

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, March 14, 2023

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/89175758602?pwd=dnoybi9WUU43aFlxcjgyZ0gybkN3dz09>

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

Meeting ID: 891 7575 8602

Password: 51213778

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [February 14, 2023](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

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

1. **Request to Renew for Online Assessment Data and Tax Information**

B. Risk Manager (*Scott Sprague*)

1. **2022 Occustar Workplace Compliance Drug & Alcohol Agreement**
2. **2023 Occustar Workplace Compliance Drug & Alcohol Agreement**
3. [Amendment to the 2022/2023 Apportionment Schedule](#)

C. Information Technology (*Rob Wolverson/Cody Ryan*)

1. **Purchase Patch Management Software (N-able N-Central)**
2. **Purchase MSP Manager (N-able MSP Manager)**
3. **Purchase Backup Solution (StoneFly)**

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

1. **Reclassification – Public Health**

- *Reclassify One (1) Vacant Senior Clerk Position, CSEA Grade D (\$32,414 - \$47,947) to Senior Typist, CSEA Grade F (\$35,736 - \$52,861)*
- *Reclassify One (1) Vacant Principal Clerk Position, CSEA Grade H (\$39,399 - \$58,280) to Senior Typist, CSEA Grade F (\$35,736 - \$52,861)*

2. **Reclassification – Sheriff's Office**

- *Reclassify Two (2) Currently Filled Deputy Sheriff Corporal Positions, Grade 12 (\$64,726) to Deputy Sheriff Sergeant, Grade 13 (\$67,917)*

3. **16-B Waiver – Board of Elections**

- *Creation of Two (2) Full-Time Senior Clerk Positions, Management Grade B (\$33,421 - \$39,705)*

4. **Appointing Assistant Public Defender above Midpoint of Management Grade J (\$87,804)**

5. **Funding of 5th CAP Sheriff's Deputy Position**

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

1. **Archive Social/SHI Renewal**

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.