



**Democratic Commissioner** James C. E. Wahls  
**Democratic Deputy Commissioner** Amber Duke  
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**Republican Commissioner** Kelly A. Johnson  
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BOARD OF ELECTIONS 2025 ANNUAL MEETING  
Wednesday, January 27, 2025  
2:30 p.m.  
MINUTES

## ATTENDEES:

Commissioners James C.E. Wahls and Kelly A. Johnson  
Guests: Deputy Commissioners Amber Duke and James Hoover; Voting Machine Technicians Michaela Nelson and Bruce Layman; Election Clerk Julia Ferencik

## ELECT PRESIDENT AND SECRETARY

Commissioner Johnson nominated for President by Commissioner Wahls. Both commissioners are in favor. Commissioner Johnson elected President. Commissioner Wahls was elected secretary by default.

## OLD BUSINESS

Reviewed accomplishments for 2024. Staff agreed that no issues with the election was the biggest achievement, and we had good hirings.

Hired new staff in 2024, including Election Clerk Ferencik and Voting Machine Technician Nelson. Republican Election Clerk will be vacant after January 31.

NVRA purge was completed ahead of the annual meeting after annual report was completed timely.

## NEW BUSINESS

### Calendar 2025 –

Petitions will begin in February. Front office set a date of February 20 @ 10:00 to review our petition procedure.

Party change deadline is February 14. Discussed putting this on the website as well as Facebook.

Local Primary (County and Town) will be June 24. Early voting dates will be June 14-June 22.

General Election to be held November 4. Early voting dates will be October 25-November 2.

Plans for staff vacation/time off were discussed.

Technician schedule was discussed with regards to the elections and the inspector trainings. Techs stated they will be doing two days per week from now until approximately April.

NCOA is expected to be completed by March.

Village elections are March 18. Villages will be calling for voter lists and mail ballot lists.

Mail Check cards will be mailed in April.

School elections will be May 20. We usually provide services for Waverly, Candor and Owego-Apalachin. Commissioners discussed need for updated contracts. Schools will require voter lists and mail ballot lists.

Inspector Training Classes will start in spring for new inspectors, and scheduling others for summer and fall. Discussed whether there was a need for new inspectors. Board will determine this by sending survey to current inspectors to see how many plan to continue.

Commissioners and Deputies to plan a full 2025 calendar in Outlook.

#### Review of Office Procedures –

Law Update: Even Year Election Law has been repealed by court action and currently in litigation.

Deputy Commissioner Duke created new ballot application specific to Tioga County. Commissioners and Deputy Commissioner Hoover to review then sent to NYSBOE for approval.

Annual evaluations of all staff will be done in September.

Election Inspector Train the Trainer program remains on hold. Explained that NYSBOE is still gathering information and developing curriculum.

Discussed having plan for continual list maintenance. Voter roll needs to be continually audited for failed verification, deceased, duplicate and incorrect districts.

#### Projects and Goals for 2025 –

Replace all ePollbook laptops with grant funds. Laptops have been ordered.

Discussion was held on office space utilization. Commissioner Wahls stated he has sent an inquiry to Public Health on the extra storage room. Additional conversation held regarding going forward with remodel of current office or possibly obtaining new office space. Commissioner Wahls suggested an executive session at next committee meeting.

Clean up of G Drive draft by Deputy Commissioner Hoover needs approval. Both commissioners have looked at it and approve the changes. Technician Layman asked that the Tech folder remain unchanged and unmoved.

Continue improving voter outreach. Social media has been utilized well. Deputy Commissioner Duke is taking that on contacting schools and will be visiting one school next month with Deputy Commissioner Hoover. Commissioner Johnson suggested implementing the “I Voted” sticker contest at each school level (primary, middle, and high schools) as a way of gaining visibility.

#### Other discussion from the floor -

Discussion regarding having Buildings and Grounds assist with voting machine delivery the days before and after an election as we have lost one driver already. It was agreed that the position is extremely difficult to fill, being just a few days a year.

Technician Layman suggested having a chairperson for each day of early voting to help with the issues. He also suggested we send out the feedback letter to inspectors closer to the election. Commissioners explained that we hadn't come up with it until after the election, and that we could now put them in the supply boxes for immediate return going forward.

Technician Layman asked commissioners to finish reviewing SOP that he and Technician Nelson produced and schedule a meeting to discuss any changes.

A date was set for the Technicians to restock voter registration forms at post offices, municipal offices, and other locations throughout the county.

Meeting adjourned at 3:45 pm.