

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 13, 2024

9:00 a.m.

Legislative Chambers, 3rd Floor, Annex Building, Bath, New York

This meeting may also be accessed via Zoom teleconference at:

<https://steubencountyny.gov.zoom.us/j/83151179237?pwd=T2JkOFVSYzFTVFJlVjVZUM3hITDFWZz09>

Or by dialing +1 646 558 8656 US (New York)

Meeting ID: 831 5117 9237

Password: 97904951

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [January 9, 2024](#) and [January 22, 2024](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Elections (*Vicky Olin/Colleen Hauryski*)

1. **School Contracts**

B. Purchasing (*Andy Morse*)

1. **Quarterly Copy Paper Bid Award**

C. Real Property Tax Service Agency (*Wendy Jordan*)

1. **Request to Approve Agreement with Town of Hornby to Perform Certain Assessment Services**
2. **Request to Renew Contract for Online Assessment and Tax Data**

D. Information Technology (*Rob Wolverton/Cody Ryan*)

1. **RFP for Internet Service Provider for DPW Caton Shop**
2. **RFP for Two (2) Internet Service Providers for Main County Network**
3. **RFP for Internet Service Provider for DPW Curtis Shop**

E. Personnel (*Nate Alderman/Jennifer DeMonstoy*)

1. **Purchasing**
 - *Reclassify One Zero-Based Purchasing Clerk position, CSEA Grade D (\$32,414 - \$47,947) to Purchasing Specialist, CSEA Grade J (\$43,437 - \$64,253)*
2. **County Clerk**
 - *Reclassify One Zero-Based Recording Clerk position, CSEA Grade E (\$34,034 - \$50,344) to Supervising Motor Vehicle Clerk, CSEA Grade K (\$45,609 - \$67,466)*
3. **Emergency Services/E-911**
 - *Appoint 911 Deputy Director Above Mid-Point (Management Grade H, Step 7 - \$74,792)*
4. **Probation**
 - *Reclassify One Senior Account Clerk Typist position, CSEA Grade I (\$41,369-\$61,194) to Senior Typist, CSEA Grade F (\$35,736 - \$52,861)*
5. **Jail - Management Position Salaries**
6. **Sheriff – Home Rule Request**
 - *Authorization for Steuben County to Offer a Current Sheriff's Office Employee Enrollment in the 25-Year Retirement Plan*

F. Law Department (*Jen Prossick*)

1. **Joining Class Action Litigation Re: PFAS**

G. County Manager (*Jack Wheeler/Chris Brewer*)

1. **SHI International Corp. (Social Media Archiving Services)**

V. OTHER BUSINESS

VI. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th Monday of each month at 10:00 a.m., unless otherwise noted on the Legislative Calendar. If you have an issue you wish to discuss with a Standing Committee, you must receive the permission of the Chairman of the Standing Committee prior to that meeting and be placed on the agenda.

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at (607) 664-2247 at least 48 hours prior to the scheduled meeting to advise what accommodations will be necessary.