

Administration and Oversight
Thursday, May 20, 2021 @ 12:30 PM
Zoom

MINUTES

12:30 Call Meeting to Order
PM

Chairman Dave Jones called the meeting to order at 12:33 p.m. via Zoom video conference.

Committee Members present:

Chairman Dave Jones, Supervisor Ron Bono, Supervisor T.J. Stokes, and Supervisor Joe Ostrander

Others present:

County Administrator Mark Scimone, County Attorney Tina Wayland-Smith, Elections Commissioner Mary Egger and Purchasing Agent Laurie Winters

Absent: Vice Chairwoman Yvonne Nirelli

Approval of Minutes

- A&O Meeting Minutes - April 22, 2021

Motion by Dave Jones to approve the minutes of the April 22, 2021 meeting. Second by T.J. Stokes. The motion was Passed.

Board of Elections:

1. Board of Elections Update

Elections Commissioner Mary Egger stated that they are accepting petitions until next Tuesday. School elections were successful. Inspector training is being held in the Office of Emergency Management in preparation for primary and village elections. Different procedures are required for early voting and we want to make sure it is done right.

Purchasing:

1. Purchasing Office Update

Purchasing Agent Laurie Winters stated that we saw first quarter saving of \$195K on bids and quotes, including savings on road salt that towns can use. Details will be sent to all supervisors once Highway, Buildings and Grounds Committee has approved. PCard spending is at \$3.5M with a rebate of \$38K anticipated. The Purchasing Office has been busy with 20 bids, 18 quotes and 4 RFPs to date.

Resolutions:

1. Designating Disposal of Obsolete and/or Surplus County Personal Property

Motion by Joe Ostrander to approve the resolution. Second by T.J. Stokes. The motion was Passed.

Other Committee Business

None

Preferred Agenda

No preferred agenda.

Next Meeting:

1. June 17, 2021 @ 12:30 p.m.

Adjourn

Motion by Ron Bono to adjourn the meeting at 12:43 p.m.. Second by Dave Jones. The motion was Passed.

Administration and Oversight
Thursday, April 22, 2021 @ 12:30 PM
Zoom

MINUTES

12:30 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 12:34 p.m. via Zoom video conference.

Committee Members present:

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

Others present:

County Administrator Mark Scimone, County Attorney Tina Wayland-Smith, Second Assistant County Attorney Melissa Martel Felton, Elections Commissioners Mary Egger and Alan Cohen, and Purchasing Agent Laurie Winters

Approval of Minutes

- A&O Meeting Minutes - March 18, 2021

Motion by Yvonne Nirelli to approve the minutes of the March 18, 2021 meeting. Second by Ron Bono. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger reported the following, 1) school voting was approved last month. Schools will borrow our voting machines; 2) village elections are scheduled for June 15th; and 3) they are preparing for primary voting. A meeting was held with Chairpersons yesterday to discuss last year and look ahead to this year along with the training required.

In regards to early voting, the priority is to make sure everything is in place to be successful and secure. They are also looking at improvement/options for their Voter Registration System.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that our PCard use is approximately \$500K more than our last full year, and we have five months to go. Purchasing has been busy throughout March and April with RFPs, bids and quotes.

Resolutions:

1. Approving Trade-In of 2017 Ferris Mowers

Motion by T.J. Stokes to approve the resolution. Second by Joe Ostrander. The motion was Passed.

2. Authorizing the Chairman to enter into various agreements for pollsite usage for voting

Motion by Yvonne Nirelli to approve the resolution. Second by T.J. Stokes. The motion was Passed.

3. Amending Rule No. 9A of the Rules of the Madison County Board of Supervisors

Discussion: County Administrator Mark Scimone proposed amending Rule No. 9A of the Rules of the Board to allow budget modifications of \$100,000 or less to go on the preferred agenda. The budget mod can still be discussed or pulled out of preferred if needed. This would reduce the number of roll call votes and streamline our Board Meetings. Motion by Ron Bono to approve the resolution. Second by Joe Ostrander. The motion was Passed.

4. Modifying contract approval in the County Contract Policy and Procedures

Discussion: County Administrator Mark Scimone stated that all budget modifications currently go through the Board. In order to streamline our process, this resolution proposes authorizing the Chairman to execute service agreements of less than \$20,000. After committee approval, the contracts would go to the Chairman for signature. Other counties are doing the same. This would give us more flexibility and streamline our Board Meeting. The resolution would expire at the end of the year with annual review and approval. Yvonne stated that she would be more comfortable starting with \$10,000 and below and that a report of the service contracts should be made available to the Board to maintain transparency. It was the consensus of the Committee to start at \$10,000 and review annually. Motion by Yvonne Nirelli to approve the resolution as modified. Second by Joe Ostrander. The motion was Passed.

Other Committee Business

Preferred Agenda

Motion by Ron Bono to place resolutions 1 and 2 in Administration and Oversight's preferred agenda. Second by Joe Ostrander. The motion was Passed.

Next Meeting:

1. May 20, 2021 @ 12:30 PM

Motion by Yvonne Nirelli to adjourn at 1:10 p.m.. Second by T.J. Stokes. The motion was Passed.

Adjourn

Motion by Yvonne Nirelli to adjourn the meeting at 1:10 p.m.. Second by T.J. Stokes. 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, the current County personal property waiting obsolete and/or 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 obsolete and/or surplus.

ITEM	DEPARTMENT	MILEAGE	CONDITION	COMMENT
WAM222 - 1995 Aquatech Sewerjet	Highway	n/a	Good	Obsolete

Dated: June 8, 2021

David Jones, Chairman
Administration and Oversight Committee