

Administration and Oversight
Tuesday, January 25, 2022 @ 1:00 PM
Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 1:03 p.m. in the Board Chambers.

Committee Members present via Zoom:

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

Others present:

Purchasing Agent Laurie Winters, Elections Commissioner Mary Egger, Elections Commissioner Laura Martino, County Attorney Tina Wayland-Smith, Public Information Specialist Ryan Coe

Chairman Jones welcomed new Committee members and read the purpose of the Administration and Oversight Committee for their reference:

Responsible for legislative committees, legislative rules and operations, Board of Elections, Official papers, Supervisors' Journal, Purchasing, examine and investigate the delivery of county services to ensure that they are efficient, effective and non-duplicating.

Approval of Minutes

- A&O Meeting Minutes - November 30, 2021

Motion by Brandee DuBois to approve the minutes of the November 30, 2021 meeting. Second by Eve Ann Schwartz. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that 2022 will be a big year for the Board of Elections Office. They are currently working with three grants. The Early Voting Extension Grant will be done by the end of the week. Laurie Winters has been a big help. The Tier Grant will be done in January 2023 and the Cybersecurity Grant has been extended until 2023.

Elections Commissioner Laura Martino stated that they are preparing themselves for Election Law changes, should they pass. The new Early Voting Site Law requires them to move the voting location to the City of Oneida due to population density and

transportation options, despite the fact that we have more control, accessibility and security at the County campus. New possible laws will require poll sites on college campuses with 300 or more students, 10- day voter registration and 10-day early voting before elections. Redistricting is also coming soon. State guidance on open meetings law will require more transparency. Much of the legislation is not clear and many questions will need to be answered to prepare. Some of the items may be put into the State budget.

County Attorney Tina Wayland-Smith informed the Committee that Colgate Professor Christopher Nevison will be using census figures to update our weighed voting system, which is done every 10 years. A Local Law modifying the weighted voting apportionments will be introduced at the March Board meeting and approved in April. All town populations in the County have gone down.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that Purchasing finished out 2021 with 36 bids, 37 large quotes, and 11 RFPs/RFQs. Between Sept through December we spent \$1.6M with PCards. We are on track for another rebate increase, with the next tier being \$2.5M (1% to 1.10% rebate). PCards are encouraged and can be used for anything as long as the vendor doesn't charge a fee. Supervisor Eve Ann Schwartz asked if Towns could use PCards either cooperatively with the County or on their own. Laurie stated that she would look into it and provide any information she receives to the Committee.

Bids are being prepared for 2022.

Resolutions:

1. Approving Trade-In of Cat Loader in Accordance with the Madison County Highway Department 5-year Plan

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

2. Approving Trade-In of 2021 Bobcat Skid-Steer Loader

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

Other Committee Business

None

Next Meeting: Tuesday, February 22, 2022 @ 1:00 p.m.

Adjourn

Motion by Brandee DuBois to adjourn at 1:30 p.m.. Second by Loren Corbin.
The motion was Passed.

Administration and Oversight
Tuesday, November 30, 2021 @ 1:30 PM
Chambers/Zoom

MINUTES

1:30 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 1:31 p.m. in the Board Chambers.

Committee Members present via Zoom:

Chairman Dave Jones, Vice Chairwoman Yvonne Nirelli, and Supervisor Ron Bono, and Supervisor T.J. Stokes

Others present:

Board Chairman John Becker, Board Vice Chairman Cliff Moses, County Administrator Mark Scimone, Elections Commissioner Mary Egger, Elections Commissioner Alan Cohen, Public Information Officer Samantha Field, Public Information Specialist Ryan Coe

Approval of Minutes

- A&O Meeting Minutes - September 23, 2021

Motion by Yvonne Nirelli to approve the minutes of the September 23, 2021 meeting. Second by Ron Bono. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that the Board of Elections certified the election and turned in paperwork before Thanksgiving, much earlier than last year. Certificates have been sent out. The Office is preparing for the next election in March. Inspector mandates are increasing for training. They are considering online training for 200-300 inspectors. They are required to take sexual harassment and corporate compliance training and complete ethics surveys, but they are not County employees with County emails. The new mandates will also take away from the inspector training. Some counties pay by vouchers rather than payroll. County Administrator Mark Scimone will discuss options with the Compliance Officer to ensure we meet compliance.

Resolutions:

1. Authorizing the Modification of the 2022 Adopted County Budget (Allocation of Host Community Benefit)

Motion by Yvonne Nirelli to approve the resolution. Second by T.J.

Stokes. The motion was Passed.

2. Fixing Time for Holding Meetings during 2022

County Administrator Mark Scimone stated that it is recommended that the monthly Board Meetings be moved to 11 a.m. from their customary 2 p.m. and committee meetings be scheduled during the last week of each month. Chairman Becker approves of the proposal. Vice Chairman Moses stated that it makes sense since committees are no longer meeting on Board Day. The first meeting of the year (Organizational Meeting) will be kept at 2 p.m. According to the schedule Vice Chairman Moses put together, no supervisor will have to come in more than two days during the committee meeting week. Once the committee assignments are confirmed, the committee meeting schedule will be finalized. Motion by T.J. Stokes to approve the resolution. Second by Ron Bono. The motion was Passed.

3. Modifying contract approval in the County Contract Policy and Procedures

Motion by T.J. Stokes to approve the resolution. Second by Ron Bono. The motion was Passed.

4. Amending Rules of the Madison County Board of Supervisors

Three major changes have been made in the revised Board Rules to streamline and make corrections; 1) audit of claims are now reported to the Board by the County Auditor (Finance Office), 2) clarify roles of the County Administrator and Chairperson to clear up any confusion, 3) removal of the Cazenovia Sewer District. Motion by Yvonne Nirelli to approve the resolution. Second by T.J. Stokes. The motion was Passed.

Other Committee Business

1. 2022 Committee Meetings Schedule

The 2022 Committee Meeting schedule drafted by Vice Chairman Cliff Moses was distributed to the Committee.

Next Meeting:

1. TBD - Annual Session

Adjourn

Motion by Ron Bono to adjourn at 2:12 p.m.. Second by Yvonne Nirelli. The motion was Passed.

RESOLUTION NO. 22-_____

**APPROVING TRADE-IN OF CAT LOADER IN ACCORDANCE WITH THE MADISON
COUNTY HIGHWAY DEPARTMENT 5 YEAR PLAN**

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

WHEREAS, in accordance with the Madison County Highway Department 5 Year Plan, the 2019 CAT 962M Loader (#WAM0494) with an estimated 1,600 hours is scheduled for replacement; and

WHEREAS, Milton CAT has a trade program that would allow the Madison County Highway department to trade #WAM0494 for a 2022 CAT 962M Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 27, 2022, to review and recommend the trade-in of equipment;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors approves the trade-in of the above piece of equipment per the Milton CAT trade program.

Dated: February 8, 2022

David R. Jones, Chairman

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Administration and Oversight Committee

RESOLUTION NO. 22-_____

APPROVING TRADE-IN OF 2021 BOBCAT SKID-STEER LOADER

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

WHEREAS, Warner Sales & Service has provided a trade-in value of \$46,500 for Madison County Highway department's 2021 Bobcat S76 Skid-Steer Loader (#WAM3812); and

WHEREAS, Warner Sales & Service has provided a trade difference cost of \$6,887.98 that would allow Madison County Highway department to trade #WAM3812 for a 2023 Bobcat S76 Skid-Steer Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 27, 2022, to review and recommend the trade-in of equipment;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors approves the trade-in of the above piece of equipment.

Dated: February 8, 2022

David R. Jones, Chairman

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