STEUBEN COUNTY ADMINISTRATION COMMITTEE  
Tuesday, August 13, 2019  
9:00 a.m.  
Legislative Chambers  
Steuben County Office Building  
Bath, New York  

**AGENDA**

I. **CALL TO ORDER**

II. **APPROVAL OF MINUTES – July 9, 2019**

III. **GRIEVANCES**

IV. **DEPARTMENT REQUESTS**  
A. Real Property Tax Service Agency (Wendy Jordan)  
   1. **RPSV4 Annual License Fee**

B. Purchasing (Andy Morse)  
   1. **Award Quarterly Copy Paper Bid**

C. Risk Manager (Scott Sprague)  
   1. **CDL Drug Testing**

D. Board of Elections (Vicky Olin/Kelly Penziul)  
   1. **Accept and Appropriate NYS Grant for Early Voting**

E. Personnel (Nate Alderman/Jennifer DeMonstoy)  
   1. **Contract Renewal – Employee Network, Inc. (ENI) – Employee Assistance Program (EAP)**
   2. **Reclassification – Sheriff’s Office**
      a. **Reclassify Three (3) Part-Time Court Security Officer Positions, Grade X ($18.95/hr) to Three (3) Special Patrol Officer Positions ($16.00/hr)**
   3. **Recommendation for Mid-Year Salary Increases - Personnel**

F. County Manager (Jack Wheeler)  
   1. **Request to Waive Partial Mortgage Tax Re: Purchase of Property from Yunis Realty, Inc.**

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 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.