

TIOGA COUNTY, NEW YORK

# Board of Elections

1062 State Route 38 P.O. Box 306 Owego, NY 13827



Democratic Commissioner James C. E. Wahls  
Democratic Deputy Commissioner Amber Duke  
www.TiogaCountyNY.gov

607 687 8261

Republican Commissioner Kelly A. Johnson  
Republican Deputy Commissioner James Hoover  
VoteTioga@tiogacountyny.gov

## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, September 3, 2024

10:30 a.m.

### AGENDA

#### APPROVAL OF MINUTES

#### FINANCIAL

- YTD Budget Report attached.

#### OLD BUSINESS

- See August Minutes attached.
- Commissioners attended NYSECA Summer Conference August 6-9
- Commissioners and Deputy Hoover attended National Tabletop the Vote virtual exercise on August 26.

#### NEW BUSINESS

- Certification of ballots: NYSBOE on 9/11 and CBOE on 9/12
- Military/UOCAVA/Overseas ballots to go out 9/20. Absentee and Early Vote by Mail to go out the following week. Currently around 1,100.
- Early Vote by Mail regulation upheld after litigation.
- Use of social media more frequently; one to two times per week to get pertinent deadlines and information to the public and debunk some myths. Sharing on various village/town pages.
- Incident Response Plan being finalized; Steps being taken to make election security the top priority.
- In works with our vendor and IT to bring connectivity to poll sites for real time data sharing.

#### PERSONNEL

- Election Inspector Update: 3 classes remaining; currently at 217.
- Commissioner Johnson off 9/5-9/11

#### RESOLUTIONS / PROCLAMATIONS - None



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**ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS**

Tuesday, August 6, 2024

10:30 a.m.

**MINUTES**

**ATTENDEES**

Legislators Jake Brown and Bill Standing.  
Commissioners James Wahls and Kelly Johnson.  
Guests: County Administrator Jackson Bailey, Deputy Treasurer Katie Chandler,  
Accountant Laura Schurter, Legislative Clerk Cathy Haskell, Legislative Chair  
Martha Sauerbrey.  
Absent: Legislators Dennis Mullen and Ron Ciotoli.

**APPROVAL OF JULY MINUTES**

Approval of minutes was initially deferred as a quorum was not present. Legislator Mullen arrived following completion of the Board of Elections report. With quorum present, Legislator Standinger motioned to approve the July minutes for all committee departments, seconded by Legislator Mullen. All in favor. Carried.

**FINANCIAL**

BOE 2025 Budget Proposal was presented. Several operating budget lines were presented with decreases due to fewer planned elections in 2025. Increases requested for Software Expense and Training/all other. Election Inspector budget transferred from operating to salary part time/seasonal. Capital equipment budget increase to save for voting machine replacements in 2031.

Salary change requests were also submitted by email to the Personnel Officer and Administrative Services Committee.

Year-to-Date Budget Report was presented.

**OLD BUSINESS**

See July Minutes. Deputy Commissioner Amber Duke and VMT Bruce Layman attended election security workshop & tabletop exercise on 7/25. Deputy Commissioner James Hoover was unable to attend.

## NEW BUSINESS

National Poll Worker Recruitment Day was August 1<sup>st</sup>.

Commissioners to attend NYSECA Summer Conference August 6-9 for training and prep for 2024 general election.

Commissioners registered for upcoming National Tabletop the Vote virtual exercise.

## PERSONNEL

Election Inspector Update: 112 appointed, 85 signed up for training – need 3 more to sign up and train to reach 2024 goal of 200.

Office fully staffed with Election Clerk hired on 7/17.

RESOLUTIONS / PROCLAMATIONS – None

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1450 Elections</b>							
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	.00	.0%
A1450 427010 Rf Of Py E	0	0	0	.00	.00	.00	.0%
A1450 439060 Sa Elect	0	-9,281	-9,281	-6,116.09	.00	-3,165.35	65.9%*
A1450 439060 EV Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 439060 EV19 Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 439060 EV20 Sa Elect	0	0	0	.00	.00	.00	.0%
A1450 440890 Fa Hava	0	0	0	.00	.00	.00	.0%
A1450 440890 COV19 Fa Hava	0	0	0	.00	.00	.00	.0%
A1450 510010 Salary Ft	208,714	0	208,714	126,846.88	.00	81,867.12	60.8%
A1450 510020 Salary Pt	125,408	155,718	281,126	101,015.46	.00	180,110.54	35.9%
A1450 510030 Salary Ot	11,000	0	11,000	4,081.93	.00	6,918.07	37.1%
A1450 510040 work Comp	0	0	0	.00	.00	.00	.0%
A1450 510050 Salary Oth	0	0	0	.00	.00	.00	.0%
A1450 520090 Computer	2,000	0	2,000	298.66	.00	1,701.34	14.9%
A1450 520130 Equipnocar	5,000	0	5,000	621.27	.00	4,378.73	12.4%
A1450 520130 CTCL Equipnocar	0	0	0	.00	.00	.00	.0%
A1450 520220 Printer	0	0	0	.00	.00	.00	.0%
A1450 520490 Election E	0	0	0	.00	.00	.00	.0%
A1450 520620 Software	0	0	0	.00	.00	.00	.0%
A1450 530100 Data Proc	0	0	0	.00	.00	.00	.0%
A1450 530300 Legal	0	0	0	.00	.00	.00	.0%
A1450 530551 MLR	27,223	0	27,223	14,826.00	.00	12,397.00	54.5%
A1450 540000 Other	0	0	0	.00	.00	.00	.0%
A1450 540010 Advertisin	2,500	0	2,500	976.29	.00	1,523.71	39.1%
A1450 540010 COV19 Advertisin	0	0	0	.00	.00	.00	.0%
A1450 540010 EV19 Advertisin	0	0	0	.00	.00	.00	.0%
A1450 540140 Cont Svs	0	0	0	.00	.00	.00	.0%
A1450 540143 Elect Ins	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143 EV Elect Ins	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540143 EV19 Elect Ins	0	0	0	.00	.00	.00	.0%
A1450 540143 EV20 Elect Ins	0	0	0	.00	.00	.00	.0%
A1450 540320 Leased Eq	5,000	0	5,000	1,589.79	.00	3,410.21	31.8%
A1450 540390 Mileage	900	0	900	367.82	.00	532.18	40.9%
A1450 540390 COV19 Mileage	0	0	0	.00	.00	.00	.0%
A1450 540420 Office Sup	3,000	0	3,000	1,424.60	.00	1,575.40	47.5%
A1450 540420 COV19 Office Sup	0	0	0	.00	.00	.00	.0%
A1450 540480 Postage	18,000	0	18,000	10,657.22	.00	7,342.78	59.2%
A1450 540480 COV19 Postage	0	0	0	.00	.00	.00	.0%
A1450 540485 Printpaper	1,500	0	1,500	.00	.00	1,500.00	.0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1450 540485 EV19 Printpaper	0	7,281	0	.00	.00	.00	.0%
A1450 540490 Elect Exp	60,000	0	67,281	30,677.27	.00	36,604.17	45.6%
A1450 540490 COVID 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 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	47,340.00	.00	16,360.00	74.3%
A1450 540660 Telephone	0	0	0	.00	.00	.00	.0%
A1450 540733 Train Oth	8,700	2,000	10,700	9,663.74	.00	1,036.26	90.3%
A1450 581088 St Ret	10,421	19,572	29,993	33,777.30	.00	-3,784.65	112.6%*
A1450 583088 Social Sec	0	17,064	17,064	13,759.63	.00	3,304.75	80.6%
A1450 584088 Work Comp	9,014	-2,154	6,859	22,692.22	.00	-15,832.75	330.8%*
A1450 584588 Life Ins	0	0	0	.00	.00	.00	.0%
A1450 585088 Unemp Ins	0	5,038	5,038	5,038.00	.00	100.00	100.0%
A1450 585588 Disab Ins	0	227	227	177.88	.00	49.36	78.3%
A1450 586088 Health Ins	27,183	53,800	80,983	44,732.10	.00	36,251.09	55.2%
A1450 588988 Eap	19	71	90	301.17	.00	-211.24	334.9%*
TOTAL Elections	745,100	93,618	838,718	461,204.69	.00	377,513.17	55.0%
TOTAL General Fund	745,100	93,618	838,718	461,204.69	.00	377,513.17	55.0%
TOTAL REVENUES	-4,000	-9,281	-13,281	-11,115.54	.00	-2,165.90	
TOTAL EXPENSES	749,100	102,900	851,999	472,320.23	.00	379,679.07	



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## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	93,618	838,718	461,204.69	.00	377,513.17	55.0%

\*\* END OF REPORT - Generated by Johnson, Kelly \*\*