

STEUBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 14, 2026

9:00 a.m.

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

This meeting may also be accessed via Zoom Webinar at:

<https://steubencountyny.gov.zoom.us/j/89179955379?pwd=pdl8H2lh4v7iMn2VPeboBa4X7k7c7e.1>

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

Webinar ID: 891 7995 5379

Password: 85960109

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [March 10, 2026](#) and [March 23, 2026](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Law Department (*Tim Rosell/Curtis Warner*)

1. **Notice of Claim(s)**

B. Clerk of the Legislature (*Rochelle Casselbury*)

1. **Standard Work Day Retirement Reporting**

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

1. **Purchase Add On from Civic Plus - \$29,932**
2. **Approval to Bid Varonis on NY-OGS for Data Classification**

D. Real Property Tax Service Agency (*Larry Roach/Melissa Edwards*)

1. **Local Law Relative to Exemption for Surviving Spouse of Police Officers Killed in the Line of Duty**

E. Elections (*Bryan Housel/Colleen Hauryski*)

1. **Contracts**
 - *Enhanced Voting 2026-2030*
 - *Clear Ballot Group, Inc. (Amendment)*

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

1. **Sheriff's Office**
 - *Create Two (2) Correction Officer (PT) Positions (\$27.5755 hourly)*
2. **District Attorney's Office**
 - *Appoint One (1) Part-Time Assistant District Attorney above Mid-Point at Management Grade J, Step 10 - \$53,815 (full-time rate is \$107,629)*
 - *Appoint One (1) Part-Time Investigator in the Office of the District Attorney above Mid-Point at Management Grade H, Step 11 - \$46,689 (full-time rate is \$91,377)*

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

1. **Enterprise Fleet Management Services**
2. **Employee Engagement Survey**

V. NEW 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.