

ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 6, 2024

10:30 a.m.

**AGENDA (REVISED)**

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Dominion payment requested and issued

OLD BUSINESS

- See January minutes
- BOE Annual Meeting minutes attached
- NYS Election Commissioners Winter Conference Albany Jan 16-19, 2024

NEW BUSINESS

- Received nine new Dominion ICP2's, new server and software upgrade (equipment covered by TIER Grant); NYSBOE also attended and certified machines
- Four BOE employees traveling to Seneca Co for training on upgraded Dominion software February 5-8
- Two more ICE voting machines acquired from Oswego Co (free of charge) for backups, plus extra ballot box with cover for spare parts
- NYSTEC assessment meeting rescheduled to 2/2/24
- Party enrollment hold begins 2/14/2024
- Dept web page updated and reorganized with new NYSBOE links and election information
- Tioga County Running for Office booklet being updated for 2024
- Election Inspectors completing county trainings in groups at Hubbard and online

PERSONNEL

- Hired Tammi Seeley as PT Election Clerk (R); start date was 1/16
- PT Machine Technician (D) remains vacant with few applications

RESOLUTION

- Authorize Board of Election Budget Transfer to Pay Election Inspectors

ADJOURNMENT



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, January 5, 2024

11:30 am

MINUTES

**ATTENDEES**

Legislators Dennis Mullen, Jake Brown, Ronald Ciotoli, and William Standinger.  
Commissioner Kelly A. Johnson  
Guests: Martha Sauerbrey (Legislative Chair), Peter Dewind (County Attorney), Cathy Haskell (Legislative Clerk).

**APPROVAL OF DECEMBER MINUTES**

**FINANCIAL**

Board of Elections YTD Budget Report was presented. No one had any concerns or questions.

**OLD BUSINESS**

See December minutes. Election Inspectors continue to sign up for county training and become established as county employees.

**NEW BUSINESS**

Continuing to work with IT to finish the NYSTEC assessment; the next meeting is scheduled for 1/10/2024.

BOE has met with IT regarding upcoming Dominion EMS Server upgrade. IT is developing new plan for offsite data storage.

NYSBOE Annual Report has been completed.

After receipt of proposals from vendors regarding expanding our communications with voters, we are leaning towards one, and Commissioner Wahls has suggested the entire county would benefit from using it to communicate with their audiences and will forward information.

## PERSONNEL

James Hoover has started in the position of Republican Deputy Commissioner, as well as completed orientation.

Republican PT Clerk. Commissioner Johnson selected a candidate after our legislative meeting and did a late-file resolution which was presented at Finance, Legal and Safety Committee on 1/9/2024.

Democratic PT Machine Technician position remains vacant.

## RESOLUTIONS

Resolution to renew software maintenance agreement with Dominion Voting for three years and authorize prepayment was presented. The resolution was approved by the committee.

## EXECUTIVE SESSION

Legislator Standinger made a motion to enter executive session to discuss personnel. Motion approved and executive session commenced at 12:30. Executive session adjourned at 12:45.

Meeting adjourned.

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](http://www.TiogaCountyNY.gov)

☎ 607 687 8261

**Republican Commissioner Kelly A. Johnson**  
**Republican Deputy Commissioner James Hoover**  
✉ [VoteTioga@tiogacountyny.gov](mailto:VoteTioga@tiogacountyny.gov)

## BOARD OF ELECTIONS 2024 ANNUAL MEETING

Wednesday, January 10, 2024

10:00 a.m.

MINUTES

### ATTENDEES:

Commissioners James C.E. Wahls and Kelly A. Johnson  
Guests: Deputy Commissioners Amber Duke and James Hoover; Voting Machine Technician Bruce Layman; Election Clerk Rob Abell

### ELECT PRESIDENT AND SECRETARY

Commissioner Wahls nominated for President by Commissioner Johnson. Both commissioners are in favor. Commissioner Wahls elected President. Commissioner Johnson was elected secretary by default.

### OLD BUSINESS

Hired new staff in 2023, including Deputy Commissioners Duke and Hoover. Vacancies exist for Voting Machine Technician and Election Clerk.

### NEW BUSINESS

#### Calendar 2024 –

The Presidential Primary is April 2, with Early voting March 23 – 30. Early Voting will be eight days instead of nine, with each day being nine hours long due to the Easter holiday. Primary Election is June 25, with Early Voting June 15 – 23. General Election is November 5, with Early Voting October 26 – November 3.

Party change deadline is February 14. Discussed putting this on the website as well as Facebook.

School elections will be in May. We usually provide services for Waverly, Candor and Owego-Apalachin. Discussed getting voter lists and inspector lists to all the schools.

NVRA purge and NCOA are expected to be done in February.

Mail Check will be after the presidential primary this year.

Inspector Training Classes will start in spring for new inspectors, and scheduling others for summer and fall. Four County trainings are scheduled as well as an online option. We discussed starting phone calls to the inspectors that have not yet signed up for the county trainings.

Plans for staff vacation/time off were discussed.

Technician schedule was discussed with regards to the three elections and the inspector trainings. Brief discussion was held about a possible August election due to redistricting.

#### Review of Office Procedures –

New Election Laws were discussed. Early Vote by Mail started January 1, 2024. A new application and portal have been created by the state.

The new workflow is working very well with one party doing and the other party checking and switching back and forth to provide good cross training in every module. Clerks are being involved more in the daily work as well.

Discussion about making sure we have up-to-date written procedures on Test Decking, ePollbooks, Absentee Ballots and Nursing Home Visitations.

Commissioner Wahls reminded everyone that annual evaluations of all staff will be done in September.

The commissioners would like to get office staff together as a whole to discuss voter registration source codes and ensure they are being assigned properly. Come to an agreement based on NTS suggestions and do a cleanup in APEX.

#### Projects and Goals for 2024

Dominion EMS upgrade will be completed, and 9 new ICP scanners will be delivered. Acceptance will be done by Dominion followed by acceptance by the state.

Possible redistricting could happen for congressional districts and could potentially result in an August election. We are currently in the 19<sup>th</sup> Congressional District.

Research and clean up Fire District lists/codes. Discussed getting with Bryan Goodrich from GIS to get us current shape files. This will also get our geocoding completed on voters that are missing it.

Improve voter and inspector outreach. Use social media, contact other departments. Veteran Services was mentioned specifically. Also discussed doing presentations in the school; to get both pre-registered voters as well as inspectors. Talked about using a texting platform for both information and voting reminders.

Revisit the possibility of having Buildings and Grounds staff be our drivers the days before and after an election as we may be losing one driver or both. It was agreed that the position is extremely difficult to fill, being just a few days a year.

Other discussion from the floor -

Guidance on cleaning out the ballot room was discussed (ie: which staff and record retention). Also getting the supply room ready for polling places needs to be done ahead of each election. Rob has started in the supply room and learning where everything is.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A</b> General Fund							
<b>A1450 Elections</b>							
A1450 412910 Elect Fees	-4,000	0	-4,000	.00	.00	-4,000.00	.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	0	0	.00	.00	.00	.0%
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	7,966.18	.00	200,747.82	3.8%
A1450 510020 Salary Pt	125,408	0	125,408	819.23	.00	124,588.77	.7%
A1450 510030 Salary Ot	11,000	0	11,000	.00	.00	11,000.00	.0%
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	.00	.00	2,000.00	.0%
A1450 520130 Equipnocar	5,000	0	5,000	.00	234.15	4,765.85	4.7%
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	.00	.00	27,223.00	.0%
A1450 540000 Other	0	0	0	.00	.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	.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	0	123,318	.00	.00	123,318.00	.0%
A1450 540143 EV Elect Ins	32,400	0	32,400	.00	.00	32,400.00	.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	98.25	.00	4,901.75	2.0%
A1450 540390 Mileage	900	0	900	.00	.00	900.00	.0%
A1450 540390 COV19 Mileage	0	0	0	.00	.00	.00	.0%
A1450 540420 Office Sup	3,000	0	3,000	.31	.00	2,999.69	.0%
A1450 540420 COV19 Office Sup	0	0	0	.00	.00	.00	.0%
A1450 540480 Postage	18,000	0	18,000	.00	.00	18,000.00	.0%
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 2024-01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1450 540485 EV19 Printpaper	0	0	0	.00	.00	.00	.0%
A1450 540490 Elect Exp	60,000	0	60,000	475.42	2,500.00	57,024.58	5.0%
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	.00	.00	3,600.00	.0%
A1450 540560 Repairs	500	0	500	.00	.00	500.00	.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	0	8,700	.00	.00	8,700.00	.0%
A1450 581088 St Ret	10,421	0	10,421	2,576.00	.00	7,845.00	24.7%
A1450 583088 Social Sec	0	0	0	1,215.38	.00	-1,215.38	100.0%
A1450 584088 Work Comp	9,014	0	9,014	551.52	.00	8,462.18	6.1%
A1450 584588 Life Ins	0	0	0	.00	.00	.00	.0%
A1450 585088 Unemp Ins	0	0	0	5,296.00	.00	-5,296.00	100.0%
A1450 585588 Disab Ins	0	0	0	20.88	.00	-20.88	100.0%
A1450 586088 Health Ins	27,183	0	27,183	5,243.20	.00	21,939.80	19.3%
A1450 588988 Eap	19	0	19	7.32	.00	11.68	38.5%
TOTAL Elections	745,100	0	745,100	71,609.69	2,734.15	670,755.86	10.0%
TOTAL General Fund	745,100	0	745,100	71,609.69	2,734.15	670,755.86	10.0%
TOTAL REVENUES	-4,000	0	-4,000	.00	.00	-4,000.00	
TOTAL EXPENSES	749,100	0	749,100	71,609.69	2,734.15	674,755.86	





# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024-01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H Capital Fund							
<b>H1450-Elections</b>							
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 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	0	0	0	.00	.00	.00	.0%
H1450 520490 Election E	0	51,282	51,282	.00	51,281.65	.00	100.0%
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 520620 CYBER Software	0	0	0	.00	.00	.00	.0%
<b>TOTAL Elections</b>	<b>0</b>	<b>51,282</b>	<b>51,282</b>	<b>.00</b>	<b>51,281.65</b>	<b>.00</b>	<b>100.0%</b>
<b>TOTAL Capital Fund</b>	<b>0</b>	<b>51,282</b>	<b>51,282</b>	<b>.00</b>	<b>51,281.65</b>	<b>.00</b>	<b>100.0%</b>
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>51,282</b>	<b>51,282</b>	<b>.00</b>	<b>51,281.65</b>	<b>.00</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT. USE/COL.
GRAND TOTAL	745,100	51,282	796,381	71,609.69	54,015.80	670,755.86	15.8%

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

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AUTHORIZE BOARD OF ELECTIONS BUDGET  
TRANSFER TO PAY ELECTION INSPECTORS

WHEREAS: Budget transfers between expense account types must be approved by resolution; and

WHEREAS: The Tioga County Board of Elections 2024 budget for Election Inspector pay currently exists in an operating expense account (54) rather than a salary expense account (51); and

WHEREAS: As of January 1, 2024, Tioga County considers all Election Inspectors county employees, and county employees must be paid out of a salary expense account; therefore be it

RESOLVED: That the Board of Elections is authorized to execute a budget transfer as follows:

FROM:	A1450 540143	Election Inspectors	\$123,318.00
FROM:	A1450 540143-EV	Election Inspectors - Early Voting	\$ 32,400.00
TO:	A1450 510020	Part Time/Temporary	\$155,718.00