



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, June 2, 2026

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Grants update – extensions and new grants from NYS Budget

OLD BUSINESS

- See May minutes
- Updates:
 - Independent Petitions: Two turned in
 - Ballot certification for PE26 completed
 - Pre-election testing completed
 - Mail Ballots sent timely; receiving and canvassing started

NEW BUSINESS

- MS-ISAC / EI-ISAC Membership
- Heat mitigation and accessibility modifications for poll sites
- PE26 Calendar
 - Early Voting June 13-21. Election Day June 23
 - Countywide DEM Primary for Comptroller and Congress 23rd Dist.
 - REP Primary Town of Spencer Justice
 - Audit machines June 26
 - Review Affidavits and Invalid Mail Ballots June 29
 - Recanvass begins July 1 till complete
 - Canvass and Audit due to State July 6

PERSONNEL

- Office Staff attended on-site Liberty Vote Software Training May 5-7
- 137 signed up for summer inspector training; goal of at least 185

RESOLUTIONS / PROCLAMATIONS

- NONE



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, May 5, 2026

10:30 a.m.

MINUTES

ATTENDANCE

Legislators Andrew Aronstam, Jake Brown, Ronald Ciotoli, and Bill Standing.
Commissioner James Wahls.

Guests: County Administrator Jackson Bailey, County Attorney Peter DeWind, Legislative Clerk Cathy Haskell, and Legislator Jo Ellen Rose.

Absent: Commissioner Kelly Johnson.

APPROVAL OF MINUTES

Motion by Legislator Brown. Seconded by Legislator Ciotoli. All in favor. Carried.

FINANCIAL

The YTD Budget Report was presented. No questions.

OLD BUSINESS

See April minutes.

Update on petitions: The period to carry independent petitions is in progress. The Commissioners anticipate one Independent Petition, possibly two, to be filed for local offices based on people who have expressed interest to our office. Legislator Ciotoli asked what the deadline was to file independent petitions. Commissioner Wahls stated the last day to file is the day after Memorial Day (May 26th), but they can also be filed the week before (as early as May 19th).

Mail Check cards dropped timely in the mail on April 21.

Commissioner Johnson and Deputy Hoover presented to another Government class at Waverly High School on April 13.

NEW BUSINESS

The 2026 Primary ballot has been certified. The State BOE certified their portion on April 29, and counties certified on April 30th. Ballot creation is in progress and pre-election testing is scheduled for later this month.

Primary Election information has been shared with media, social media, and posted on the county website.

The absentee ballot transmittal deadline for Military, Federal, UOCAVA (overseas) voters is this Friday, May 8. The Board is on track to meet the deadline. Regular mail ballots are planned to be mailed out by the end of next week.

School elections are on May 19. BOE provides services to Waverly, Candor, and Owego-Apalachin school districts, including ballot creation and use of voting machines.

State BOE recently approved new voter registration forms. The State provides the forms at no cost to the counties. The affidavit oath envelopes for affidavit ballots also must be updated to align with the new registration form, so we have ordered a fresh stock of those.

Due to a law passed in 2024, the NYSBOE has created a new Voting & Elections Database (VEDA) which will be a central repository for election data from all election authorities in NYS, including county boards of elections, village clerks, and school districts, for elections held after April 1, 2026. NYSBOE has begun holding meetings about the new reporting requirements with those affected. VEDA is expected to be fully functional by January 2027.

PERSONNEL

A training class for new election inspectors was held on April 15. There were 13 attendees, but one has chosen not to continue. The second class scheduled for April 29th was cancelled due to lack of interest.

The inspector training schedule for summer/fall has been set and mailed out to current and prospective inspectors. A request for availability to work the June primary was also sent to currently certified inspectors so work assignments can be made. We plan to mail the primary election assignment letters by May 15th.

BOE office staff are attending on-site Liberty Vote software training May 5-7, so staff are cross trained in using the ballot creation software. Commissioner Wahls also explained that election projects are now being developed entirely in-house rather than using a vendor to start the projects, which eliminates a (small) cybersecurity risk, and improves staff proficiency with and understanding of the election management software.

RESOLUTIONS / PROCLAMATIONS - None

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-4,000	0	-4,000	-120.00	.00	-3,880.00	3.0%*
A1450 510010 Full Time	223,578	0	223,578	83,092.38	.00	140,485.62	37.2%
A1450 510020 Part Time/Temporar	225,562	0	225,562	15,277.52	.00	210,284.48	6.8%
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	910.66	2,589.34	26.0%
A1450 540140 Contracting Servic	600	0	600	152.98	.00	447.02	25.5%
A1450 540320 Leased/Service Equ	4,000	-1,000	3,000	.00	.00	3,000.00	.0%
A1450 540390 Mileage Expense	600	0	600	60.24	439.76	100.00	83.3%
A1450 540420 Office supplies	3,000	0	3,000	1,261.31	.00	1,738.69	42.0%
A1450 540480 Postage	15,000	0	15,000	6,804.01	.00	8,195.99	45.4%
A1450 540485 Printing/Paper	2,500	50	2,550	294.90	832.57	1,422.53	44.2%
A1450 540490 Election Expense	44,000	0	44,000	7,754.83	2,628.00	33,617.17	23.6%
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	63,913.62	.00	4,524.80	93.4%
A1450 540733 Training/All Other	10,000	1,000	11,000	8,621.46	.00	2,378.54	78.4%
A1450 581088 State Retirement F	65,191	0	65,191	12,351.73	.00	52,839.27	18.9%
A1450 583088 Social Security Fr	35,005	0	35,005	7,078.08	.00	27,926.92	20.2%
A1450 584088 Workers Compensati	8,255	0	8,255	3,506.86	.00	4,748.14	42.5%
A1450 585588 Disability Insuran	395	0	395	88.80	.00	306.20	22.5%
A1450 586088 Health Insurance F	130,532	0	130,532	40,453.90	.00	90,078.10	31.0%
A1450 588988 Eap Fringe	106	0	106	43.66	.00	62.34	41.2%
TOTAL NO PROJECT	884,985	50	885,035	250,636.28	4,810.99	629,588.15	28.9%
BBMG Ballot By Mail Grant							
A1450 439060 BBMG State Aid-Elec	0	-12,343	-12,343	-850.99	.00	-11,491.59	6.9%*
A1450 520070 BBMG Chairs	0	851	851	850.99	.00	.00	100.0%
A1450 540480 BBMG Postage Ballot	0	1,000	1,000	263.68	.00	736.32	26.4%
A1450 540490 BBMG Election Expen	0	10,492	10,492	1,196.00	.00	9,295.59	11.4%
TOTAL Ballot By Mail Grant	0	0	0	1,459.68	.00	-1,459.68	100.0%
VBMG Vote by Mail 2025							
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 05

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 wahls, James **