



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, January 7, 2025

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Grants update:
 - Claims submitted to close out two grants
 - Awaiting final state approval for submitted 2024 grants

OLD BUSINESS

- See December Minutes
- 2024 Annual Survey for NYSBOE; completed ahead of schedule.
- NYSECA Winter Conference January 14-17, 2025; Commissioners Wahls and Johnson, and Deputy Hoover to attend.

NEW BUSINESS

- Election cleanup
- Certification of offices to be filled for 2025 General Election
- Updates on Even Year Election Law and Train the Trainer program from NYS?
- Strategic Plan Status Update

PERSONNEL

- Post-election feedback surveys sent to poll site chairpersons and new inspectors
- Driver, Ken Smith, retired; Driver, Charles Truman contemplating retirement; Need to resolve issue of replacing drivers

RESOLUTIONS / PROCLAMATIONS

- AUTHORIZATION TO PURCHASE REPLACEMENT LAPTOPS FOR ELECTRONIC POLL BOOKS AND BUDGET AMENDMENT
- RENEW BALLOT PRINTING AGREEMENT WITH PHOENIX GRAPHICS FOR FIVE YEARS



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, December 3, 2024

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, Ron Ciotoli, and Bill Standing.
Commissioners Kelly Johnson and James Wahls.
Guests: Legislative Clerk Cathy Haskell, County Administrator Jackson Bailey.
Absent: Legislator Jake Brown.

APPROVAL OF OCTOBER MINUTES

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

FINANCIAL

The BOE Year to Date Budget Report was presented. Commissioner Wahls noted that December will be dedicated to completing grant paperwork and claims.

OLD BUSINESS

See October Minutes.

2024 General Election Recap:

Voter turnout statistics were presented.

24,839 ballots were cast out of 35,268 registered voters (active and inactive), equating to 70.4% turnout. By comparison, the 2020 General Election had 71.0% turnout, and the 2016 General Election had 67.3% turnout.

Of the ballots cast, 2,006 (8.1%) voted by mail, 6,188 (24.9%) voted early in person, 16,278 (65.5%) voted in person on Election Day, and 366 (1.5%) voted by affidavit (out of 492 affidavit ballots submitted).

This was a record number of affidavits submitted/cast in Tioga County and took 2.5 days for six staff to complete the research.

The implementation of ePollbook connectivity was successful. All locations were able to connect, including locations known to have poor cellular service.

Per Election Law, counties must audit at least 3% of voting machines used in an election, and at least 3% of election districts for scanned mail ballots. In Tioga County, that

amounts two one machine from Early Voting, two machines from Election Day, and two election districts for the scanned mail ballots. These post-election audits were completed with no discrepancies uncovered.

Since additional mail ballots and affidavit ballots were scanned after the audits were completed, an additional audit must be conducted pursuant to state regulation. The Board scheduled the final audit of scanned mail ballots and affidavits to take place on Dec. 4th.

Tioga County election results were certified on Nov. 25th, and notifications were sent to the winning local candidates.

Legislator Mullen commented that the Tioga County Board of Elections has been doing a commendable job and appreciated the Board's ability to work as a bipartisan team without conflict.

NEW BUSINESS

We have received the 2024 Annual Survey for NYSBOE and will be working on that through January.

Both Commissioners and Deputy Commissioner Hoover plan to attend the NYS Election Commissioners' Association Winter Conference January 14-17, 2025.

PERSONNEL

A total of 186 election inspectors worked for 2024 General Election. We were able to assign more than the minimum at many locations to accommodate the volume of voters, and not many people called out.

Commissioner Johnson was nominated by the Tioga County Republican Committee to continue serving for 2025-2026 term.

RESOLUTIONS / PROCLAMATIONS

The following resolutions were presented, and were passed by the Committee:

- AUTHORIZE 2025 SALARIES/WAGES (BOARD OF ELECTIONS)
- APPOINTMENT OF REPUBLICAN ELECTION COMMISSIONER

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections								
A1450	412910	Elect Fees	-4,000	0	-4,000	-4,999.45	.00	999.45 125.0%
A1450	422800	CTCL GRANTS	0	0	0	.00	.00	.0%
A1450	427010	Rf Of Py E	0	0	0	.00	.00	.0%
A1450	439060	Sa Elect	0	-9,281	-9,281	-9,281.44	.00	.00 100.0%
A1450	439060	BBMG Sa Elect	0	-28,516	-28,516	.00	.00	-28,516.18 .0%*
A1450	439060	EV Sa Elect	0	0	0	.00	.00	.0%
A1450	439060	EV19 Sa Elect	0	0	0	.00	.00	.0%
A1450	439060	EV20 Sa Elect	0	0	0	.00	.00	.0%
A1450	439060	GE24 Sa Elect	0	-21,455	-21,455	.00	.00	-21,454.93 .0%*
A1450	440890	Fa Hava	0	0	0	.00	.00	.0%
A1450	440890	COV19 Fa Hava	0	0	0	.00	.00	.0%
A1450	510010	Salary Ft	208,714	0	208,714	198,542.50	.00	10,171.50 95.1%
A1450	510020	Salary Pt	125,408	155,718	281,126	205,021.78	.00	76,104.22 72.9%
A1450	510030	Salary Ot	11,000	0	11,000	8,548.96	.00	2,451.04 77.7%
A1450	510040	Work Comp	0	0	0	.00	.00	.0%
A1450	510050	Salary Oth	0	0	0	.00	.00	.0%
A1450	520090	computer	2,000	-1,701	299	298.66	.00	.00 100.0%
A1450	520130	Equipnocar	5,000	1,701	6,701	621.27	.00	6,080.07 9.3%
A1450	520130	CTCL Equipnocar	0	0	0	.00	.00	.0%
A1450	520130	GE24 Equipnocar	0	5,337	5,337	5,337.11	.00	.00 100.0%
A1450	520220	Printer	0	0	0	.00	.00	.0%
A1450	520490	Election E	0	0	0	.00	.00	.0%
A1450	520620	Software	0	0	0	.00	.00	.0%
A1450	530100	Data Proc	0	0	0	.00	.00	.0%
A1450	530300	Legal	0	0	0	.00	.00	.0%
A1450	530551	MLR	27,223	0	27,223	22,239.00	.00	4,984.00 81.7%
A1450	540000	Other	0	0	0	.00	.00	.0%
A1450	540010	Advertisin	2,500	0	2,500	2,449.43	.00	50.57 98.0%
A1450	540010	COV19 Advertisin	0	0	0	.00	.00	.0%
A1450	540010	EV19 Advertisin	0	0	0	.00	.00	.0%
A1450	540140	Cont Svs	0	0	0	.00	.00	.0%
A1450	540143	Elect Ins	123,318	-123,318	0	.00	.00	.0%
A1450	540143	EV Elect Ins	32,400	-32,400	0	.00	.00	.0%
A1450	540143	EV19 Elect Ins	0	0	0	.00	.00	.0%
A1450	540143	EV20 Elect Ins	0	0	0	.00	.00	.0%
A1450	540320	Leased Eq	5,000	0	5,000	2,546.70	.00	2,453.30 50.9%
A1450	540390	Mileage	900	0	900	431.44	.00	468.56 47.9%
A1450	540390	COV19 Mileage	0	0	0	.00	.00	.0%
A1450	540420	Office Sup	3,000	0	3,000	1,636.59	.00	1,363.41 54.6%
A1450	540420	COV19 Office Sup	0	0	0	.00	.00	.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 540480 Postage	18,000	-415	17,585	16,370.32	.00	1,214.52	93.1%
A1450 540480 BBMG Postage	0	3,940	3,940	2,415.16	.00	1,525.11	61.3%
A1450 540480 COV19 Postage	0	0	0	.00	.00	.00	.0%
A1450 540485 Printpaper	1,500	0	1,500	108.36	.00	1,391.64	7.2%
A1450 540485 EV19 Printpaper	0	0	0	.00	.00	.00	.0%
A1450 540490 Elect Exp	60,000	7,201	67,201	51,395.43	.00	15,805.17	76.5%
A1450 540490 BBMG Elect Exp	0	25,072	25,072	2,341.52	.00	22,730.39	9.3%
A1450 540490 COV19 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 540490 GE24 Elect Exp	0	8,926	8,926	8,925.69	.00	.00	100.0%
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	1,200.00	.00	2,400.00	33.3%
A1450 540560 Repairs	500	0	500	255.00	.00	245.00	51.0%
A1450 540620 Software	63,700	0	63,700	53,732.00	.00	9,968.00	84.4%
A1450 540660 Telephone	0	0	0	.00	.00	.00	.0%
A1450 540733 Train Oth	8,700	2,000	10,700	10,557.74	.00	142.26	98.7%
A1450 581088 St Ret	10,421	45,688	56,109	56,109.40	.00	.00	100.0%
A1450 583088 Social Sec	0	22,242	22,242	22,241.62	.00	.00	100.0%
A1450 584088 Work Comp	9,014	33,617	42,631	42,630.69	.00	.00	100.0%
A1450 584588 Life Ins	0	0	0	.00	.00	.00	.0%
A1450 585088 Unemp Ins	0	5,038	5,038	5,038.00	.00	.00	100.0%
A1450 585588 Disab Ins	0	273	273	273.49	.00	.00	100.0%
A1450 586088 Health Ins	27,183	41,547	68,730	68,730.45	.00	.00	100.0%
A1450 588988 Eap	19	547	566	565.82	.00	.00	100.0%
TOTAL Elections	745,100	141,761	886,860	776,283.24	.00	110,577.10	87.5%
TOTAL General Fund	745,100	141,761	886,860	776,283.24	.00	110,577.10	87.5%
TOTAL REVENUES	-4,000	-59,253	-63,253	-14,280.89	.00	-48,971.66	
TOTAL EXPENSES	749,100	201,013	950,113	790,564.13	.00	159,548.76	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

Table header with columns: ACCOUNTS FOR: H Capital Fund, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL

H1450 Elections

Main data table listing various election categories (e.g., CYBER SSG-CYBER, Sa Elect, EP19 Sa Elect) with corresponding budget values and percentages.



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	148,953	894,052	779,786.78	.00	114,265.69	87.2%
** END OF REPORT - Generated by Johnson, Kelly **							

Taxpayer Value Objectives

Increase Department Visibility and Voter Outreach via Social Media and Traditional Media

Project Owner: Board of Elections

Quarter 1 Milestones	STATUS:	Completed
§ Establish BOE Facebook page, begin utilizing traditional media via press releases, make contacts with WEBO radio.		
Quarter 2 Milestones	STATUS:	Completed
§ Minimum bi-weekly posts on FB page; press releases for registration and absentee deadlines, early voting and election day.		
Quarter 3 Milestones	STATUS:	Completed
§ Press releases for election inspector recruitment/training; recruit at least 20 new inspectors (on top of current).		
Quarter 4 Milestones	STATUS:	In Progress
§ Have an informed public for the general election and at least 80% voter turnout at the polls.		

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Accessibility to Services Objectives

Identify and Address Deficiencies in Poll Site Accessibility

Project Owner: Board of Elections

Quarter 1 Milestones	STATUS:	In Progress
§ Visit and assess each poll site; order any materials required to mitigate.		
Quarter 2 Milestones	STATUS:	In Progress
§ Address all deficiencies in ADA compliance.		
Quarter 3 Milestones	STATUS:	On Hold
§ Survey election inspectors post-primary to gather information on accessibility issues they may have seen.		
Quarter 4 Milestones	STATUS:	Completed
§ Complete General Election with all sites fully accessible, and no ADA complaints.		

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Ensure Board of Election Website and Documents Posted Online are ADA Compliant

Project Owner: Board of Elections

Quarter 1 Milestones	STATUS:	In Progress
§ Investigate electronic accessibility remediation options.		
Quarter 2 Milestones	STATUS:	In Progress
§ Choose cost-effective software/program to implement and begin implementation.		
Quarter 3 Milestones	STATUS:	In Progress
§ Replace inaccessible electronic documents with accessible versions.		
Quarter 4 Milestones	STATUS:	In Progress
§ Website and public documents are 100% accessible.		

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:
 Nuance Power PDF has accessibility checker to help with this, which we utilize, but some work must be done manually. Request for training on creating ADA compliant documents

Workforce Objectives

Implement New State Requirements for Election Inspector Training

Project Owner: Board of Elections

Quarter 1 Milestones § Await implementation of train-the-trainer program by NYSBOE.	STATUS: In Progress
Quarter 2 Milestones § Commissioners and techs attend train-the-trainer program.	STATUS: On Hold
Quarter 3 Milestones § Incorporate any new requirements into Q3 county inspector training.	STATUS: On Hold
Quarter 4 Milestones § Offer additional inspector training in Q4, per new legal requirements.	STATUS: On Hold

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:
 "Train the Trainer" begins Spring 2025

Community Partnership Objectives

Work with Other Organizations to Expand Voter Registration and Education Opportunities

Project Owner: Board of Elections

Quarter 1 Milestones § Update contact list for nursing homes; find community agencies willing to collaborate.	STATUS: In Progress
Quarter 2 Milestones § Continue working with nursing homes, Sheriff's Office, schools, community agencies on voter registration and absentee programs.	STATUS: In Progress
Quarter 3 Milestones § Continue working with nursing homes, Sheriff's Office, schools, community agencies on voter registration and absentee programs.	STATUS: In Progress
Quarter 4 Milestones § Number of registered voters increase by 5% from November 2023.	STATUS: Completed

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:
 5.7% Increase in registered voters as of 12/24/2024

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 RENEW BALLOT PRINTING AGREEMENT WITH
PHOENIX GRAPHICS FOR FIVE YEARS

WHEREAS: The Tioga County Board of Elections has partnered with Phoenix Graphics, Inc. to print balloting materials for over ten years; and

WHEREAS: The current agreement with Phoenix Graphics expired December 31, 2024; and

WHEREAS: The cost of printing ballots occasionally exceeds \$10,000, thus requiring a resolution to approve a new agreement; and

WHEREAS: There are a limited number of vendors to provide this service in New York State, and quotes received from the vendors for ballot printing were equal in value; and

WHEREAS: Phoenix Graphics has provided exemplary customer service to the Board of Elections, already has the Board's templates, and is well familiar with the needs of the Board, thus the election commissioners wish to continue utilizing this company's services; therefore be it

RESOLVED: The Board of Elections is authorized to enter into a new ballot printing agreement with Phoenix Graphics from January 1, 2025, through December 31, 2029, where the per ballot cost to the County for 14" and 17" ballots shall be \$0.48 and the cost per 22" ballot shall be \$0.54.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE
IT COMMITTEE

RESOLUTION NO. -25 AUTHORIZATION TO PURCHASE REPLACEMENT
LAPTOPS FOR ELECTRONIC POLL BOOKS AND
TRANSFER FUNDS

WHEREAS: The Tioga County Board of Elections currently utilizes 68 electronic poll books from Robis Elections, Inc; and

WHEREAS: The HP laptops currently in use with the electronic poll book units have reached end of life and should be replaced in order to support future Microsoft updates; and

WHEREAS: The cost to replace all the laptops is quoted by Robis at \$44,132.00, excluding shipping costs, and this shall be considered a sole source purchase due to the required custom software configuration; and

WHEREAS: Nearly 100% of the quoted amount can be reimbursed by the NYS Electronic Poll Book Grant program, previously authorized and appropriated via Tioga County Resolution No. 344-24; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to purchase replacement laptops for electronic poll books from Robis Elections, Inc. for the amount of \$44,132.00 plus shipping costs following the carryover of FY2024 unspent monies into FY2025 per Reso No. 344-24; and be it further

RESOLVED: That \$44,028.26 of the above amount shall be paid from the Electronic Poll Book Grant fund H1450-520490-E POLL, and funds exceeding this amount, which will be \$103.74 plus any shipping charges, shall be initially and additionally transferred as needed from A1450-520130 to H1450-520490 to cover the balance; and be it further

RESOLVED: That the Tioga County Legislature authorize a transfer as follows:

FROM:	A1450 520130 EQUIPMENT (NOT CAR)	\$103.74
TO:	H1450 520490 CAPITAL ELECTION EXPENSE	\$103.74

And be it further

RESOLVED: That the following Interfund transfer be completed and appropriated:

FROM:	A9950 593000 TRANSFERS TO CAPITAL FUND	\$103.74
TO:	H1340 450310 INTERFUND TRANSFERS	\$103.74