

Administration and Oversight
Tuesday, September 27, 2022 @ 1:00 PM
Chambers / Town of Hamilton Office

MINUTES

1:00 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 1:01 p.m. in the Board Chambers and via Zoom at the Town of Hamilton Office.

Committee Members present:

Chairman Dave Jones, Vice Chairwoman Brandee DuBois, Supervisor Eve Ann Shwartz (via Zoom), Supervisor Loren Corbin, and Supervisor Melissa During

Others present:

County Administrator Mark Scimone, Elections Commissioner Laura Martino, Purchasing Agent Laurie Winters, County Attorney Tina Wayland-Smith, Public Information Specialist Ryan Coe, Corporate Compliance Officer Christina Kennedy, Clerk to the Board Emily Burns and Confidential Secretary Kristin Guinto

Approval of Minutes

- A&O Meeting Minutes - August 23, 2022

Motion by Loren Corbin to approve the minutes of the August 23, 2022 meeting. Second by Brandee DuBois. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Laura Martino stated that the Board of Elections Office is busy preparing for the upcoming election. A State grant will be providing reimbursement for postage costs. Absentee ballots are going out today.

Martino asked if a waiver was needed to decrease polling site insurance from \$5M to \$1M. County Administrator Mark Scimone and County Attorney Tina Wayland-Smith informed her that a waiver is no longer needed unless it is a construction project.

Scimone inquired about absentee ballots that were sent to democrats unsolicited. Martino said a state-wide democratic committee group sent a large number of unsolicited ballots to democrat voters prefilled for COVID. Those that returned the absentee ballots change their status, even if they were previously permanent absentee voters. Elections will notify those affected in Madison County so that they are aware.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that the UniFirst Corporation resolution will extend our piggybacking agreement with Onondaga County's Bid for industrial laundry service. The Purchasing Office is currently busy working on the tires and office supplies bids.

Resolutions:

1. Authorizing the Chairman to Enter into an Agreement with the New York State Board of Elections in Regards to the Absentee Ballot Pre-paid Postage and Modifying the 2022 Adopted County Budget

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

2. Authorizing the Chairman to amend an agreement with UniFirst Corporation and awarding extension of piggybacking of Onondaga County Bid 0010616 to provide industrial laundry service

Motion by Loren Corbin to approve the resolution. Second by Melissa During. The motion was Passed.

3. Approving Trade-In of 2015 John Deere Tractor

Motion by Melissa During to approve the resolution. Second by Eve Ann Schwartz. The motion was Passed.

4. Approving Trade-In of 2016 Gradall XL4100 Excavator

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

Other Committee Business

Supervisor Eve Ann Schwartz asked for clarification on the ability to attend meetings by Zoom videoconferencing now that the emergency order has been lifted. Scimone stated that in order to be counted toward quorum and to vote, committee members must show an undue hardship to attend virtually, which needs approval of the Chairperson of the committee. Scimone believes it is a hardship for committee members to travel an hour or more round trip for a 5 - 10 minute meeting or when there is no action to take, causing an unnecessary mileage reimbursement expense. For committee members to attend virtually under this hardship, their location would need to be added to the agenda, posted to the website, and they would need to provide public access to the meeting.

Preferred Agenda

It was the consensus of the Committee to allow any eligible resolution from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the Committee.

Next Meeting: Tuesday, October 25, 2022 @ 1PM

Adjourn

Motion by Brandee DuBois to adjourn at 1:17 p.m. Second by Melissa During.
The motion was Passed.

Administration and Oversight
Tuesday, August 23, 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 and via Zoom.

Committee Members present:

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

Others present:

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

Approval of Minutes

- A&O Meeting Minutes - July 26, 2022

Motion by Brandee DuBois to approve the minutes of the July 26, 2022 meeting. Second by Loren Corbin. The motion was Passed.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that the Purchasing Office has been very busy with bids and RFPs. The Broadband Fiber Bid for the ReConnect Project is scheduled for today.

2. 2023 Proposed Budget Review

Winters reviewed Purchasing's proposed 2023 budget with the Committee showing a slight increase in dues and books, a \$2,250 increase to attend more purchasing conferences, and an \$820 decrease in office equipment from 2022.

Winters did not include salaries as are unknown due to expiring bargaining unit agreements. County Administrator Mark Scimone stated that Management salaries are also tied to the CSEA White Collar Agreement which is currently being negotiated. Once it is finalized, Finance/Payroll will input any percentage increases that may be forthcoming. Scimone expects it to be costly in order to compete with the private sector as our benefits decrease. The NYSNA agreement increased salaries for nurses by 5%, 4.5%, and 4% over the next three years, respectively.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger informed the Committee that the Board of Elections van is shaky and the bottom has rusted out even though it only has 20K miles on it. The vehicle is underutilized by the Elections Office, although they do share it with the Sheriff's Office, Historian and Records Management Coordinator.

Purchasing Agent Laurie Winters stated that the van is not on next year's Enterprise schedule to be replaced, so other options will need to be discussed.

Chairman Dave Jones suggested replacing the van with a larger cargo van that would allow more voting machines to be moved for school elections. Eggers stated that a larger and taller van would allow them reduce trips and truck rentals costs to transport machines. Scimone stated that options would be looked at.

Eggers stated that an insurance waiver was requested for Cazenovia Library, which is utilized as one of our election poll sites. The contract requires \$5M Umbrella Liability and Caz Library only has \$1M. Per the contract policy, the waiver needs Committee approval. This site has been used for over a year and are satisfied that it complies with all ADA accessibility regulations. It was a consensus of the committee to approve the insurance waiver request for Cazenovia Library.

Eggers informed the Committee that based on the information provided by Ronni Travers, President at Public Sector HR Consultants, through a questionnaire and phone interview, the recommendation is to reallocate the title of Elections Commissioner from Grade E to F on Appendix A of the MC Salary plan. Personnel Officer Eileen Zehr will be taking this recommendation to GOC on Thursday in anticipation of gaining approval to introduce a Local Law for the changes. If they agree to take action on this now, the Local Law would go before the board for approval at the October meeting.

Today is Primary Election Day; go out and vote.

Resolutions:

1. Authorizing the County to Order Lease Vehicles for the 2023 Budget

Winters stated that funds were budgeted to lease vehicles in 2022 but the vehicles were not available due to manufacturing issues in the automobile industry. These vehicles will be leased in 2023 instead. Motion by Brandee DuBois to approve the resolution. Second by Loren Corbin. The motion was Passed.

Other Committee Business

None

Next Meeting: Tuesday, September 27, 2022 @ 1PM

Adjourn

Motion by Melissa During to adjourn at 1:22 p.m. Second by Loren Corbin.
The motion was Passed.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
THE NEW YORK STATE BOARD OF ELECTIONS IN REGARDS TO THE
ABSENTEE BALLOT PRE-PAID POSTAGE AND MODIFYING THE 2022
ADOPTED COUNTY BUDGET**

WHEREAS, the Madison County Board of Elections has been allocated State funds; and

WHEREAS, the grant program is described as follows:

Awarding Agency: New York State Board of Elections
Pass Thru. Agency: New York State Board of Elections
Program Name: Absentee Ballot Pre-Paid Postage
Grant Period: July 1st, 2022 through December 31st, 2022
Contract # BOE01-T004593-1110000
State Funds: \$ 21,770.68
Grant Total: \$ 21,770.68

NOW, THEREFORE BE IT RESOLVED, that the Chairman be hereby authorized to execute grant contracts for the Madison County Board of Elections with the State Board of Elections, a copy of which is on file with the Clerk of the Board; and

BE IT FURTHER RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

Board of Elections Grant Programs

Revenue

	<u>From</u>	<u>To</u>
A145410 430904 Absentee Ballot PP Postage	<u>\$-0-</u>	\$21,771
Pre –Paid Postage		
	Control Total	<u><u>\$21,771</u></u>

Expense

A145410 541206 Absentee Ballot PP Expense		
Pre –Paid Postage	<u>\$-0-</u>	\$21,771
	Control Total	<u><u>\$21,771</u></u>

Dated: October 11, 2022

David Jones, Chairman
Administration & Oversight Committee

Matthew Roberts, Chairman
Finance, Ways and Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN EXTENSION AGREEMENT
WITH UNIFIRST CORPORATION FOR PIGGYBACKING OF ONONDAGA COUNTY
BID 0010616 – INDUSTRIAL LAUNDRY SERVICE**

WHEREAS, Madison County would like to extend the agreement to piggyback on Onondaga County's Bid 0010616 – Industrial Laundry Service for rental of uniforms, rugs, and shop towels for a one year term; and

WHEREAS, the agreement will be for departments including Highway, Solid Waste & Facilities; and

WHEREAS, the will be September 13, 2022 – September 12, 2023, with a renewal option of one (1) additional one (1) year term upon written consent of both parties; and

WHEREAS, the specific amount will be per item per the Schedule A of the contract; and

WHEREAS, the above cost will include Items Coveralls, Coverall – High Viz, Shop Coats, Lab Coats, Jacket, Jacket Liners, Shirts, and Item # 6 through 26, Industrial Laundry Service for rental of uniforms, rugs, and shop towels;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board is hereby authorized to enter into an agreement on behalf of Madison County with UniFirst Corporation, in the form as is on file with the Clerk of the Board.

Dated: October 11, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2015 JOHN DEERE TRACTOR

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, Cazenovia Equipment Co. Inc. has provided a trade-in value of \$3,864 for Madison County Facilities Department's 2015 John Deere X758 (Asset#201500036) Lawn Tractor; and

WHEREAS, Cazenovia Equipment Co. Inc. has provided a trade difference cost of \$22,221.02 that would allow Madison County Facilities Department to trade 153200 2015 John Deere Tractor for a new 2022 John Deere 1025R Tractor; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 County Buildings Budget; and

WHEREAS, the Highway, Buildings and Grounds Committee met on September 28, 2022, to review and recommend the trade-in of equipment; and

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

Dated: October 11, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2016 GRADALL XL4100 EXCAVATOR

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, Alta Construction Equipment NY, LLC has provided a trade-in value of \$200,000 for Madison County Highway Department's 2016 Gradall XL4100 Excavator (#MOR0753); and

WHEREAS, Alta Construction Equipment NY, LLC has provided a trade difference cost of \$(23,926) that would allow Madison County Highway Department to trade #MOR0753 for a 2023 Volvo EWR130E Excavator; and

WHEREAS, the trade-in credit balance will be applied to a future equipment purchase; and

WHEREAS, the Highway, Buildings and Grounds committee met on September 28, 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: October 11, 2022

David Jones, Chairman
Administration and Oversight Committee