ADMINISTRATION & OVERSIGHT COMMITTEE
Meeting Agenda – Tuesday, March 29, 2016 – 3:30 p.m.
(timed immediately following Highway, Buildings and Grounds Committee)
Supervisors Large Conference Room

Agenda:

3:30 p.m. **Call Meeting to Order**

Approval of Minutes:

- **February 9, 2016**
- **February 17, 2016**

3:35 p.m. **Discussion – Purchasing with Nicole Farino**

Any other business

Next Meeting

Adjourn

Administration and Oversight/
Highway Buildings & Grounds

Special Joint Committee Meeting
Minutes February 9, 2015

ADMINISTRATION AND OVERSIGHT:
Chairman Scott Henderson
Vice Chairman William Zupan
Supervisor Ronald Bono
Supervisor Paul Walrod

HIGHWAY, BUILDINGS, AND GROUNDS:
Chairman Ronald Bono
Supervisor Scott Henderson
Supervisor Roger Bradstreet
Supervisor William Zupan

OTHERS: County Administrator Mark Scimone

A special joint meeting of the Administration and Oversight Committee and the Highway, Buildings, and Grounds Committee was called to order at 1:00 p.m. in the Supervisors Large Conference Room.

Resolutions:
The Committees unanimously approved a resolution designating disposal of obsolete and/or surplus County personal property on a motion of Supervisor William Zupan and second of Chairman Ronald Bono.

Motion to Adjourn: The Committees adjourned at 1:04 p.m. on the motion of Chairman Ronald Bono and second of Supervisor William Zupan.

Next Meeting: Wednesday, February 17, 2016 at 3:30 p.m.

Respectfully submitted by Christine Coe for Chairman Scott Henderson.

Administration and Oversight Committee

Regular Meeting Minutes
February 17, 2016

PRESENT: Vice Chairman William Zupan
Supervisor Ronald Bono
Supervisor Lewis Carinci
Supervisor David Jones

OTHERS: County Administrator Mark Scimone
Elections Commissioner Kelley Hood
Elections Commissioner Laura Costello
Purchasing Agent Nicole Schafer-Farino

ABSENT: Chairman Scott Henderson

Committee Vice Chairman William Zupan called the meeting to order at 3:45 p.m. in the Supervisors Large Conference Room.

Approve Minutes:

The minutes of the January 14, 2016 regular meeting were unanimously approved on the motion of Supervisor Jones and second of Supervisor Carinci.

Board of Elections:

Elections Commissioners Laura Costello and Kelley Hood presented the following resolutions:

Authorizing the Chairman to enter into an agreement with Phoenix Graphics, Inc. to purchase optical scan ballots

Discussion: The Committee questioned whether we should look at other companies to provide this service especially with the new benchmark Governor Cuomo put in place for the award of state contracts to expand minority and women owned businesses. Costello and Hood stated that the only other company available to provide the same service is Fort Orange Press, and Phoenix Graphics has provided excellent service.

The Committee unanimously approved the resolutions on the motion of Supervisor Ronald Bono and second of Supervisor Lewis Carinci.

Authorizing the Chairman to enter into an agreement with the New York State Board of Elections in regards to the Help America Vote Act State Grant (Contract #T002550 – $40,509.00)

The Committee unanimously approved the resolutions on the motion of Supervisor Lewis Carinci and second of Supervisor David Jones.

Authorizing the Chairman to enter into an agreement with the New York State Board of Elections in regards to the Help America Vote Act State Grant (Contract#T002666 – $20,254.00)

The Committee unanimously approved the resolutions on the motion of Supervisor Lewis Carinci and second of Supervisor Ronald Bono.

Purchasing:

Purchasing Agent Nicole Shafer-Farino stated that Purchasing has been very busy. Twelve bids have been completed to date with 36 predicted by the end of March. Laurie Winters, Office Assistant II, is doing very well and they make a good team. County Administrator Mark Scimone stated that Winters told him she doesn't know how Schafer-Farino did it all by herself.

Preferred Agenda:

Since there are only three resolutions, the Committee recommended that they all go on the March 8th Board Meeting regular agenda.

Motion to Adjourn: The Committee adjourned at 3:54 p.m. on the motion of Supervisor Bono and second of Supervisor Jones.

Next Meeting: Tuesday, March 15, 2016 at 3:30 p.m. (tentatively).

Respectfully submitted by Christine Coe for Chairman Scott Henderson.