

Administration and Oversight
Thursday, November 4, 2021 @ 12:30 PM
Chambers / Zoom

MINUTES

12:30 PM Call Meeting to Order

Approval of Minutes

- A&O Meeting Minutes - September 23, 2021

Board of Elections:

1. Department Update

Purchasing:

1. Department Update
2. Designating Disposal of Obsolete and/or Surplus County Personal Property
3. Designating Disposal of Surplus County Personal Property

Resolutions:

Other Committee Business

Preferred Agenda

Next Meeting:

1. TBD - Annual Session

Adjourn

Administration and Oversight
Thursday, September 23, 2021 @ 12:30 PM
Chambers / Zoom

MINUTES

12:30 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 12:34 p.m. in the Board Chambers.

Committee Members present via Zoom:

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

Others present:

County Administrator Mark Scimone, 2nd Assistant County Attorney Melissa Martel-Felton, Elections Commissioner Mary Egger, Elections Commissioner Alan Cohen, Purchasing Agent Laurie Winters, Public Information Officer Samantha Field

Absent: Supervisor Joe Ostrander

Approval of Minutes

- A&O Meeting Minutes - July 22, 2021

Motion by Yvonne Nirelli to Approve the minutes of the July 22, 2021 meeting. Second by Ron Bono. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that absentee and military ballots have gone out and Election Day ballots will be ordered soon. Mary attended the September 21st Election Commissioners conference, presented at a Senate hearing, and was appointed 3rd Vice President of the NYS Election Commissioners Association. Mary spoke to the Committee on Elections regarding the challenges of new election laws that have been implemented since 2019. The Elections Office is also working on budgets and grants.

Mary requested a personnel matter be discussed in executive session at the end of the meeting.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that her projected

department budget for 2022 increased on two lines; 1) training and staff development so that she could attend a couple out-of-state purchasing conferences, and 2) salaries in order to make Marissa's OAI position full-time.

PCard spending increased \$2.6M this year, which increased our rebate from \$26,883 to \$64,328. County Administrator Scimone stated that Marissa played a big role with the PCard rebates, which will make her full-time position pay for itself. Vice Chairwoman Nirelli noted that Madison County was recognized at the NYSAC Fall Seminar for having the largest increase for PCard spending. Kudos were given to Laurie and her department.

Laurie continues to work on better line figures for Enterprise lease vehicles, and reminded the committee that towns need to inform her if they want to be included.

Resolutions:

1. Designating Disposal of Obsolete and/or Surplus County Personal Property (Central Services)

Motion by Yvonne Nirelli to approve the resolution. Second by Ron Bono. The motion was Passed.

2. Designating Disposal of Obsolete and/or Surplus County Personal Property (Solid Waste)

Motion by Yvonne Nirelli to approve the resolution. Second by Ron Bono. The motion was Passed.

3. Waiving Rules for Resolutions

Motion by Ron Bono to approve the resolution. Second by Yvonne Nirelli. The motion was Passed.

4. Fixing Time to Hold Meetings During 2022

Motion by Ron Bono to approve the resolution. Second by Yvonne Nirelli. The motion was Passed.

5. Fixing Time to Organize and Pay Claims in 2022

Motion by Yvonne Nirelli to approve the resolution. Second by Ron Bono. The motion was Passed.

Other Committee Business

1. Executive Session Rule Change Discussion - Virtual

County Administrator Mark Scimone stated that some supervisors have expressed confidentiality concerns regarding Zoom conferencing during executive session. Since this committee oversees the Board meeting process, Mark asked the committee to

address this concern and determine if a new Board Rule is necessary.

Chairman Jones stated that each supervisor takes an oath to follow the Rules of the Board, which includes the rules for executive session. Vice Chairwoman Nirelli stated that cameras should have to be on during executive session. Supervisor Bono stated that the supervisors should be reminded of executive session rules. Mark agreed that banning virtual executive sessions isn't the answer as virtual meetings work well and save time and money, but we do need to establish protocols such as cameras on and no one else in the room. Mark will ask County Attorney Tina Wayland-Smith to provide an executive session refresher to the Board at their October 12th meeting.

2. Executive Session

A motion was made by Supervisor Ron Bono to enter into executive session at 1:00 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Vice Chairwoman Yvonne Nirelli seconded the motion and it was unanimously carried.

A motion was made by Supervisors Ron Bono to exit executive session at 1:27 p.m. Chairman Dave Jones seconded the motion and it was unanimously carried.

Preferred Agenda

Motion by Ron Bono to include all resolutions in the Preferred Agenda. Second by Dave Jones. The motion was Passed.

Next Meeting:

1. Thursday, October 21, 2021 @ 12:30 PM

Adjourn

Motion by Dave Jones to adjourn at 1:28 p.m. Second by Ron Bono. The motion was Passed.

RESOLUTION NO. _____

**DESIGNATING DISPOSAL OF OBSOLETE AND/OR SURPLUS COUNTY PERSONAL
PROPERTY**

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared obsolete and/or surplus by the Board of Supervisors before disposal; and

WHEREAS, there are obsolete miscellaneous shop equipment and office items from the Morrisville Highway Garage, Cedar St., that are available for disposal; and

WHEREAS, the disposal of these items has been approved by the Administration and Oversight Committee;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the equipment and items as obsolete and/or surplus.

Dated: November 4, 2021

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared obsolete and/or surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting surplus designation is listed below; and

WHEREAS, the list of items has been reviewed and approved by the Administration and Oversight Committee;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as surplus.

ITEM	DEPARTMENT	MILEAGE	CONDITION	COMMENT
EM6740 - 2017 Chevrolet Silverado 2500	Emergency Mgmt	82,533	Good	Enterprise Replace
EM8980 - 2016 Chevrolet Tahoe	Emergency Mgmt	78,333	Good	Enterprise Replace

Dated: November 4, 2021

David Jones, Chairman
Administration and Oversight Committee