

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, November 13, 2018*

*9:00 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

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

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [October 9, 2018](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. County Clerk (*Judy Hunter*)

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

B. Purchasing (*Andy Morse*)

1. **Quarterly Copy Paper Award**

2. **Contract Renewal – Ricoh Copier Fleet**

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

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

2. **Filing the Report of County Equalization for the Spread and Levy of the County Tax**

3. **Review Report % of Change Due to Equalization Rate and Valuation Change**

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

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

E. County Manager (*Jack Wheeler*)

**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.*