesel Fuel Bid Award
- Plymouth County 4-H “Field of Dreams” flyer
- Posting–Brockton City Council Inaugural Ceremony Luncheon

Respectfully submitted,  
Nancy O'Rourke  
Executive Assistant