



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 4, 2025

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Grants update:
 - 2024 grants all approved by OGS, claims submitted for eligible expenses

OLD BUSINESS

- See January Minutes
- County and Town Certificates of Offices all submitted to CBOE. Need NYSBOE certification before county can certify.
- Update on Even Year Election Law: No change. Law remains repealed as unconstitutional by lower court ruling, and is in appeals process. No timeframe given for resolution.
- Update on NYS Train the Trainer program: No change. State is using a vendor to build curriculum.
- Election Cleanup is complete.
- New laptops ordered for electronic poll books, per January resolution.

NEW BUSINESS

- Petitions to begin in February. Dates for circulating: Feb 25-Apr 3. Filing: Mar 31- Apr 3.
- BOE Annual Meeting was held January 27.
- NVRA Purge completed. NCOA to start in February and completed by March.

PERSONNEL

- Election Clerk PT is vacant.

RESOLUTIONS / PROCLAMATIONS

- Renew Software License and Annual Support with Clear Ballot for Five Years

EXECUTIVE SESSION



Democratic Commissioner James C. E. Wahls
Democratic Deputy Commissioner Amber Duke
☎ www.TiogaCountyNY.gov

☎ 607 687 8261

Republican Commissioner Kelly A. Johnson
Republican Deputy Commissioner James Hoover
✉ VoteTioga@tiogacountyny.gov

ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, January 7, 2025

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ron Ciotoli, and Bill Standing.

Commissioners Kelly Johnson and James Wahls.

Guests: Legislative Chair Martha Sauerbrey, Legislator Ray Bunce, County Administrator Jackson Bailey, Legislative Clerk Cathy Haskell, and County Attorney Peter DeWind.

APPROVAL OF DECEMBER MINUTES

Motion by Legislator Standing. Seconded by Legislator Brown. All in favor. Carried.

FINANCIAL

The BOE Year to Date Budget Report was presented. No issues or concerns were noted. Commissioner Wahls noted that claims were submitted to close out the Absentee Pre-Paid Postage Grant, and the Cybersecurity Remediation Grant. Additionally, final state approval is still needed for the three grants from 2024 before claims can be submitted for those – the 2024 General Election Grant, Electronic Poll Book Grant, and Ballot by Mail Grant.

OLD BUSINESS

See DECEMBER Minutes.

2024 Annual Report to NYSBOE on track to be completed ahead of schedule and before attending conference the following week.

2024 NYSECA Winter Conference will be attended by both Commissioner Wahls and Johnson, and Deputy Commissioner Hoover. The commissioners feel it is important to have the deputies also experience the state side of elections, and hope to take Deputy Commissioner Duke in summer.

NEW BUSINESS

Cleanup of the 2024 General Election is in the final stages, sending records for retention to Records Management.

The 2025 Certificates of Office to be Placed on the Ballot as well as Certificates of Vacancy are being submitted to the Board of Elections ahead of petitioning dates. They are all due by February 1.

There has been no further update to Even Year Election Law nor Train the Trainer program from NYS. Commissioner Wahls explained that the Even Year Election Law was ruled to be in violation of the state constitution and the Board is continuing as if it is not in place at this time. Updates on both subjects are expected at state conference.

Strategic Plan Status Update was given. Commissioner Wahls gave a detailed update regarding requirements for ADA compliance with online documentation. Commissioner Johnson detailed successful outreach opportunities including social media, and community agencies such as nursing homes, Sheriff's office, and schools.

PERSONNEL

Post-election surveys were mailed to new inspectors as well as chairpersons. Some have been received back, and the Board is appreciative of the feedback that inspectors had sufficient training as well as supplies to handle the job.

Driver Ken Smith has resigned, and Driver Charles Truman is contemplating retirement. Commissioners explained that it is a hardship to hire drivers who want to work only six days within the year, and the Board may need to continue relying on the Buildings and Grounds department to help deliver voting machines.

RESOLUTIONS / PROCLAMATIONS

The following resolutions were presented, and were passed by the Committee:

- AUTHORIZATION TO PURCHASE REPLACEMENT LAPTOPS FOR ELECTRONIC POLL BOOKS AND BUDGET AMENDMENT
- RENEW BALLOT PRINTING AGREEMENT WITH PHOENIX GRAPHICS FOR FIVE YEARS

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-4,000	0	-4,000	.00	.00	-4,000.00	.0%
A1450 439060 BBMG State Aid-Elec	0	-22,234	-22,234	.00	.00	-22,234.39	.0%
A1450 510010 Full Time	216,018	0	216,018	14,897.78	.00	201,120.22	6.9%
A1450 510020 Part Time/Temporar	255,433	0	255,433	4,253.43	.00	251,179.69	1.7%
A1450 510030 Overtime Pay Only	11,000	0	11,000	.00	.00	11,000.00	.0%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	-104	4,896	.00	.00	4,896.26	.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	.00	.00	27,223.00	.0%
A1450 540010 Advertising	2,500	0	2,500	1,041.94	.00	1,458.06	41.7%
A1450 540320 Leased/Service Equ	5,000	0	5,000	128.10	.00	4,871.90	2.6%
A1450 540390 Mileage Expense	600	0	600	55.45	.00	544.55	9.2%
A1450 540420 Office Supplies	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540480 Postage	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540485 Printing/Paper	1,500	0	1,500	.00	.00	1,500.00	.0%
A1450 540490 Election Expense	45,000	0	45,000	631.56	.00	44,368.44	1.4%
A1450 540490 BBMG Election Expen	0	22,234	22,234	.00	.00	22,234.39	.0%
A1450 540550 Rent	3,000	0	3,000	1,500.00	.00	1,500.00	50.0%
A1450 540560 Repairs	500	0	500	.00	.00	500.00	.0%
A1450 540620 Software Expense	66,000	0	66,000	43,907.40	.00	22,092.60	66.5%
A1450 540733 Training/All Other	10,000	0	10,000	3,237.20	.00	6,762.80	32.4%
A1450 581088 State Retirement F	46,886	0	46,886	2,524.50	.00	44,361.50	5.4%
A1450 583088 Social Security Fr	26,154	0	26,154	2,224.78	.00	23,929.22	8.5%
A1450 584088 Workers Compensati	42,560	0	42,560	1,074.48	.00	41,485.52	2.5%
A1450 585588 Disability Insuran	272	0	272	26.64	.00	245.36	9.8%
A1450 586088 Health Insurance F	68,161	0	68,161	11,682.03	.00	56,478.97	17.1%
A1450 588988 Eap Fringe	128	0	128	14.16	.00	113.84	11.1%
TOTAL Elections	848,935	-104	848,831	87,199.45	.00	761,631.93	10.3%
TOTAL General Fund	848,935	-104	848,831	87,199.45	.00	761,631.93	10.3%
TOTAL REVENUES	-4,000	-22,234	-26,234	.00	.00	-26,234.39	
TOTAL EXPENSES	852,935	22,131	875,066	87,199.45	.00	787,866.32	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	848,935	-104	848,831	87,199.45	.00	761,631.93	10.3%

** END OF REPORT - Generated by wahls, James **



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H1450 Elections							
H1450 439060 EPOLL State Aid-Ele	0	-44,028	-44,028	.00	.00	-44,028.26	.0%
H1450 520300 Voting Machines	45,000	0	45,000	.00	.00	45,000.00	.0%
H1450 520490 Capital Election E	0	104	104	.00	103.74	.00	100.0%
H1450 520490 EPOLL Capital Elect	0	44,028	44,028	.00	44,028.26	.00	100.0%
H1450 520620 CYBER Software Expe	0	6,483	6,483	.00	.00	6,483.47	.0%
TOTAL Elections	45,000	6,587	51,587	.00	44,132.00	7,455.21	85.5%
TOTAL Capital Fund	45,000	6,587	51,587	.00	44,132.00	7,455.21	85.5%
TOTAL REVENUES	0	-44,028	-44,028	.00	.00	-44,028.26	
TOTAL EXPENSES	45,000	50,615	95,615	.00	44,132.00	51,483.47	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	45,000	6,587	51,587	.00	44,132.00	7,455.21	85.5%

** END OF REPORT - Generated by wahls, James **

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

RENEW SOFTWARE LICENSE AND ANNUAL
SUPPORT WITH CLEAR BALLOT FOR FIVE YEARS

WHEREAS: The Tioga County Board of Elections utilizes the ClearCount system by Clear Ballot to conduct election audits and count mail ballots; and

WHEREAS: The Board of Elections will continue to use this system for the foreseeable future, which is a sole source, approved by NYS-OGS, and the only independent automated audit tool for voting systems authorized for use in NYS; and

WHEREAS: The current five-year software license and support agreement expires on June 15, 2025; and

WHEREAS: The up-front cost to renew the five-year software license and annual support, plus hardware support is \$42,839.00; and

WHEREAS: The Board of Elections operating budget can accommodate annual installments to cover this expense; therefore be it

RESOLVED: That the Board of Elections is authorized to prepay the Five-Year License & Annual Support for ClearCount including hardware support, for the term 6/16/2025 to 6/15/2030, for \$42,839.00; and be it further

RESOLVED: That to cover this expense, \$8,567.80 shall be paid from the budget line A1450 540620 yearly for five years.