**MINUTES**

COMMITTEE:  
Brian C. Schu, Chair  
Robin K. Lattimer, Vice Chair  
Hilda T. Lando  
Kelly H. Fitzpatrick  
Gary D. Swackhamer

STAFF:  
Jack K. Wheeler  
Christopher Brewer  
Brenda Scotchmer  
Kelly Penziul  
Wendy Jordan  
Nate Alderman  
Andy Morse  
Darlene Smith  
Jennifer Galvan  
Tim Marshall  
Jennifer DeMonstoy  
Tammy Hurd-Harvey  

LEGISLATORS:  
Scott J. Van Etten  
Carol A. Ferratella  
John V. Malter  
Robert V. Nichols  

OTHERS:  
Mary Perham

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Swackhamer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 9, 2021, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. MOTION CARRIES 3-0. (Secretary’s Note: Due to technical difficulties, the votes from Ms. Lattimer and Mrs. Lando were unable to be heard.)

III. DEPARTMENT REQUESTS

A. Commissioner of Finance
   1. Request for Proposal – GASB 75 Actuarial Services – Mrs. Hurd-Harvey stated every few years we put out an RFP for GASB 75 actuarial services. We typically do this in two-year increments. She requested authorization to issue an RFP.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR GASB 75 ACTUARIAL SERVICES MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. MOTION CARRIES 3-0. (Secretary’s Note: Due to technical difficulties, the votes from Ms. Lattimer and Mrs. Lando were unable to be heard.)

B. Personnel
   1. RFP – CSEA Main Unit Salary Grid Study – Mr. Alderman requested authorization to issue an RFP to do a salary grid study for the CSEA main unit. This would be similar to what we did for Management a couple of years ago. Mr. Wheeler explained prior to COVID, our goal was to update the main unit grid as over one-third of employees in that unit are off grid. A salary study on this unit has not been done for over 30 years. We have experienced difficulty recruiting for positions. It would be better to have an outside consultant come in and look at market rating, updating and getting a grid that is workable. Mr. Alderman stated it is time to look at it and see if we can get back to some type of order. Mr. Wheeler stated we have done this for the Deputies, Corrections Officers and Management. This is the last group to do.
MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR A SALARY GRID STUDY FOR THE CSEA MAIN UNIT MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked what was the cost when we did the management salary study? Mr. Wheeler replied it was about $7,000. This will be more as there are 500 – 550 employees in the main unit and there were only 180 employees in management.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. Reclassification – District Attorney’s Office – Mr. Alderman requested authorization to reclassify one Assistant District Attorney position, Grade H to a Senior Assistant District Attorney position, Grade I. This was discussed at the Public Safety & Corrections Committee. The District Attorney is losing two attorneys; one long-time Senior ADA and one ADA. The District Attorney will need someone, with the backlog in the office, to be able to hit the ground running to do trial cases. He can hire two attorneys with what he is spending currently and there will be no budgetary difference. Mr. Wheeler stated we would recommend this. The cost is essentially neutral.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE ASSISTANT DISTRICT ATTORNEY POSITION, GRADE H TO A SENIOR ASSISTANT DISTRICT ATTORNEY POSITION, GRADE I IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MS. FITZPATRICK. MOTION FAILS DUE TO LACK OF SECOND. Secretary’s Note: Due to technical issues, this topic will be revisited later in the meeting.

3. Reclassification – Public Health & Nursing Services – Mr. Alderman requested authorization to reclassify one Public Health Coordinator position, Grade XVI to a Deputy Public Health Director position, Management Grade J. We have been moving in this direction, and this has been more important this year as it is important for continuity in the department and to have someone with the ability to act for, and in place of, the Director. This is a necessary position in this department

Mrs. Smith stated what Mr. Alderman said is absolutely the case. In the Public Health Department we have not ever had a Deputy Director; certainly not in the six years that I have been Director. With the retirement of the Public Health Coordinator, which is essentially the Nursing Supervisor, over a year ago, we had advertised for the position and there have been no applicants. We are combining those two positions and having the Deputy Director assume those responsibilities. It will also pay a little more than the Public Health Coordinator.

Ms. Lattimer asked how did you come up with the grade and range? Mr. Alderman replied we followed the same idea as we have for other deputy positions. Any positions in the nursing field are extremely difficult to recruit for. This falls with how we reclassify other deputy positions as well.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE PUBLIC HEALTH COORDINATOR, GRADE XVI TO A DEPUTY PUBLIC HEALTH DIRECTOR POSITION, MANAGEMENT GRADE J IN THE PUBLIC HEALTH & NURSING SERVICES DEPARTMENT MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. Reclassification – Risk Management – Mr. Alderman explained the incumbent Senior Typist in the Risk Manager’s Office is retiring. Last month the committee authorized transferring a vacant Senior Typist position in my department to allow for training prior to the retirement of the incumbent. He requested authorization to reclassify one vacant Senior Typist position, Grade VI to a Senior Account Clerk-Typist position, Grade X in the Risk Manager’s Office. As Mr. Sprague, Mr. Wheeler and I have talked about the duties of this position, it started to appear that it needed to be reclassified to a different title as the duties are quite significant as opposed to what is done by a Senior Typist. Mr. Sprague put together a list of all the things their office does. The title of Senior Account Clerk-Typist is more appropriate. Once the other Senior Typist position is vacated, that position will then be transferred back to the Personnel Office.
Mr. Sprague explained the duties in our office have changed from five or six years ago. We compiled a three and a half page list of duties for the Senior Typist, and the majority of those are financial. There are numerous spreadsheets, we have approved seven new members into our Workers’ Compensation Plan and this position keeps track of all of the employees, bills the municipalities, etc. Since the position was created, there is now a need for someone with some financial background. It will be well worth it to get someone in with those abilities as I am only part-time.

**MOTION:** AUTHORIZING THE RECLASSIFICATION OF ONE VACANT SENIOR TYPIST POSITION, GRADE VI TO A SENIOR ACCOUNT CLERK-TYPIST POSITION, GRADE X IN THE RISK MANAGER’S OFFICE MADE BY MR. SWACKHAMER. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Malter asked with the administration of the Workers’ Compensation Plan, are we charging the municipalities to recoup some of the costs for the towns and villages to participate? Mr. Sprague replied yes. Mr. Van Etten commented that is in addition to the cost savings. This is good money spent.

**VOTE ON PREVIOUS MOTION:** ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Ms. Fitzpatrick asked with the number of reclassifications we are doing, will doing a study of the salary grid help with that? Mr. Wheeler replied yes, there will be far less than what we are doing right now. The salary study will right-size the duties with the position titles and the grading of those. Mr. Alderman commented Civil Service is duties based, not salary based. I am charged by the State to reclassify positions based on duties. The positions morph and when someone retires that is when we look at the positions a little closer.

5. **Salary Adjustments – Law Department** – Mr. Alderman stated the Law Department is asking for salary adjustments for two attorneys. The first request is for Craig Patrick who is being promoted to Deputy County Attorney. The request is to adjust the salary from Grade J, Step 5 to Grade J, Step 7. This will take the salary from $82,631 to $86,500. The second request is to adjust the salary of the Senior Assistant County Attorney, Jennifer Galvan from Grade I, Step 5 to Grade I, Step 7. This will take the salary from $75,000 to $79,000.

Ms. Prossick explained with Ms. Galvan, that position has been vacant for the past two years. Ms. Galvan resigned from the District Attorney’s Office and was going to go to Allegany County to be a Senior Assistant District Attorney and I asked if she would be interested in this position. She is staying for a little less money than she would have gotten in Allegany County.

**MOTION:** AUTHORIZING SALARY ADJUSTMENTS FOR THE FOLLOWING INDIVIDUALS IN THE LAW DEPARTMENT: CRAIG PATRICK, DEPUTY COUNTY ATTORNEY FROM GRADE J, STEP 5 TO GRADE J, STEP 7 AND JENNIFER GALVAN, SENIOR ASSISTANT COUNTY ATTORNEY FROM GRADE I, STEP 5 TO GRADE I, STEP 7 MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. **Real Property Tax Service Agency**

1. **Tax Certiorari – Town of Caton** – Mrs. Jordan stated she received a request to amend the share of cost to participate in appraisal costs services for the tax certiorari property in the Town of Caton, specifically Corning Natural Gas. The Legislature had previously authorized $1,500 and we need an additional $1,650. She requested authorization to up to $3,500.

**MOTION:** AUTHORIZING THE COUNTY TO PARTICIPATE IN A TAX CERTIORARI PROCEEDING RELATIVE TO CORNING NATURAL GAS IN THE TOWN OF CATON IN AN AMOUNT NOT TO EXCEED $3,500 MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
2. **RFP for Printing Services** – Mrs. Jordan requested authorization to issue an RFP for tax bill printing services. There has been quite a bit of feedback recently about when the tax collectors can get the bills and get them sent out. We know of a company that can print and mail the tax bills from their facility and the postage would be greatly reduced. By doing this we would not have to worry about IT equipment maintenance.

Ms. Fitzpatrick asked the RFP will be for both tax bill printing and mailing? Mrs. Jordan replied that will be included in the RFP specifications. We have not had this in the past as the County has always printed the tax bills. Ms. Fitzpatrick asked will the towns share in the cost? Mrs. Jordan replied we have been charging the towns back for the paper and envelope costs and IT has charged a processing fee. Mr. Swackhamer commented I think it is good idea to look at it.

**MOTION:** AUTHORIZING THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR TAX BILL PRINTING SERVICES MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER FOR DISCUSSION.

Mr. Malter asked do we have costs right now that we can compare to the RFP? Mrs. Jordan replied yes. There will be a large savings for the towns with postage as the cost for postage would be $0.44 as compared to the $0.55 we currently pay. Also, the IT Department charges a per parcel processing fee to the Towns. As an example, the Town of Bath has over 5,000 parcels and that takes time to process. Mr. Malter asked so the bills will be done and sent to the towns to mail out; they just put the stamps on? Mrs. Jordan stated that is what we do now. Mr. Malter asked so this will not save any time? Mrs. Jordan replied the tax bills would be mailed directly from the company. Mr. Van Etten commented this may help as there is always a time crunch at the end of the year. Mr. Malter stated I think it is a good idea.

Mr. Swackhamer asked will a timeframe be stated in the RFP? Mrs. Jordan replied yes. Mr. Nichols asked the Towns would pay the $0.44 postage per bill? Mrs. Jordan replied yes. Mr. Nichols commented that would be a savings to the towns right there. With the expense of the printing, it may be a wash. Mr. Van Etten commented doing it this way may be more efficient.

**VOTE ON PREVIOUS MOTION:** ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. **Law Department**

1. **Contract Renewal – Legal Services** – Ms. Prossick informed the committee that she has a contract with West Law which provides attorneys in the County with access to online research. We are currently paying $1,881 per month. She requested authorization to renew the contract at a rate of $1,919 per month. This is an increase of $38 per month and the cost will be spread across five departments. There is language built into the contract that as more attorneys are added this amount should never need to change. Each department is charged back based on the number of attorneys in their department. She stated this is a three-year renewal. Ms. Prossick stated this contract includes 45 administrative seats as well as 45 attorney seats.

**MOTION:** AUTHORIZING THE COUNTY ATTORNEY TO RENEW THE CONTRACT WITH WEST LAW FOR THREE YEARS AT A RATE OF $1,919 PER MONTH MADE BY MR. SWACKHAMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. **Elections**

1. **Audit Proposal** – Mr. Wheeler stated they have been in discussions with Bonadio regarding a potential audit for the Board of Elections. With the changes in Election Law and the changing demands, Bonadio is offering their audit services. We would recommend the Gold plan which provides a comprehensive view of the department and the changing landscape. The price for that is $23,000. We do not have sufficient flex in the Elections budget and we would have to take this money from the Contingent Fund if you were to approve this.
Mrs. Olin stated our understanding is that Oneida County came out with some very large discrepancies with how their Board of Elections was being run. They had 2,400 voters that never got registered before the election that should have been. That is just one example that we know of. Bonadio reached out trying to help the Board of Elections to make sure, for County purposes, that they are compliant with election laws. There were 60 law changes heading into 2020. During COVID the Executive Orders were time consuming and very difficult. Mrs. Olin stated our policies and procedures need to get updates. A lot of this has to do with what you feel you need from us and how you feel we are doing. The State does come in and audit us.

Mr. Schu asked what will be different from the State audit? Mrs. Olin replied we are not really sure. The State gives us a list of random individuals to look up. Mr. Schu asked does the State review your policies and procedures to see if they are compliant, or do they just do a spot audit? Mrs. Olin replied they do a spot audit on different voters. They do not look at our policies and procedures.

Mr. Swackhamer asked what is the difference in the three plans that Bonadio offers? Mr. Wheeler replied the main difference is with voter eligibility testing and voter completeness requirements. Bonadio is looking at areas that the State does not. For that extra $7,000 in cost for the Gold plan, it is worth the investment to have that level of assurance. Ms. Lattimer stated my understanding is this is a one-time deal. Mr. Wheeler replied yes.

Ms. Lattimer asked what is the timing of this audit? Mrs. Olin replied I am not sure of the timing. Bonadio gave us a rough draft of what they would come in and do. Ms. Lattimer stated she would think they would do something before voting season. Mr. Wheeler stated they probably would not complete the audit before the primaries, but certainly before the general election. Ms. Lattimer stated that would be the reason for spending the money on the audit. Mrs. Lando asked are we talking about doing this before the election? Mr. Van Etten stated they would be auditing the previous election. Mr. Wheeler stated the policies and procedures and internal controls can be audited at any time. With regard to the testing of voters, my guess is that they will be looking at the general election from last year.

Mrs. Ferratella asked have we looked at other vendors? Mr. Wheeler replied we have not. Bonadio had approached the County with this proposal. We have an existing contract with them. Mrs. Lando asked have they done this with other counties? Mrs. Olin replied Oneida County has brought them in to get things in place because of the issues they had last year with the 22nd Congressional District. Mr. Wheeler stated Bonadio is offering this service to other counties.

Mr. Swackhamer asked are you recommending doing this? Mrs. Olin replied it never hurts to have someone come in and look at things. Are we perfect? No. We had challenges last year and we did find a couple of things. It does not hurt to have someone come in and it is beneficial to the County to make sure that we are doing everything that we should be doing. There has been so much happening so fast and more laws have come about this year. Mr. Swackhamer asked so if we are doing this, are we doing the whole thing? Mr. Wheeler stated my recommendation would be to do the entire audit, which would be the gold plan.

**MOTION:** AUTHORIZING AN AMENDMENT OF THE CONTRACT WITH BONADIO TO INCLUDE A ONE-TIME AUDIT OF THE BOARD OF ELECTIONS FOR A TOTAL COST OF $23,000, SAID COST TO BE PAID FOR OUT OF THE CONTINGENT FUND MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Malter asked have we found major discrepancies in the last voting? Mrs. Olin replied no. Mr. Malter stated it may be better to upgrade our internal controls rather than spending $23,000. Ms. Fitzpatrick commented the purpose of the audit is to establish a list of internal controls and testing and to identify any weaknesses. Mr. Malter stated that is the job of the Commissioners. Ms. Fitzpatrick stated yes, but I don’t think they could do it as well as an independent eye. From the voter perspective, it is helpful to go through the audit and give them assurances that we are willing to go the extra step and that everything is correct.
Mr. Van Etten stated my question is how much time will this take of the staff in the office to help this audit occur? It has always been an issue in Elections that they have more work than hours. Mr. Wheeler replied Bonadio will have to work around the Board of Elections schedule. Mr. Van Etten stated I am in favor of this.

Mrs. Ferratella stated a few months ago we approved new software to help Elections; what is the status on that? Mrs. Olin replied that is the Voter Registration System. They are still migrating our data and we should find out next week where we are at. That is still a work in progress.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

F. **Personnel (Cont.)**

  **Reclassification – District Attorney** – Mr. Schu stated earlier when we were having some technical difficulties it sounded as though Mrs. Lando wanted to make a comment. Mrs. Lando stated she was trying to second the motion for discussion.

  **MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE ASSISTANT DISTRICT ATTORNEY POSITION, GRADE H TO A SENIOR ASSISTANT DISTRICT ATTORNEY POSITION, GRADE I MADE BY MS. FITZPATRICK. SECONDED BY MRS. LANDO FOR DISCUSSION.**

  Mr. Wheeler explained the reclassification is being requested because the District Attorney is losing Jim Miller, who is essentially his Deputy. There will be no change in headcount; we are just allowing for a more senior attorney. Ms. Fitzpatrick asked he can hire into the position without coming back to committee? Mr. Wheeler replied yes, up to Step 5; anything above would then require approval of the Administration Committee.

  **VOTE ON PREVIOUS MOTION: MOTION CARRIES 4-1. (MR. SWACKHAMER OPPOSED) Resolution Required.**

G. **County Manager**

  **1. Office of Emergency Services Upgrade** – Mr. Wheeler stated with the transition of the changes at 911 and Emergency Services, we had talked about upgrading the Deputy Director of Emergency Services to the same grade as the Deputy Director of 911. The Deputy Director of Emergency Services will be picking up additional responsibilities with the Director of Emergency Services becoming the Director of Public Safety. He is proposing upgrading the Deputy Director of Emergency Services from a Grade G to a Grade H. He also requested authorization to adjust the salary to Step 5 of Grade H which would be $68,293.

  **MOTION: AMENDING THE MANAGEMENT SALARY PLAN TO UPGRADE THE DEPUTY DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES FROM A GRADE G TO A GRADE H, AND AUTHORIZING A SALARY ADJUSTMENT TO STEP FIVE WITHIN GRADE H MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

  **2. Stipends – Public Safety Transition** – Mr. Wheeler stated stipends are typically something we try to avoid; however, he has two proposals for consideration. The first is for Tina Goodwin, Deputy Director of 911. Ms. Goodwin has been acting as Director since the retirement of Mr. Hopkins. The Deputy does assume responsibilities in the absence of the Director, but she has been doing that for approximately six months. He would recommend a one-time stipend of $2,500 in recognition of that. This is in-line with what we have previously done for deputies acting as Directors.

  **MOTION: AUTHORIZING A ONE-TIME STIPEND OF $2,500 FOR TINA GOODWIN, DEPUTY DIRECTOR OF 911 MADE BY MRS. LANDO. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**
Mr. Wheeler stated the second proposal is for the Director of Public Safety. Because of the Charter change, it will be a couple of months before that title is official. He requested a one-time stipend of $2,500 in recognition of Mr. Marshall performing that additional work. He stated that once the appointment is made he will be looking at a salary adjustment based on the new title of Director of Public Safety.

**MOTION: AUTHORIZING A ONE-TIME STIPEND OF $2,500 FOR TIM MARSHALL, DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES FOR SERVING AS ACTING DIRECTOR OF 911 MADE BY MS. LATTIMER, SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Ms. Fitzpatrick asked you are asking that we do this before the fact? Mr. Wheeler replied yes. This is a little different as Mr. Marshall is assuming the duties as Acting 911 Director during this time of transition. Ms. Fitzpatrick asked how long until he is appointed? Ms. Prossick stated the final adoption of the local law for the Charter change will be the end of May.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **ARC Grant for Wireless Broadband** – Mr. Wheeler stated he was approached by STC about a month ago regarding the County’s interest in partnering on an ARC (Appalachian Regional Commission) grant for a wireless broadband project targeting Caton, Hornby and Lindley. The total cost of the project is $1 million with ARC contributing $500,000 and they are asking for a 50 percent match. The municipalities will not commit to more than $30,000 each and the Community Foundation of the Southern Tier will be contributing $200,000. STC is asking the County to contribute $210,000. This is just the grant application to see if you are interested. He stated the Town of Hornby is not putting up the $30,000. ARC has confirmed that we can use American Recovery Plan funds for the match. If the application is approved, we would have to come back to you to approve the matching funds. Mr. Wheeler stated we could use this project as a test case for other areas of the County that are underserved as well. He stated he is just bringing to the committee today to get your reaction and interest level.

Mr. Schu stated we are committed to getting broadband to as many people as possible. Ms. Fitzpatrick stated this is absolutely critical. People need good reliable internet service in order to work from home. We need to get it to as many households as possible. Mr. Swackhamer asked what will be the price charged for households to receive it? Mr. Wheeler replied they are generally looking at $69.00 per month for a speed of 30 Mbps.

Mr. Malter asked for the three towns, are we picking up their match? Mr. Wheeler replied STC tried to get the towns to match as much as they possibly could. Mr. Malter asked what is the overall match? Mr. Wheeler replied $500,000. Ms. Lattimer stated I am on board, but it concerns me that the Town of Hornby is abdicating any responsibility. Mr. Wheeler stated the proposed match is $210,000 from the County and that will not change.

Mrs. Ferratella explained Hornby felt the proposal was brought too quickly and they had a lot of questions that they needed answers to. It is wrong to say that they are not interested, because they are, but the timing was bad and the letter had to be sent in by Friday. Mr. Wheeler stated in the interim this is not a final commitment; I just wanted a sense of if you were willing. Hopefully there will be more time for STC to communicate with Hornby.

Mr. Nichols stated I represent Lindley and if Hornby is getting a free ride, why aren’t the others? Mr. Wheeler stated STC will be talking with the other towns today and the direction will be for the towns to stay in the game and allow all the steps to be taken. Hopefully the towns will buy into that. Mrs. Ferratella commented better communication with the Town of Hornby would help. Mr. Schu stated the committee consensus is to move forward.

Administration Committee  
Tuesday, April 13, 2021
MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, May 11, 2021
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, May 5, 2021