



## ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, December 5, 2023

10:30 a.m.

AGENDA

### APPROVAL OF OCTOBER MINUTES

### FINANCIAL

- YTD Budget Report attached
- Reimbursement received from Cybersecurity grant for penetration testing
- TIER grant extension application approved
  - See resolution to purchase voting new machines

### OLD BUSINESS

- See October minutes
- 2023 General Election recap
- Election inspectors transition to employees – update, resolution

### NEW BUSINESS

- Fire district elections
- Early Vote by Mail in 2024
- Election Management System software & server upgrade
- 2023 Annual Report to NYSBOE

### PERSONNEL

- Commissioner Layman retirement and appointment of Kelly Johnson
- New Republican Deputy Commissioner selected – see resolution
- Republican PT Clerk vacancy
- Republican PT Election Worker vacancy

### RESOLUTIONS

- Authorization to purchase nine (9) voting machines
- Authorize creation of Election Inspector (Seasonal) positions
- Appointment of Republican Deputy Commissioner of Elections Board

### ADJOURNMENT



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, October 3, 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: Peter DeWind (County Attorney), Cathy Haskell (Legislative Clerk).

APPROVAL OF SEPTEMBER MINUTES

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

FINANCIAL

YTD Budget Report was presented.

OLD BUSINESS

See August minutes.

Election Inspector assignment letters for Early Voting and Election Day have been sent, 165 total inspectors assigned to work.

Military/UOCAVA absentees sent September 22<sup>nd</sup>, total of 14. Permanent and Civilian absentee ballots mailed September 29<sup>th</sup>, total of 683.

BOE Facebook page was launched Sept. 28<sup>th</sup>, with new VoteTioga Logo. The logo was designed by BOE staff.

The Cease and Desist Order to NY Citizens' Audit by the Office of Attorney General was presented, regarding the individuals associated with that group who have been impersonating county election officials around the state and falsely accusing people of crimes.

NEW BUSINESS

Research on how to pay and train election inspectors continues, especially after new legislation mandating that NYSBOE develop a uniform training curriculum for election inspectors, and a train-the-trainer program that county BOEs must send staff to attend. Commissioners must determine the impact on current staff and whether work hours and job descriptions must be adjusted.

Due to the public nature of our building, and especially with the increased number of people that come through for Early Voting, an AED was installed in our area of the building, and BOE staff received AED training. We will also receive Narcan training in October.

The number of absentee voters at Elderwood nursing facility in Waverly has surpassed 25. Per state Election Law, when there are 25 or more eligible absentee voters at an adult care facility, BOE staff must personally and bipartisanly deliver the absentee ballots to these voters and assist them with voting as needed. Deputy commissioners will visit on Oct. 12<sup>th</sup> to help residents complete voter registration forms and absentee applications, and commissioners will visit on Oct. 25<sup>th</sup> to deliver the ballots.

Early Voting begins October 28<sup>th</sup> and runs through November 5<sup>th</sup>.

There will be one polling site change as Richford Town Hall has moved. We are sending postcard notices to affected voters.

#### PERSONNEL

Jean Flynn resigned as Election Worker PT as of 9/11/2023. A backfill request has been filed.

Commissioner Layman's retirement date set to 12/2/2023.

Deputy Kelly Johnson to succeed as Republican Commissioner, effective 12/3/2023.

A new Republican Deputy to begin as early as 12/6/2023.

#### RESOLUTION

Resolution J35 was presented to "Amend Resolution No. 246-23 and Resolution No. 247-23 Regarding Extension of Grant Terms."

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1450 Elections</b>							
A1450 412910 Election Fees	-3,000	0	-3,000	-5,380.57	.00	2,380.57	179.4%
A1450 439060 State Aid-Election	0	-22,351	-22,351	.00	.00	-22,350.92	.0%*
A1450 510010 Full Time	190,158	0	190,158	164,630.22	.00	25,527.78	86.6%
A1450 510020 Part Time/Temporar	129,138	-5,000	124,138	66,052.17	.00	58,085.83	53.2%
A1450 510030 Overtime Pay Only	0	5,000	5,000	5,380.83	.00	-380.83	107.6%*
A1450 520090 Computer	2,000	-1,552	448	16.27	.00	431.62	3.6%
A1450 520130 Equipment (Not Car	5,000	1,552	6,552	6,266.73	.00	285.38	95.6%
A1450 530551 Maintenance in Lie	27,223	0	27,223	22,239.00	.00	4,984.00	81.7%
A1450 540010 Advertising	2,000	0	2,000	1,017.57	.00	982.43	50.9%
A1450 540143 Election Inspector	85,000	0	85,000	44,168.88	.00	40,831.12	52.0%
A1450 540143 EV Election Inspect	15,000	0	15,000	10,350.00	.00	4,650.00	69.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	1,527.50	.00	3,972.50	27.8%
A1450 540390 Mileage Expense	900	0	900	215.45	.00	684.55	23.9%
A1450 540420 Office Supplies	3,000	0	3,000	1,153.52	.00	1,846.48	38.5%
A1450 540480 Postage	18,000	0	18,000	10,228.98	.00	7,771.02	56.8%
A1450 540485 Printing/Paper	1,500	0	1,500	316.88	.00	1,183.12	21.1%
A1450 540490 Election Expense	40,500	22,070	62,570	23,014.07	.00	39,555.93	36.8%
A1450 540550 Rent	3,000	0	3,000	.00	1,200.00	1,800.00	40.0%
A1450 540560 Repairs	0	281	281	280.92	.00	.00	100.0%
A1450 540620 Software Expense	63,700	0	63,700	58,200.56	.00	5,499.44	91.4%
A1450 540733 Training/All Other	8,700	0	8,700	5,533.29	.00	3,166.71	63.6%
A1450 581088 State Retirement F	20,662	0	20,662	33,182.31	.00	-12,520.11	160.6%*
A1450 583088 Social Security Fr	17,882	0	17,882	17,537.20	.00	344.96	98.1%
A1450 584088 Workers Compensati	7,347	0	7,347	9,696.06	.00	-2,349.36	132.0%*
A1450 585088 Unemployment Insur	0	7,008	7,008	7,008.00	.00	.00	100.0%
A1450 585588 Disability Insuran	271	0	271	242.73	.00	28.71	89.4%
A1450 586088 Health Insurance F	75,034	0	75,034	81,529.24	.00	-6,495.36	108.7%*
A1450 588988 Eap Fringe	88	0	88	120.78	.00	-32.98	137.6%*
<b>TOTAL Elections</b>	<b>718,603</b>	<b>7,008</b>	<b>725,611</b>	<b>564,528.59</b>	<b>1,200.00</b>	<b>159,882.59</b>	<b>78.0%</b>
<b>TOTAL General Fund</b>	<b>718,603</b>	<b>7,008</b>	<b>725,611</b>	<b>564,528.59</b>	<b>1,200.00</b>	<b>159,882.59</b>	<b>78.0%</b>
<b>TOTAL REVENUES</b>	<b>-3,000</b>	<b>-22,351</b>	<b>-25,351</b>	<b>-5,380.57</b>	<b>.00</b>	<b>-19,970.35</b>	
<b>TOTAL EXPENSES</b>	<b>721,603</b>	<b>29,359</b>	<b>750,962</b>	<b>569,909.16</b>	<b>1,200.00</b>	<b>179,852.94</b>	



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	718,603	7,008	725,611	564,528.59	1,200.00	159,882.59	78.0%
** END OF REPORT - Generated by wahls, James **							



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

Table with columns: ACCOUNTS FOR: H, Capital Fund, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include H1450 Elections items and summary rows for TOTAL Elections, TOTAL Capital Fund, and TOTAL REVENUES/EXPENSES.



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,500	0	2,500	.00	.00	2,500.00	.0%

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

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23

AUTHORIZATION TO PURCHASE NINE (9)  
VOTING MACHINES

WHEREAS: The Tioga County Board of Elections currently utilizes eight (8) Dominion ImageCast Precinct (ICP) scanners as part of our current fleet of voting machines; and

WHEREAS: These ICP scanners are 14 years old and reaching end-of-life, and the Board of Elections has deemed it necessary to replace these scanners with the new State-approved ICP2 model, and add an additional scanner to our fleet, to reduce the risk of equipment failure and facilitate a better voting experience for Tioga County voters; and

WHEREAS: The equipment will be purchased through OGS State contract and the total expense of the equipment is quoted at \$46,765.80; and

WHEREAS: The expense is fully reimbursable to Tioga County under the Technology Innovation and Election Resource (TIER) grant, per certified Resolution No. 247-23 and 383-23; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to expend \$46,765.80 for nine (9) Dominion ImageCast Precinct 2 scanners, including one metal ballot box for the ninth scanner, out of Capital Election Expense fund H1450-520490.



REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE CREATION OF  
ELECTION INSPECTOR (SEASONAL) POSITIONS  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The IRS is requiring election workers to be reported as employees due to new regulations. Previously they were paid with a 1099; and

WHEREAS: It was decided amongst the Board of Elections, Personnel, Treasurer's Office, and the County Attorney that Tioga County will need to create a new county job title, Election Inspector (Seasonal); and

WHEREAS: Due to the unknown number of Election Inspector (Seasonal) positions that are needed, it is recommended to create 230 with the ability to unfund extra positions if needed; therefore be it

RESOLVED: That 230 Election Inspector (Seasonal) positions be created and may be filled as needed without a resolution required per person, at a 2024 hourly rate of \$15.00; and be it further

RESOLVED: That the Board of Election's 2024 authorized part-time headcount shall increase from 10 to 240.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -23

APPOINTMENT OF REPUBLICAN  
DEPUTY COMMISSIONER OF ELECTIONS BOARD

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The position of Deputy Commissioner of Elections Board (Republican) has been vacant since December 2, 2023 due to promotion; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That James Hoover II shall be appointed as Deputy Commissioner of Elections (Republican) effective December 18, 2023 at an annual Management/Confidential salary of \$43,091.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE 2024 SALARIES/WAGES  
(BOARD OF ELECTIONS)

WHEREAS: The salaries for employees of the Board of Elections are set by resolution; and

WHEREAS: Management Confidential staff and hourly employees have been authorized a salary increase for 2024; therefore be it

RESOLVED: That the 2024 rates for the Board of Elections staff shall be as follows:

2024 pay:

Commissioners	\$ 59,327.00/yr.
Deputy Commissioners	\$ 45,030.00/yr.
Voting Machine Technicians	\$ 22.82/hr.
Election Clerk	\$ 18.57/hr.
Election Workers	\$ 15.00/hr.