

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 11, 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://stebencountynynygov.zoom.us/j/86278770555?pwd=cHJpK3FjN0t6ZnlMc2ZsN3RoYWxmZz09>

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

Meeting ID: 862 7877 0555

Password: 74716700

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [March 14, 2023](#) and [March 27, 2023](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

- A. Real Property Tax Service Agency (Wendy Jordan)
1. **Authorize Purchase of New Plotter**
 2. **Request Authorization to Renew Contract for Tax Bill Printing Services**
- B. Risk Manager (Scott Sprague)
1. **Addition of Cohocton Joint Fire District to the 2023 Workers' Compensation Plan**
 2. **Addition of Town of Cohocton to the 2023 Workers' Compensation Plan**
 3. **Settlement Claim**
- C. Personnel (Nate Alderman/Jennifer DeMonstoy)
1. **Probation**
 - a. *Reclassify One (1) Currently Filled Senior Typist Position, CSEA Grade F (\$35,736 - \$52,861) to Senior Account Clerk-Typist, CSEA Grade I (\$41,369 - \$61,194)*
 2. **District Attorney's Office**
 - a. *Reclassification of 80% ADA Position to 50% ADA Position*
 - b. *Reclassification of One (1) Senior ADA Position to Deputy District Attorney and Setting the Salary at \$125,000/year*
 - c. **Salary Adjustments**
 - *Correcting the Salary of CAC Part-Time Investigator Wilkinson (\$35,000)*
 - *Salary Adjustment for Two Senior ADA's*
 3. **Public Works**
 - a. *Reclassify a Vacant Senior Account Clerk Position, CSEA Grade G (\$37,523 - \$55,504) to Senior Account Clerk-Typist, CSEA Grade A (\$41,369 - \$61,194)*
 - b. *Refund and Reclassify One Zero-Based District Supervisor Position, CSEA Grade N \$52,798 - \$78,100) to Building Supervisor, CSEA Grade M (\$50,284 - \$74,381)*
 4. **Public Health**
 - a. *Waive Rule 16B and Create One (1) Full-Time Office Manager Position, CSEA Grade K (\$45,609 - \$67,466)*
 5. **Department of Social Services**
 - a. *Reclassify One (1) Zero-Based Transportation Coordinator Position, CSEA Grade 12 (\$37,020 - \$52,265) to Case Supervisor, CSEA Grade B (Grade N - \$52,798 – \$82,856)*
 6. **Information Technology**
 - a. *Reclassify One (1) Vacant Computer Programmer Position, CSEA Grade K (\$45,609 - \$67,466) to Network Technician, CSEA Grade L (\$47,890 - \$70,839)*
 7. **Appointing the Senior Personnel Clerk above the Mid-Point of Management Grade E – Step 10 (\$61,216)**
- D. County Manager (Jack Wheeler/Chris Brewer)

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.