



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 4, 2025

10:30 a.m.

MINUTES

ATTENDEES

Legislators Ron Ciotoli, Tracy Monell, and Bill Standinger. Absent: Jake Brown
Commissioners Kelly Johnson and James Wahls.

Guests: County Administrator Jackson Bailey, Legislative Clerk Cathy Haskell

APPROVAL OF MINUTES

Motion by Legislator Ciotoli. Seconded by Legislator Standinger. All in favor. Carried.

FINANCIAL

YTD Budget Report was presented. Commissioner Wahls stated that the new ePollbook laptops would be paid this week.

OLD BUSINESS

See February Minutes.

Petition cycle has begun. Office is actively providing walking lists and information to the candidates.

NCOA (National Change of Address) voter list maintenance is in process and will be completed first week of March. This will get our voter registry up to date for the mailing of the annual mail check cards.

Enrollment hold went into effect on 2/14/2025 and will continue through 7/1/2025.

New laptops have been received and will be discounted with trade-in of the old ones.

NEW BUSINESS

Deputy Commissioners visited Candor High School as part of our effort to improve community outreach. We purchased a custom tablecloth to use for this and future events.

Office is putting together plans to hold an "I Voted" sticker contest as part of additional outreach in the schools. It will involve three different age group winners.

Tentative dates have been set for new inspector trainings in April. We are currently canvassing existing inspectors to gauge the need for additional inspectors ahead of the primary.

Poll site agreements have been mailed out so the board can verify the list to the state by March 17.

Our technicians replaced registration forms throughout the county which now include site stamps on them for better tracking for annual reporting to the state.

Legislator Standinger inquired which village and school elections we support and how. Commissioner Wahls explained that the villages run their own elections, but we provide voter lists upon request. We support Owego-Apalachin, Candor and Waverly school elections with our voting machines, and they must use our certified inspectors. Draft contracts for the 2025 school elections have been submitted to the County Attorney for approval.

PERSONNEL

Commissioners began Real Leadership in I4A and will attend second part mid-March.

Pamela Wylubski has been selected for Republican Election Clerk PT.

RESOLUTIONS / PROCLAMATIONS

A resolution to "Appoint Republican Election Clerk PT" was presented. The committee had no questions or issues with the resolution.

Meeting adjourned.