

Administration and Oversight

Tuesday, June 28, 2022 @ 1:00 PM

Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Approval of Minutes

- A&O Meeting Minutes - May 24, 2022

Board of Elections:

1. Department Update

Purchasing:

1. Department Update

Resolutions:

1. Amending Purchasing Policy and Procedures
2. Acknowledging Introduction of Proposed Local Law No. 3 for the Year 2022 and Calling for a Public Hearing

Other Committee Business

Next Meeting: Tuesday, July 26, 2022 @ 1PM

Adjourn

Administration and Oversight

Tuesday, May 24, 2022 @ 1:00 PM

Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 1:00 p.m. in the Board Chambers.

Committee Members present:

Chairman Dave Jones, Vice Chairwoman Brandee DuBois, Supervisor Eve Ann Schwartz, Supervisor Loren Corbin, and Supervisor Melissa During

Others present:

County Administrator Mark Scimone, Elections Commissioner Mary Egger, Elections Commissioner Laura Martino, Purchasing Agent Laurie Winters, Finance Director Lou Anne Randal, Public Information Specialist Ryan Coe and Confidential Secretary Emily Burns

Approval of Minutes

- A&O Meeting Minutes - April 28, 2022

Motion by Brandee DuBois to approve the minutes of the April 28, 2022 meeting. Second by Loren Corbin. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Laura Martino stated that their office has been very busy with petitions coming in, absentee ballots for the primaries, and getting everything ready for the elections. They are also working on redistricting again and reorganizing their office. Also, since one of their technicians is running for office, they are working on putting ballots together themselves. They are looking to hire a part-time person with IT knowledge to assist with ballots and technology items.

Elections Commissioner Mary Egger stated that they are looking at a timeline for the August primary as there will be some overlap with elections. State requirements along with cybersecurity concerns have significantly increased their IT needs. It would be beneficial to have someone within their office to assist with technology needs, especially after-hours in order to meet State deadlines. County Administrator Scimone stated that IT could dedicate a staff member from their department for emergency Board of Elections calls, but it would need to be negotiated with the CSEA. An additional IT

position could also be a consideration, especially with the extra work that IT is doing with the Towns and increased cybersecurity concerns.

In order to stay compliant, Egger stated that working after-hours is often necessary in order to stay compliant and manage all of the balls in the air. Scimone asked the Commissioners to send a proposal to him by tomorrow that can be presented to the IT Director and Government Operations Committee on Thursday.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that her office is working on 5 bids, 4 RFPs and with Enterprise on a daily basis. She is also updating the Purchasing Policy, creating a food policy and working to funnel contracts through Purchasing. PCard purchasing are at \$3.1M, down \$391K from this time last year. In regards to the County Salt Bid, the contractor wants to continue the contract but with an increase beginning in August due to fuel costs. It is still less expensive than the State contract and we will rebid next year. All vendors are starting to put in fuel surcharges.

Resolutions:

1. Designating Disposal of Surplus County Personal Property

Motion by Eve Ann Schwartz to to approve the resolution. Second by Brandee DuBois. The motion was Passed.

2. Designating Disposal of Surplus County Personal Property

Motion by Eve Ann Schwartz to to approve the resolution. Second by Brandee DuBois. The motion was Passed.

Other Committee Business

Committee Chairman Dave Jones questioned whether all meetings, committee and board, will be going back to in-person once the Emergency Order is lifted in June, assuming it is not extended. County Administrator Mark Scimone referenced the NYS Committee on Open Government's Q&A regarding Chapter 56 of the Laws of 2022, which will be emailed to the Committee for review. It allows for virtual meetings but only for limited and specific reasons. Scimone believes Board meetings should be in person, but agreed that it does not make sense to no longer use a tool that has worked so well for committee meetings, saving time and fuel and allowing more flexibility. Supervisor Eve Ann Schwartz stated that video conferencing allows more members and the public to participate while dealing with issues such as childcare, work/ business, fuel costs, drive time and mileage reimbursement costs for the County. Chairman Jones stated that the drive time for some supervisors exceeds the time they spend in a committee meeting. Mark will discuss this issue with Pat Cummings at NYSAC and will look for sample

policies.

Supervisor Eve Ann Shwartz made a motion for the County Attorney to draft a local law to codify policy that would allow video conferencing for the Madison County Board of Supervisors. Supervisor Melissa During seconded the motion and it was unanimously approved.

Next Meeting: Tuesday, June 28, 2022 @ 1PM

Adjourn

Motion by Melissa During to adjourn at 1:36 p.m.. Second by Loren Corbin. The motion was Passed.

RESOLUTION NO. _____

AMENDING PURCHASING POLICY AND PROCEDURES

WHEREAS, the Madison County Board of Supervisors has previously adopted a revised Purchasing Policy and Procedure; and

WHEREAS, the current policy requires amendments to comply with procedural changes; and

WHEREAS, the amendments will also increase efficiencies countywide; and

WHEREAS, the Administration and Oversight Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts Madison County's Purchasing Policy and Procedures as amended.

Dated: July 12, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO.22- _____

**ACKNOWLEDGING INTRODUCTION OF PROPOSED LOCAL LAW NO. 3 FOR THE
YEAR 2022 AND CALLING FOR A PUBLIC HEARING**

WHEREAS, Supervisor Jones has duly introduced proposed Local Law No. 3 for the year 2022, entitled "A LOCAL LAW TO ADOPT AMENDMENTS TO THE NEW YORK STATE OPEN MEETINGS LAW FOR THE EXPANDED USE OF VIDEO CONFERENCING IN THE COUNTY OF MADISON"; and

WHEREAS, a copy of said proposed local law has been furnished to each Supervisor; and

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held on the proposed Local Law in the Chambers of the Board of Supervisors at the Madison County Office Building on August 9, 2022 at 11:20 a.m.; and

BE IT FURTHER RESOLVED that the Clerk of the Board duly publish a notice of this hearing in the official newspapers of the County at least five days prior to the scheduled hearing date.

Dated: July 12, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight Committee

**COUNTY OF MADISON
LOCAL LAW NO. 3 OF 2022**

**A LOCAL LAW TO ADOPT AMENDMENTS TO THE NEW YORK STATE OPEN
MEETINGS LAW FOR THE EXPANDED USE OF VIDEOCONFERENCING IN THE
COUNTY OF MADISON**

BE IT ENACTED, by the Board of Supervisors of the County of Madison, New York as follows:

SECTION 1. TITLE. This Local Law shall be titled “A Local Law to Adopt Amendments to the New York State Open Meetings Law for the Expanded Use of Videoconferencing in the County of Madison”.

SECTION 2. PURPOSE AND INTENT. The purpose of this law is to authorize Madison County to allow for expansion of the use of videoconferencing to conduct open meetings.

SECTION 3. AUTHORITY. This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law. On April 9, 2022 Governor Hochul signed an amendment to the Open Meetings Law to allow, until the expiration date of July 1, 2024, the expanded use of videoconferencing by public bodies in the conduct of open meetings, under extraordinary circumstance, regardless of a declaration of emergency. In order to continue meeting virtually, counties must adopt a local law to opt in.

SECTION 4. CONDITIONS

- a. Members of the Board shall be physically present at meetings, unless allowed remote attendance at locations that do not allow for in-person physical attendance by the public, under extraordinary circumstances.
- b. The list of extraordinary circumstances is non-exhaustive, but shall include illness, or any other significant or unexpected factor or event which precludes the member's physical

attendance at such meeting. The following shall not be deemed as extraordinary circumstances: vacation or delayed travel.

- c. Members shall provide notice of their inability to attend a meeting to the Clerk of the Board of Supervisors at least 24 hours prior to the meeting or as soon as reasonably able.
- d. The Committee Chairs, when available, shall retain discretion over permitted extraordinary circumstances for their Committee, pursuant to Section 2(b) of this local law.
- e. The Chairperson of the Board shall retain discretion over permitted extraordinary circumstances for the Board and for Committee meetings when that Chair is unavailable, pursuant to Section 2(b) of this local law.
- f. Members allowed to appear remotely shall leave their video camera on at all times during the meeting unless excused by the Chairperson.
- g. Rules for executive session shall still apply, and members shall not permit any unauthorized persons to listen to or overhear any executive session discussion.
- h. It is understood that members permitted to attend at a location that does not allow for in-person physical attendance by the public will not count toward a quorum. Only members present at a physical location which allows for in-person attendance by the public will count toward a quorum.
- i. Any members of the public attending a meeting must be able to hear, see and identify any member of the public body who is attending remotely while the meeting is being conducted.

- j. If video conferencing is used to conduct a meeting, the public notice shall inform the public where they can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.
- k. Meetings conducted using videoconferencing shall be recorded and those recordings shall be posted or linked within five (5) business days of the meeting and maintained for five (5) years thereafter. Recordings shall be transcribed upon request.
- l. In those meetings where videoconferencing is used the public shall be able to view the meeting via video and participate in the proceedings via videoconference in real time where public participation is authorized.
- m. The Madison County Board of Supervisors may hold fully remote meetings, and in person participation requirements of the Law shall not apply, during: a state disaster emergency declared by the governor pursuant to section twenty-eight of the Executive Law, or a local state of emergency proclaimed by the chief executive of a county, city, village, or town pursuant to Section Twenty-four of the Executive Law, if the Board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in person meeting.
- n. These written procedures shall be posted on the County's website.

SECTION 5. SEVERABILITY. If any clause, sentence, paragraph, section, subdivision or other party of this Local Law or its applications shall be adjudged by a court of competent jurisdiction to be invalidated or unconstitutional, provided that such judgment does not

invalidate this Local Law or prohibit its administration, such order or judgment shall not affect, impair or otherwise invalidated the remainder of this Local Law which shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Local Law shall take effect immediately upon filing with the Secretary of State.

SECTION 7. EXPIRATION. This Local Law shall be effective until July 1, 2024 as set forth by New York State in Chapter 56 of the Laws of 2022.