

**ADMINISTRATION & OVERSIGHT COMMITTEE**  
**Meeting Agenda – Thursday, March 21, 2019 @ 11:30 a.m.**  
**Supervisors Large Conference Room**

**AGENDA**

**11:30 a.m. Call Meeting to Order**

**Approval of Minutes – February 21, 2019**

**Board of Elections:**

- NTS Program (Scanflow) Contract

**Purchasing:**

- Resolution to approve Inter-Municipal Agreement with BOCES for printing
- Discuss the Purchasing Policy and Procedures
- Discuss having Enterprise sell the County owned vehicles as we replace them for a higher return

**Resolutions:**

1. Designating Disposal of Obsolete and/or Surplus County Personal Property (Solid Waste Vehicles)
2. Authorizing an Inter-Municipal Agreement with Madison-Oneida BOCES for Business Card Printing and Other Printing Services Not Provided by Central Services

**Other Committee Business**

**Preferred Agenda**

**Next Meeting – April 18, 2019 @ 11:30 a.m.**

**Adjourn**

# Administration and Oversight Committee

*Meeting Minutes*

*February 21, 2019*

COMMITTEE: Chairwoman Yvonne Nirelli  
Vice Chairman Pete Walrod  
Supervisor Ronald Bono

OTHERS: Board Chairman John Becker  
Board Vice Chairman Daniel Degear  
County Administrator Mark Scimone  
Supervisor Roger Bradstreet  
Supervisor Eve Ann Schwartz (11:45 a.m.)  
Elections Commissioner Kelley Hood  
Elections Commissioner Laura Costello  
County Clerk Michael Keville  
County Attorney Tina Wayland-Smith  
Public Information Officer Samantha Field

ABSENT: Supervisor Thomas Boylan  
Supervisor David Jones

Chairwoman Yvonne Nirelli called the meeting to order at 11:32 a.m. in the Supervisors large conference room.

## **Approve Minutes:**

The minutes of the February 12, 2019 meeting were unanimously approved on the motion of Supervisor Bono and second of Vice Chairman Walrod.

## **Resolutions:**

### **Designating Disposal of Obsolete and/or Surplus County Personal Property (Mutton Hill Tower/Antenna)**

The Committee unanimously approved the resolution as amended on the motion of Bono and second of Walrod.

### **Designating Disposal of Obsolete and/or Surplus County Personal Property (Vehicles)**

The Committee unanimously approved the resolution as amended on the motion of Walrod and second of Bono.

### **Approving Trade-in of Caterpillar Loader in Accordance with the Madison County Highway Department 5-Year Plan**

The Committee unanimously approved the resolution as amended on the motion of Bono and second of Walrod.

### **Approving Trade-in of Bucket Truck**

The Committee unanimously approved the resolution as amended on the motion of Walrod and second of Bono.

### **Approving Trade-in of Bobcat Skid-Steer Loader**

The Committee unanimously approved the resolution as amended on the motion of Bono and second of Walrod.

**Authorizing the Chairman to enter into an agreement with the NYS Board of Elections in regards to the Help America Vote Act State Grant**

The Committee unanimously approved the resolution as amended on the motion of Bono and second of Nirelli.

**Resolution urging NYS to fund the purchase of Electronic Poll Books for the County Boards of Elections**

The Committee unanimously approved the resolution as amended on the motion of Walrod and second of Bono.

**Other Committee Business:**

County Clerk Michael informed the Committee that high definition wax prints of Madison County town and village historical maps can now be purchased in the Clerk's Office. Keville would like to have Maintenance frame and hang the maps near the new single point of entry to promote them for purchase. The increased revenue would offset the cost of the Real Property printer. Supervisor Bono recommended bringing the request to the Committee of the Whole for consideration.

Keville and Records Management Coordinator Kevin Orr drafted a Records Management Program to improve countywide records management that they will be submitting the Finance, Ways and Means to review for Board adoption. Department heads would designate a liaison from their respective departments to the Records Management Advisory Committee to ensure compliance with State Archives and to establish department specific policies for records retention.

**Preferred Agenda:**

The Committee unanimously approved adding all resolutions to their March 12<sup>th</sup> Preferred Agenda on a motion of Supervisor Bono and second of Vice Chairman Walrod.

**Next Meeting:** Thursday, March 21, 2019 at 11:30 a.m.

**Motion to Adjourn:** The Committee adjourned at 12:04 p.m. on the motion of Supervisor Bono and second of Vice Chairman Walrod.

*Respectfully submitted by Christine Coe for Chairwoman Yvonne Nirelli.*

RESOLUTION NO. \_\_\_\_\_

**DESIGNATING DISPOSAL OF OBSOLETE AND/OR SURPLUS  
COUNTY PERSONAL PROPERTY**

**WHEREAS**, in accordance with the Madison County Disposal of Obsolete and/or Surplus County Personal Property Policy and Procedures, County Personal Property is required to be declared obsolete and/or surplus by the Board of Supervisors; and

**WHEREAS**, the current list of County personal property for the Department of Solid Waste waiting obsolete and/or surplus designation is attached;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors declares the list of said items as obsolete and/or surplus.

<b>ITEM</b>	<b>DEPARTMENT</b>	<b>MILEAGE</b>	<b>CONDITION</b>	<b>DESIGNATION</b>
SW201: 2008 Chevy Impala LS	Solid Waste	69,652	Fair	Surplus
SW206: 2000 Chevy Service Truck	Solid Waste	67,558	Poor	Surplus
SW209: 2004 Chevy C2500HD Truck	Solid Waste	152,809	Poor	Surplus
SW212: 2011 Ford Focus	Solid Waste	104,279	Fair	Surplus
SW213: 1998 Chevy 2500 2WD Truck	Solid Waste	135,668	Poor	Surplus
SW214: 2007 Ford F250 Truck	Solid Waste	155,845	Poor	Surplus
SW216: 1984 Ford F350 Truck	Solid Waste	30,626	Poor	Surplus
SW217: 2006 Ford E350 Van	Solid Waste	52,835	Fair	Surplus

Dated: April 9, 2019

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Yvonne M. Nirelli, Chairwoman  
Administration and Oversight Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING AN INTER-MUNICIPAL AGREEMENT WITH MADISON-ONEIDA  
BOCES FOR BUSINESS CARD PRINTING AND OTHER PRINTING SERVICES NOT  
PROVIDED BY CENTRAL SERVICES**

**WHEREAS**, Madison County uses the Madison-Oneida BOCES printing services; and

**WHEREAS**, this agreement expires on April 30, 2019;and

**WHEREAS**, Madison County may continue to use the Madison-Oneida BOCES for any printing service that is offered that the County's Central Services does not provide at this time; and

**WHEREAS**, the Administration and Oversight Committee has reviewed and recommended that Madison County continue to enter into an inter-municipal agreement with Madison-Oneida BOCES for printing services as needed that is not provided by the County's Central Services;

**NOW, THEREFORE BE IT RESOLVED**, that the Madison County shall enter into an inter-municipal agreement with Madison-Oneida BOCES for a two-year term, May 1, 2019 through April 30, 2021.

**BE IT FURTHER RESOLVED**, that the Chairman of the Board is hereby authorized to execute the inter-municipal agreement between the County of Madison and Madison-Oneida BOCES in the form as is on file with the Clerk of the Board.

Dated: April 10, 2018

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Yvonne Nirelli, Chairperson  
Administration and Oversight Committee