



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, May 5, 2026

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See April minutes
- Updates:
 - Petitions: Anticipate one Independent Petition (maybe two)
 - Mail Check Cards Dropped Timely on Apr 21
 - Outreach: Commissioner Johnson and Deputy Hoover Presented to Second Waverly Government Class Apr 13

NEW BUSINESS

- Certification of PE26 Ballot. NYSBOE cert Apr 29. CBOE cert Apr 30.
 - Pre-election testing
- PE26 Information to Public
 - Media, Social Media, Website Updated
- Absentee Ballot Transmittal Deadline for Military, Federal, UOCAVA voters May 8; Regular ABS and EVBM drop following week
- School Election May 19. BOE to provide service to three schools.
- New Voter Registration/Affidavit Forms
- NYS Voting & Elections Database (VEDA)

PERSONNEL

- New Inspector Training Class held Apr 15; 13 attendees
- Inspector Trainings Set for Summer/Fall
 - Inspector Assignment Letters for PE26 expected to go out May 15
- Office Staff attending on-site Liberty Vote Software Training May 5-7

RESOLUTIONS / PROCLAMATIONS

- NONE



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, April 7, 2026

10:30 a.m.

MINUTES

ATTENDANCE

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

APPROVAL OF MINUTES

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

FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns.

OLD BUSINESS

See March minutes.

Updates: Automatic Voter Registration (AVR) through DMV operating effectively now.
Resolved large portion of address/location issues in county with GIS Dept.
Accessibility surveys completed for nine locations and submitted to NYSBOE.

NEW BUSINESS

Commissioner Wahls and Deputy Commissioner Hoover presented an elections slideshow to Waverly Government Class with a second one to be presented there Apr 13. Responded to Legislator Ciotoli's request regarding presentations to U-E and Vestal school districts as they have a portion of Tioga County voters. We reached out to both school districts but have not received a definitive answer yet. Commissioner Johnson reached out to Broome County Board of Elections to see if there was any interest in presenting these in conjunction with us, or if they would provide us with some of their election materials. They have not committed yet.

Petition submissions began March 30 and concluded April 6.

2026 Primaries, barring valid objections or declinations, are:

- Spencer Town Justice (REP)
- State Comptroller (DEM)
- Representative, 23rd Congressional District (DEM)

NCOA (National Change of Address) Blackout period is in effect as of March 25, due to the federal race in Congress, and will run until the General Election in November. This means that voters cannot be made inactive due to returned mail that is unable to be forwarded during this period.

Voting Machine Technicians will hold an EMS (Election Management System) training for office staff on April 16 to give better understanding of that software ahead of Dominion's on-site training May 5-7.

Mail Check cards have been ordered with drop date of April 21 expected. File has been uploaded. We reached out for three quotes, received two back but did not have a response from the third.

Commissioners and Deputies will be connecting with eight other counties for a Region 5 Elections Commissioner Assoc Meeting via Zoom on Apr 28. Commissioners explained that these have been very helpful since we began holding them during Winter and Summer Conferences. We are committing to also holding them virtually in the 2nd and 4th quarters of the year and possibly in person.

PERSONNEL

New inspector training will be held all day on Apr 15. We cancelled the second one due to lack of interest.

RESOLUTIONS / PROCLAMATIONS

NONE

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 04

	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	65,959.98	.00	157,618.02	29.5%
A1450 510020 Part Time/Temporar	225,562	0	225,562	10,034.83	.00	215,527.17	4.4%
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	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	38.73	461.27	100.00	83.3%
A1450 540420 Office supplies	3,000	0	3,000	753.39	460.00	1,786.61	40.4%
A1450 540480 Postage	15,000	0	15,000	6,434.01	370.00	8,195.99	45.4%
A1450 540485 Printing/Paper	2,500	50	2,550	234.40	893.07	1,422.53	44.2%
A1450 540490 Election Expense	44,000	0	44,000	6,458.33	1,296.50	36,245.17	17.6%
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	46,345.82	.00	22,092.60	67.7%
A1450 540733 Training/All Other	10,000	1,000	11,000	2,621.46	6,000.00	2,378.54	78.4%
A1450 581088 State Retirement F	65,191	0	65,191	9,724.72	.00	55,466.28	14.9%
A1450 583088 Social Security Fr	35,005	0	35,005	5,563.90	.00	29,441.10	15.9%
A1450 584088 Workers Compensati	8,255	0	8,255	2,274.72	.00	5,980.28	27.6%
A1450 585588 Disability Insuran	395	0	395	71.04	.00	323.96	18.0%
A1450 586088 Health Insurance F	130,532	0	130,532	32,363.12	.00	98,168.88	24.8%
A1450 588988 Eap Fringe	106	0	106	28.32	.00	77.68	26.7%
TOTAL NO PROJECT	884,985	50	885,035	188,939.75	9,480.84	686,614.83	22.4%
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 540490 BBMG Election Expen	0	11,492	11,492	.00	.00	11,491.59	.0%
TOTAL Ballot By Mail Grant	0	0	0	.00	.00	.00	.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 04

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 wahl's, James **