



MADISON COUNTY BOARD OF SUPERVISORS

JOSEPH J. PINARD

Chairman

MARK SCIMONE

County Administrator

EMILY C. BURNS

Clerk

138 N. Court St., PO Box 635

Wampsville, NY 13163

Phone: 315/366-2201

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Government Operations **Thursday, March 28, 2024 @ 10:00 AM** **Madison County BOS Chambers**

AGENDA

10:00 AM **Call Meeting to Order**

Approval of Minutes

- Approval of Meeting Minutes

Human Resources:

1. Use of County Passenger Vehicles Policy Discussion

Resolutions:

1. Authorizing the Chairman to Enter into an Enterprise Agreement with ePlus
2. Authorizing the Chairman to Enter Into A Modification and Extension Agreement With Phoenix Graphics to Purchas Optical Scan Ballots
3. Declaring The Week of May 5 – 11, 2024 as "Public Service Recognition Week"
4. Resolution of Appreciation – Retiree Recognition

Other Committee Business

1. Purchasing & IT Discussion - Executive Session
2. Executive Session
3. Litigation - Executive Session
4. 11:00 Zoom - Outside Counsel - Personnel Matters

Preferred Agenda

Next Meeting: May 2, 2024 10:00 AM

Adjourn



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Government Operations

Thursday, February 22, 2024 @ 10:00 AM
Chambers

MINUTES

10:30 AM Call Meeting to Order

Committee Members Present: Pete Walrod, Chairman Government Operations, Melisa During, Mary Cavanagh, Eve Ann Schwartz, TJ Stokes (10:33 AM)

Committee Members absent: Kyle Reger (10:27AM - zoom); Rex Vosburg

Others in Attendance: Laura Martino, Kathy Slade - BOE; Tina Wayland Smith, Melissa Felton - County Attorney ; Ryan Aylward, Shawn Priervo - HR; Mark Scimone - County Administrator; Emily Burns - BOS; Paul Lutwak - IT; Bob Mascari - DA; Loren Corbin - Supervisor; Joe Wisinski - Highway, Ryan Coe - PIO; Lou Anne Randall - Finance (zoom)

Approval of Minutes

- Approval of Meeting Minutes 1/25/2024

Motion by Melissa During to Motion. Second by Mary Cavanagh.
The motion was Passed.

Purchasing:

1. Department Update

Laurie Winters expressed that they have released 5 bids, 3 RFPs are out and there is an RFI also currently in the works.

2. Joe W. - Enterprise Fleet Discussion

Joe discussed the study that was done by Vanesky Group. The fleet policy was last updated in 2018 and is being updated to reflect what we are currently doing. There was a discussion to review lease periods. General use Fleet to a 5 year and Sheriff to a 3 year. The Vanesky study identified savings to the county. Looking to extend lease terms. Public Health vehicles – look to reduce fleet and pool among vehicles. It was recommended we look at buying AWD Sedans versus SUVs as a savings. The issue we see is

limited availability and we will be forced to buy foreign cars which would mean more cost for repair. It is recommended by the Fleet Manager (Joe W) to stick with domestic vehicles due to maintenance and repair issues. Foreign parts are typically more expensive, harder to get and the service techs are not trained on foreign vehicles. They looked into leasing versus buying and there is a benefit to lease.

Board of Elections:

1. Department Update

Laura Martino stated that they have been reviewing the redistricting and that there are not a lot of changes. She did say that she is looking to change a couple of possible poll sites for this upcoming year. The one they're working on right now is Eaton and looking to change the location to be in the CCE building. Laura also said that the even year elections bill passed. This will not affect any of our elections in 2024 but will take place in 2025.

County Attorney, Tina, stated that Onondaga County has a law suit pending and that some down state counties will likely jump on that. There were several exemptions to the even year rule that were identified, DA, Sheriff, County Clerk, City Elections and Town Judges.

Kathy Slade of BOE stated they're working on Village elections currently. Absentee Ballots for military have been sent and other absentee ballots will follow the normal schedule. They are holding an inspectors class next week and are hoping to increase the number of inspectors. They are going to work with schools. The inspection workers need to be 17 years of age and a registered democrat or republican voter to be eligible to work as a pole site inspector. This is a paid position.

County Administrator:

1. Compliance Officer Report

As part of its annual work plan, the Compliance Committee reviewed the Corporate Compliance Plan, Charter and certain policies. A resolution is on the agenda for approval of the Plan for as well as changes to the Code of Conduct and Conflict of Interest polices.

Christina Kennedy informed the committee that she has compiled the Board's quarterly report on the Compliance Program status for the upcoming March meeting. During her presentation, she highlighted the actions taken in response to an exclusion screening match.

Information Technology:

1. Department Update

Updated that AT&T is still down and he has no doubt it's a cyber event.

IT is busy replacing about 150 machines this year. They work on a 5 year replacement cycle, so by doing 150 machines a year is easier for budget and planning.

Looking to do another summer workshop in regards to Cyber Security. He would like to expand on the summer workshop presented last year. Paul will be presenting Cyber Coop Planning at NYSAC as well as participating in the IT Taskforce.

Human Resources:

Ryan Aylward stated the State Civil Service Commission voted and approved on an expansion of the Hiring for Emergency Limited Placement (HELP) Program for all municipal employers in New York State. This expansion is a dramatic change and one that demonstrates a willingness to aid municipalities in recruitment/retention efforts. Additional guidance on the program is expected soon.

Wear Red this year earned over 500 towards research. The Chair of the Local Chapter will be scheduling a time to be awarded the check.

Human Resources met at Hamilton School with the Business Officials from local schools to provide a Civil Service Overview and reporting requirements. They feel it was well received and will continue to host these types of meetings.

Currently completing an annual report to submit to the State by March 6th deadline

Resolutions:

1. Re-Appointing Members to the Ethics Advisory Council

Motion by Melissa During to Motion. Second by Eve Ann Schwartz.
The motion was Passed.
Absent: Reger, Vosburg

2. Amending the Corporate Compliance Plan and Certain Policies

Motion by Mary Cavanagh to Motion. Second by Eve Ann Schwartz.
The motion was Passed.
Absent: Reger, Vosburg

3. Designating an Acting Director of Solid Waste Management

Motion by Eve Ann Schwartz to Motion approved after Executive Session. Second by Melissa During. The motion was Passed.
Absent: Reger, Vosburg

4. Resolution of Appreciation – Retiree Recognition

Motion by Eve Ann Schwartz to Motion. Second by Melissa During. The motion was Passed.
Absent: Reger, Vosburg

5. Amending the Wage Rates for Non-Represented Employees in Blue Collar Unit Job Titles Policy and Procedures

Motion by Mary Cavanagh to Motion. Second by Melissa During. The motion was Passed.
Absent: Reger, Vosburg

6. Amending the Madison County Vehicle Fleet Policy and Procedures

Motion by Eve Ann Schwartz to Motion. Second by Melissa During. The motion was Passed.
Absent: Reger, Vosburg

Other Committee Business

Enter into Executive Session 10:54 AM for medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion by Melissa During. Second by Mary Cavanagh. The motion was Passed.
Absent: Reger, Vosburg

1. Discussion: Rules of the Board
2. Litigation - Executive Session
3. Executive Session - Personnel Matters
4. Executive Session - Salary Matters

Motion by Mary Cavanagh to go Out of Executive Session at 11:37 AM. Second by Melissa During. The motion was Passed.

Preferred Agenda

Next Meeting:

1. Next Meeting: March 28, 2024 Immediately Following FWM. There was discussion to advertise the meeting time as 10:00AM moving forward. Next meeting will be advertised as 3/28/24 at 10:00 AM. We will list it on our correspondence as immediately following Finance Ways and Means or 10:00 AM.

Adjourn

Motion by Melissa During to Adjourn meeting at 11:41AM. Second by Mary Cavanagh. The motion was Passed.

MADISON COUNTY POLICIES AND PROCEDURES

I. SUBJECT: USE OF COUNTY PASSENGER VEHICLES

II. ISSUED: February 11, 1986
Revised: July 11, 1989

III. POLICY:

The County provides some of its officers and employees with County vehicles for use in the conduct of County business. In some instances it also permits limited personal use for commuting between the driver's residence and his or her place of employment. The following rules relative to the use of County passenger vehicles are to be observed.

1. Except for limited commuting purposes, no personal use of an assigned vehicle is authorized unless specifically authorized in writing in advance by the Government Operations Committee upon recommendation of the appropriate legislative committee. Authorized commuting use does not include deviations from a direct route between home and place of employment, no personal uses while commuting such as shopping, visiting friends, conducting personal business and the like.
2. The officer or employee to whom the vehicle is assigned shall not transport passengers nor permit its operation by any other person except:
 - (a) in an emergency situation;
 - (b) where necessary for road testing by automotive repair personnel;
 - (c) when previously authorized in writing by the department head as necessary in the conduct of County business.
3. Department heads do not have the authority to authorize or direct the use of a County vehicle for non-County business.
4. When not in use for County business all County vehicles whose use is not authorized for commuting purposes shall be left at a location designated by the department head.
5. The Chairman of the Board in consultation with department heads, shall prepare and maintain a record of County vehicles including plate numbers, to whom assigned, whether commuting use is authorized and such other information as may be appropriate to administer this policy.
6. Violations of this policy may result in disciplinary action.

John E. Gladney, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH
ePlus**

WHEREAS, Madison County hosts its own phone system; and

WHEREAS, This phone system requires annual licensing; and

WHEREAS, The cost for these licenses will be \$21,376.22 a year for five years for a total cost of \$106,881.08, which is a savings of \$1,737.78 per year from the current five year expiring contract; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contract with ePlus on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: April 9th 2024

Paul H Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A MODIFICATION AND
EXTENSION 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, 2024- April 30, 2025) with three one year renewal options;

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: March 19, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**DECLARING THE WEEK OF MAY 5 – 11, 2024 AS
“PUBLIC SERVICE RECOGNITION WEEK”**

WHEREAS, the Madison County Board of Supervisors believes public servants deserve thanks throughout the year for the work they do each and every day; and

WHEREAS, the Board of Supervisors recognizes the contributions of its employees as they continue to provide services to our citizens and assist in the cost efficient and effective use of tax dollars; and

WHEREAS, the Board of Supervisors wishes to honor our County employees as they continue to provide quality government programs and services for a better Madison County;

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors, does hereby declare the week of May 5 – 11, 2024 as:

“PUBLIC SERVICE RECOGNITION WEEK”

DATED: April 9, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION – RETIREE RECOGNITION

WHEREAS, the Madison County Board of Supervisors believes that County employees should be recognized for their faithful service to the public; and

WHEREAS, recognition of the distinguished service of certain County employees with an upcoming retirement is in order;

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Timothy Brown and Christopher Jones upon their retirement.

Employee	Department	Years of Service
Timothy Brown	Social Services	35 Years of Service
Christopher Jones	Sheriffs	23 Years of Service

Dated: April 9, 2024

Paul H. Walrod, Chairman
Government Operations Committee