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ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS
TUESDAY, APRIL 2, 2024
10:30 a.m
UPDATE

****DUE TO LEGISLATIVE COMMITTEE MEETING BEING ON ELECTION DAY, BOARD OF ELECTIONS IS UNABLE TO ATTEND**

FINANCIAL

- YTD Budget Report attached.
- Claim submitted to NYS for TIER Grant reimbursement - \$51,281.65, covers 96% of 9 new voting machines and hardware for software upgrade.

OLD BUSINESS

- See March minutes attached.

NEW BUSINESS

- Presidential Primary ballots ordered and received.
- Sample ballots distributed around county (town clerk, county clerk, schools)
- Press release regarding Early Voting sent to newspapers, radio, and TV outlets; commissioners interviewed with Fox40 on March 18.
- Legal notices for candidates and polling locations sent to newspapers.
- Preparations for Early Voting (3/23 – 3/30) and Election Day (4/2) ran on schedule (ie: machine and ePollbook testing, inspectors scheduled).
- Designating petitions are scheduled to be submitted to our office April 1 – April 4, and will determine whether we have a June primary. Commissioners asked both party chairs to avoid filing on Election Day if possible.
- Mail Check postcards are ordered through Phoenix Graphics and are scheduled to drop on April 22.

PERSONNEL

- Michaela Nelson, PT Machine Tech, began 3/13 and hit the ground running right during an election cycle-going well. Techs visited poll sites 3/19.
- Election Inspectors are scheduled for Early Voting and Election Day, and all confirmed. However, scheduling was a bit more difficult this year as we are down approximately 50 inspectors. Some resigned altogether over the county training requirements, and many just had conflicts due to it being a holiday week/spring break. We expect better numbers in November.

- New election inspector trainings scheduled for April 24 and May 8. Tentatively planning to have them come all day with inspector training one-half of the day and county trainings/paperwork the other half. We will be providing lunch for these two sessions.

RESOLUTIONS/PROCLAMATIONS - None

TIOGA COUNTY, NEW YORK

Board of Elections

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ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 5, 2024

10:30 am

MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ronald Ciotoli and William Standing
Commissioners James CE Wahls and Kelly A Johnson
Guests Cathy Haskell (Legislative Clerk), Peter Dewind (County Attorney)

APPROVAL OF FEBRUARY MINUTES

Motion by Legislator Ciotoli to accept the February 2024 Committee minutes as presented. Motion seconded by Legislator Standing and unanimously carried.

FINANCIAL

Board of Elections YTD Budget Report was presented. No one had any concerns or questions.

OLD BUSINESS

See February minutes. Discussed the training that was completed in Seneca County on our new Dominion EMS, and reminded legislature that our machine testing was completed by Dominion and NYS being on-site.

NEW BUSINESS

Presidential Primary Ballots have been certified and created. Absentee and Early Vote by Mail ballots, as well as overseas and military ballots, have gone out and are coming back at a good rate. Explained that test decking was done for all voting machines but one that requires an SD card be replaced. ePollbook testing to begin within a week.

Good progress was made with IT department and NYSTEC on our compliance assessment, and should be complete very soon.

Important dates reviewed with legislators: Enrollment Hold began on 2/14, designating petitions began circulating on 2/27 except for congressional. Those began a couple of days later after the redistricting lines were approved. The entire county will be moving from the 19th Congressional District to the 23rd. Early voting will begin on 3/23 and run through 3/30 with the explanation that there would be no voting on Easter Sunday and it would be eight 9-hour days. Presidential Primary to be held on 4/2.

Legislator Ciotoli asked how our Facebook presence was working out. We agreed that it is reaching a good number of people with the important dates, deadlines, and information.

PERSONNEL

Update given on election inspectors as county employees. Most have completed either in-person or online training as well as submitted personnel paperwork. We are still down in numbers though and will begin scheduling work assignments for Early Voting and Election Day the best we can.

Both deputies began I4A training, and we have filled all open positions at this time, including two new re-canvassers and the voting machine tech has been chosen and will begin on March 13 with orientation. All legislators seemed very pleased that the machine tech position is now filled.

RESOLUTIONS

Resolution C05 and C16 were presented to authorize appointment two Election Workers PT (Re-canvassers).

Resolution C32 was presented to authorize appointment of Voting Machine Technician PT.

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections								
A1450 412910	Elect Fees	-4,000	0	-4,000	-122.00	.00	-3,878.00	3.1%
A1450 422800	CTCL GRANTS	0	0	0	.00	.00	.00	.0%
A1450 427010	Rf Of Py E	0	0	0	.00	.00	.00	.0%
A1450 439060	Sa Elect	0	-9,281	-9,281	-51,281.65	.00	42,000.21	552.5%
A1450 439060	EV Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 439060	EV19 Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 439060	EV20 Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 440890	Fa Hava	0	0	0	.00	.00	.00	.0%
A1450 440890	COV19 Fa Hava	0	0	0	.00	.00	.00	.0%
A1450 510010	Salary Ft	208,714	0	208,714	47,797.08	.00	160,916.92	22.9%
A1450 510020	Salary Pt	125,408	155,718	281,126	22,556.42	.00	258,569.58	8.0%
A1450 510030	Salary Ot	11,000	0	11,000	.00	.00	11,000.00	.0%
A1450 510040	Work Comp	0	0	0	.00	.00	.00	.0%
A1450 510050	Salary Oth	0	0	0	.00	.00	.00	.0%
A1450 520090	Computer	2,000	0	2,000	298.66	.00	1,701.34	14.9%
A1450 520130	Equipnocar	5,000	0	5,000	234.15	.00	4,765.85	4.7%
A1450 520130	CTCL Equipnocar	0	0	0	.00	.00	.00	.0%
A1450 520220	Printer	0	0	0	.00	.00	.00	.0%
A1450 520490	Election E	0	0	0	.00	.00	.00	.0%
A1450 520620	Software	0	0	0	.00	.00	.00	.0%
A1450 530100	Data Proc	0	0	0	.00	.00	.00	.0%
A1450 530300	Legal	0	0	0	.00	.00	.00	.0%
A1450 530551	MLR	27,223	0	27,223	.00	.00	27,223.00	.0%
A1450 540000	Other	0	0	0	.00	.00	.00	.0%
A1450 540010	Advertisin	2,500	0	2,500	.00	.00	2,500.00	.0%
A1450 540010	COV19 Advertisin	0	0	0	.00	.00	.00	.0%
A1450 540010	EV19 Advertisin	0	0	0	.00	.00	.00	.0%
A1450 540140	Cont Svs	0	0	0	.00	.00	.00	.0%
A1450 540143	Elect Ins	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143	EV Elect Ins	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540143	EV19 Elect Ins	0	0	0	.00	.00	.00	.0%
A1450 540143	EV20 Elect Ins	0	0	0	.00	.00	.00	.0%
A1450 540320	Leased Eq	5,000	0	5,000	446.82	.00	4,553.18	8.9%
A1450 540390	Milage	900	0	900	148.57	.00	751.43	16.5%
A1450 540390	COV19 Milage	0	0	0	.00	.00	.00	.0%
A1450 540420	Office Sup	3,000	0	3,000	16.71	.00	2,983.29	.6%
A1450 540420	COV19 Office Sup	0	0	0	.00	.00	.00	.0%
A1450 540480	Postage	18,000	0	18,000	494.00	.00	17,506.00	2.7%
A1450 540480	COV19 Postage	0	0	0	.00	.00	.00	.0%
A1450 540485	Printpaper	1,500	0	1,500	.00	.00	1,500.00	.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR: A	General	Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 540485	EV19	Printpaper	0	0	0	.00	.00	.00	.0%
A1450 540490	Elect	Exp	60,000	9,281	69,281	17,466.14	700.00	51,115.30	26.2%
A1450 540490	COVID	Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490	CTCL	Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490	EV	Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490	EV19	Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490	EV20	Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540520	Recording		0	0	0	.00	.00	.00	.0%
A1450 540540	Reimb		0	0	0	.00	.00	.00	.0%
A1450 540550	Rent		3,600	0	3,600	.00	.00	3,600.00	.0%
A1450 540560	Repairs		500	0	500	255.00	.00	245.00	51.0%
A1450 540620	Software		63,700	0	63,700	47,340.00	.00	16,360.00	74.3%
A1450 540660	Telephone		0	0	0	.00	.00	.00	.0%
A1450 540733	Train Oth		8,700	0	8,700	3,475.90	.00	5,224.10	40.0%
A1450 581088	St Ret		10,421	19,572	29,993	12,638.38	.00	17,354.27	42.1%
A1450 583088	Social Sec		0	17,064	17,064	5,186.92	.00	11,877.46	30.4%
A1450 584088	Work Comp		9,014	-2,154	6,859	8,043.00	.00	-1,183.53	117.3%
A1450 584588	Life Ins		0	0	0	.00	.00	.00	.0%
A1450 585088	Unemp Ins		0	227	227	73.08	.00	154.16	32.2%
A1450 585588	Disab Ins		27,183	53,800	80,983	18,351.20	.00	62,631.99	22.7%
A1450 586088	Health Ins		19	71	90	106.75	.00	-16.82	118.7%
A1450 588988	Eap		0	0	0	.00	.00	.00	.0%
TOTAL Elections			745,100	88,580	833,680	133,525.13	700.00	699,454.73	16.1%
TOTAL General Fund			745,100	88,580	833,680	133,525.13	700.00	699,454.73	16.1%
TOTAL REVENUES			-4,000	-9,281	-13,281	-51,403.65	.00	38,122.21	
TOTAL EXPENSES			749,100	97,862	846,961	184,928.78	700.00	661,332.52	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H Capital Fund							
H1450 Elections							
H1450 430891 CYBER SSG-CYBER	0	0	0	.00	.00	.00	.0%
H1450 439060 Sa Elect	0	-51,282	-51,282	51,281.65	.00	-102,563.30	-100.0%
H1450 439060 EP19 Sa Elect	0	0	0	.00	.00	.00	.0%
H1450 439060 EP20 Sa Elect	0	0	0	.00	.00	.00	.0%
H1450 440890 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 CC20 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 CYBER Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 EP19 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440980 Fa H NRCS	0	0	0	.00	.00	.00	.0%
H1450 520300 Voting Ma	0	0	0	.00	.00	.00	.0%
H1450 520490 Election E	0	51,282	51,282	51,281.65	.00	.00	100.0%
H1450 520490 CC20 Election E	0	0	0	.00	.00	.00	.0%
H1450 520490 EP19 Election E	0	0	0	.00	.00	.00	.0%
H1450 520490 EP20 Election E	0	0	0	.00	.00	.00	.0%
H1450 520620 CYBER Software	0	0	0	.00	.00	.00	.0%
TOTAL Elections	0	0	0	102,563.30	.00	-102,563.30	100.0%
TOTAL Capital Fund	0	0	0	102,563.30	.00	-102,563.30	100.0%
TOTAL REVENUES	0	-51,282	-51,282	51,281.65	.00	-102,563.30	
TOTAL EXPENSES	0	51,282	51,282	51,281.65	.00	.00	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	88,580	833,680	236,088.43	700.00	596,891.43	28.4%

** END OF REPORT - Generated by Johnson, Kelly **