

ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Thursday, July 23, 2015 – 3:00 p.m.
Supervisors Large Conference Room

Agenda:

3:00 p.m. Call Meeting to Order

Approval of Minutes:

- **April 30, 2015**
- **June 18, 2015**

3:05 p.m. Board of Elections – Resolutions

- 1. Authorizing the Madison County Board of Elections to Contract for Pollsite Usage.**
- 2. Authorizing the Madison County Board of Elections to Contract for Pollsite Usage.**
- 3. Authorizing the Madison County Board of Elections to Contract for Pollsite Usage.**

3:20 p.m. Purchasing Updates – Nicole Farino

3:35 p.m. Preferred Agenda

Any other business

Next Meeting

Adjourn

Administration and Oversight Committee

Minutes of Regular Meeting April 30, 2015

- PRESENT:** Chairman Scott Henderson, Supervisors Roger D. Bradstreet, Paul “Pete” Walrod and William Zupan
- ALSO:** Board of Supervisors Vice Chairman Daniel S. Degear, County Administrator Mark Scimone and Purchasing Agent Nicole Farino
- ABSENT:** Vice Chairman James V. Rafte, Sr.

Chairman Scott Henderson called the meeting to order at 3:52 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes from the April 14, 2015, special meeting were unanimously approved on the motion of Supervisor William Zupan and second of Supervisor Roger D. Bradstreet.

Preferred Agendas: County Administrator Mark Scimone presented a proposition to move toward ‘preferred agendas,’ which is the bundling of resolutions in the same manner that budget modifications are bundled now. He said many other municipalities are doing this. Bundled resolutions would only include those unanimously passed in committee; however, any supervisor may ask to have a resolution removed from the bundle.

Bradstreet said if the Board is going to shortcut the approval of resolutions, there needs to be tighter control of what winds up in the bundle.

Scimone said about 98 percent of resolutions are unanimous and rubber-stamped; he said the change would give more control over the meeting schedule. He said resolutions adopting local laws, those requiring a two-thirds roll call vote, those appropriating money or levying taxes or fees, those involving changes to the rules of the board and recognitions (such as employee retirement) would not be eligible for bundling.

He said it would streamline the process.

Board Vice Chairman Daniel S. Degear said a lot of counties are doing a single bundle.

Scimone said County Attorney John Campanie had talked to other counties, which have the Clerk or County Attorney set the preferred agenda.

Henderson asked that the matter be put on the agenda for the next meeting. If it is the consensus of the committee, put it on the June board agenda, where it would have to be tabled and could be approved in July.

It would be proposed Rule 9A.

Purchasing: Purchasing Officer Nicole Farino reported the Purchasing Department has been very busy. She said instead of going through a costly temporary agency, she instead contacted Cazenovia College to get a paid intern instead. Farino said she also is working with Cazenovia College to also get an unpaid intern for the fall.

Scimone said the Government Operations Committee has to create the internship position.

Farino said she would need a \$5,000 budget modification in June to do vendor updates as there are many holes in the MUNIS vendor files.

Board of Supervisor Vice Chairman Daniel S. Degear thanked Farino for all she's done and said she's knocking it out of the park.

Resolution (Surplus): There was discussion about surplussing the Highway Department loader discussed at the previous Highway, Buildings and Grounds Committee meeting.

The Committee unanimously approved to amend the resolution designating disposal of obsolete and surplus county personal property to include the Highway Department loader on the motion of Zupan and second of Bradstreet. The Committee then unanimously approved the amended resolution on the motion of Zupan and second of Walrod.

Resolution (Rules of the Board): Scimone presented language for inclusion of home committee participation in employee recruitment in Rule 6 of the Rules of the Board. The Committee unanimously approved the resolution on the motion of Walrod and second of Zupan.

Next Meeting: May 21, 2015, at 3 p.m.

Motion to Adjourn: The Committee adjourned at 4:18 p.m. on the motion of Bradstreet and second of Zupan.

Respectfully submitted July 10, 2015, by Martha E. Conway for Chairman Scott Henderson.

Administration and Oversight Committee Meeting

Minutes June 18, 2015

- PRESENT:** Chairman Scott Henderson
Vice Chairman James Rafté
Supervisor Roger Bradstreet
Supervisor William Zupan
- OTHERS:** County Administrator Mark Scimone
Purchasing Agent Nicole Schafer-Farino (via conference call)
- ABSENT:** Supervisor Paul Walrod

Committee Chairman Scott Henderson called the meeting to order at 3:01 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes of the meeting of May 21, 2015 were unanimously approved on the motion of Supervisor William Zupan and second of Vice Chairman James Rafté.

Purchasing:

Purchasing Agent Nicole Schafer-Farino presented the following resolution:

Authorizing the modification of the 2015 adopted County budget

Discussion: The \$15,000.00 that was budgeted for Temporary Staffing Services was moved to \$5,500.00 in the Personal Services Part Time line for the intern hire of Kara Horton along with the additional Social Security expense. Additional office supplies and postage expense are necessary for our vendor file updating and maintenance for the PCard implementation. An advertising line has been created for legal notices on cooperative bids with departments and towns and villages.

The Committee unanimously approved the resolution on the motion of Supervisor William Zupan and second of Chairman Scott Henderson.

Nicole stated that intern Kara Horton has been instrumental in preparing County surplus items for auction and the files will be sent to Auctions International tomorrow.

The bid opening for the County Office Building addition and renovation has been rescheduled for June 23rd to avoid a conflict with an outside bid opening and ensure the best response.

Next Meeting: July 23, 2015 at 3 p.m. in the Supervisors Large Conference Room.

Motion to Adjourn: The Committee adjourned at 3:13 p.m. on the motion of Supervisor William Zupan and second of Vice Chairman James Rafté.

Respectfully submitted by Christine Coe for Chairman Scott Henderson

RESOLUTION NO. 1

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 pollsites; Leonardsville Fire House, Brookfield Town Building, North Brookfield Fire House, New Woodstock Free Library, Cazenovia St. James Church, 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, Heritage Baptist Church, Madison Fire House, Erieville Fire House, Nelson Town Building, Smithfield Community Center, Stockbridge Town Building, Sullivan Veteran's Memorial Parks & Recreational Building and Sullivan Town Office Building 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: August 11, 2015

Scott A. Henderson, Chairman
Administration and Oversight Committee

RESOLUTION NO. 2

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, pursuant to the terms of the HAVA Polling Place Access Improvement Grant, whenever any permanent improvements to a polling facility are made, the parties must enter into at least a five (5) year Lease; and

WHEREAS, permanent improvements were made to the Lincoln Fire House (2010) using funding from the HAVA Polling Place Access Improvement Grant; and

WHEREAS, the Agreement with the polling site owner regarding the Lincoln Fire House is 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 Agreement for the Lincoln District 1 and 2 polling site 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: August 11, 2015

Scott A. Henderson, Chairman
Administration and Oversight Committee

RESOLUTION NO. 3

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, liability, and rent before said premise can be used for the purpose of holding elections; and

WHEREAS, polling places that are not required to allow access may request a rental fee; and

WHEREAS, the Lease Agreement, with the rent fee clause, regarding the pollsites; Cazenovia American Legion, Grace Lutheran Church, St. Agatha's Church Center, Canastota VFW, Fyler Community Hall, St. Paul's United Methodist Church, Kallet Civic Center, Bridgeport Firehouse and Sullivan Free Library 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: August 11, 2015

Scott A. Henderson, Chairman
Administration and Oversight Committee