



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 3, 2026

10:30 a.m.

### AGENDA

#### APPROVAL OF MINUTES

#### FINANCIAL

- YTD Budget Report attached
- Treasurer rolled the money forward for grants

#### OLD BUSINESS

- See February minutes
- National Change of Address (NCOA) List Maintenance Completed

#### NEW BUSINESS

- Met with Legislator Aronstam per request; also toured facility
- Created new COOP for BOE
- Commissioner Wahls and Deputy Hoover Presented to OACSD Government Classes
- Party Enrollment Deadline: Deputies worked Saturday Feb 14
- Official Enrollment Numbers submitted to State
- Automatic Voter Registration (AVR) implemented at DMV
- Met with Bryan Goodrich to assist with Address/Location Issues in County
- Petition circulation began Feb 24; submission deadline Apr 6.
- Commissioners to complete Accessibility Surveys for nine polling locations; Mar 4-6.

#### PERSONNEL

- Machine Technician Dan Cacciaglia started Jan 28.

#### RESOLUTIONS / PROCLAMATIONS

- Authorize per-election stipends for certain election inspector duties.



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 3, 2026

10:30 a.m.

### MINUTES

#### ATTENDANCE

Present: Legislators Andy Aronstam, Ron Ciotoli, Bill Standinger, and Jake Brown. Commissioners James Wahls and Kelly Johnson. Guests: Legislative Chair Tracy Monell, Legislative Clerk Cathy Haskell, County Administrator Jackson Bailey, County Attorney Peter DeWind, Legislator Jo Ellen Rose

#### APPROVAL OF MINUTES

Motion by Legislator Ciotoli, seconded by Legislator Brown. All in favor. Carried.

#### FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns. Commissioner Wahls gave update on remaining state grants from 2025. Received reimbursements from Electronic Pollbook Grant and General Election Grant which closed out both. Received reimbursement for Ballot by Mail Grant with remaining balance of \$12,342.58 and further noted that Vote by Mail Grant still has funds available as well.

#### OLD BUSINESS

See December minutes.

Update provided that the Town of Newark Valley Supervisor race was now certified following the conclusion of the court case.

#### NEW BUSINESS

Petitions begin in February. Circulating dates and submission dates were shared including an explanation of the filing period modification for designating petitions with regards to the Protect Passover Act.

Our annual organizational meeting was held Jan 20.

The board completed our annual report to the NYS Board of Elections by the due date.

NCOA (National Change of Address) to begin in February. Commissioner Wahls gave an overview of what that entails.

Commissioner Johnson gave a brief update on the topics that are covered in the ECA Conferences we attend, and that on behalf of both commissioners, we appreciate the legislature allowing us to attend these very informative and helpful sessions.

We held a Help America Vote Day event in the lobby of 56 Main St near the DMV. Two of our current election inspectors worked at an information table to speak with potential poll workers.

#### PERSONNEL

Hired Dan Cacciaglia as Voting Machine Technician (R). Noted that he has been a machine inspector for us since 2022 and has familiarity with the voting machines.

Commissioner Johnson mentioned that we are looking into training dates with Liberty Vote for Technician Cacciaglia to get prepared and ready before the elections. Legislator Standinger reiterated that training is key and multiple staff, specifically commissioners be trained on the machinery as well. Commissioner Johnson said her plan is to also attend the training along with her deputy, James Hoover.

#### RESOLUTIONS / PROCLAMATIONS

Resolution was presented to Authorize Budget Transfer to replace existing conference room chairs utilizing the Ballot by Mail Grant. Committee was unanimously in favor.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

|                                   | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL       | ENCUMBRANCES    | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-----------------------------------|--------------------|----------------------|-------------------|------------------|-----------------|---------------------|----------------|
| <b>A1450 Elections</b>            |                    |                      |                   |                  |                 |                     |                |
| A1450 412910 Election Fees        | -4,000             | 0                    | -4,000            | .00              | .00             | -4,000.00           | .0%            |
| A1450 510010 Full Time            | 223,578            | 0                    | 223,578           | 23,128.98        | .00             | 200,449.02          | 10.3%          |
| A1450 510020 Part Time/Temporar   | 225,562            | 0                    | 225,562           | 2,699.83         | .00             | 222,862.17          | 1.2%           |
| A1450 510030 Overtime Pay Only    | 11,000             | 0                    | 11,000            | .00              | .00             | 11,000.00           | .0%            |
| A1450 520090 Computer             | 2,000              | 0                    | 2,000             | .00              | .00             | 2,000.00            | .0%            |
| A1450 520130 Equipment (Not Car   | 5,000              | 0                    | 5,000             | .00              | .00             | 5,000.00            | .0%            |
| A1450 530551 Maintenance in Lie   | 27,223             | 0                    | 27,223            | .00              | .00             | 27,223.00           | .0%            |
| A1450 540010 Advertising          | 3,500              | 0                    | 3,500             | .00              | .00             | 3,500.00            | .0%            |
| A1450 540140 Contracting Servic   | 600                | 0                    | 600               | 54.42            | .00             | 545.58              | 9.1%           |
| A1450 540320 Leased/Service Equ   | 4,000              | 0                    | 4,000             | .00              | .00             | 4,000.00            | .0%            |
| A1450 540390 Mileage Expense      | 600                | 0                    | 600               | 24.85            | 475.15          | 100.00              | 83.3%          |
| A1450 540420 Office Supplies      | 3,000              | 0                    | 3,000             | .00              | .00             | 3,000.00            | .0%            |
| A1450 540480 Postage              | 15,000             | 0                    | 15,000            | .00              | .00             | 15,000.00           | .0%            |
| A1450 540485 Printing/Paper       | 2,500              | 0                    | 2,500             | 27.94            | 938.75          | 1,533.31            | 38.7%          |
| A1450 540490 Election Expense     | 44,000             | 0                    | 44,000            | .00              | 176.00          | 43,824.00           | .4%            |
| A1450 540550 Rent                 | 3,000              | 0                    | 3,000             | .00              | .00             | 3,000.00            | .0%            |
| A1450 540560 Repairs              | 500                | 0                    | 500               | .00              | .00             | 500.00              | .0%            |
| A1450 540620 Software Expense     | 68,438             | 0                    | 68,438            | 46,345.82        | .00             | 22,092.60           | 67.7%          |
| A1450 540733 Training/All Other   | 10,000             | 0                    | 10,000            | 2,578.00         | 6,000.00        | 1,422.00            | 85.8%          |
| A1450 581088 State Retirement F   | 65,191             | 0                    | 65,191            | 3,646.77         | .00             | 61,544.23           | 5.6%           |
| A1450 583088 Social Security Fr   | 35,005             | 0                    | 35,005            | 2,000.88         | .00             | 33,004.12           | 5.7%           |
| A1450 584088 Workers Compensati   | 8,255              | 0                    | 8,255             | 853.02           | .00             | 7,401.98            | 10.3%          |
| A1450 585588 Disability Insuran   | 395                | 0                    | 395               | 26.64            | .00             | 368.36              | 6.7%           |
| A1450 586088 Health Insurance F   | 130,532            | 0                    | 130,532           | 12,136.17        | .00             | 118,395.83          | 9.3%           |
| A1450 588988 Eap Fringe           | 106                | 0                    | 106               | 10.62            | .00             | 95.38               | 10.0%          |
| <b>TOTAL NO PROJECT</b>           | <b>884,985</b>     | <b>0</b>             | <b>884,985</b>    | <b>93,533.94</b> | <b>7,589.90</b> | <b>783,861.58</b>   | <b>11.4%</b>   |
| <b>BBMG Ballot By Mail Grant</b>  |                    |                      |                   |                  |                 |                     |                |
| A1450 439060 BBMG State Aid-Elec  | 0                  | -12,343              | -12,343           | .00              | .00             | -12,342.58          | .0%            |
| A1450 520070 BBMG Chairs          | 0                  | 851                  | 851               | 850.99           | .00             | .00                 | 100.0%         |
| A1450 540490 BBMG Election Expen  | 0                  | 11,492               | 11,492            | .00              | .00             | 11,491.59           | .0%            |
| <b>TOTAL Ballot By Mail Grant</b> | <b>0</b>           | <b>0</b>             | <b>0</b>          | <b>850.99</b>    | <b>.00</b>      | <b>-850.99</b>      | <b>100.0%</b>  |
| <b>VBMG Vote by Mail 2025</b>     |                    |                      |                   |                  |                 |                     |                |
| A1450 439060 VBMG State Aid-Elec  | 0                  | -13,129              | -13,129           | .00              | .00             | -13,128.77          | .0%            |



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

Table with 8 columns: ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include A1450 540490 VBMG Election Expen, H1450 Elections, and H1450 520300 Voting Machines.

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

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZE PER-ELECTION STIPENDS FOR CERTAIN  
ELECTION INSPECTOR DUTIES

WHEREAS: The Tioga County Board of Elections has historically paid additional stipends to election inspectors for taking on roles or responsibilities beyond that of a basic election inspector; and

WHEREAS: The Board of Elections would like to continue this standard practice indefinitely; and

WHEREAS: Authority rests with the County Legislature to prescribe the salaries of election inspectors; and

WHEREAS: These stipends are already planned for in the Budget and do not require additional appropriations; therefore be it

RESOLVED: That election inspectors who assume responsibility for the positions or duties listed below shall be paid, per election worked, an additional stipend of the respective amounts herein provided, until such amounts shall be further modified by resolution:

|  |         |
|--|---------|
| Poll Site Chair (3-district poll site):                | \$40.00 |
| Poll Site Chair (1- or 2-district poll site):          | \$30.00 |
| Machine Inspector:                                     | \$25.00 |
| Return of Election Materials to BOE on Election Night: | \$18.00 |