

# 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 31<sup>st</sup>.

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 20<sup>th</sup> 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.*