

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Tuesday, January 3, 2019 @ 12:45 p.m.
Supervisors Large Conference Room

AGENDA

12:45 p.m. Call Meeting to Order

Approval of Minutes – November 27, 2018
December 18, 2018

Resolutions:

1. Requesting the Waiver of Rule No. 24 and No. 24-A
2. Authorizing the Chairman to sign an agreement for the purchase of Real Property in the Town of Eaton
3. Authorizing modification of the 2019 adopted County budget
4. Authorizing the Chairman to enter into an agreement with Myers and Associates, PC
5. Authorizing the Chairman to enter into an agreement with A. W. Kincaid, Inc.

Other Committee Business

Next Meeting – January 17, 2018 (time to be determined)

Adjourn

**Administration and Oversight Committee
and
Finance, Ways, and Means Committee**

*Joint Meeting Minutes
November 27, 2018*

- Administration and Oversight Committee: Chairman Pete Walrod
Vice Chair William Zupan
Supervisor Tom Boylan (via video conference)
Supervisor David Jones
- Finance, Ways and Means Committee: Chairman John A. Reinhardt
Supervisor Cliff Moses
Board Chair John Becker
- Others: County Administrator Mark Scimone
Board Vice Chairman Daniel Degear
Supervisor Roger Bradstreet
Highway Superintendent Joe Wisinski
Planning Director Scott Ingmire
Senior Planner Sarah Krisch
Purchasing Agent Laurie Winters
County Clerk Michael Keville
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field
Secretary to Town of Sullivan Supervisor Emily Burns
City Engineer Eric Schuler, City of Oneida
Comptroller Lee Ann Wells, City of Oneida
Michael Marshfield, Enterprise Fleet Management
Mark Werner, Enterprise Fleet Management (via conference call)

Chairman Pete Walrod called the meeting to order at 10:30 a.m. in the Supervisors Large Conference Room.

- I. Enterprise Fleet Management Proposal:
Account Executive Michael Marshfield and Government Marketing Manager Mark Werner presented an Enterprise Fleet Management proposal for Madison County's vehicles. Madison County currently owns and maintains the entire fleet of vehicles. The Enterprise proposal estimates the leasing of the vehicles through Enterprise would save approximately \$1.8 million over a ten-year period while allowing the County to update the fleet faster and create positive equity for Madison County. Enterprise would manage the schedule for vehicle maintenance and replacement. A maintenance program is also an option through Enterprise or it can be kept in-house. Enterprise will determine the optimal time to replace vehicles and use their buying power to reduce fleet costs. The goal is to structure the leases to have equity at the end and replace more vehicles with less capital.

Highway Superintendent Joe Wisinski asked how the Planning Department's fleet analysis would coordinator with Enterprise. Senior Planner Sarah Krisch stated that we can compare Enterprise's proposal with the independent consultant's results to determine what we have and what we need.

Supervisor Cliff Moses inquired whether towns would be able to piggyback on the agreement. County Administrator Mark Scimone stated that an intermunicipal agreement would be necessary. Enterprise would not be involved.

While Enterprise will be managing the fleet and reducing the administrative time spent by the Purchasing Agent and Highway Superintendent, Chairman Pete Walrod stated that it is important that the County monitor the numbers also and not rely on Enterprise's analysis. Enterprise representatives stated that a website portal will provide data on the vehicle fleet. They will provide the County Attorney with a contract to review and will be available to answer any further questions. Once under contract, Enterprise will move quickly to procure vehicles for 2019.

11: 37 p.m. Enterprise representatives were excused from the meeting.

Supervisor Tom Boylan questioned whether this proposal would be considered sole sourcing. Purchasing Agent Laurie Winters stated that it would be a cooperative purchasing through our Sourcewell RFP and is legal; several counties are doing the same. Additionally, County Attorney Tina Wayland-Smith stated that no bid is necessary for a true lease.

After review and discussion of the submitted Enterprise Fleet Management proposal, Supervisor Tom Boylan made a motion to lease the County's 2019 vehicles through Enterprise pending review of the agreement by the County Attorney. Board Chairman John Becker seconded the motion and it was unanimously approved.

Board Chairman John Becker made a motion that any equity resulting from the agreement would go into a dedication vehicle fund account for future fleet needs. Supervisor Cliff Moses seconded the motion and it was unanimously carried.

Board Chairman John Becker made a motion for agreement to provide services for all County departments with the option for towns, villages and City of Oneida to share the services through intermunicipal agreements. Supervisor Ron Bon seconded the motion and it was unanimously carried.

- II. Next Meeting Dates: Finance, Ways and Means Committee - Tuesday, December 4, 2018 (Time TBD)
Administration and Oversight Committee - TBD
- III. Adjournment:
The Committee adjourned at 11:56 a.m. on the motion of Supervisor Bono and second of Supervisor Moses. Motion unanimously approved.

Respectfully submitted by Christine J. Coe on behalf of Chairman John A. Reinhardt and Chairman Pete Walrod.

Administration and Oversight Committee

Meeting Minutes

December 18, 2018

COMMITTEE: Chairman Pete Walrod
Vice Chairman William Zupan
Supervisor Ronald Bono

Supervisor David Jones

OTHERS: Elections Commissioner Kelley Hood
Elections Commissioner Laura Costello
Purchasing Officer Laurie Winters
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field

ABSENT: Supervisor Thomas Boylan

Chairman Pete Walrod called the meeting to order at 12:30 p.m. in the Supervisors large conference room.

Approve Minutes:

The minutes of the November 15, 2018 meeting were unanimously approved on the motion of Vice Chairman Zupan and second of Supervisor Bono.

Purchasing:

Purchasing Agent Laurie Winters reported on the Annual Revision of the Purchasing Policy that was sent to the Committee to review. The annual update included some wording updates. One of the biggest changes was the wording that Bids only require 1 bidder instead of 2, as previously stated. The County Attorney's Office is reviewing the change. Winters also discussed the new Answering Service agreement. Reliable Telephone Answering Service will provide services for Mental Health, Public Health, the District Attorney and more departments.

Winters would like the option of receiving bids electronically and is looking into programs that still allow for bids to be sealed. The Committee gave approval for bids to be accepted electronically. Chairman Pete Walrod expressed appreciation to Laurie and Jaymie for all of the work that they do, and told the committee that the State auditors were impressed with our Purchasing Department.

Resolutions:

Amending Purchasing Policy and Procedures

The Committee unanimously approved the resolution on the motion of Bono and second of Zupan.

Authorizing the Chairman to Enter into an agreement for after-hours telephone answering Service with Reliable Telephone Answering Service

The Committee unanimously approved the resolution on the motion of Bono and second of Jones.

Authorizing the chairman to renew an agreement with NTS Data Services

The Committee unanimously approved the resolution on the motion of Jones and second of Bono.

Authorizing the chairman to enter into an agreement with Phoenix Graphics Inc. to Purchase Optical Scan Ballots

The Committee unanimously approved the resolution on the motion of Zupan and second of Bono.

Preferred Agenda:

The Committee unanimously approved including all resolution in the Committee's Preferred Agenda on a motion of Bono and second of Zupan.

Next Meeting: Thursday, January 17, 2018, 2018 – immediately following the Board Meeting.

Motion to Adjourn: The Committee adjourned at 12:47 p.m. on the motion of Supervisor Bono and second of Supervisor Jones.

Respectfully submitted by Samantha Field for Chairman Pete Walrod.

Administration and Oversight Committee

Meeting Minutes
December 18, 2018

COMMITTEE: Chairman Pete Walrod
Vice Chairman William Zupan
Supervisor Ronald Bono
Supervisor David Jones

OTHERS: Elections Commissioner Kelley Hood
Elections Commissioner Laura Costello
Purchasing Officer Laurie Winters
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field

ABSENT: Supervisor Thomas Boylan

Chairman Pete Walrod called the meeting to order at 12:30 p.m. in the Supervisors large conference room.

Approve Minutes:

The minutes of the November 15, 2018 meeting were unanimously approved on the motion of Vice Chairman Zupan and second of Supervisor Bono.

Purchasing:

Purchasing Agent Laurie Winters reported on the Annual Revision of the Purchasing Policy that was sent to the Committee to review. The annual update included some wording updates. One of the biggest changes was the wording that Bids only require 1 bidder instead of 2, as previously stated. The County Attorney's Office is reviewing the change. Winters also discussed the new Answering Service agreement. Reliable Telephone Answering Service will provide services for Mental Health, Public Health, the District Attorney and more departments.

Winters would like the option of receiving bids electronically and is looking into programs that still allow for bids to be sealed. The Committee gave approval for bids to be accepted electronically. Chairman Pete Walrod expressed appreciation to Laurie and Jaymie for all of the work that they do, and told the committee that the State auditors were impressed with our Purchasing Department.

Resolutions:

Amending Purchasing Policy and Procedures

The Committee unanimously approved the resolution on the motion of Bono and second of Zupan.

Authorizing the Chairman to Enter into an agreement for after-hours telephone answering Service with Reliable Telephone Answering Service

The Committee unanimously approved the resolution on the motion of Bono and second of Jones.

Authorizing the chairman to renew an agreement with NTS Data Services

The Committee unanimously approved the resolution on the motion of Jones and second of Bono.

Authorizing the chairman to enter into an agreement with Phoenix Graphics Inc. to Purchase Optical Scan Ballots

The Committee unanimously approved the resolution on the motion of Zupan and second of Bono.

Preferred Agenda:

The Committee unanimously approved including all resolution in the Committee's Preferred Agenda on a motion of Bono and second of Zupan.

Next Meeting: Thursday, January 17, 2018, 2018 – immediately following the Board Meeting.

Motion to Adjourn: The Committee adjourned at 12:47 p.m. on the motion of Supervisor Bono and second of Supervisor Jones.

Respectfully submitted by Samantha Field for Chairman Pete Walrod.

RESOLUTION NO. 6

REQUESTING THE WAIVER OF RULE NO. 24 AND NO. 24-A

WHEREAS, Rule No. 24 requires that all resolutions intended to be moved for adoption at a regular meeting shall be filed with the Clerk not less than seven (7) calendar days prior to the meeting; and

WHEREAS, Rule No 24-A requires that all such resolutions be introduced by the Chairman of the Legislative Board having jurisdiction after having been filed with the Chairman at least ten (10) days prior to the meeting at which time it is to be introduced;

NOW, THEREFORE BE IT RESOLVED, that Rule No. 24 and 24-A are hereby waived only for the purpose of approving resolutions and agreements for purchasing of a piece of property, modifying the 2019 budget, surveying services, and well testing services.

Dated: January 3, 2019

Paul H. Walrod, Chairman
Administration and Oversight Committee

RESOLUTION NO. 10

**AUTHORIZING THE CHAIRMAN TO SIGN AN AGREEMENT FOR THE
PURCHASE OF REAL PROPERTY IN THE TOWN OF EATON**

WHEREAS, after extensive research and exploration, Madison County has chosen real property in the Town of Eaton as the potential future location of a new Highway Department Complex; and

WHEREAS, this property would require the subdivision of Tax Map No. 124.-1-35.121 and would include approximately 24 acres which is currently owned by White Eagle Nonfarm LLC; and

WHEREAS, the County agrees to pay \$8,000 per acre for the real property; and

WHEREAS, the acquisition includes only real property;

NOW, THEREFORE, BE IT RESOLVED, that the County hereby authorizes the Chairman of the Board of Supervisors to sign a contract for the purchase of the aforementioned real property, as developed by the County Attorney's Office, and filed with the Clerk to the Board.

Dated: January 3, 2019

Ronald C. Bono, Chairman
Highway, Buildings, and Grounds Committee

RESOLUTION NO. 7

AUTHORIZING THE MODIFICATION OF THE 2019 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2019 Adopted County Budget be modified as follows:

General Fund

9901 Contribution to Other Funds

Expense

	<u>From</u>	<u>To</u>
A990199 594101 Transfer to Road Machinery Mid-Year	\$-0-	\$ <u>192,000</u>

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Fund Balance

A 300599 Budgetary Fund Balance Unreserved	\$ <u>9,145,728</u>	\$ <u>9,337,728</u>
--	---------------------	---------------------

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Road Machinery Fund

5130 Road Machinery

Revenue

DM513050 450326 Transfer from General Fund Mid-Year	\$-0-	\$ <u>192,000</u>
---	-------	-------------------

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Expense

DM513050 594203 Transfer to Capital Projects Fund	\$-0-	\$ <u>192,000</u>
---	-------	-------------------

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Capital Projects Fund

5132 Highway Garage

Revenue

H513250 450325 Transfer from Road Machinery	\$ <u>12,000</u>	\$ <u>204,000</u>
---	------------------	-------------------

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Expense

H513250 540440 Land Acquisition	\$-0-	\$ <u>192,000</u>
---------------------------------	-------	-------------------

Control Total		\$ <u>192,000</u>
---------------	--	-------------------

Dated: January 3, 2019

Ronald C. Bono, Chairman
Highway, Buildings & Grounds Committee

John A. Reinhardt, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. 8

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH MYERS AND ASSOCIATES, PC**

WHEREAS, Madison County is in need of land surveying professional services for a proposed new Highway Facility; and

WHEREAS, Myers and Associates, PC possess the special skills and training necessary to perform the professional services desired, and

WHEREAS, Myers and Associates, PC has agreed to perform these professional services for the proposed new Highway Facility location for a total amount of \$17,400, commencing January 3, 2019 and expiring January 2, 2020; and

WHEREAS, Myers and Associates, PC may provide additional land surveying and other related professional services for Madison County if desired; and

WHEREAS, the Highway, Buildings and Grounds Committee have reviewed and recommends entering into an agreement with Myers and Associates, PC for this professional service;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to enter into an agreement with Myers and Associates, PC. A copy of which is on file with the Clerk of the Board.

Dated: January 3, 2019

Ronald C. Bono, Chairman
Highway, Buildings and Grounds Committee

RESOLUTION NO. 9

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH A. W. KINCAID, INC.**

WHEREAS, Madison County is in need of water well test pumping professional services for a proposed new Highway Facility; and

WHEREAS, A. W. Kincaid, Inc. possess the special skills and training necessary to perform the professional services desired, and

WHEREAS, A. W. Kincaid, Inc. has agreed to perform these professional services for the proposed new Highway Facility location for a total estimated amount of \$10,100 with final cost to be determined by actual units used (\$1,000 set up & removal of equipment, \$500 equipment usage, shop time & reports, \$200/hr test pumping & recovery) commencing January 3, 2019 and expiring January 2, 2020; and

WHEREAS, A. W. Kincaid, Inc. may provide additional well professional services for Madison County if desired; and

WHEREAS, the Highway, Buildings and Grounds Committee have reviewed and recommends entering into an agreement with A. W. Kincaid, Inc. for this professional service;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to enter into an agreement with A. W. Kincaid, Inc. A copy of which is on file with the Clerk of the Board.

Dated: January 3, 2019

Ronald C. Bono, Chairman
Highway, Buildings and Grounds Committee