

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 and approved on March 21, 2019.