

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 9, 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/82651077234?pwd=SnRaSlg3ZGRyNnZURFRnc1V0WlZXdz09>

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

Meeting ID: 826 5107 7234

Password: 81994141

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [April 11, 2023](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. County Clerk (*Judy Hunter/Sue Cleland*)

1. [Semi-Annual Mortgage Tax Distribution](#)

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

1. **Purchase Licensing, Training and Professional Services for Microsoft 365 and Exchange Online**

C. Purchasing (*Andy Morse*)

1. **Quarterly Copy Paper Bid Award**

2. **Authorize Annual Copy Paper Bid (Awarded Quarterly)**

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

1. **Real Property**

a. *Reclassify One (1) Vacant Assessment Data Supervisor, CSEA Grade J (\$43,437 - \$64,253) to Deputy Director of Real Property, Management Grade G (\$53,818 - \$84,196)*

2. **District Attorney's Office**

a. *Setting the Salary for Two (2) Part-Time Assistant District Attorneys at Management Grade J, Step 11 (\$50,637 – part-time rate)*

3. **Public Defender – 16B Waiver**

a. *Creation of One (1) Full-Time Assistant Public Defender Position, Management Grade J (\$71,642 - \$112,048)*

b. *Creation of One (1) Paralegal Assistant Position, CSEA Grade J (\$43,437 - \$64,253)*

E. 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.