

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/86155100868?pwd=NmhQZDVlYm5HVWwycWhFNkQxamw5OT09>

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

Meeting ID: 861 5510 0868

Password: 69777249

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [October 10, 2023](#), and [October 23, 2023](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Board of Elections (*Vicky Olin/Colleen Hauryski*)

1. [Authorizing the Transfer of \\$180,000 from the General Fund Balance to the Elections Capital Project for the Purchase of Voting Machines and Software](#)

2. **Authorizing the Purchase of Voting Machines from the Elections Capital Project**

B. Purchasing (*Andy Morse*)

1. **Copy Paper Bid Award**

C. Commissioner of Finance (*Tammy Hurd-Harvey/Mitch Alger*)

1. **Request for Proposals for Online Auctioneering Services**

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

1. [Adopting Table of Equalization Rates](#)

2. [Filing the Report of County Equalization for the Spread and Levy of the County Tax](#)

3. [Review Report of Percent Change Due to Equalization Rate and Valuation Change](#)

4. [Filing the Exemption Impact Report](#)

5. [Authorization to Add Penalty Taxes for Converted Agricultural Land](#)

6. **Tax Certiorari – City of Hornell**

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

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

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

1. **Department of Social Services – Reclassification**

a. *Reclassify One (1) Vacant Caseworker Position, CSEA Grade J (\$43,437 - \$64,253) to Senior Caseworker, CSEA Grade K (\$45,609 - \$67,466)*

2. **Office for the Aging – Reclassification**

a. *Reclassify One (1) Zero-Based Account Clerk-Typist Position, CSEA Grade D (\$32,414 - \$47,947) to Senior Account Clerk-Typist, CSEA Grade I (\$41,369 - \$61,194)*

3. **District Attorney's Office**

a. *Create One (1) Part-Time Assistant District Attorney Trainee Position, Management Grade I (\$32,565 Part-Time Rate) \$65,129 Full-Time Rate*

b. *Create One (1) Part-Time District Attorney Investigator Position, Management Grade F (\$35,504 Part-Time Rate)*

3. **Emergency Services/E-911**

a. *Create Part-Time BTAM Coordinator, Management Grade TBD (\$45,000)*

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

1. **Waive RFP Process and Renew Contract for Building Security with Securitas**

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.