

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Thursday January 22, 2015 – 3:00 p.m.
Atrium Conference Room

Agenda:

3:00 p.m. Call Meeting to Order

Approval of Minutes:

- **August 21, 2014**
- **October 23, 2014**

3:05 p.m. Board of Elections

- **Discussion – Resolution**

- 1. Authorizing the Chairman to Enter into an Agreement with Phoenix Graphics Inc. to Purchase Optical Scan Ballots.**

3:15 p.m. Nicole Farino – Purchasing Updates

Any other business

Next Meeting

Adjourn

Administration and Oversight Committee

Minutes of Regular Meeting August, 21, 2014

- PRESENT:** Chairman Scott Henderson, Vice Chairman James V. Rafte Sr., and Supervisors Paul "Pete" Walrod and William Zupan
- ABSENT:** Supervisor Daniel S. Degear
- ALSO:** County Administrator Mark Scimone, Purchasing Agent Nicole Schafer-Farino

Chairman Scott Henderson called the meeting to order at 3 p.m. in the Atrium Conference Room.

Minutes: Minutes of the regular meeting July 17, 2014, and special meeting August 12, 2014, were unanimously approved on the motion of Supervisor William Zupan and second of Supervisor Paul "Pete" Walrod.

Purchasing Office: Purchasing Agent Nicole Schafer-Farino reported on the activities of the Purchasing Office, which include multiple project bids and requests for quotes. She also has revised the county's purchasing/surplus policy and procedures and provided the committee with a copy of same.

Resolution: The committee unanimously approved a resolution amending the county purchasing/surplus policy on the motion of Walrod and second of Vice Chairman James V. Rafte, Sr.

DWI Fee Collection: County Administrator Mark Scimone said Probation Director Joanne Miller worked up a proposal on collecting DWI fees; he provided copies of the proposed policy to the committee and said projections would be a little more than half what the Office of the State Comptroller estimated in its audit report. The committee reached consensus to send the matter for action by the Criminal Justice, Public Safety and Telecommunications Committee on the motion of Zupan and second of Walrod.

Next Meeting: September 18, 2014, at 3 p.m. in the Supervisors Chambers.

Motion to Adjourn: The Committee adjourned at 3:40 p.m. on the motion of Walrod and second of Zupan.

Respectfully submitted August 22, 2014, by Martha E. Conway for Chairman Scott Henderson and approved September 18, 2014.

Administration and Oversight Committee

Minutes of Regular Meeting Oct. 23, 2014

- PRESENT:** Chairman Scott Henderson, Vice Chairman James V. Rafte, Sr. (3:09 p.m.), and Supervisors Paul “Pete” Walrod and William Zupan
- ALSO:** Board of Supervisors Chairman John M. Becker (3:07 p.m.), Board of Supervisors Vice Chairman Daniel S. Degear (3:07 p.m.), County Administrator Mark Scimone, First Assistant County Attorney Tina Wayland-Smith, Elections Commissioners Laura Costello and Lynne Jones
- ABSENT:** Supervisor Roger D. Bradstreet

Chairman Scott Henderson called the meeting to order at 3 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes from the Oct. 14, 2014, special meeting were unanimously approved on the motion of Supervisor William Zupan and second of Supervisor Paul “Pete” Walrod.

Purchasing: County Administrator Mark Scimone reviewed Purchasing Office activities and reported overwhelmingly positive feedback from those working with Nicole Farino. Her report is attached hereto and made a part hereof.

The Committee asked if there was a quantifiable savings associated with the creation of the position; Scimone said it was difficult to gauge at this point, as Farino has not been through a complete cycle, but intangibles such as savings in the amount of County Buildings staff time spent moving surplus furniture was one example given.

First Assistant County Attorney Tina Wayland-Smith said she is working with Farino in overhauling bid documents.

Board of Elections: The committee unanimously approved a resolution authorizing the chairman to renew an agreement with NTS Data Services on the motion of Walrod and second of Zupan.

3:07 p.m.: Board of Supervisors Chairman John M. Becker and Board of Supervisors Vice Chairman Daniel S. Degear joined the meeting.

The committee reached consensus on the motion of Zupan and second of Walrod to put forward to the Government Operations Committee a proposal to change the Board of Elections senior election clerk position titles to deputy elections commissioners.

3:09 p.m.: Vice Chairman James V. Rafte, Sr., joined the meeting.

There are a number of instruments that require the signature of both commissioners, which is not possible if one of them is out of the office. This move would allow the deputy commissioners to fill in in the event of such an absence.

Public Comment Period: The Committee discussed options to retain the public comment period at meetings of the Board of Supervisors and decrease the amount of time spent on redundant and unwanted commentary. Public comment is not required under Open Meetings Law, and a public body that allows public comment may decide at any time it does not wish to

hear anything further on a particular topic.

Consensus of the committee on the motion of Zupan and second of Walrod was to have Board of Supervisors Vice Chairman Daniel S. Degear, Wayland-Smith and Scimone work to hammer out a proposed re-write to include changing the five-minute limit to three minutes, allowing the Board to vote to disallow comment on a particular topic and adding language to dictate decorum.

Vice Chairman James V. Rafte, Sr., opposed the changes, citing it would appear the Board of Supervisors was trying to prevent the public from having a voice at meetings.

Resolution: The committee reviewed a resolution amending the Madison County Purchasing Policy and Procedures that will be going before the Government Operations Committee.

Resolution: The committee unanimously approved a resolution waiving the rules for resolutions on the motion of Board of Supervisors Chairman John M. Becker and second of Rafte.

Resolution: The committee unanimously approved a resolution fixing the time and date to reorganize the board for the year 2015 on the motion of Zupan and second of Walrod.

Resolution: The committee unanimously approved a resolution fixing the time for holding meetings during 2015 on the motion of Zupan and second of Walrod.

Next Meeting: November 20, 2014

Motion to Adjourn: The Committee adjourned at 3:47 p.m. on the motion of Becker and second of Zupan.

Respectfully submitted Oct. 27, 2014, by Martha E. Conway for Chairman Scott Henderson.

RESOLUTION NO. 1

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH PHOENIX GRAPHICS, INC. TO PURCHASE
OPTICAL SCAN BALLOTS**

WHEREAS, the Madison County Board of Elections will continually require optical scan ballots for the Dominion ImageCast voting system for each and every election run by the Madison County Board of Elections; and

WHEREAS, Phoenix Graphics, Inc. is a certified election ballot provider in New York State for Dominion Voting; and

WHEREAS, Phoenix Graphics, Inc. will provide ballots at a reduced cost provided that Madison County Board of Elections commit to a one year contract with three one year renewal options commencing with the 2013 election year; and

WHEREAS, the contract requires renewal for the year 2015;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors is hereby authorized to enter into the agreement with Phoenix Graphics, Inc. in the form as is on file with the Clerk of the Madison County Board of Supervisors.

Dated: February 10, 2014

Scott Henderson, Chairman
Administration and Oversight Committee

AGREEMENT BETWEEN
THE COUNTY OF Madison
AND
PHOENIX GRAPHICS, INC.

This AGREEMENT, by and between the County of Madison, a municipal corporation with the principal office located at County Office Building, 138 North Court Street, PO Box 666, Wampsville, New York, 13163 (hereinafter called the "COUNTY") and Phoenix Graphics, Inc., 1525 Emerson Street, Rochester, New York 14606 (hereinafter called the "Contractor")

WITNESSETH:

WHEREAS, the county, on behalf of the Madison County Board of Elections, has entered into agreement with Phoenix Graphics, Inc. for the purchase of Optical scan ballot printing and all attached production related "Value Added" service are included with the ballot production.

NOW, THEREFORE, for good and valuable consideration and in consideration of the term and conditions of this AGREEMENT, The parties hereto do mutually covenant and agree as follows:

ARTICLE I. SCOPE OF SERVICES TO BE PERFORMED

Pursuant to the terms of the agreement, the CONTRACTOR shall provide to the COUNTY the required printing materials and all related services, specifically the Optical Scan Ballots used by the Dominion Voting System. All materials provided by the CONTRACTOR shall be in strict accordance with the requirements of New York State Election Law, and rules and regulations of electronic counting as well as Dominion Voting Systems scanner requirements, so as to preclude any objections by any party or individual that the election was not conducted in a manner other than as prescribed by law. All security, serializing of booklets, numbering, political subdivisions and specific election information are included with ballot production. All materials shall be delivered to the Madison County Board of Elections, County Office Building, 138 North Court Street, PO Box 666, Wampsville, New York, 13163, in a timely manner so as to insure compliance with mandatory statutory deadlines.

ARTICLE II. FEES

Pursuant to the terms of this AGREEMENT, the COUNTY agrees to pay, and the CONTRACTOR agrees to accept payment as full compensation for services rendered under this AGREEMENT. Payment shall be made subsequent to THE election and shall be consistent with CONTRACTOR'S pricing as follows:

The per ballot cost to the COUNTY for 14" & 17" ballots shall be \$.48 and the cost per 22" ballots shall be \$.54. The parties herein expressly agree that the amount of ballots to be ordered will vary from election to election depending on many COUNTY factors. In the event the price per ballot decreases, during the term of this contract, below the above-listed prices, then Phoenix Graphics, Inc. shall charge the County the lower price.

All Elections materials shall be satisfactory and in accordance with New York State Election Law requirements.

Payment shall be made upon the CONTRACTOR'S submission of and invoice matching the ballot amounts ordered by the COUNTY. In no event shall compensation be paid by the COUNTY to the CONTRACTOR in an amount which exceeds the Fees set forth above.

Upon acceptance of the CONTRACTOR'S invoice for services rendered, and upon full execution of this agreement, the invoice shall be forwarded to Madison County accounts payable, and payment shall be rendered, in a timely manner.

ARTICLE III. TERM OF AGREEMENT

Services provided under this Agreement shall commence in a timely manner so as to meet statutory deadlines of the New York State Election Law, and shall the terms of this agreement shall remain in full force and effect until the completion of services to be provided under this agreement. The length of term of this agreement between COUNTY and CONTRACTOR will be a 1 year Contract from May 1, 2013-April 30, 2014, with 3 one year renewal options.

IN WITNESS WHEREOF, the PARTIES hereto have caused this AGREEMENT to be executed on the date and the year opposite their respective names.

COUNTY of Madison

By: _____, Title: _____

Date: _____

Phoenix Graphics, Inc.

By: _____, Title: _____

Date: _____

NOTE:

**Each Year Projected additional material ordered by COUNTY included in Contract pricing at no additional charge to the County.
(Below pricing is for reference only & will not be charged to the COUNTY).**

- 1,600-3,200-Acknowledgement Cards
- 1,500-2,100-Transfer Notices
- 500-600-Confirmation
- 50-500-Affidavit Envelopes
- 60-150-Each set of 3 Military Envelopes
- 1,000-3,000-Each of 3 Regular Absentee Envelopes
- 100-Each set of 3 Special Fed Envelopes
- 10-Each of 3 Special Pres Envelopes
- 200-Ballot Pamphlet proposals

The above Each Year Amount of Projected material to be included in contract.