



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, April 8, 2025

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached.

OLD BUSINESS

- See February Minutes
- Deputies visited Candor High School as part of our public outreach.
- "I Voted" sticker contest has been finalized. Flyer completed, and distributed on social media, our website, through press releases, and in collaboration with Tioga Arts Council.
- NCOA list maintenance is completed.
- Have decided on one inspector training, April 30
- Poll site agreements have been returned and site locations uploaded to NYSBOE.
- Better tracking will begin on newly stamped registration forms that were distributed.

NEW BUSINESS

- Petitions have been received as of deadline April 3.
- Six primary races will be held utilizing eight poll sites.
- Contracts mailed to schools for May 20th Budget Vote; Candor, Owego-Apalachin, Waverly.
- Mail check cards mail out from vendor on April 17.
- New laptops received and asset tags applied.
- NYSBOE visit April 8.

PERSONNEL

- Pamela Wylubski started March 12 as Republican Election Clerk PT; resigned March 26.
- Selected Kristy Whatley as Republican Election Clerk PT.
- Commissioners completed Real Leadership in I4A (second session).

RESOLUTIONS / PROCLAMATIONS

- Abolish Positions of Driver PT
- Appointment of Republican Election Clerk PT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

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	-231.40	.00	-3,768.60 5.8%*
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	0	0	.00	.00	.0%
A1450	439060	BBMG Sa Elect	0	-22,234	-22,234	.00	.00	-22,234.39 .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	0	0	.00	.00	.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	216,018	0	216,018	48,003.94	.00	168,014.06 22.2%
A1450	510020	Salary Pt	255,433	0	255,433	13,795.34	.00	241,637.78 5.4%
A1450	510030	Salary Ot	11,000	0	11,000	.00	.00	11,000.00 .0%
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	0	2,000	.00	.00	2,000.00 .0%
A1450	520130	Equipnocar	5,000	-104	4,896	.00	.00	4,896.26 .0%
A1450	520130	CTCL Equipnocar	0	0	0	.00	.00	.0%
A1450	520130	GE24 Equipnocar	0	0	0	.00	.00	.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	.00	.00	27,223.00 .0%
A1450	540000	Other	0	0	0	.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	.0%
A1450	540010	EV19 Advertisin	0	0	0	.00	.00	.0%
A1450	540140	Cont Svs	0	550	550	43.00	.00	507.00 7.8%
A1450	540143	Elect Ins	0	0	0	.00	.00	.0%
A1450	540143	EV Elect Ins	0	0	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	338.51	.00	4,661.49 6.8%
A1450	540320	ACCTG Leased Eq	0	0	0	.00	.00	.0%
A1450	540390	Mileage	600	0	600	47.66	.00	552.34 7.9%
A1450	540390	COV19 Mileage	0	0	0	.00	.00	.0%
A1450	540420	Office Sup	3,000	0	3,000	70.05	.00	2,929.95 2.3%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 540420 COV19 Office Sup	0	0	0	.00	.00	.00	.0%
A1450 540480 Postage	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540480 BBMG Postage	0	0	0	.00	.00	.00	.0%
A1450 540480 COV19 Postage	0	0	0	.00	.00	.00	.0%
A1450 540485 Printpaper	1,500	0	1,500	113.26	.00	1,386.74	7.6%
A1450 540485 EV19 Printpaper	0	0	0	.00	.00	.00	.0%
A1450 540490 Elect Exp	45,000	-550	44,450	562.55	.00	43,887.45	1.3%
A1450 540490 BBMG Elect Exp	0	22,234	22,234	.00	.00	22,234.39	.0%
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	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	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	500	0	500	.00	.00	500.00	.0%
A1450 540620 Software	66,000	0	66,000	52,475.20	.00	13,524.80	79.5%
A1450 540660 Telephone	0	0	0	.00	.00	.00	.0%
A1450 540733 Train Oth	10,000	0	10,000	3,250.70	.00	6,749.30	32.5%
A1450 581088 St Ret	46,886	0	46,886	5,469.75	.00	41,416.25	11.7%
A1450 583088 Social Sec	26,154	0	26,154	5,296.34	.00	20,857.66	20.3%
A1450 584088 Work Comp	42,560	0	42,560	2,415.20	.00	40,144.80	5.7%
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	272	0	272	62.16	.00	209.84	22.9%
A1450 586088 Health Ins	68,161	0	68,161	27,258.07	.00	40,902.93	40.0%
A1450 588988 Eap	128	0	128	31.82	.00	96.18	24.9%
TOTAL Elections	848,935	-104	848,831	159,002.15	.00	689,829.23	18.7%
TOTAL General Fund	848,935	-104	848,831	159,002.15	.00	689,829.23	18.7%
TOTAL REVENUES	-4,000	-22,234	-26,234	-231.40	.00	-26,002.99	
TOTAL EXPENSES	852,935	22,131	875,066	159,233.55	.00	715,832.22	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: H	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
Capital Fund							
H1450 Elections							
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 439060 EPOLL Sa Elect	0	-44,028	-44,028	-42,216.00	.00	-1,812.26	95.9%*
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	45,000	0	45,000	.00	.00	45,000.00	.0%
H1450 520490 Election E	0	104	104	.00	.00	103.74	.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 520490 EPOLL Election E	0	44,028	44,028	42,216.00	.00	1,812.26	95.9%
H1450 520490 GE24 Election E	0	0	0	.00	.00	.00	.0%
H1450 520620 CYBER Software	0	6,483	6,483	.00	.00	6,483.47	.0%
TOTAL Elections	45,000	6,587	51,587	.00	.00	51,587.21	.0%
TOTAL Capital Fund	45,000	6,587	51,587	.00	.00	51,587.21	.0%
TOTAL REVENUES	0	-44,028	-44,028	-42,216.00	.00	-1,812.26	
TOTAL EXPENSES	45,000	50,615	95,615	42,216.00	.00	53,399.47	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	893,935	6,483	900,419	159,002.15	.00	741,416.44	17.7%
** END OF REPORT - Generated by Johnson, Kelly **							

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --25 ABOLISH POSITIONS OF DRIVER PT
BOARD OF ELECTIONS

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

WHEREAS: Two positions for Driver PT were approved by the County Legislature to be added to the Board of Elections authorized part-time headcount and were filled on May 11, 2022; and

WHEREAS: One Driver PT position has been vacant since December 2024; and

WHEREAS: The Driver PT positions are challenging to fill due to the very limited number of days per year; and

WHEREAS: The Department of Public Works has agreed to provide staff for voting machine transportation in exchange for reimbursement based on the average Buildings & Grounds salary plus fringe; and

WHEREAS: The Election Commissioners have decided to abolish both Driver PT positions; therefore be it

RESOLVED: That the two positions for Driver PT be abolished and the Board of Elections authorized part-time headcount be decreased from 240 to 238, effective April 16, 2025.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --25

APPOINTMENT OF REPUBLICAN ELECTION CLERK 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: The position of Republican Election Clerk PT has been vacant since March 26, 2025; and

WHEREAS: A request to backfill the vacancy was approved on April 1, 2025; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Kristy Whatley shall be appointed as the Republican Election Clerk PT, effective April 21, 2025 at the rate of \$19.22/hr.