

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, October 10, 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/88604732133?pwd=ZHFsenRzdnhYdGtjSXZDMFRNWnFmZz09>

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

Meeting ID: 886 0473 2133

Password: 61309064

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [September 12, 2023](#) and [September 25, 2023](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Purchasing (*Andy Morse*)

1. **Authorization to Hold County Surplus Auction**
2. **Authorization to Issue Custodial Paper Products Bid**
3. **Authorization to Issue Polyethylene Bag Bid**

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

1. **Office for the Aging – Reclassification**
 - a. *Reclassify One (1) Vacant Registered Nurse Position, CSEA Grade O (\$55,438 - \$82,005) to Caseworker, CSEA Grade J (\$43,437 - \$64,253)*
2. **Public Works – Reclassification**
 - a. *Reclassify One (1) Vacant Stock Clerk Position, CSEA Grade E (\$34,034 - \$50,344) to Procurement Specialist, CSEA Grade I (\$41,369 - \$61,194)*
3. **Finance Office**
 - a. *Request to Create One (1) Deputy Commissioner of Finance, Management Grade I (\$65,129 - \$101,849)*
4. **Clerk of the Legislature**
 - a. *Request to Create One (1) Deputy Clerk of the Legislature, Management Grade F (\$48,932 - \$76,527)*

C. 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.