

# Administration and Oversight Committee

*Meeting Minutes  
September 17, 2020*

COMMITTEE: Chairman David Jones  
Vice Chairwoman Yvonne Nirelli  
Supervisor Ron Bono  
Supervisor T.J. Stokes  
Supervisor Joseph Ostrander

OTHERS: Purchasing Agent Laurie Winters  
Elections Commissioner Laura Costello  
Elections Commissioner Mary Egger

Chairman Dave Jones called the meeting to order at 11:33 a.m. via Zoom video conference.

## **Approve Minutes:**

The minutes of the August 20, 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 PCard activity rebate cycle ended on August 28<sup>th</sup> and we increased our rebate another \$2K for a total rebate of \$29,883.61.

Purchasing's proposed 2021 budget shows an increase of \$6K due primarily to wages. Part-time student intern Autumn Moon has received her bachelor's degree. Therefore, Personnel Officer Eileen Zehr would like to reclassify her position to a part-time Office Assistant I in for 2021, which would include a salary increase. Other budget lines have been decreased significantly to reduce the impact on the department's budget.

The elevator upgrades for the County Office Building will be re-bid since no bids were received at Tuesday's bid opening. Purchasing is busy working on quotes for some departments and other regular business.

## **Board of Elections:**

Elections Commissioners Mary Egger and Laura Costello reported that they have received new envelopes today that were necessary do to election changes. Over 4K absentee ballots will be going out tomorrow.

Village elections went well with people coming out to vote. The Elections Office is working on cleaning up to prepare for the big election in November.

## **Resolutions:**

### **Fixing Time to Hold Meetings During 2021**

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

### **Fixing Time to Organize and Pay Claims in 2021**

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

**Next Meeting:** Thursday, October 22, 2020 at 11:30 a.m. via Zoom video conference.

**Motion to Adjourn:** The Committee adjourned at 11:43 a.m. on the motion of Vice Chairwoman Yvonne Nirelli and second of Supervisor T.J. Stokes.

*Respectfully submitted by Christine Coe for Chairman Dave Jones.*