

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, March 10, 2020*

*9:00 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

**\*\*AGENDA\*\***

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [February 11, 2020](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Purchasing (*Andy Morse*)

1. **Authorization to Issue Bid for Polyethylene Bags**
2. **Authorization to Issue Bid for Custodial Paper Products**

B. County Clerk (*Judy Hunter*)

1. **Amendment to RPL 291**
2. **Donate Life Month**

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

1. **Request for RFP for EAP Services**
2. **Request for RFP for Personnel/Civil Service Software System**
3. **Reclassifications – Public Works Department**
  - a. *Reclassify One (1) Vacant Motor Equipment Operation Position, Grade VIII (\$30,909 - \$43,637) to an Automotive Mechanic Position, Grade X (\$33,749 - \$47,644)*
  - b. *Reclassify One (1) Vacant Motor Equipment Operator Position, Grade VIII (\$30,909 - \$43,637) to a District Supervisor, Grade XV (\$41,825 - \$59,046)*
  - c. *Reclassify One (1) Typist Position, Grade IV (\$26,279 - \$37,099) to an Account Clerk-Typist Position, Grade VI (\$28,442 - \$40,151)*
4. **16B Waiver – District Attorney**
  - a. *1 Part-Time Assistant District Attorney, Management Grade H (\$28,746 - \$34,147)*

D. County Manager (*Jack Wheeler*)

1. **Request Insurance Waiver for Three Rivers Development Corporation**
2. **Request Adoption of Senate Bill 7816 and Assembly Bill 9796 – Extending Steuben County's Mortgage Recording Tax**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. ADJOURNMENT**

*Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4<sup>th</sup> 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.*