

# **ADMINISTRATION & OVERSIGHT COMMITTEE**

**Thursday, May 21, 2020 @ 11:30 a.m.**

**Zoom Video Conference**

## **AGENDA**

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

**Purchasing**

- **Department Update**

**Board of Elections**

- **Department Update**

**Other Committee Business**

**Next Meeting:** Thursday, June 18<sup>th</sup> @ 11:30 a.m.

**Adjourn**

# Administration and Oversight Committee

*Meeting Minutes  
February 25, 2020*

COMMITTEE: Chairman David Jones  
Vice Chairwoman Yvonne Nirelli  
Supervisor Joseph Ostrander  
Supervisor T.J. Stokes

OTHERS: Purchasing Agent Laurie Winters  
County Treasurer Cindy Edick

ABSENT: Supervisor Ron Bono

Chairman David Jones called the meeting to order at 11:32 a.m. in the Supervisors Chambers.

## **Approve Minutes:**

The minutes of the January 16, 2020 meeting were unanimously approved on the motion of Vice Chairwoman Nirelli and second of Supervisor Ostrander.

## **Purchasing:**

Purchasing Agent Laurie Winters informed the Committee that Purchasing is working on the 16<sup>th</sup> bid with 7 going out last Thursday. There is a NYSAMPO Regional Conference on procurement at the end of April in Cortland that Laurie plans on attending for the second time. It is a great networking opportunity.

## **Resolutions:**

### **Designating disposal of surplus County personal property (County vehicles)**

The Committee unanimously approved the resolution on the motion of Stokes and second of Nirelli.

### **Approving trade-in of 1995 Ingersoll Rand Roller**

The Committee unanimously approved the resolution on the motion of Nirelli and second of Stokes.

### **Approving trade-in of 2001 Ingersoll Rand Roller**

The Committee unanimously approved the resolution on the motion of Nirelli and second of Stokes.

### **Authorizing the modification of the 2020 adopted County budget (Purchasing – Training/Staff Development)**

The Committee unanimously approved the resolution on the motion of Nirelli and second of Ostrander.

**Preferred Agenda:** The Committee unanimously approved adding resolutions 1-3 on their Preferred Agenda on a motion of Vice Chairwoman Nirelli and second of Supervisor Stokes.

**Next Meeting:** Tuesday, March 24<sup>th</sup> at 11:00 a.m.

**Motion to Adjourn:** The Committee adjourned at 12:04 p.m. on the motion of Vice Chairwoman Yvonne Nirelli and second of Supervisor Stokes.

*Respectfully submitted by Christine Coe for Chairman David Jones.*

# Administration and Oversight Committee

*Special Meeting Minutes*

*March 10, 2020*

COMMITTEE: Chairman David Jones  
Vice Chairwoman Yvonne Nirelli  
Supervisor Ron Bono  
Supervisor Joseph Ostrander  
Supervisor T.J. Stokes

Chairman David Jones called the meeting to order at 1:55 p.m. in the Supervisors Chambers.

## **Resolutions:**

### **Requesting the Waiver of Rule No. 24 and No. 24-A**

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

### **Resolution of the Madison County Board of Supervisors authorizing the Chairman of the Board to make application to the New York State Comptroller for the approval to increase the maximum amount proposed to be expended for the Clockville Water District No. 1 in the County of Madison pursuant to §269 of the County Law**

Discussion: Bid came in higher than original proposal and this resolution allows the Chairman to reapply.

The Committee unanimously approved the resolution on the motion of Nirelli and second of Ostrander.

**Next Meeting:** Tuesday, March 24<sup>th</sup> at 11:00 a.m.

**Motion to Adjourn:** The Committee adjourned at 2:02 p.m. on the motion of Vice Chairwoman Yvonne Nirelli and second of Supervisor Stokes.

*Respectfully submitted by Christine Coe for Chairman David Jones.*

# Administration and Oversight Committee

*Meeting Minutes*

*May 17, 2020*

COMMITTEE: Chairman David Jones  
Vice Chairwoman Yvonne Nirelli  
Supervisor Ron Bono  
Supervisor Joseph Ostrander

OTHERS: County Administrator Mark Scimone  
Purchasing Agent Laurie Winters  
Elections Commissioner Laura Costello  
Elections Commissioner Mary Egger  
County Attorney Tina Wayland-Smith

ABSENT: Supervisor T.J. Stokes

Chairman David Jones called the meeting to order at 9:04 a.m. via Zoom video conference.

## **Board of Elections:**

Elections Commissioners Mary Egger and Laura Costello informed the Committee that they received a grant two days ago and sent a resolution to Cindy Urtz for the May 12<sup>th</sup> Board preferred agenda. The grant will cover election costs for COVID-19 related mailings for the June 23<sup>rd</sup> election as Governor Cuomo is encouraging mail-in voting. The postage-paid mailings will include an absentee ballot application that can be sent back postage paid. We will be reimbursed for the related costs.

The Democratic primary is back on, which requires the Board of Elections to reinstate, order ballots and program machines. There are two separate Democratic ballots – presidential and assemblyman. Samples are on the Board of Elections website. March and June Village elections have been moved to September 15<sup>th</sup>.

## **Purchasing:**

Purchasing Agent Laurie Winters stated that there are no bids at this time, and she has been paying invoices for departments. COVID-related costs are over \$200K to date. County Administrator Mark Scimone stated that FEMA is expected to reimburse 100% of the COVID-related costs, which are primarily for PPE supplies and meals for the greenhouse workers that are quarantined. Winters stated that she continues to look for PPE supplies and the pricing is much higher than normal.

## **Other Committee Business:**

County Administrator Scimone stated that he is working on a plan with department heads for a soft reopening the week of May 18<sup>th</sup>. The plan will be finalized by the MAC and go to the Board of Supervisors for approval.

Facilities is currently working on making bathrooms touchless. Contract work is winding down in the County Office Building. There has been a lot of press inquiries and conferences regarding the greenhouse outbreak. Virtual meetings are expected for the foreseeable future to ensure social distancing.

**Next Meeting:** Thursday, June 18 at 11:30 a.m. in the Board Chambers.

**Motion to Adjourn:** The Committee adjourned at 9:24 a.m. on the motion of Vice Chairwoman Yvonne Nirelli and second of Chairman David Jones.

*Respectfully submitted by Christine Coe for Chairman David Jones.*