

Administration and Oversight
Tuesday, October 25, 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 Schwartz (via Zoom), Supervisor Loren Corbin, and Supervisor Melissa During

Others present:

County Administrator Mark Scimone, Elections Commissioner Laura Martino and Mary Egger, Purchasing Agent Laurie Winters, Second Assistant County Attorney Melissa Felton, Public Information Specialist Ryan Coe, Corporate Compliance Officer Christina Kennedy, Clerk to the Board Emily Burns and Confidential Secretary Kristin Guinto, County Attorney Intern, Hannah Tulchinski

Approval of Minutes

- Approval of Meeting Minutes from 9/27/22

Motion by Brandee DuBois to approved the September 27, 2022 minutes. Second by Melissa During. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner, Mary Egger, stated that the Board of Elections is trying to be proactive in procedures to ensure everything is being handled for this upcoming election properly. Supervisor Schwartz stated she had someone ask if there was enough room in the voting machines/scanners for the write in ballots. Elections Commissioner, Laura Martino stated they will keep an eye on the number of voters. There will be plastic envelopes designated and Bipartisan workers onsite to empty out the write in ballot section and re-seal the machines. The site workers opening the machines will call the County BOE to notify Mary and Laura so they can keep track of this process. They are working to refresh the poll worker trainings to ensure that each worker is up to date on what they can and cannot say and do at the polling sites.

An RFP was just completed and will hopefully go out 1/1/2023 for Voter Registration.

There is a Republican Lawsuit in Saratoga regarding scanning of

Early Election Ballots. We plan to begin scanning on Friday and they will be ready to read on Election Night. The scanner being used for Early Election Ballots is a standalone scanner and not connected to the internet.

2. Discussion on Record Retention Schedule

Election Commissioner, Mary Egger, stated there have been some FOIL requests made and they cannot grant them because the two-year retention period is not up. We have worked with the PIO and the County Attorney to make sure everyone is on the same page. Mary added that with the addition to the County Records Management Coordinator, Matt Shaler, this has made keeping track of the retention cycle more efficient. Second Assistant County Attorney, Melissa Felton stated she has spoken with Matt and Tina and with Matt's schedule we are safe to consider documents disposed of as soon as it hits the shred bins. Matt has identified that the 2020 records will be disposed of as of 11/3/2022 and this election is on 11/8/2022 so they can be taken care of prior to this election. Second Assistant County Attorney, Melissa Felton stated that we have been extremely efficient with our schedule.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that the Purchasing Office is currently busy with RFP's and the Bids. As Elections Commissioner Laura stated, The Purchasing Office is busy with the Voter Registration RFP, but additionally the Hut Bid and the Reservoir Road Culvert Bid. Laurie also stated she's been working on the rebate for the P-cards and as of 8/28/2022 we are at \$63,973.

Resolutions:

1. Waiving the Rules for Resolutions

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

2. Fixing Time for Holding Meetings During 2023

Motion by Eve Ann Shwartz to Motion. Second by Brandee DuBois. The motion was Passed.

3. Fixing Time and Date to Organize the Board in 2023

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

Other Committee Business

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: TBD

At this time there is not a date scheduled. As it gets closer, we will confirm schedules and determine a meeting date.

Adjourn

Motion by Loren Corbin to adjourn at 1:34 p.m.. Second by Brandee DuBois. The motion was Passed.

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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.

RESOLUTION NO. 22-_____

WAIVING THE RULES FOR RESOLUTIONS

RESOLVED, that Rule 24 and Rule 24-A of the Madison County Board of Supervisors, to the extent requiring that all resolutions intended to be moved for adoption be filed with the Clerk not less than seven calendar days prior to the meeting, and copies mailed/emailed to all members with the meeting agenda; and to the extent providing that resolutions be filed with the Chairman of the appropriate legislative committee at least ten days prior to the meeting at which its introduction will be sought, be waived during this annual session so that all resolutions may be acted upon immediately. Nothing herein shall be construed to limit the ability to table resolutions until the next succeeding meeting pursuant to Rule 17.

Dated: November 10, 2022

David R. Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. 22-_____

FIXING TIME FOR HOLDING MEETINGS DURING 2023

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 9, 2023 at 11:00 a.m.**

Dated: December 1, 2022

David R. Jones, Chairman

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Administration and Oversight Committee

RESOLUTION NO. 22-_____

FIXING TIME AND DATE TO ORGANIZE THE BOARD IN 2023

RESOLVED, that pursuant to provisions in Section 151 of the County Law, **Thursday, January 5, 2023 at 11:00 a.m.**, at the County Office Building, Wampsville, New York is hereby fixed as the date, time and place of the meeting to organize the Board of Supervisors for the year 2023; with the Board commencing immediately following the Organization meeting for their first regular monthly meeting.

Dated: December 1, 2022

David R. Jones, Chairman

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Administration and Oversight Committee