

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

MINUTES

1:30 PM Call Meeting to Order

Approval of Minutes

- A&O Meeting Minutes - September 23, 2021

Board of Elections:

1. Department Update

Resolutions:

1. Authorizing the Modification of the 2022 Adopted County Budget (Allocation of Host Community Benefit)
2. Fixing Time for Holding Meetings during 2022
3. Modifying contract approval in the County Contract Policy and Procedures
4. Amending Rules of the Madison County Board of Supervisors

Other Committee Business

1. Board Rules Update
2. 2022 Committee Meetings Schedule

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. _____

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET
(Allocation of Host Community Benefit)**

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

General Fund

1410 County Clerk

Expense

	<u>From</u>	<u>To</u>
A141010 540400 Office Equipment/Furniture	\$-0-	\$8,500

1450 Board of Elections

Expense

A145010 521100 Computer Equipment	-0-	25,000
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1620 County Buildings

Expense

A162010 529310 Lawn Tractor	-0-	50,000
A162010 540342 PSB Building Expense	40,000	140,000

1621 County Buildings-HHS Bldg

Expense

A162110 540224 Exterior Building Cleaning	-0-	50,000
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1680 Information Technology

Expense

A168010 521010 Network Equipment	25,000	50,000
A168010 521060 Cabling & Rewiring Projects	-0-	15,000
A168010 525205 Video System Projects	-0-	46,000
A168010 525210 Access Control Doors	10,000	64,000
A168010 525221 UPS Unit-Data Center	-0-	40,000
A168010 540413 Video Projects	15,000	95,000

9901 Contribution to Other Funds

Expense

A990199 Transfer to Road Machinery Fund	-0-	<u>540,000</u>
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Totals	<u>\$90,000</u>	<u>\$1,123,500</u>
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Control Total		<u>\$1,033,500</u>
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A 300599 Appropriated Fund Balance

	<u>\$4,493,747</u>	<u>\$5,527,247</u>
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Control Total		<u>\$1,033,500</u>
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Road Machinery Fund

5130 Road Machinery Repairs & Expense

Revenue

DM513050 450326 Transfer from General Fund	\$-0-	<u>\$540,000</u>
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Control Total		<u>\$540,000</u>
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Expense

DM513050 522016 Chipper Truck	\$-0-	\$110,000
DM513050 522017 Fork Truck	-0-	70,000
DM513050 529098 Brush Hog Tractor	-0-	140,000
DM513050 529606 Steel Track Excavator	<u>-0-</u>	<u>220,000</u>
Totals	<u>\$-0-</u>	<u>\$540,000</u>
Control Total		<u>\$540,000</u>

Dated: December 2, 2021

Dave Jones, Chairman
Administration & Oversight Committee

Ronald C. Bono, Chairman
Highway, Buildings and Grounds
Committee

Mary Cavanagh, Chairwoman
Government Operations Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee

RESOLUTION NO. _____

FIXING TIME FOR HOLDING MEETINGS DURING 2022

RESOLVED, that pursuant to provisions contained in Section 152 of the County Law, the Madison County Board of Supervisors shall hold meetings on the second Tuesday of each month, such meeting to be called at 11:00 a.m.; and

BE IT FURTHER RESOLVED, that the session held in November shall be designated as the "**ANNUAL SESSION**" and shall convene on the Thursday following Election Day;

NOW, THEREFORE BE IT RESOLVED that the Board hereby sets the first day of "Annual Session" for **Thursday, November 3, 2022 at 11:00 a.m.**

Dated: December 2, 2021

David R. Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. 21-7

MODIFYING CONTRACT APPROVAL IN THE COUNTY CONTRACT POLICY AND PROCEDURES

WHEREAS, resolution NO. 21-7 dated May 11, 2021 modified the contract policy procedures to allow the Chairman of the Board of Supervisors to execute service agreements of less than Ten Thousand and 00/100 Dollars (\$10,000.00) until December 31, 2021 while continuing to follow internal review protocols including approval by the County Administrator; and

WHEREAS, this change has allowed more administrative leeway for service contracts that has significantly increased efficiency and has reduced paper flow; and

WHEREAS, the Board of Supervisors has been getting monthly reports of any agreements entered into by the County under this procedure; and

WHEREAS, said procedure is required to be reviewed at the end of the calendar year; and

WHEREAS, due to the significant efficiencies gained by implementing this procedure and no issues of concerns from the Board of Supervisors since implemented, County Administrator recommends increasing the threshold to allow the Chairman of the Board of Supervisors to execute service agreements of less than Twenty Thousand and 00/100 Dollars (\$20,000.00) and continuing this procedure until terminated by resolution of the Board of Supervisors; and

WHEREAS, the Board of Supervisors will still receive a monthly report and detail of all agreements approved under this procedure; and

WHEREAS, the Administration and Oversight and Government Operations Committees have reviewed and approve this procedural change and recommends its adoption.

NOW, THEREFORE BE IT RESOLVED, the Madison County Board of Supervisors hereby authorizes the Chairman of the Board of Supervisors to execute service agreements of less than Twenty Thousand and 00/100 Dollars (\$20,000.00) until terminated by resolution of the Board of Supervisors and instructs the Department of Law to revise the Madison County Contract Policy to reflect the same.

Dated: December 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING RULES OF THE MADISON COUNTY
BOARD OF SUPERVISORS**

WHEREAS, the Rules of the Madison County Board of Supervisors have been reviewed by the Chairman and Vice Chairman of the Board of Supervisors and the County Administrator; and

WHEREAS, it was determined that the following revisions are needed to account for changes in responsibilities and to make corrections to items that have evolved over time; and

- The Audit of Claims shall be reported to the Board by the County Auditor;
- Clarify the roles of County Administrator and Chairperson;
- Remove the Cazenovia Sewer District; and
- Change Chairman to Chairperson throughout Rules.

WHEREAS, the specific rules that are proposed to be amended substantively are Rules 5, 18, 23 and 30; and

WHEREAS, the amendment to the Rules of the Madison County Board of Supervisors is hereby proposed; and

WHEREAS, the proposed amendment has been made in writing, offered, and laid upon the table for more than 24 hours prior to adoption in accordance with Rule No. 25 of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Rules of Board of Supervisors be and is hereby amended effective immediately.

Dated: December 2, 2021

David Jones, Chairman
Administration and Oversight Committee

CALENDAR OF REGULAR MEETING AND COMMITTEE MEETINGS 2022

**January 6 – Reorganization meeting
January 25-27 – committee meetings**

**February 8 – regular board meeting
February 22-24 – committee meetings**

**March 8 – regular board meeting
March 22-24 – committee meetings**

**April 12 – regular board meeting
April 26-28 – committee meetings**

**May 10 – regular board meeting
May 24-26 – committee meetings**

**June 14 – regular board meeting
June 28-30 – committee meetings**

**July 12 – regular board meeting
July 26-28 – committee meetings**

**August 9 – regular board meeting
August 23-25 – committee meetings**

**September 13 – regular board meeting
September 27-29 – committee meetings**

**October 11 – regular board meeting
October 25-27 – committee meetings**

**ANNUAL SESSION - November 3, 17, December 1 and 15
Committee meetings in Nov. and Dec. - TBD**