

ADMINISTRATION & OVERSIGHT COMMITTEE

Thursday, June 20, 2019 @ 10:30 a.m.

Supervisors Large Conference Room

AGENDA

10:30 a.m. Call Meeting to Order

Approval of Minutes – June 11, 2019

Purchasing:

1. Purchasing Policy - revisions

Resolutions:

1. Designating disposal of obsolete and/or surplus County personal property (Probations/DSS vehicles)
2. Amending Purchasing Policy and Procedures

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

Adjourn

Administration and Oversight Committee

Special Meeting Minutes

May 14, 2019

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

OTHERS: County Administrator Mark Scimone
County Attorney Tina Wayland-Smith
Supervisor Clifford Moses
Supervisor Roger Bradstreet
Supervisor Bill Zupan
Public Information Officer Samantha Field
James E. Hughes, Hancock & Estabrook, LLP

ABSENT: Supervisor Thomas Boylan
Supervisor David Jones

Chairwoman Yvonne Nirelli called the meeting to order at 11:45 a.m. in the Supervisors large conference room.

Approve Minutes:

The minutes of the May 23, 2019 meeting were unanimously approved on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

Resolution:

Requesting the Waiver of Rule No. 24 and No. 24-A for the purpose of designating disposal of obsolete and/or surplus County personal property

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

Designating disposal of obsolete and/or surplus County personal property (Sheriff's vehicles)

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

Next Meeting: Thursday, June 20, 2019 at 11:30 a.m.

Motion to Adjourn: The Committee adjourned at 11:47 a.m. on the motion of Vice Chairman Pete Walrod and second of Supervisor Ron Bono.

Respectfully submitted by Christine Coe for Chairwoman Yvonne Nirelli.

RESOLUTION NO. 1

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

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared obsolete and/or surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting obsolete and/or surplus designation is listed below;

WHEREAS, the vehicles listed will be sold by Enterprise Fleet Management for the best value to the County;

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

ITEM	DEPARTMENT	MILEAGE	CONDITION	DESIGNATION
PRB582 - 2010 Chevrolet Impala	Probation	103,538	Good	Surplus
SS719 - 2010 Chevrolet Impala	Social Services	110,289	Fair	Surplus
SS720 - 2010 Chevrolet Impala	Social Services	120,201	Fair	Surplus

Dated: July 9, 2019

Yvonne Nirelli, Chairwoman
Administration and Oversight Committee

RESOLUTION NO. _____

AMENDING PURCHASING POLICY AND PROCEDURES

WHEREAS, the Madison County Board of Supervisors has previously adopted a revised Purchasing Policy and Procedure; and

WHEREAS, the current policy requires amendments to the existing 2019 Purchasing Policy and Procedures, Article 13 – Disposal of obsolete and/or surplus county property to add to the policy grant purchased items to follow same procedures as all other county owned property and allowing the sale of surplus leased and county owned vehicles be done by Enterprise Fleet for the best value to the County; and

WHEREAS, the amendments will also increase the rate of the return of funds from the sale of the fleet and efficiencies countywide; and

WHEREAS, the Administration and Oversight Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts Madison County's Purchasing Policy and Procedures as amended.

Dated: July 9, 2019

Yvonne Nirelli, Chairman
Administration and Oversight Committee

ARTICLE 13 – DISPOSAL OF OBSOLETE AND/OR SURPLUS COUNTY PROPERTY

General

1. *Property:* Property owned by Madison County that may be considered obsolete or surplus can include, but not limited to, office furniture, computer equipment, motor vehicles, machinery, and other equipment.
2. *Grant Items:* If items are bought with grant money, once given approval to dispose of, will follow the same procedures in this policy to dispose or surplus the items. If at the time of purchase there are special requirements as to how items are disposed, the requirements must be attached to the original purchase of the item(s)
3. *Procedure:* The disposition will conform to the following procedures:
 - a. Items must get authorized by the Purchasing Agent to be deemed obsolete or surplus;
 - b. If the items are declared to not be obsolete or surplus, then the requesting department will retain the property for continued use;
 - c. If the items are declared to be obsolete or surplus, then the property will be disposed of in the following order:
 - i. transfer to another department;
 - ii. for sale to other municipalities, cities, towns, villages, or school districts; or
 - iii. for sale by placing the item(s) in public auction;
 - iv. for sale by reverse bid;
 - v. for trade-in on the purchase of similar, newer property; or
 - vi. for scrap and/or salvage.
4. *Items Offered to Municipalities:* In the event that items have been presented to other municipalities, cities, towns, villages, or school districts the items will be available for purchase for 30 days from the date of the approved resolution on a first come first serve basis. Any items left after the 30 days will be put out to a public auction or by Enterprise Fleet Management.
5. *Items Fail to Sell:* In the event that item(s) fail(s) to sell, the Purchasing Agent may designate one of the alternate methods of offering the item(s) for sale or direct the item(s) to be retained, destroyed, recycled, or disposed of.
6. *Disposal of Computer Equipment:* the disposal of computer equipment will be coordinated through the Information Technology Department. All County data from the data drives and equipment must be removed before it is sold or disposed of.
7. *Proceeds from Sale:* Proceeds will be credited to the fund from which the original expense was incurred, as directed by the County Treasurer.
8. *Trade-in/Buy-Back Program:* Allow the usage of a Trade-in/Buy-Back Program for Madison County equipment with the approval of the Administration and Oversight Committee. The trade-in value must be higher than comparable surplus value.
9. *Leased Vehicles/Existing Fleet:* Allows Enterprise Fleet Management to sell our leased and currently owned vehicles for the best value to the County.