

# ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 5, 2024

10:30 a.m.

## AGENDA

### APPROVAL OF MINUTES

### FINANCIAL

- YTD Budget Report attached

### OLD BUSINESS

- See February minutes

### NEW BUSINESS

- Presidential Primary Ballots certified and created
- Test Decking for voting machines done, and e-pollbook testing to begin week of 3/4
- Enrollment Hold began 2/14
- Re-districting passed for Congressional lines. All of 19<sup>th</sup> District moving to 23<sup>rd</sup> District
- Designating Petitions began circulating on 2/27. Congressional began a couple days later once redistricting was passed. Training staff on acceptance
- Tioga County Running for Office booklet being updated for 2024
- Election Inspectors almost all complete for county trainings online Scheduling began for Early Voting (3/23 – 3/30), and Election Day (4/2)
- Schedule new inspectors for election training
- NYSTEC assessment meeting held 2/29. Good progress made with IT/NYSBOE.

### PERSONNEL

- Hired Diane Murphy as PT Election Worker(R); start date 3/25
- PT Machine Technician (D) candidate chosen; Michaela Nelson with start date 3/13
- Hired Amy Ross as PT Election Worker (D); start date 3/25
- Both deputies, Amber Duke and James Hoover started I4A training

### RESOLUTIONS

- Appointment of Election Worker Part Time (2)
- Appointment of Voting Machine Technician Part Time

### ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A1450 Elections</b>							
A1450 412910 Elect Fees	-4,000	0	-4,000	-2.00	.00	-3,998.00	.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	0	0	.00	.00	.00	.0%
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	31,864.72	.00	176,849.28	15.3%
A1450 510020 Salary Pt	125,408	0	125,408	14,018.09	.00	267,107.91	5.0%
A1450 510030 Salary Ot	11,000	155,718	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 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 Cgnt 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	336.04	26.77	4,637.19	7.3%
A1450 540390 Mileage	900	0	900	123.85	.00	776.15	13.8%
A1450 540390 COV19 Mileage	0	0	0	.00	.00	.00	.0%
A1450 540420 Office Sup	3,000	0	3,000	.31	.00	2,999.69	.0%
A1450 540420 COV19 Office Sup	0	0	0	.00	.00	.00	.0%
A1450 540480 Postage	18,000	0	18,000	488.40	.00	17,511.60	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 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	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	0	60,000	6,571.22	700.00	52,728.78	12.1%
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	2,290.46	.00	6,409.54	26.3%
A1450 581088 St Ret	10,421	19,572	29,993	8,758.40	.00	21,234.25	29.2%
A1450 583088 Social Sec	0	17,064	17,064	3,503.76	.00	13,560.62	20.5%
A1450 584088 Work Comp	9,014	-2,154	6,859	5,974.80	.00	884.67	87.1%
A1450 584588 Life Ins	0	0	0	.00	.00	.00	.0%
A1450 585088 Unemp Ins	0	0	0	.00	.00	.00	.0%
A1450 585588 Disab Ins	0	227	227	52.20	.00	175.04	23.0%
A1450 586088 Health Ins	27,183	53,800	80,983	13,108.00	.00	67,875.19	16.2%
A1450 588988 Eap	19	71	90	79.30	.00	10.63	88.2%
TOTAL Elections	745,100	88,580	833,680	135,295.36	726.77	697,657.73	16.3%
TOTAL General Fund	745,100	88,580	833,680	135,295.36	726.77	697,657.73	16.3%
TOTAL REVENUES	-4,000	0	-4,000	-2.00	.00	-3,998.00	
TOTAL EXPENSES	749,100	88,580	837,680	135,297.36	726.77	701,655.73	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024\_02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H Capital Fund							
<b>H1450 Elections</b>							
H1450 430891 CYBER SSG-CYBER	0	0	0	.00	.00	.00	.0%
H1450 439060 Sa Elect	0	0	0	.00	.00	.00	.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	51,282	51,282	51,281.65	.00	.00	100.0%
TOTAL Capital Fund	0	51,282	51,282	51,281.65	.00	.00	100.0%
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 02

	ORIGINAL APPROP	TRANSFERS/ ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	139,862	884,962	186,577.01	726.77	697,657.73	21.2%

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

TIOGA COUNTY, NEW YORK

# Board of Elections

1062 State Route 38 P.O. Box 306 Owego, NY 13827



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, February 6, 2024

10:30 am

MINUTES

### ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ronald Ciotoli and William Standinger  
Commissioner Kelly A Johnson  
Guests Cathy Haskell (Legislative Clerk), Peter Dewind (County Attorney), Michael Medina (Newark Valley High School intern with New Visions program)

### APPROVAL OF JANUARY MINUTES

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

### FINANCIAL

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

### OLD BUSINESS

See January minutes. Shared with committee regarding NYSECA Winter Conference findings on how other county boards are handling the county training for election inspectors. The Board of Elections is confident that Tioga County is going about this in the correct manner. Legislator Mullen agreed that we are following our county policy.

### NEW BUSINESS

Update on Dominion being on-site and installed the new EMS server and provided our upgrade. Testing was completed on the 9 new ICP2's by both Dominion and NYSBOE.

Four BOE employees traveled to and stayed in Seneca County for training on the new Dominion EMS. Commissioner Johnson stated that it was not only more cost effective to do it this way, but also Dominion couldn't have completed our training at our facility until May. Legislator Ciotoli stated that was a smart move.

## RESOLUTION

Resolution B04 presented to authorize Board of Election Budget Transfer to Pay Election Inspectors

Meeting adjourned

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF ELECTION WORKER PART-TIME  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of Election Worker, Part-Time (Republican), has been vacant since October 25, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on November 21, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Diane B. Murphy be appointed as Election Worker, Part-Time effective March 25, 2024 at the 2024 rate of \$15.00/hr.



REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF ELECTION WORKER PART-TIME  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of Election Worker, Part-Time (Democratic), has been vacant since February 16, 2024; and

WHEREAS: Authorization to backfill the vacancy was approved on February 22, 2024; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Amy L. Ross be appointed as Election Worker, Part-Time effective March 25, 2024 at the 2024 rate of \$15.00/hr.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF  
VOTING MACHINE TECHNICIAN (PT)  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of the Democratic Voting Machine Technician (PT) has been vacant since December 12, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on December 15, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Michaela Nelson be appointed as Democratic Voting Machine Technician (PT) effective March 13, 2024 at the 2024 rate of \$22.82/hr.