



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, December 3, 2024

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- December for completing grant paperwork and claims

OLD BUSINESS

- See October Minutes
- 2024 General Election Recap
 - Voter turnout statistics
 - ePollbook connectivity successful
 - Post-election audit
 - Certified on Nov. 25th, winner letters sent

NEW BUSINESS

- 2024 Annual Survey for NYSBOE
- NYSECA Winter Conference January 14-17, 2025

PERSONNEL

- Election Inspectors: 186 worked for 2024 General Election
- Commissioner Johnson nominated by Tioga County Republican Committee to continue serving for 2025-2026 term

RESOLUTIONS / PROCLAMATIONS

- AUTHORIZE 2025 SALARIES/WAGES (BOARD OF ELECTIONS)
- APPOINTMENT OF REPUBLICAN ELECTION COMMISSIONER



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, October 8, 2024

10:30 a.m.

MINUTES

ATTENDEES

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

Guests: Legislative Clerk Cathy Haskell, County Administrator Jackson Bailey.

Absent: Commissioner Kelly Johnson.

APPROVAL OF MINUTES

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

STRATEGIC PLAN UPDATE

Commissioner Wahls provided an update on the status of the Board of Elections Strategic Plan for 2024. Most items are In Progress, while a few are Completed or On Hold.

FINANCIAL

YTD Budget Report was presented.

Requests to re-establish prior-year grant funds and approve three state grants. See resolutions.

OLD BUSINESS

See September Minutes.

Military/UOCAVA/Overseas ballots were sent on or before federal deadline 9/20; Initial absentees and EVBM sent starting 9/24* (**erroneously reported in meeting as 9/27*). As of 10/4, 1,529 ballots issued, 456 received. As of this morning 10/8, 1,609 issued and 562 received.

Request to renew of NTS Software License Agreement – see resolution.

We are implementing secure connectivity for ePollbooks for the 2024 General Election, to improve efficiency of voter turnout reporting, post-election voter history collection, and communication with poll sites during Election Day. Equipment secured from FirstNet, with testing to begin this week.

NEW BUSINESS

A security assessment of BOE / HHS Building was conducted by a representative from the Cybersecurity and Infrastructure Security Agency (CISA), attended by Sheriff Howard, County Administrator Bailey, and Commissioners Johnson and Wahls. The report is expected soon.

Local Voter Registration Days, pursuant to Election Law, were scheduled for Saturday, October 5, and Thursday, October 10th at the BOE. Each Election District in the county is above the threshold for number of registered voters, under which a voter registration site would have been required within that district.

Logic and accuracy testing of Early Voting and Election Day voting equipment was completed. The L&A test of the absentee ballot scanner is on October 9th.

Legal notices for 2024 general election are being prepared and will be distributed for publishing in local newspapers.

Elderwood Nursing Home passes the legal threshold for number of absentee voters requiring us to issue the absentee ballots on-site and in person, and assist voters with their ballots when necessary. We will work with the Elderwood staff to coordinate this.

Early Voting starts October 26th. We will shortly be issuing a press release with dates and times.

PERSONNEL

Election Inspector Update: 2024 training is completed, and we have certified exactly 200 inspectors, which was our goal for this year. Work assignment letters were sent October 4th.

Commissioner Wahls was nominated by Tioga County Democratic Committee to serve another term at the Democratic Committee reorganizational meeting – see resolution.

RESOLUTIONS / PROCLAMATIONS

- RENEW SOFTWARE LICENSE AGREEMENT WITH NTS DATA SERVICES FOR FIVE YEARS
- RE-ESTABLISH PRIOR YEAR GRANT FUNDS
- APPOINTMENT OF DEMOCRATIC ELECTION COMMISSIONER
- AUTHORIZE 2024 BALLOT BY MAIL GRANT AND AMEND BUDGET
- AUTHORIZE 2024 ELECTRONIC POLL BOOK GRANT AND AMEND BUDGET
- AUTHORIZE 2024 GENERAL ELECTION GRANT AND AMEND BUDGET

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	-4,999.45	.00	999.45	125.0%
A1450 439060 State Aid-Election	0	-9,281	-9,281	-6,116.09	.00	-3,165.35	65.9%*
A1450 439060 BBMG State Aid-Elec	0	-28,516	-28,516	.00	.00	-28,516.18	.0%*
A1450 439060 GE24 State Aid-Elec	0	-21,455	-21,455	.00	.00	-21,454.93	.0%*
A1450 510010 Full Time	208,714	0	208,714	174,643.96	.00	34,070.04	83.7%
A1450 510020 Part Time/Temporar	125,408	155,718	281,126	143,199.50	.00	137,926.50	50.9%
A1450 510030 Overtime Pay Only	11,000	0	11,000	6,221.31	.00	4,778.69	56.6%
A1450 520090 Computer	2,000	-1,701	299	298.66	.00	.00	100.0%
A1450 520130 Equipment (Not Car	5,000	1,701	6,701	621.27	.00	6,080.07	9.3%
A1450 520130 GE24 Equipment (Not	0	5,337	5,337	5,337.11	.00	.00	100.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	22,239.00	.00	4,984.00	81.7%
A1450 540010 Advertising	2,500	0	2,500	2,003.43	.00	496.57	80.1%
A1450 540143 Election Inspector	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143 EV Election Inspect	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540320 Leased/Service Equ	5,000	0	5,000	2,103.63	.00	2,896.37	42.1%
A1450 540390 Mileage Expense	900	0	900	431.44	.00	468.56	47.9%
A1450 540420 Office Supplies	3,000	0	3,000	1,763.66	.00	1,236.34	58.8%
A1450 540480 Postage	18,000	-415	17,585	13,316.64	.00	4,268.20	75.7%
A1450 540480 BBMG Postage Ballot	0	2,415	2,415	2,415.16	.00	.00	100.0%
A1450 540485 Printing/Paper	1,500	0	1,500	108.36	.00	1,391.64	7.2%
A1450 540490 Election Expense	60,000	7,281	67,281	51,611.71	3,173.75	12,495.98	81.4%
A1450 540490 BBMG Election Expen	0	26,516	26,516	856.00	.00	25,660.18	3.2%
A1450 540490 GE24 Election Expen	0	16,118	16,118	1,623.23	.00	14,494.59	10.1%
A1450 540550 Rent	3,600	0	3,600	1,200.00	.00	2,400.00	33.3%
A1450 540560 Repairs	500	0	500	255.00	.00	245.00	51.0%
A1450 540620 Software Expense	63,700	0	63,700	53,732.00	.00	9,968.00	84.4%
A1450 540733 Training/All Other	8,700	2,000	10,700	10,557.74	.00	142.26	98.7%
A1450 581088 State Retirement F	10,421	41,895	52,316	46,701.84	.00	5,613.93	89.3%
A1450 583088 Social Security Fr	0	17,064	17,064	19,184.83	.00	-2,120.45	112.4%*
A1450 584088 Workers Compensati	9,014	26,292	35,306	33,091.95	.00	2,213.70	93.7%
A1450 585088 Unemployment Insur	0	5,038	5,038	5,038.00	.00	.00	100.0%
A1450 585588 Disability Insuran	0	227	227	240.90	.00	-13.66	106.0%*
A1450 586088 Health Insurance F	27,183	53,800	80,983	60,579.33	.00	20,403.86	74.8%
A1450 588988 Eap Fringe	19	450	469	439.21	.00	29.38	93.7%
TOTAL Elections	745,100	144,766	889,866	648,699.33	3,173.75	237,992.74	73.3%
TOTAL General Fund	745,100	144,766	889,866	648,699.33	3,173.75	237,992.74	73.3%
TOTAL REVENUES	-4,000	-59,253	-63,253	-11,115.54	.00	-52,137.01	
TOTAL EXPENSES	749,100	204,019	953,118	659,814.87	3,173.75	290,129.75	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	144,766	889,866	648,699.33	3,173.75	237,992.74	73.3%
** END OF REPORT - Generated by wahls, James **							

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE 2025 SALARIES/WAGES
(BOARD OF ELECTIONS)

WHEREAS: The salaries for employees of the Board of Elections are set by resolution; and

WHEREAS: Management Confidential staff and hourly employees have been authorized a 3.5% salary increase for 2025; therefore be it

RESOLVED: That the 2025 rates for the Board of Elections staff shall be as follows:

2025 pay:

Commissioners	\$ 61,403.00/yr.
Deputy Commissioners	\$ 46,606.00/yr.
Voting Machine Technicians	\$ 23.62/hr.
Election Clerk	\$ 19.22/hr.
Election Workers	\$ 15.53/hr.
Election Inspectors (Seasonal)	\$ 15.50/hr.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Kelly Johnson be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2025 through December 31, 2026.