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 Shwartz (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 12th 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.

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

Dated: April 9, 2019

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

Yvonne Nirelli, Chairperson
Administration and Oversight Committee