



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 a.m.

AGENDA

APPROVAL OF DECEMBER MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See December minutes
- Election inspectors transition to employees – ongoing; letters went out. Inspectors are calling and getting signed up for county trainings

NEW BUSINESS

- Even year elections signed by governor – starts 2025
- Working with IT to finish NYSTEC assessment; next meeting 1/10/2024
- Planning with IT for EMS Server repair; new plan for offsite data storage
- 2023 Annual Report to NYSBOE complete
- BOE Annual Meeting 01/10/2024 10:00
- Received proposals from vendors about expanding communication with voters

PERSONNEL

- New Republican Deputy Commissioner started 12/18/2023
- Republican PT Clerk; several interviews conducted
- Democratic PT Machine Tech Vacancy

RESOLUTIONS

- Renew Software Maintenance Agreement with Dominion Voting for Three Years and Authorize Prepayment

ADJOURNMENT

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, December 5, 2023

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ronald Ciotoli, and William Standing.
Commissioners James Wahls and Kelly Johnson.
Guests: Martha Sauerbrey (Legislative Chair), Peter DeWind (County Attorney), Cathy Haskell (Legislative Clerk).

APPROVAL OF OCTOBER MINUTES

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

FINANCIAL

Board of Elections YTD Budget Report was presented. Reimbursement was received from Cybersecurity grant for penetration testing.

The TIER grant extension application was approved by OGS, so BOE can now make expenditures and claims towards that grant – see resolution to purchase voting machines.

OLD BUSINESS

See October minutes. The 2023 General Election saw a total of 5,795 ballots cast, for appx. 18% total turnout. Of those, 378 cast a ballot during Early Voting. We issued a total of 792 absentee ballots, and 458 of those were received.

The transition of election inspectors to county employee status will begin in January. A letter to the inspectors has been drafted, but another meeting with all departments involved will be scheduled to finalize details. See resolution to authorize creation of election inspector positions.

NEW BUSINESS

Fire district elections are this month. The Board has been providing voter lists to the various districts upon request.

Governor Hochul recently signed the Early Vote by Mail law, effective January 1, 2024. This law will allow voters to apply for an early mail-in ballot without an excuse. The processing of these mail-in ballots will be almost identical to that of absentee ballots, but

the Board will have to purchase a new supply of envelopes with the correct verbiage. The law is currently under litigation.

The Board is due to upgrade the Dominion Election Management System software and associated hardware. The software upgrade is covered under our maintenance agreement with Dominion, but the Board will be responsible to purchase the hardware. Much of the hardware expense, if not all, will be reimbursable from grant funds.

The Board has begun gathering data for the NYS Board of Elections' 2023 Annual Survey, which is due in January.

PERSONNEL

Commissioner Layman retired as of December 2nd, and Kelly Johnson has been appointed as Republican Commissioner.

Commissioner Johnson has selected James A. Hoover, II for her Deputy Commissioner – see resolution.

The Republican Part-Time Clerk position was vacated in November and the position remains unfilled.

The Republican Part-Time Election Worker position that was vacated in the summer was filled in November by Tiffanie Middendorf. The other Republican Election Worker position was vacated just prior to the General Election and remains unfilled, but several people are interested.

RESOLUTIONS

The resolutions listed below were presented. All resolutions were approved by the committee.

- Authorization to purchase nine (9) voting machines
- Authorize creation of Election Inspector (Seasonal) positions
- Appointment of Republican Deputy Commissioner of Elections Board
- Authorize 2024 Salaries/Wages for Board of Elections

Legislator Brown made a motion to enter executive session to discuss personnel. Motion approved and executive session commenced at 11:25 am. Executive session adjourned at 11:29 am.

Meeting adjourned.

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: ORIGINAL TRANSFERS/ REVISSED AVAILABLE
General Fund APPROP ADJUSTS BUDGET BUDGET BUDGET USE/COL

A1430 ELECTIONS

Account	Description	Original	Transfers/	Revised	YTD Actual	Encumbrances	Available	PCT
		Approp	Adjusts	Budget			Budget	Use/COL
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	181,728.00	.00	-22,350.92	0.0%
A1450 510010	Full Time	190,158	0	190,158	69,745.31	.00	8,429.96	95.6%
A1450 510020	Part Time/Temporar	129,138	-5,000	124,138	5,380.93	.00	54,882.69	155.8%
A1450 510030	Overtime Pay Only	0	5,000	5,000	0.00	.00	-380.83	107.6%
A1450 520030	Computer	2,000	-1,352	648	6,246.77	.00	781.92	92.6%
A1450 520040	Equipment (not car	2,223	0	2,223	22,259.00	.00	4,984.00	81.7%
A1450 530151	Management in Lite	0	0	0	1,683.07	.00	316.93	84.2%
A1450 540010	Advertising	2,000	0	2,000	44,438.88	.00	4,650.00	69.0%
A1450 540143	Election Inspector	85,000	0	85,000	10,350.00	.00	3,757.11	31.7%
A1450 540320	Leased/Service Equ	15,000	0	15,000	1,742.89	.00	626.80	30.4%
A1450 540390	Office Supplies	5,500	0	5,500	273.20	.00	1,706.82	43.1%
A1450 540420	Postage	3,900	0	3,900	1,229.18	.00	7,771.02	21.1%
A1450 540480	Printing/Paper	18,000	0	18,000	318.98	.00	1,183.12	21.1%
A1450 540485	Advertising	1,500	22,012	23,512	24,316.07	.00	3,782.43	39.6%
A1450 540520	Recycling Expense	40,500	0	40,500	1,560.92	.00	1,890.50	82.8%
A1450 540550	Rentals	3,000	339	3,339	58,200.56	.00	5,489.44	91.4%
A1450 540620	Software Expense	63,700	0	63,700	35,533.29	.00	3,186.71	63.6%
A1450 540733	Training/All other	8,700	0	8,700	35,539.63	.00	-14,877.43	172.0%
A1450 583088	State Retirement F	20,662	0	20,662	19,007.40	.00	-1,125.24	106.3%
A1450 583088	Social Security F	17,882	0	17,882	10,381.64	.00	-3,034.94	141.3%
A1450 584088	Workers Compensati	7,347	0	7,347	7,008.00	.00	.00	100.0%
A1450 585088	Unemployment Insur	0	7,008	7,008	7,008.00	.00	.00	100.0%
A1450 585588	Disability Insuranc	0	0	0	75,034	.00	10,449	96.2%
A1450 586088	Health Insurance F	75,034	0	75,034	87,451.30	.00	-12,419.42	116.6%
A1450 588988	Cap Pringe	88	0	88	129.32	.00	-81.52	147.5%
TOTAL ELECTIONS		718,603	7,008	725,611	599,331.82	.00	126,279.36	82.6%
TOTAL General Fund		718,603	7,008	725,611	599,331.82	.00	126,279.36	82.6%
TOTAL REVENUES		-3,000	-22,351	-25,351	-5,380.57	.00	-19,970.35	
TOTAL EXPENSES		721,603	29,359	750,962	604,712.39	.00	146,249.71	

Report generated: 12/27/2023 14:20
User: Johnson
Program ID: 01/25/2023



Tioga County
YEAR-TO-DATE BUDGET REPORT

FY 2023

ACCOUNTS FOR: ORIGINAL BUDGET REVENUES/ADJUSTMENTS REVENUES/ADJUSTMENTS YTD ACTUAL ENCUMBRANCES AVAILABLE BALANCE

HESU ELECTIONS

ACCOUNTS FOR	ORIGINAL BUDGET	REVENUES/ADJUSTMENTS	REVENUES/ADJUSTMENTS	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BALANCE	PCT. USED
H1450 430891 CYBER STATE AID- CY	0	-38,067	-38,067	-22,276.40	.00	-15,790.38	58.5%
H1450 439060 State Aid-Election	0	-51,282	-51,282	.00	.00	-51,281.65	.0%
H1450 520300 Voting Machines	2,500	0	2,500	.00	.00	2,500.00	.0%
H1450 520490 Capital Election E	0	51,282	51,282	.00	.00	51,281.65	.0%
H1450 520620 CYBER SOFTWARE EXPE	0	38,067	38,067	22,276.40	.00	15,790.38	58.5%
TOTAL Elections	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Capital Fund	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL REVENUES	0	-89,348	-89,348	-22,276.40	.00	-67,072.03	
TOTAL EXPENSES	2,500	89,348	91,848	22,276.40	.00	69,572.03	



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

11/27/2023 11:11

	ORIGINAL APPROP	TRANSRS/ ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENCLWRANGES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	721,103	7,008	728,111	599,331.82	.00	128,779.36	82.3%
** END OF REPORT - Generated by Johnson, Kelly **							

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 RENEW SOFTWARE MAINTENANCE AGREEMENT
WITH DOMINION VOTING FOR THREE YEARS AND
AUTHORIZE PREPAYMENT

WHEREAS: The Tioga County Board of Elections utilizes Election Management Software (EMS) from Dominion Voting to run Tioga County elections; and

WHEREAS: The Board of Elections will continue to use Dominion EMS for as long as Dominion voting machines are also utilized; and

WHEREAS: The previous three-year agreement for EMS software maintenance expired December 31, 2023; and

WHEREAS: A budgetary quote obtained from Dominion Voting show that compared with annual installments, paying the up-front cost of \$30,000.00 for three years of EMS Software Maintenance would be discounted \$3,000.00 for a total payment of \$27,000; and

WHEREAS: The Board of Elections has budgeted for annual installments to cover this expense; therefore be it

RESOLVED: The Board of Elections is authorized to prepay the EMS Software Maintenance, for the term 01/01/2024 to 12/31/2026, for \$27,000.00; and be it further

RESOLVED: That \$9,000.00 for the above agreement be paid from the budget line A1450 540620-Software Expense yearly for three years.