

**ADMINISTRATION & OVERSIGHT COMMITTEE**  
**Meeting Agenda – Thursday, June 18, 2015 – 3:00 p.m.**  
**Supervisors Large Conference Room**

**Agenda:**

**3:00 p.m. Call Meeting to Order**

**Approval of Minutes:**

- **May 21, 2015**

**3:05 p.m. Nicole Farino, Purchasing Agent**

- **Authorizing the Modification of the 2015 Adopted County Budget**

**Any other business**

**Next Meeting**

**Adjourn**

# Administration and Oversight Committee Meeting

*Minutes May 21, 2015*

**PRESENT:** Chairman Scott Henderson  
Vice Chairman James Rafte  
Supervisor Roger Bradstreet  
Supervisor William Zupan  
Supervisor Paul Walrod

**OTHERS:** County Administrator Mark Scimone  
Purchasing Agent Nicole Schafer-Farino  
Purchasing Intern Kara Horton

Committee Chairman Scott Henderson called the meeting to order at 3:00 p.m. in the Supervisors Large Conference Room.

**Minutes:** The minutes of the special meeting of May 12, 2015 were unanimously approved on the motion of Vice Chairman James Rafte and second of Supervisor William Zupan.

**Discussion – Rule Change:**

County Administrator Mark Scimone and the Committee discussed amending Rule No. 9 of the Rules of the Madison County Board of Supervisors by adding Rule No. 9 that would include a Preferred Agenda process. Under Rule 9A, a Preferred Agenda by legislative committee may be presented at any regular/annual session of the Board of Supervisors. At the end of each legislative committee meeting, resolutions that are considered routine (i.e. standard contracts, renewals, grants), unanimously passed in committee, and not likely to need or require discussion by the Board may be packaged as a Preferred Agenda. Each legislative committee's Preferred Agenda shall be voted upon by a single Roll Call vote of the Board. Any Supervisor may request to pull any resolution from a Preferred Agenda for further discussion and to be voted on separately. The purpose is to improve the efficiency of the Board meetings.

County Administrator Mark Scimone presented the following resolution:

**Amending Rule No. 9 and adding Rule No. 9a to the Rules of the Madison County Board of Supervisors**

The Committee unanimously approved the resolution on the motion of Supervisor Walrod and second of Vice Chairman Rafte.

**Purchasing Updates:**

Purchasing Agent Nicole Schafer-Farino introduced Purchasing Intern Kara Horton to the Committee. Kara is a senior at Cazenovia College working toward her Bachelor of Professional Studies in Business Management. Kara will be working with Nicole through September 1<sup>st</sup>. Kara has been studying the County's Purchasing Policy and Procedures, and her first task will be to organize and put together a draft of the County's surplus items to prepare them for auction. Nicole stated that having an intern will be a big help, and she will be contacting Cazenovia College for an unpaid intern for the fall of 2015 and spring of 2016.

Nicole attended the 4-day New York State Association of Mutual Purchasing Officials Professional Development Conference in Albany last week. The conference included wide variety of educational programs along with legislation being negotiated and recent changes in public procurement.

Nicole stated that several project are beginning and a couple bids are in progress. The recent DSS renovation project bid award the that LaBella projected at \$1.2 million came in under \$500,000, and the Paving, Sidewalks and Curbing project bid award that LaBella projected at \$600,000 came in under \$400,000 – a total of \$900,000 less than LaBella's estimated costs. Nicole credits the saving to the use of the Empire State Purchasing Group, which increases vendor exposure and competition.

Nicole is collecting FID#s and contract information in preparation for the P-card implementation.

Nicole will be looking for ways to help the city, towns and villages with shared cost savings by piggybacking with other counties on bids for purchases such as highway salt and equipment.

The Committee shared their appreciation for all of Nicole's efforts and for going above and beyond.

**Next Meeting:** June 18, 2015 at 3 p.m. in the Supervisors Large Conference Room.

**Motion to Adjourn:** The Committee adjourned at 3:34 p.m. on the motion of Supervisor William Zupan and second of Supervisor Paul Walrod.

*Respectfully submitted by Christine Coe for Chairman Scott Henderson.*

**RESOLUTION NO. 1**

**AUTHORIZING THE MODIFICATION OF THE 2015 ADOPTED COUNTY BUDGET**

**BE IT RESOLVED** that the 2015 Adopted County budget be modified as follows:

**General Fund**

**1345 Purchasing**

Expense

	<u>From</u>	<u>To</u>
A134510 513000 Personal Services Part Time	\$-0-	\$5,500
A134510 541300 Advertising Expense	-0-	2,040
A134510 547180 Temporary Staffing Service	15,000	-0-
A134510 549000 Central Postage Expense	240	5,240
A134510 549110 Office Supplies & Expense	2,754	4,794
A134510 582100 Social Security Expense	4,361	4,781

**1620 County Buildings**

Expense

A162010 549020 Postage Expense Direct	130,000	135,000
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**9030 Social Security & Medicare Expense**

Expense

A903090 582100 Social Security Expense	1,561,475	1,561,895
A903090 581301 Allocation Social Security	<u>(1,561,475)</u>	<u>(1,561,895)</u>

Totals	<u>\$152,355</u>	<u>\$157,355</u>
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Control Total		<u>\$5,000</u>
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**1620 County Buildings**

Revenue

A162010 428021 Interfund Revenue-Postage	<u>\$94,000</u>	<u>\$99,000</u>
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Control Total		<u>\$5,000</u>
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Dated: July 14, 2015

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Scott A. Henderson, Chairman  
Administration & Oversight Committee

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Ron Bono, Chairman  
Highway, Buildings & Grounds  
Committee

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John A. Reinhardt, Chairman  
Finance, Ways and Means Committee