

ADMINISTRATION & OVERSIGHT COMMITTEE

**Thursday, June 25, 2020 @ 11:30 a.m.
Chambers / Zoom Video Conference**

AGENDA

11:30 a.m. Call Meeting to Order

Approve Minutes

- **February 25th, March 10th and May 7th**

Purchasing

- **Department Update**

Board of Elections

- **Department Update**
- **Cybersecurity Grant**

Resolutions

1. **Authorizing the Chairman to enter into an agreement with the NYS Board of Elections in regards to the Elections Cybersecurity Remediation Grant Program and modifying the 2020 adopted County budget**
2. **Authorizing the modification of the 2020 adopted County budget (Board of Elections)**

Other Committee Business

Next Meeting: Thursday, July 23rd @ 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 16th 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 24th 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 24th 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 12th Board preferred agenda. The grant will cover election costs for COVID-19 related mailings for the June 23rd 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 15th.

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 18th. 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.

RESOLUTION NO. 1

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE BOARD OF ELECTIONS IN REGARDS TO THE ELECTIONS CYBERSECURITY REMEDIATION GRANT PROGRAM AND MODIFYING THE 2020 ADOPTED COUNTY BUDGET

WHEREAS, the Madison County Board of Elections has been allocated State funds; and

WHEREAS, the grant program is described as follows:

Awarding Agency: U.S. Election Assistance Commission
Pass Thru. Agency: New York State Board of Elections
Program Name: Elections Cybersecurity Remediation Grant Program
Grant Period: December 21, 2019 – December 31, 2021
Contract #: BOE01-C004256-1110000
State Funds: \$ 78,661.45
Grant Total: \$ 78,661.45

NOW, THEREFORE BE IT RESOLVED, that the Chairman be hereby authorized to execute grant contracts for the Madison County Board of Elections with the State Board of Elections, a copy of which is on file with the Clerk of the Board; and

BE IT FURTHER RESOLVED that the 2020 Adopted County Budget be modified as follows:

General Fund

1454 Board of Elections Grant Programs

Revenue

	<u>From</u>	<u>To</u>
A145410 440899 Fed Aid Cybersecurity Grant	<u>\$-0-</u>	<u>\$78,662</u>
Control Total		<u>\$78,662</u>

Expense

A145410 541196 Cybersecurity Grant Expense	<u>\$-0-</u>	<u>\$78,662</u>
Control Total		<u>\$78,662</u>

Dated: July 14, 2020

David Jones, Chairman
Administration & Oversight Committee

Yvonne Nirelli, Chairwoman
Finance, Ways and Means Committee

RESOLUTION NO. 2

AUTHORIZING THE MODIFICATION OF THE 2020 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2020 Adopted County Budget be modified as follows:

General Fund

1450 Board of Elections

Expense

	<u>From</u>	<u>To</u>
A145010 513000 Personal Services Part Time	\$203,471	\$167,306
A145010 541105 Voter Centralization Expense	38,308	26,695
A145010 582100 Social Security & Medicare Expense	<u>40,456</u>	<u>36,160</u>
Totals	<u>\$282,235</u>	<u>\$230,161</u>
Control Total		<u>(\$52,074)</u>

Note:

This Resolution reflects budget cuts that were identified by the department to help offset the County's revenue losses due to COVID-19. The Resolution was prepared for review by the appropriate legislative committee(s). The individual Resolutions will be combined into one Resolution for the July Board meeting, which will show the overall reduction in the amount of fund balance being appropriated in the 2020 County budget.

Dated: July 14, 2020

David Jones, Chairman
Administration & Oversight Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee