

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.

Administration and Oversight

Tuesday, July 26, 2022 @ 1:00 PM

Chambers/ Zoom

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.

Committee Members present:

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

Absent: Supervisor Eve Ann Shwartz,

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 - June 28, 2022

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

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that the cost for the most recent primary was \$51,700. The State will be providing reimbursement for postage costs. The extra primary election this year was not predicted. Inspectors are the biggest expense at approximately \$40K between early voting and election day.

The Elections Office is also working to get a scanner fixed before the next election. A couple grants are being finished up and they are getting a quote on a new voter registration system.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters informed the Committee of additional revisions that were made to the Purchasing Policy. The contract section has been added and reviewed by the County Attorney's Office.

The Purchasing Office is working on their 32nd bid for the year, including today's bid for broadband fiber. The PCard program is on track to do a little better than last year.

Chairman Jones questioned why the Highway and Sheriff's Office are separate from Central Purchasing in the revised Purchasing Policy. Winters stated that they are bringing in the smaller departments first. Several small departments do very little ordering and it is more efficient for Purchasing to take over their purchasing.

Resolutions:

1. Adopting Local Law No. 3 for the year 2022

In April, Governor Hochul signed an amendment to the Open Meetings Law to allow the expanded use of videoconferencing by public bodies in the conduct of open meetings until the expiration date of July 1, 2024. In order to continue meeting virtually, counties must adopt a local law to opt in. However, the board or committee member must show unexpected and extraordinary circumstances to attend virtually under this law. Also, any board member appearing remotely does not count toward quorum.

The current Emergency Order has been extended again. However, once it is rescinded, all committee and board meetings will need to be held in person unless extenuating circumstances can be shown.

Chairman Jones stated that videoconferencing works well and should be allowed between increase gas prices, mileage costs to the County, and the continued concern for COVID.

Motion by Brandee DuBois to approve the resolution. Second by Melissa During. The motion was Passed.

Ayes: Corbin, DuBois, During

Nays: Jones

2. Approving Trade-In of 1998 Ingersoll Rand Roller

Motion by Brandee DuBois to approve the resolution. Second by Loren Corbin. The motion was Passed.

3. Designating Disposal of Surplus County Personal Property

Motion by Loren Corbin to approve the resolution. Second by Brandee DuBois. The motion was Passed.

4. Amending Purchasing Policy and Procedures

Motion by Brandee DuBois to approve the resolution. Second by Melissa During. The motion was Passed.

Other Committee Business

None

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. Motion by Brandee DuBois to adjourn at 1:19 p.m.. Second by Loren Corbin. The motion was Passed.

Next Meeting: Tuesday, August 23, 2022 @ 1PM

Adjourn

Motion by Brandee DuBois to adjourn at 1:19 p.m.. Second by Loren Corbin. The motion was Passed.

08/22/2022 07:24
laurie.winters

Madison County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20231 2023 Operating Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 DEPT COMMENT
A134510 PURCHASING						
A134510 422100 SUP/SR GOV	-172.22	.00	.00	.00	.00	.00
A134510 511000 SALARIES	109,020.77	146,222.00	149,483.00	88,491.75	149,483.00	.00
A134510 513000 PT SAL	16,541.80	.00	.00	623.25	.00	.00
A134510 515000 SEVERANCE	.00	.00	.00	.00	.00	.00
A134510 516000 SUPP PAY	.00	.00	.00	.00	.00	.00
A134510 540010 DUES	380.00	450.00	530.00	520.00	530.00	600.00
A134510 540050 BOOKS	.00	25.00	25.00	.00	25.00	50.00
A134510 540400 OFC EQUIP	731.77	100.00	1,270.00	1,265.34	1,270.00	450.00
A134510 540892 PUR GOVTS	172.22	100.00	100.00	.00	100.00	100.00
A134510 541000 MILEAGE	.00	.00	.00	.00	.00	.00
A134510 541030 TRN STF DV	429.00	3,500.00	2,250.00	2,121.43	2,250.00	5,500.00
A134510 541300 ADV EXP	67.74	50.00	50.00	16.16	50.00	50.00
A134510 548900 COPIER	390.72	500.00	500.00	279.99	500.00	500.00
A134510 549000 CEN POST	2.24	10.00	10.00	7.09	10.00	10.00
A134510 549100 CEN SUPPLY	37.46	30.00	30.00	40.56	30.00	30.00
A134510 549110 OFC SUP	1,148.67	400.00	400.00	377.20	400.00	400.00
A134510 549200 CEN PHONE	316.80	390.00	390.00	134.40	390.00	390.00
A134510 581100 ST RETIRE	20,849.63	20,397.00	20,852.00	12,509.89	20,852.00	.00
A134510 582100 SOC SEC	9,166.97	11,186.00	11,435.00	6,487.28	11,435.00	.00
A134510 583100 WKRS COMP	91.41	128.00	128.00	54.37	128.00	.00
A134510 584100 UNEMPLOY	.00	.00	.00	.00	.00	.00
A134510 585100 DISAB	265.20	297.00	297.00	155.10	297.00	.00
A134510 586100 HEALTH INS	28,701.60	46,400.00	46,400.00	25,758.08	46,400.00	.00
TOTAL PURCHASING	188,141.78	230,185.00	234,150.00	138,841.89	234,150.00	8,080.00
TOTAL GENERAL FUND	188,141.78	230,185.00	234,150.00	138,841.89	234,150.00	8,080.00
TOTAL REVENUE	-172.22	.00	.00	.00	.00	.00
TOTAL EXPENSE	188,314.00	230,185.00	234,150.00	138,841.89	234,150.00	8,080.00
GRAND TOTAL	188,141.78	230,185.00	234,150.00	138,841.89	234,150.00	8,080.00

** END OF REPORT - Generated by Laurie Winters **

08/22/2022 07:26
laurie.winters

Madison County
NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 20231 2023 Operating Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 1	PCT CHANGE
A134510 PURCHASING							
A134510 422100 SUP/SR GOV	.00	.00	-172.22	.00	.00	.00	.0%
A134510 511000 SALARIES	96,554.31	102,812.38	109,020.77	88,491.75	149,483.00	.00	-100.0%
A134510 513000 PT SAL	5,490.00	13,043.00	16,541.80	623.25	.00	.00	.0%
A134510 515000 SEVERANCE	.00	.00	.00	.00	.00	.00	.0%
A134510 516000 SUPP PAY	.00	.00	.00	.00	.00	.00	.0%
A134510 540010 DUES	373.00	380.00	380.00	520.00	530.00	600.00	13.2%
A134510 540050 BOOKS	266.95	.00	.00	.00	25.00	50.00	100.0%
A134510 540400 OFC EQUIP	.00	5,630.69	731.77	1,265.34	1,270.00	450.00	-64.6%
A134510 540892 PUR GOVTS	.00	.00	172.22	.00	100.00	100.00	.0%
A134510 541000 MILEAGE	107.27	.00	.00	.00	.00	.00	.0%
A134510 541030 TRN STF DV	2,006.69	330.00	429.00	2,121.43	2,250.00	5,500.00	144.4%
A134510 541300 ADV EXP	69.37	27.52	67.74	16.16	50.00	50.00	.0%
A134510 548900 COPIER	.00	10.32	390.72	279.99	500.00	500.00	.0%
A134510 549000 CEN POST	17.15	5.50	2.24	7.09	10.00	10.00	.0%
A134510 549100 CEN SUPPLY	133.29	127.56	37.46	40.56	30.00	30.00	.0%
A134510 549110 OFC SUP	2,153.65	523.07	1,148.67	377.20	400.00	400.00	.0%
A134510 549200 CEN PHONE	298.65	282.24	316.80	134.40	390.00	390.00	.0%
A134510 581100 ST RETIRE	15,171.35	17,556.62	20,849.63	12,509.89	20,852.00	.00	-100.0%
A134510 582100 SOC SEC	7,351.56	8,427.45	9,166.97	6,487.28	11,435.00	.00	-100.0%
A134510 583100 WKRS COMP	99.20	107.60	91.41	54.37	128.00	.00	-100.0%
A134510 584100 UNEMPLOY	.00	.00	.00	.00	.00	.00	.0%
A134510 585100 DISAB	182.70	258.30	265.20	155.10	297.00	.00	-100.0%
A134510 586100 HEALTH INS	25,313.53	28,766.76	28,701.60	25,758.08	46,400.00	.00	-100.0%
TOTAL PURCHASING	155,588.67	178,289.01	188,141.78	138,841.89	234,150.00	8,080.00	-96.5%
TOTAL GENERAL FUND	155,588.67	178,289.01	188,141.78	138,841.89	234,150.00	8,080.00	-96.5%
TOTAL REVENUE	.00	.00	-172.22	.00	.00	.00	.0%
TOTAL EXPENSE	155,588.67	178,289.01	188,314.00	138,841.89	234,150.00	8,080.00	-96.5%
GRAND TOTAL	155,588.67	178,289.01	188,141.78	138,841.89	234,150.00	8,080.00	-96.5%

** END OF REPORT - Generated by Laurie Winters **

RESOLUTION NO. _____

AUTHORIZING THE COUNTY TO ORDER LEASE VEHICLES FOR THE 2023 BUDGET

WHEREAS, Enterprise is recommending the County to lease of vehicles for 2023; and

WHEREAS, due to current manufacturing issues in the automobile industry, we are seeking approval to place orders in advance, to secure required vehicles; and

WHEREAS, no funds will be used from the 2022 budget. All funds will be paid from the 2023 budget; and

WHEREAS, the request to order these vehicles in advance is recommended to be approved by the Government Operations Committee.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors authorizes Madison County to order these vehicles when available.

Dated: September 13, 2022

Mary Cavanagh, Chairperson
Government Operations Committee