

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, October 4, 2022

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See September Minutes
- Water cooler installed
- Military/Overseas/Federal ballots sent for General Election, absentee ballots ordered
- Final Election Inspector Class Today

NEW BUSINESS

- Payments to Election Inspectors for August election
- Preparations for General Election on Nov. 8
- Early Voting starts Oct. 29

PERSONNEL

- Still awaiting more applicants for Democratic Election Clerk position
- Researching possibility of benefits for clerks

RESOLUTIONS

- Appointment of Republican Election Commissioner

PROCLAMATIONS – none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS  
Tuesday, September 6, 2022  
10:30 a.m.  
MINUTES

ATTENDEES

Legislators R. Ciotoli, W. Brown, and W. Standinger; Commissioner J. Wahls  
Absent: Legislator E. Hollenbeck, Commissioner V. Layman  
Guests: Cathy Haskell, Peter DeWind

APPROVAL OF AUGUST MINUTES

Motion by W. Standinger, second by W. Brown, all in favor, carried.

FINANCIAL

Board of Elections YTD Budget Report was presented. Due to unforeseen August elections, Election Expense budget line is almost exhausted. Election Inspector budget line will also be low after payments are made for August election. Grant requests in the presented resolutions will help cover election expenses for General Election.

OLD BUSINESS

See August Minutes.

Only 119 Election Inspectors worked Aug. 23 Special Election and Federal Primary. Should have had 136 to meet statutory minimum. 53 Election Inspectors worked Early Voting.

NEW BUSINESS

Re-canvass of Special and Federal Primary in progress, expected to be completed today. Final certification of election results due by Sept 12<sup>th</sup>, but with completion of the re-canvass, certification will be submitted today or tomorrow.

Certification of General Election ballot by NYS Board of Elections due September 14, and county boards certify on September 15<sup>th</sup>. Deadline to transmit military ballots (MOVE Act) for General Election is September 23<sup>rd</sup>. Following this, BOE will order regular absentee ballots from our printer, first batch gets mailed directly from printer facility.

Five Election Inspector Training Classes scheduled in September, and one in October. Legislator Standinger inquired if BOE had sufficient number of election inspectors for the General Election. Based on number of sign-ups for training, the

numbers look good, there may even be sufficient workers to have substitutes available. All scheduled classes are full or mostly full.

Commissioner Layman previously notified Chairwoman Sauerbrey and Peter DeWind of the issues with lead in the water at the Board of Elections. So far the issue has not been resolved. After some discussion, it was determined that the Board of Elections may temporarily install a water cooler dispenser until a permanent solution can be implemented. Peter DeWind will contact Gary Hammond to confirm DPW will cover expense, then Commissioner Wahls will contact Culligan Water to schedule install.

Last-minute items not on agenda:

The "Notice to Candidates and Party Chairs" letter was provided to the committee, which outlines Board of Elections activities pertaining to the upcoming General Election. The letter will be mailed to candidates and party chairs following certification of the 2022 General Election ballot.

Commissioner Wahls informed the committee of a significant increase in FOIL requests since the 2020 General Election. These requests often ask for information or records that are not actually subject to FOIL, and cannot be released without a court order. Over the long weekend we received some "demands" to preserve records and ballots from the 2020 elections because certain groups or individuals are "contemplating" litigation. However, mere contemplation of litigation is insufficient to trigger a hold on records past the scheduled destruction date. It was decided the County Attorney's office will respond to such requests rather than the Board of Elections.

## PERSONNEL

There have been very few applications so far for the open Democratic Election Clerk position. The Election Clerk positions are currently simple no-benefits hourly positions. Commissioner Wahls inquired about possibility to include benefits as an option for these positions to make them more attractive to job-seekers, and to help retain employees long-term. The committee responded that the first step is to get a dollar figure from Personnel.

## RESOLUTIONS/PROCLAMATIONS

Two resolutions were presented, requesting authorization to utilize remaining HAVA SHOEBOX grant funds, and to apply for the Absentee Ballot Pre-Paid Postage Grant. The Committee had no questions or concerns, and approved the resolutions to move forward.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1450 Elections</b>							
A1450 412910 Election Fees	-3,000	0	-3,000	-5,863.88	.00	2,863.88	195.5%
A1450 422800 CTCL Grants -Non St	0	0	0	-.01	.00	.01	100.0%
A1450 440890 Federal Aid-Hava	0	-16,910	-16,910	.00	.00	-16,910.22	.0%*
A1450 510010 Full Time	183,968	0	183,968	138,199.71	.00	45,768.29	75.1%
A1450 510020 Part Time/Temporar	127,206	-5,000	122,206	49,839.29	.00	72,366.71	40.8%
A1450 510030 Overtime Pay Only	0	5,000	5,000	6,975.38	.00	-1,975.38	139.5%*
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	639.91	.00	4,360.09	12.8%
A1450 530551 Maintenance in Lie	27,223	0	27,223	6,755.91	.00	20,467.09	24.8%
A1450 540010 Advertising	2,000	0	2,000	869.97	.00	1,130.03	43.5%
A1450 540143 Election Inspector	100,000	-15,000	85,000	26,478.75	21,758.75	36,762.50	56.8%
A1450 540143 EV Election Inspect	0	15,000	15,000	5,735.00	4,781.25	4,483.75	70.1%
A1450 540320 Leased/Service Equ	5,500	0	5,500	1,248.70	.00	4,251.30	22.7%
A1450 540390 Mileage Expense	600	300	900	673.84	.00	226.16	74.9%
A1450 540420 Office supplies	3,000	0	3,000	802.42	.00	2,197.58	26.7%
A1450 540480 Postage	18,000	0	18,000	7,393.12	.00	10,606.88	41.1%
A1450 540485 Printing/Paper	1,500	0	1,500	454.35	.00	1,045.65	30.3%
A1450 540490 Election Expense	40,500	16,910	57,410	38,575.83	.00	18,834.39	67.2%
A1450 540550 Rent	3,000	0	3,000	1,200.00	.00	1,800.00	40.0%
A1450 540560 Repairs	0	144	144	-1,130.41	.00	1,274.84	-782.7%
A1450 540620 Software Expense	63,700	0	63,700	57,760.00	.00	5,940.00	90.7%
A1450 540733 Training/All Other	9,000	-444	8,556	4,060.11	.00	4,495.46	47.5%
A1450 581088 State Retirement F	20,662	0	20,662	21,419.91	.00	-757.71	103.7%*
A1450 583088 Social Security Fr	17,882	0	17,882	14,433.39	.00	3,448.77	80.7%
A1450 584088 Workers Compensati	7,347	0	7,347	7,198.59	.00	148.11	98.0%
A1450 585588 Disability Insuran	271	0	271	195.75	.00	75.69	72.1%
A1450 586088 Health Insurance F	75,034	0	75,034	59,915.94	.00	15,117.94	79.9%
A1450 588988 Eap Fringe	88	0	88	82.32	.00	5.48	93.8%
TOTAL Elections	710,481	0	710,481	443,913.89	26,540.00	240,027.29	66.2%
TOTAL General Fund	710,481	0	710,481	443,913.89	26,540.00	240,027.29	66.2%
TOTAL REVENUES	-3,000	-16,910	-19,910	-5,863.89	.00	-14,046.33	
TOTAL EXPENSES	713,481	16,910	730,391	449,777.78	26,540.00	254,073.62	



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2022 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,481	0	710,481	443,913.89	26,540.00	240,027.29	66.2%

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

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

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 Vera Lin Layman be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2023 through December 31, 2024.