

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, September 6, 2022
10:30 a.m.
AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See August Minutes
- 119 Election Inspectors Worked Aug. 23 Special Election and Federal Primary
- 53 Election Inspectors worked Early Voting

NEW BUSINESS

- Re-canvass of Special and Federal Primary in process
- Final certification of above by Sept 12th
- Certification of ballots for GE22 September 14-15th
- Move ACT deadline for military ballots Sept 23rd
- Absentee ballot order to printer for mailing
- 5 Inspector Training Classes scheduled for September
- Drinking water availability needs addressing immediately

PERSONNEL

- Few applications so far for Democratic Election Clerk position

RESOLUTIONS

- AUTHORIZE REIMBURSEMENT FROM REMAINING HAVA SHOEBOX GRANT FUNDS AND BUDGET AMENDMENT
- AUTHORIZE APPLICATION FOR ABSENTEE BALLOT PRE-PAID POSTAGE GRANT

PROCLAMATIONS – none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, August 2, 2022
10:30 a.m.
MINUTES

ATTENDEES

Legislators R. Ciotoli, W. Brown, E. Hollenbeck and W. Standinger.
Commissioners Wahls and Layman

APPROVAL OF JUNE MINUTES

Motion by W. Standinger, second by W. Brown, all in favor, carried.

FINANCIAL

YTD Budget Report was presented. Operating budget request for 2023 was also presented, no increases.

OLD BUSINESS

See June Minutes.

Upgrades for voter registration software are ongoing.

Only 125 Election Inspectors worked primary election, fewer than statutory limit of 136 (4 per district).

We are grateful for the two new work/storage spaces provided to us as a result of other departments moving around, and look forward to the third. The new areas have been very helpful for organization and efficiency.

The new absentee procedure of canvassing absentees prior to an election continues for the upcoming Primary and Special election.

NEW BUSINESS

The June Primary Election results were certified in July, and results are posted on the BOE web page.

Payments to Election Inspectors for working the June Primary are to go out this week.

Four Election Inspector Training Classes were completed in last two weeks of July, with remaining six classes to be held in September and early October.

Election inspector assignments for August Primary and CD23 Special Election are in progress, and we are on track to get letters out Friday August 5. This is much later than normal, but due to the time crunch following the June Primary, it could not be helped.

The double election on August 23 has resulted in many complications, and we are working with our electronic poll book vendor to make necessary changes to the software to help poll workers issue the correct ballots to the correct voters.

Logic and accuracy testing of voting machines for the August 23 election is occurring this week.

PERSONNEL

The position of Republican Election Worker (PT) was declined by one of the appointees on the late-file resolution presented in June. A resolution was now presented to appoint another candidate to the position.

The Democratic Clerk (PT) position was vacated due to resignation, and the position is posted.

RESOLUTIONS

- APPOINTMENT OF ELECTION WORKER (PT) Republican

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-3,000	0	-3,000	-5,863.88	.00	2,863.88	195.5%
A1450 422800 CTCL Grants -Non St	0	0	0	-.01	.00	.01	100.0%
A1450 510010 Full Time	183,968	0	183,968	117,203.43	.00	66,764.57	63.7%
A1450 510020 Part Time/Temporar	127,206	-5,000	122,206	37,886.05	.00	84,319.95	31.0%
A1450 510030 Overtime Pay Only	0	5,000	5,000	3,691.47	.00	1,308.53	73.8%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	639.91	.00	4,360.09	12.8%
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	389.76	93.10	1,517.14	24.1%
A1450 540143 Election Inspector	100,000	-15,000	85,000	26,478.75	.00	58,521.25	31.2%
A1450 540143 EV Election Inspect	0	15,000	15,000	5,735.00	.00	9,265.00	38.2%
A1450 540320 Leased/Service Equ	5,500	0	5,500	997.39	.00	4,502.61	18.1%
A1450 540390 Mileage Expense	600	0	600	550.30	.00	49.70	91.7%
A1450 540420 Office Supplies	3,000	0	3,000	749.02	.00	2,250.98	25.0%
A1450 540480 Postage	18,000	0	18,000	7,393.12	.00	10,606.88	41.1%
A1450 540485 Printing/Paper	1,500	0	1,500	129.03	.00	1,370.97	8.6%
A1450 540490 Election Expense	40,500	0	40,500	37,385.88	335.00	2,779.12	93.1%
A1450 540550 Rent	3,000	0	3,000	1,200.00	.00	1,800.00	40.0%
A1450 540560 Repairs	0	144	144	-1,130.41	.00	1,274.84	-782.7%
A1450 540620 Software Expense	63,700	0	63,700	50,770.00	.00	12,930.00	79.7%
A1450 540733 Training/All Other	9,000	-144	8,856	4,060.11	.00	4,795.46	45.8%
A1450 581088 State Retirement F	20,662	0	20,662	17,956.23	.00	2,705.97	86.9%
A1450 583088 Social Security Fr	17,882	0	17,882	11,859.63	.00	6,022.53	66.3%
A1450 584088 Workers Compensati	7,347	0	7,347	5,827.43	.00	1,519.27	79.3%
A1450 585588 Disability Insuran	271	0	271	164.43	.00	107.01	60.6%
A1450 586088 Health Insurance F	75,034	0	75,034	49,937.82	.00	25,096.06	66.6%
A1450 588988 Eap Fringe	88	0	88	66.64	.00	21.16	75.9%
TOTAL Elections	710,481	0	710,481	380,833.01	428.10	329,220.07	53.7%
TOTAL General Fund	710,481	0	710,481	380,833.01	428.10	329,220.07	53.7%
TOTAL REVENUES	-3,000	0	-3,000	-5,863.89	.00	2,863.89	
TOTAL EXPENSES	713,481	0	713,481	386,696.90	428.10	326,356.18	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,481	0	710,481	380,833.01	428.10	329,220.07	53.7%

** END OF REPORT - Generated by wahls, James **

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE REIMBURSEMENT FROM REMAINING
HAVA SHOEBOS GRANT FUNDS AND
BUDGET AMENDMENT

WHEREAS: The Tioga County Board of Elections is managing two unexpected and additional federal elections in the year 2022 that were not included in the 2022 budget; and

WHEREAS: Expenditures related to the implementation of federal elections are allowable for reimbursement under the HAVA SHOEBOS Grant; and

WHEREAS: Tioga County still has \$16,910.22 SHOEBOS funds available to spend; and

WHEREAS: The Tioga County Board of Elections has made and will be making expenditures to which these funds may be applied; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to apply for and accept the remaining \$16,910.22 of HAVA SHOEBOS reimbursement funding and apply to allowable election expenses under the SHOEBOS contract as deemed appropriate by the Tioga County Election Commissioners; and be it further

RESOLVED: That the 2022 budget be modified and funds be appropriated to the following accounts:

FROM:	A1450-440890	Federal Aid-HAVA	\$16,910.22
TO:	A1450-540490	Election Expense	\$16,910.22

and be it further

RESOLVED: That any remaining SHOEBOS revenue not appropriated in 2022 shall carry over and be available for appropriation until all SHOEBOS funds have been expended.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPLICATION FOR ABSENTEE BALLOT
PRE-PAID POSTAGE GRANT

WHEREAS: Chapter 55 of the Laws of 2022 requires county boards of elections to provide postage-paid return envelopes for absentee ballots and absentee ballot applications, as of July 1, 2022; and

WHEREAS: New York State has enacted a grant program to reimburse county boards of elections for expenses related to using postage-paid return envelopes for absentee voting; and

WHEREAS: The Tioga County Board of Elections is eligible for reimbursement of up to \$18,826.45 for allowable expenses under this grant; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to apply for the Absentee Ballot Pre-Paid Postage Grant.