STEUBEN COUNTY ADMINISTRATION COMMITTEE
Tuesday, August 10, 2021
9:00 a.m.
Legislative Chambers, 3rd Floor, Annex Building, Bath, New York

This meeting may also be accessed via Zoom teleconference at:
https://steubencountynygov.zoom.us/j/86166317254?pwd=dWxjRVN0Y2dpSHk0UTVMUURrVDASUT09
Or by dialing +1 646 558 8656 US (New York)
Meeting ID: 861 6631 7254
Password: 64852009

**AGENDA**

I. CALL TO ORDER

II. APPROVAL OF MINUTES – July 13, 2021

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Commissioner of Finance (Tammy Hurd-Harvey/Mitch Alger)
   1. Approval of Contract for GASB75 Actuarial Services
   2. Authorization to Sign Retainer Agreement with Gary Bowitch, Attorney at Law

B. Purchasing (Andy Morse)
   1. Award Quarterly Copy Paper Bid
   2. Authorize Polyethylene Bag Bid
   3. Authorize Custodial Paper Products Bid

C. Board of Elections (Vicky Olin/Kelly Penzien)
   1. Approval to Accept Technology Innovation & Election Resources “TIER” Grant ($93,639.66)
   2. Approval to Accept Early Voting Expansion Grant ($20,009.72)
   3. Early Voting Upcoming Law Changes
   4. Early Voting Chargebacks

D. Real Property Tax Service Agency (Wendy Jordan)
   1. RPSV4 Annual License Fee
   2. Renewal of 1537 Agreements for Data Collector Joint Services

E. Clerk of the Legislature (Brenda Scotchmer)
   1. Retirement Reporting

F. Personnel (Nate Alderman/Jennifer DeMonstoy)
   1. Contract Renewal – Employee Network, Inc. (Employee Assistance Program)
   2. Local Law Relative to the Director of Public Safety
   3. Appointing Salary – County Clerk’s Office
      a. Deputy County Clerk – Grade F, Step 12 ($86,940)
   4. Salary Requests – District Attorney’s Office
      a. Appointing Above Mid-Grade – Sr. Assistant District Attorney
      b. Salary Adjustment ($2,500) – Sr. Assistant District Attorney

G. County Manager (Jack Wheeler)
   1. NTIA Broadband Grant Application

V. OTHER BUSINESS

A. Setting Date of September Meeting – Wednesday, September 8, 2021

B. Executive Session Pursuant to Public Officers’ Law, Article 7 § 105.1.D. Discussions Regarding Proposed, Pending or Current Litigation

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.