

Administration and Oversight

Tuesday, March 22, 2022 @ 1:00 PM

Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Chairwoman Brandee DuBois called the meeting to order at 1:01 p.m. in the Board Chambers.

Committee Members present:

Vice Chairwoman Brandee DuBois, Supervisor Eve Ann Schwartz, Supervisor Loren Corbin, and Supervisor Melissa During

Others present:

County Administrator Mark Scimone, Elections Commissioner Mary Egger, Elections Commissioner Laura Martino, Purchasing Agent Laurie Winters, IT Director Paul Lutwak, Assistant Finance Director Keith Lummis, County Attorney Tina Wayland-Smith, and Public Information Specialist Ryan Coe

Absent:

Chairman Dave Jones

Approval of Minutes

- A&O Meeting Minutes - February 22, 2022

Motion by Melissa During to approve the minutes of the February 22, 2022 meeting. Second by Loren Corbin. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that village elections went smoothly and were successful. The Board of Elections is currently working on an RFP for asset management and voter registration. They continue to work on redistricting, which is complicated and tedious work to sort out each property designation and make notifications of any changes. In addition, the cybersecurity grant will be completed by the end of the week.

Purchasing:

1. Department Update

Purchasing Agent Laurie Winters stated that her office is busy with department purchases and working on their 7th RFP, 26th bid and 26 quote for 2022.

Resolutions:

1. Authorizing the Chairman to enter into an agreement with Phoenix Graphics to Purchase Optical Scan Ballots

Motion by Loren Corbin to approve the resolution. Second by Melissa During. The motion was Passed.
2. Authorizing Attendance at an Out-of-State Conference (Purchasing)

It was a consensus of the committee to approve the out-of-state travel for Purchasing Agent Laurie Winters and forward the resolution to the Government Operations Committee for approval.
3. Designating Disposal of Surplus County Personal Property

Motion by Loren Corbin to approve the resolution. Second by Melissa During. The motion was Passed.
4. Adopting Local Law No. 1 for the Year 2022

Motion by Loren Corbin to approve the resolution. Second by Melissa During. The motion was Passed.

Other Committee Business

Executive Session

A motion was made by Supervisor Melissa During to go into Executive Session at 1:11 p.m. for the purpose of advice of counsel. Supervisor Loren Corbin seconded the motion and it was unanimously carried.

A motion was made by Supervisor Loren Corbin to come out of Executive Session at 1:41 p.m. Supervisor Melissa During seconded the motions and it was unanimously carried.

Preferred Agenda

It was the consensus of the Administration and Oversight 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, April 26, 2022 @ 1:00 PM

Adjourn

Motion by Melissa During to adjourn at 1:42 p.m.. Second by Eve Ann Schwartz. The motion was Passed.

Administration and Oversight
Tuesday, February 22, 2022 @ 1:00 PM
Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Chairman Dave Jones called the meeting to order at 1:04 p.m. in the Board Chambers.

Committee Members present via Zoom:

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

Others present:

County Administrator Mark Scimone, Elections Commissioner Mary Egger, Elections Commissioner Laura Martino, Finance Director Lou Anne Randall, County Attorney Tina Wayland-Smith, Public Information Specialist Ryan Coe

Approval of Minutes

- A&O Meeting Minutes - January 25, 2022

Motion by Loren Corbin to approve the minutes of the January 25, 2022 meeting. Second by Eve Ann Schwartz. The motion was Passed.

Board of Elections:

1. Department Update

Elections Commissioner Mary Egger stated that the Elections Office completed redistricting this weekend, transferring registered voters to their correct legislative districts to ensure accurate reporting. After discussions with the State, it has been determined that they will need to hire one full-time or two part-time employees to assist with the additional programming needs. Discussions are continuing to come up with a good plan.

The Early Voting Grant was submitted this morning and the Cyber Security and Tier Grants will be submitted soon.

School elections are coming up and the Board of Elections volunteered to provide Cazenovia School with a voting machine. Although the Elections Office is happy to help the school districts with their elections, they need to revisit loaning machines to the schools due to overlapping elections and early voting. They recommend that schools purchase their own machines. County Administrator Mark Scimone stated that many counties are getting away from assisting with school elections with all of the new election mandates.

Resolutions:

1. Acknowledging Introduction of Proposed Local Law No. 1 for the Year 2022 and Calling for a Public Hearing

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

2. Directing the County Attorney's Office to Draft Legislation Allowing the Board of Elections to Relocate the Early Voting Site to the County Seat

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

Other Committee Business

On behalf of Purchasing Agent Laurie Winters, Finance Director Lou Anne Randall informed the Committee that the PCard program is open for all local governments. It was also determined that municipalities can piggyback off of the County's PCard purchasing. Lou Anne will send information and a host webinar to all Supervisors to determine who is interested and sign them up.

Next Meeting: March 22, 2022 @ 1:00 PM

Adjourn

Motion by Loren Corbin to adjourn at 1:33 p.m.. Second by Melissa During. The motion was Passed.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH PHOENIX GRAPHICS TO PURCHASE
OPTICAL SCAN BALLOTS**

WHEREAS, the Madison County Board of Elections will continually require optical scan ballots for the Dominion ImageCast voting system for each and every election run by the Madison County Board of Elections; and

WHEREAS, Phoenix Graphics, Inc. is a certified election ballot provider in New York State for Dominion Voting; and

WHEREAS, Phoenix Graphics, Inc. will provide ballots at a reduced cost provided that Madison County Board of Elections commit to a one year contract (May 1, 2022- April 30, 2023) with three one year renewal options; and

WHEREAS, the contract requires renewal for the year 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized to enter into the agreement with Phoenix Graphics, Inc. in the form as is on file with the Clerk of the Madison County Board of Supervisors.

Dated: April 12, 2022

David Jones, Chairman
Administration and Oversight

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(PURCHASING)**

WHEREAS, 2022 NIGP Forum Connecting Procurement Communities will be held August 19-24, 2022, in Boston, Massachusetts; and

WHEREAS, Mark Scimone, County Administrator has requested that Laurie Winters, Purchasing Agent, attend this conference; and

WHEREAS, the travel expenses are appropriated in the 2022 budget; and

WHEREAS, this request has been reviewed and approved by the Administrative and Oversight Committee and Government Operations Committee.

NOW, THEREFORE BE IT RESOLVED, that Laurie Winters be and hereby is authorized to attend said conference at a cost not to exceed \$2,754.

Dated: April 12, 2022

Mary Cavanagh, Chairwoman
Government Operations 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 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
WAM034 - 2006 International Paystar	Highway	188,310	Fair	Surplus

Dated: May 10, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. 22-_____

ADOPTING LOCAL LAW NO. 1 FOR THE YEAR 2022

WHEREAS, there has been duly introduced Local Law No. 1 for the year 2022 Amending a Local Law to Provide for a Modified Weighted Voting Apportionment Plan for the Election of Representatives to the Board of Supervisors; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on April 12, 2022,

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 1 for the year 2022 be and the same is hereby adopted.

Dated: April 12, 2022

David R. Jones, Chairman

David R. Jones, Chairman
Administration and Oversight Committee