

Administration and Oversight

Tuesday, March 22, 2022 @ 1:00 PM

Chambers/ Zoom

AGENDA

1:00 PM Call Meeting to Order

Approval of Minutes

- A&O Meeting Minutes - February 22, 2022

Board of Elections:

1. Department Update

Purchasing:

1. Department Update

Resolutions:

1. Authorizing the Chairman to enter into an agreement with Phoenix Graphics to Purchase Optical Scan Ballots
2. Authorizing Attendance at an Out-of-State Conference (Purchasing)
3. Designating Disposal of Surplus County Personal Property
4. Adopting Local Law No. 1 for the Year 2022

Other Committee Business

Preferred Agenda

Next Meeting: Tuesday, April 26, 2022 @ 1:00 PM

Adjourn

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