



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, April 4, 2023

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See March Minutes
- Petition filing in progress

NEW BUSINESS

- IRS Requirements for Election Inspectors (Poll Workers)
 - Meeting held on 3/24
- Ongoing electronic communication issues with NYSVoter database
- New Election Inspector Training April 17th and 19th
- ePollbook Maintenance
- Certification of Primary Ballot by May 4th

PERSONNEL

- Commissioner Layman expected back to work April 7th

RESOLUTIONS / PROCLAMATIONS – None

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, March 7, 2023

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, W. Jake Brown, Ronald Ciotoli, and William Standinger
Commissioner James Wahls, Deputy Commissioner Kelly Johnson
Guests: Cathy Haskell; Legislative Chair Martha Sauerbrey

APPROVAL OF FEBRUARY MINUTES

Motion by Legislator Standinger, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

YTD Budget Report was presented.

Commissioner Wahls reported that the ITCS Disaster Recovery Plan (DRP) was amended by ITCS to specify that it covered Board of Elections operations, and the claim was then submitted for reimbursement from the Elections Cybersecurity Remediation Grant, which will cover the expense of the DRP vendor consultation. The NYSBOE grants team notified us that we still have ~\$2,500 remaining in our HAVA-SHOEBOX grant account, after all claims processed.

OLD BUSINESS

See February Minutes.

Designating Petition period in progress, filing dates April 3-6. Legislator Mullen made some comments about how the NYS Board of Elections Campaign Finance web page is very difficult to navigate.

NEW BUSINESS

2023 Offices up for Election Updates: The appointment of Keith Flesher to fill the Legislator (District 7) vacancy created a vacancy for Berkshire Supervisor. Barbara Gehm-Jordan was appointed to fill the Supervisor vacancy, which created a vacancy on the Berkshire Town Council. This will add the office of Supervisor and another Council Member position to the Town of Berkshire's 2023 ballot. Each will be for a 2-year unexpired term ending in 2025.

Village Elections are coming up, to be held March 21st. The county BOE has minimal involvement with these elections but will provide assistance in various ways upon request.

Election Services Agreements for 2023 school elections are under review, to be distributed to schools upon approval of the County Attorney. The BOE generally provides services for Owego-Apalachin, Candor, and Waverly school districts, who reimburse us for labor and materials. The BOE is also providing services for Candor CSD's March 21st Capital Project Vote.

With several new staff at the BOE as of 2022, the Voting Machine Technicians will conduct voting machine training for BOE office staff, so that non-technician staff may better understand how Election Inspectors operate the machines on Election Day. This will give staff the necessary background information to field phone calls from election day workers when there is a machine issue.

Mail Check postcards are due to be sent in mid- to late April. BOE has opted to swap vendors for printing the postcards, based on price quotes.

PERSONNEL

Commissioner Layman is on medical leave, with return date TBD.

RESOLUTIONS / PROCLAMATIONS – None

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	-1,429.23	.00	-1,570.77	47.6%*
A1450 510010 Full Time	190,158	0	190,158	43,644.67	.00	146,513.33	23.0%
A1450 510020 Part Time/Temporar	129,138	0	129,138	14,670.61	.00	114,467.39	11.4%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	349.79	.00	4,650.21	7.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	7,413.00	.00	19,810.00	27.2%
A1450 540010 Advertising	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 540143 Election Inspector	85,000	0	85,000	.00	.00	85,000.00	.0%
A1450 540143 EV Election Inspect	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	436.52	.00	5,063.48	7.9%
A1450 540390 Mileage Expense	900	0	900	43.53	.00	856.47	4.8%
A1450 540420 Office supplies	3,000	0	3,000	167.58	.00	2,832.42	5.6%
A1450 540480 Postage	18,000	0	18,000	.00	.00	18,000.00	.0%
A1450 540485 Printing/Paper	1,500	0	1,500	71.00	.00	1,429.00	4.7%
A1450 540490 Election Expense	40,500	0	40,500	1,989.84	.00	38,510.16	4.9%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540620 Software Expense	63,700	0	63,700	48,370.00	.00	15,330.00	75.9%
A1450 540733 Training/All Other	8,700	0	8,700	1,748.60	.00	6,951.40	20.1%
A1450 581088 State Retirement F	20,662	0	20,662	9,654.40	.00	11,007.80	46.7%
A1450 583088 Social Security Fr	17,882	0	17,882	4,745.16	.00	13,137.00	26.5%
A1450 584088 Workers Compensati	7,347	0	7,347	2,742.32	.00	4,604.38	37.3%
A1450 585588 Disability Insuran	271	0	271	73.08	.00	198.36	26.9%
A1450 586088 Health Insurance F	75,034	0	75,034	24,280.13	.00	50,753.75	32.4%
A1450 588988 Eap Fringe	88	0	88	34.16	.00	53.64	38.9%
TOTAL Elections	718,603	0	718,603	159,005.16	.00	559,598.02	22.1%
TOTAL General Fund	718,603	0	718,603	159,005.16	.00	559,598.02	22.1%
TOTAL REVENUES	-3,000	0	-3,000	-1,429.23	.00	-1,570.77	
TOTAL EXPENSES	721,603	0	721,603	160,434.39	.00	561,168.79	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	718,603	0	718,603	159,005.16	.00	559,598.02	22.1%

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