

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, May 3, 2022

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See April Minutes
- School Elections May 17
- New Election Inspector Training

NEW BUSINESS

- Voting Booths – Application of Graphics
- Purchasing new election bags
- Certification of Primary Ballot
- Military/Overseas primary ballots go out May 13
- Redistricting Ruling Implications
 - Possible second primary
 - Potential to affect election district lines
 - Send notice to eligible voters/poll sites

PERSONNEL

- Republican Deputy Commissioner and two PT Clerks started week of April 25
- Resolution to hire drivers for voting machine transport

RESOLUTIONS

- APPOINTMENT OF BOARD OF ELECTIONS DRIVERS PT

PROCLAMATIONS – none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, April 5, 2022

10:30 a.m.

MINUTES

ATTENDANCE:

Legislators Brown, Ciotoli, Hollenbeck, Standing, and Sauerbrey

Commissioner Wahls

Guests: Cathy Haskell

Absent: Commissioner Layman

APPROVAL OF MINUTES

Motion by B. Standing, second by E. Hollenbeck, all in favor, carried.

FINANCIAL

YTD Budget Report was reviewed.

OLD BUSINESS

No discussion, see March Minutes.

NEW BUSINESS

Designating Petition filing began April 4, last day to file is April 7. Commissioner Layman stayed at office instead of attend this meeting to ensure bipartisan receipt of petition filings.

Trainings for new election inspectors scheduled for April 19 and 21, with 20+ registrants.

BOE technicians are driving to Schenectady with Buildings and Grounds staff on April 6 to pick up 150 privacy booths, donated to us by Schenectady County. These are more durable than our current booths and will replace our entire inventory.

Due to new Election Law for absentee canvass procedures and NYS Board of Elections regulations, Commissioners expanded upon procedure to prevent double voting, and procedure to prevent early release of election results. Procedures were attached.

BOE staff attended Clear Ballot Virtual Conference on March 29-30. This is a good refresher for using the ClearCount software and helps with development of best practices.

School Elections will be on May 17, currently Candor CSD and Waverly CSD have signed contracts with our office to utilize our services for running their elections. Owego-Apalachin CSD has also requested our services, but we are waiting on their contract.

Pending Legislation Update –

- Legislator Sauerbrey requested information about the redistricting situation. As of this moment, there is nothing for us to do with regard to the redistricting litigation in progress. We must wait for the appeals process before we will know what effect it will or will not have.
- Legislation has been proposed in the State Legislature that would increase inspector pay. It is not clear whether this will be funded if it passes.

PERSONNEL

Resolutions were presented to fill positions of Republican Deputy Commissioner, two Election Clerks PT, and Election Worker PT.

RESOLUTIONS

- APPOINTMENT OF ELECTION WORKER PT
- APPOINTMENT OF REPUBLICAN DEPUTY COMMISSIONER OF ELECTIONS BOARD
- APPOINTMENT OF ELECTION CLERKS PT

An executive session was held to discuss a personnel matter.

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-3,000	0	-3,000	-206.60	.00	-2,793.40	6.9%*
A1450 422800 CTCL Grants -Non St	0	0	0	-.01	.00	.01	100.0%
A1450 510010 Full Time	183,968	0	183,968	55,800.55	.00	128,167.45	30.3%
A1450 510020 Part Time/Temporar	127,206	0	127,206	6,717.03	.00	120,488.97	5.3%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	129.95	.00	4,870.05	2.6%
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	.00	.00	2,000.00	.0%
A1450 540143 Election Inspector	100,000	0	100,000	.00	.00	100,000.00	.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	354.76	.00	5,145.24	6.5%
A1450 540390 Mileage Expense	600	0	600	120.52	.00	479.48	20.1%
A1450 540420 Office Supplies	3,000	0	3,000	254.22	.00	2,745.78	8.5%
A1450 540480 Postage	18,000	0	18,000	4,964.14	.00	13,035.86	27.6%
A1450 540485 Printing/Paper	1,500	0	1,500	.00	.00	1,500.00	.0%
A1450 540490 Election Expense	40,500	0	40,500	2,786.38	.00	37,713.62	6.9%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	0	0	0	-1,274.84	.00	1,274.84	100.0%
A1450 540620 Software Expense	63,700	0	63,700	48,370.00	.00	15,330.00	75.9%
A1450 540733 Training/All Other	9,000	0	9,000	1,479.60	.00	7,520.40	16.4%
A1450 581088 State Retirement F	20,662	0	20,662	7,887.73	.00	12,774.47	38.2%
A1450 583088 Social Security Fr	17,882	0	17,882	4,970.47	.00	12,911.69	27.8%
A1450 584088 Workers Compensati	7,347	0	7,347	2,105.71	.00	5,240.99	28.7%
A1450 585588 Disability Insuran	271	0	271	73.08	.00	198.36	26.9%
A1450 586088 Health Insurance F	75,034	0	75,034	20,974.78	.00	54,059.10	28.0%
A1450 588988 Eap Fringe	88	0	88	24.08	.00	63.72	27.4%
TOTAL Elections	710,481	0	710,481	162,287.46	.00	548,193.72	22.8%
TOTAL General Fund	710,481	0	710,481	162,287.46	.00	548,193.72	22.8%
TOTAL REVENUES	-3,000	0	-3,000	-206.61	.00	-2,793.39	
TOTAL EXPENSES	713,481	0	713,481	162,494.07	.00	550,987.11	



TIOGA COUNTY, NEW YORK

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

FOR 2022 04

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,481	0	710,481	162,287.46	.00	548,193.72	22.8%

** END OF REPORT -- Generated by wahl's, James **

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --22

APPOINTMENT OF BOARD OF ELECTIONS DRIVERS
PT

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: Two positions for Driver PT for voting machine transportation, one Republican and one Democrat, were approved by the County Legislature to be added to the Board of Elections authorized part-time employee head count, effective January 1, 2022; and

WHEREAS: The Driver positions have been vacant since January 1, 2022; and

WHEREAS: The Election Commissioners have selected candidates to fill said vacancies; therefore be it

RESOLVED: That Charles W. Truman, Jr. and Kenneth I. Smith shall be appointed as Drivers PT, effective May 11, 2022, at the rate of \$15.00/hr.