

ADMINISTRATION & OVERSIGHT COMMITTEE

Thursday, August 20, 2020 @ 11:30 a.m.

Zoom Video Conference

AGENDA

11:30 a.m. Call Meeting to Order

Approve Minutes

- **July 16, 2020**

Purchasing

- **Department Update**

Board of Elections

- **Pollsite Lease Agreements**
- **Poll Pads (electronic pollbooks)**

Resolutions:

1. **Designating disposal of obsolete and/or surplus County personal property (Emergency Management Defibrillators)**
2. **Designating disposal of obsolete and/or surplus County personal property (Emergency Management TV)**
3. **Designating disposal of obsolete and/or surplus County personal property (Highway/Sheriff)**
4. **Designating disposal of obsolete and/or surplus County personal property (Solid Waste)**
5. **Authorizing the Madison County Board of Elections to contract for pollsite usage**
6. **Authorizing the Chairman to enter into an agreement with Unifirst Corporation and awarding piggybacking of Onondaga County Bid0010436 to provide Industrial Laundry Service**

Other Committee Business

Preferred Agenda

Next Meeting: Thursday, September 17th @ 11:30 a.m.

Adjourn

Administration and Oversight Committee

Meeting Minutes

July 16, 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 Mary Egger
County Attorney Tina Wayland-Smith
Public Information Officer Samantha Field

ABSENT: Supervisor T.J. Stokes

Chairman Dave Jones called the meeting to order at 11:32 a.m. via Zoom video conference.

Approve Minutes:

The minutes of the Jun 25, 2020 meeting were unanimously approved on the motion of Vice Chairwoman Nirelli and second of Supervisor Bono.

Purchasing:

Purchasing Agent Laurie Winters informed the Committee that we had a record PCard month of \$520,000 with most of the usage attributed to Highway, Treasurer and Information Technology. There was only one bidder for the salt bid and bids have slowed down all together. Purchasing staff are catching up during the lull.

Board of Elections:

Elections Commissioners Mary Egger and Laura Costello reported that the cybersecurity grant has been signed and sent to the State, and they are working with IT Director Paul Lutwak and the Cybersecurity representative on how to implement the funding.

Elections is working on voter outreach with the Presidential elections coming up. Voting inspector certification training is to begin in two weeks. Supervisor Bono questioned if there were any concerns acquiring inspectors amid COVID-19. Costello stated that their inspectors are nervous but willing. Assuring the safety of our inspectors and residents comes first. Elections is always looking for more volunteers.

Resolutions:

Designating disposal of obsolete and/or surplus County personal property

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

Other Committee Business:

Protocol for Virtual Board of Supervisors Meetings

County Administrator Mark Scimone discussed the need for supervisors to be on video to participate and vote during Board of Supervisors meetings. Those without video are hidden and muted during the meetings. Clerk to the Board is concerned when she can't see or hear a supervisor during a Board meeting. Without video, supervisors are also kicked off during executive session. County Attorney Tina Wayland-Smith stated that participation by video was a rule for virtual meetings prior to Governor Cuomo's Executive Order allowing phone Board meetings due to COVID-19. The executive order is set to expire on August 31st.

Mark stated that Information Technology can provide the tools needed for supervisors to participate by video in virtual Board meetings. Virtual meetings are working well and will be used for the foreseeable future. Connecting virtually not only help avoid risks (i.e. viruses, winter travel), but saves time and mileage also.

It was the consensus of the Committee that all Board members be on video in order to participate and vote during Board of Supervisors meetings.

Next Meeting: Thursday, August 20th at 11:30 a.m. via Zoom video conference.

Motion to Adjourn: The Committee adjourned at 11:57 a.m. on the motion of Vice Chairwoman Yvonne Nirelli and second of Supervisor Ron Bono.

Respectfully submitted by Christine Coe for Chairman David Jones.

RESOLUTION NO. _____

**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 has exceeded its' expected lifespan and is on a current manufacturer recall for software and is listed below;

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

ITEM	DEPARTMENT	CONDITION	DESIGNATION
13 Philips Heartstart Defibrillators	Emergency Management	Fair	Obsolete/Dispose

Dated: September 8, 2020

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

RESOLUTION NO. _____

**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; and

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

ITEM	DEPARTMENT	CONDITION	DESIGNATION
65" Visio Flat Panel TV	Emergency Management	Inoperable-water damaged	Dispose

Dated: September 8, 2020

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

Dave Jones, Chairman
Administration & Oversight Committee

RESOLUTION NO. _____

**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;

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

ITEM	DEPARTMENT	MILEAGE	CONDITION	COMMENT
Coats S34 Tire Changer (WAM618)	Highway	n/a	Good	Surplus
Sander Tubs & Spreaders (qty 11)	Highway	n/a	Fair	Obsolete
Misc. Cages & Consoles from Sheriff Vehicles	Sheriff	n/a	Fair	Scrap

Dated: September 8, 2020

David Jones, Chairman
Administration and Oversight Committee

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.

ITEM	DEPT	MILEAGE /HOURS	CONDITIO N	DESIGNATION
SW253: 1998 International Paystar 5000 (Roll-off Truck)	Solid Waste	443,797 miles	Fair	Surplus
SW133: 2000 Bobcat 763G (Skidsteer)	Solid Waste	2,686 hours	Fair	Surplus
SW135: 2007 Komatsu FG25T11 Forklift	Solid Waste	3,791 hours	Poor	Surplus
SW324: Tire Baler	Solid Waste	Unknown	Unknown	Surplus
SW171: Jager Irrigation Pump	Solid Waste	1,294 hours	Unknown	Surplus

DATED: September 8, 2020

James S. Goldstein, Chairman
Solid Waste and Recycling Committee

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

**AUTHORIZING THE MADISON COUNTY BOARD OF ELECTIONS TO
CONTRACT FOR POLL SITE USAGE**

WHEREAS, pursuant to Election Law § 4-104 a resolution was passed by the County Board of Supervisors consolidating the responsibility for polling sites, and other election matters, solely in the Madison County Board of Elections; and

WHEREAS, in the past, the local municipalities have entered into agreements with the owners of the respective polling sites for the purpose of allowing elections to be held at said sites; and

WHEREAS, the Board of Elections has been undertaking the changes required to transition the control of polling sites and other election functions from the local municipalities to the Madison County Board of Elections; and

WHEREAS, Madison County requires an agreement to determine terms, insurance and liability before said premise can be used for the purpose of holding elections; and

WHEREAS, the Agreements with the polling site owners regarding the following poll sites; Leonardsville Fire House, Brookfield Town Building, North Brookfield Fire House, New Woodstock Free Library, Cazenovia American Legion Post 88, Cazenovia Public Library, DeRuyter Town Building, Eaton Town Building, Fenner Town Hall, Georgetown Town Hall, Hamilton Public Library, Earlville Village Office, Poolville Community Center, Lebanon Town Office Building, New Life Church Cafe, Grace Lutheran Church, St. Agatha's Church Center, Canastota Overseas Veteran's Association, Heritage Baptist Church, Lincoln Fire House, Madison Fire House, Erieville Fire House, Nelson Town Building, Smithfield Community Center, Stockbridge Town Building, Sullivan Free Library, Sullivan Veteran's Memorial Parks & Recreational Building, Bridgeport Fire House, Fyler Community Center, Sullivan Town Office Building, St. Paul's United Methodist Church and Kallet Civic Center are on file with the Clerk of the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors herein and hereby authorizes and ratifies the Agreements for polling sites currently on file with the Clerk of the Board of Supervisors, and the Chairman of the Board of Supervisors is hereby authorized to execute the same.

DATED: September 8, 2020

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH UNIFIRST CORPORATION AND AWARING PIGGYBACKING OF ONONDAGA COUNTY BID0010436 TO PROVIDE INDUSTRIAL LAUNDRY SERVICE

WHEREAS, Madison County would like to piggyback on Onondaga County's Bid0010436 – Industrial Laundry Service for rental of uniforms, rugs, and shop towels for a one year term; and

WHEREAS, the agreement description and terms are listed below as follows:

Vendor Name:	UniFirst Corporation
Departments:	Highway, Solid Waste & Central Services
Bid Ref #:	Onondaga County Bid0010436
Term of Agreement:	August 27, 2020 – August 26, 2021, with a renewal option of two (2) additional one (1) year periods upon written consent of both parties.
Amount of Agreement:	As specified on Schedule A of the contract

WHEREAS, the above cost will include Items 1 through 26, Industrial Laundry Service for rental of uniforms, rugs, and shop towels;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board is hereby authorized to enter into an agreement on behalf of Madison County with Unifirst Corporation, in the form as is on file with the Clerk of the Board.

Dated: September 8, 2020

David Jones, Chairman
Administration and Oversight Committee