

# 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)



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, October 7, 2025

10:30 a.m.

### AGENDA

#### APPROVAL OF MINUTES

#### FINANCIAL

- YTD Budget Report attached
- New grants – see resolutions

#### OLD BUSINESS

- See September minutes

#### NEW BUSINESS

- Mail ballots received to date for 2025 General Election
- Logic and Accuracy Testing of Machines
  - Voting machines
  - Central Count
  - ePollbooks
- Upcoming Press Releases and Legal Notices
  - Campaign 25% in 2025
- Upcoming Election Dates and Deadlines

#### PERSONNEL

- Election Inspectors – Training update and election assignments

#### RESOLUTIONS / PROCLAMATIONS

- Defund Position of Election Clerk PT
- Authorize Vote By Mail Grant and Amend Budget
- Authorize 2025 Election Grant and Amend Budget

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## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, September 2, 2025

10:30 a.m.

### MINUTES

#### ATTENDANCE

Present: Legislators Ron Ciotoli, Tracy Monell, Bill Standing and Jake Brown. Commissioners James Wahls and Kelly Johnson. Guests: Legislative Chair Martha Sauerbrey, Legislative Clerk Cathy Haskell, County Administrator Jackson Bailey.

#### APPROVAL OF MINUTES

Motion by Legislator Standing, seconded by Legislator Ciotoli. All in favor. Carried.

#### FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns. Commissioner Wahls followed up that a claim reimbursement was received for Ballot by Mail Grant expenses from the 2025 Primary Election.

#### OLD BUSINESS

See August minutes.

Update on the New ePollbook Laptops. They are now state certified and our vendor, Robis will be at our office next week to install updates.

#### NEW BUSINESS

NYSBOE Ballot is scheduled to be certified by the deadline of September 10, with CBOE ballot to be certified by September 11.

Ballot creation will start right after certification.

A statewide proposal will be on the ballot this election and we indicated a copy of the abstract was attached to the agenda.

Deadline information on mail ballots was provided. Military & UOCAVA ballot transmission deadline is September 19, and regular ballots will be sent the following week.

Commissioners gave a conference update. Specifically on Poll Worker Train the Trainer instruction and Even Year Law. Train the Trainer most likely will not be in place for about 18 months, and the Even Year Law is in place with appeals to be heard September 9.

#### PERSONNEL

For election inspector training in 2025, 125 have been certified and appointed, and there are 58 currently signed up for the three remaining classes.

RESOLUTIONS / PROCLAMATIONS – None.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: A1450 Elections	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 412910 Election Fees	-4,000	0	-4,000	-6,061.11	.00	2,061.11	151.5%
A1450 510010 Full Time	216,018	0	216,018	155,598.96	.00	60,419.04	72.0%
A1450 510020 Part Time/Temporar	255,433	0	255,433	101,985.77	.00	153,447.35	39.9%
A1450 510030 Overtime Pay Only	11,000	0	11,000	4,083.32	.00	6,916.68	37.1%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	-104	4,896	.00	.00	4,896.26	.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	15,513.54	.00	11,709.46	57.0%
A1450 540010 Advertising	2,500	1,000	3,500	1,629.02	.00	1,870.98	46.5%
A1450 540140 Contracting Servic	0	550	550	327.90	.00	222.10	59.6%
A1450 540320 Leased/Service Equ	5,000	0	5,000	917.76	.00	4,082.24	18.4%
A1450 540390 Mileage Expense	600	0	600	158.77	24.92	416.31	30.6%
A1450 540420 Office Supplies	3,000	0	3,000	248.97	.00	2,751.03	8.3%
A1450 540480 Postage	15,000	0	15,000	8,304.88	.00	6,695.12	55.4%
A1450 540485 Printing/Paper	1,500	0	1,500	1,028.38	.00	471.62	68.6%
A1450 540490 Election Expense	45,000	-1,550	43,450	14,526.58	.00	28,923.42	33.4%
A1450 540550 Rent	3,000	0	3,000	1,000.00	.00	2,000.00	33.3%
A1450 540560 Repairs	500	0	500	124.89	.00	375.11	25.0%
A1450 540620 Software Expense	66,000	0	66,000	61,475.20	.00	4,524.80	93.1%
A1450 540733 Training/All Other	10,000	0	10,000	4,240.84	.00	5,759.16	42.4%
A1450 581088 State Retirement F	46,886	0	46,886	20,420.49	.00	26,465.51	43.6%
A1450 583088 Social Security Fr	26,154	0	26,154	16,815.22	.00	9,338.78	64.3%
A1450 584088 Workers Compensati	42,560	0	42,560	18,936.74	.00	23,623.26	44.5%
A1450 585588 Disability Insuran	272	0	272	178.92	.00	93.08	65.8%
A1450 586088 Health Insurance F	68,161	0	68,161	78,276.20	.00	-10,115.20	114.8%*
A1450 588988 Eap Fringe	128	0	128	249.54	.00	-121.54	195.0%*
TOTAL NO PROJECT	848,935	-104	848,831	499,980.78	24.92	348,825.68	58.9%
<b>BBMG Ballot By Mail Grant</b>							
A1450 439060 BBMG State Aid-Elec	0	-22,234	-22,234	-3,779.62	.00	-18,454.77	17.0%*
A1450 540480 BBMG Postage Ballot	0	1,164	1,164	1,164.09	.00	.00	100.0%
A1450 540490 BBMG Election Expen	0	21,070	21,070	5,264.06	.00	15,806.24	25.0%
TOTAL Ballot By Mail Grant	0	0	0	2,648.53	.00	-2,648.53	100.0%
TOTAL Elections	848,935	-104	848,831	502,629.31	24.92	346,177.15	59.2%
TOTAL REVENUES	-4,000	-22,234	-26,234	-9,840.73	.00	-16,393.66	
TOTAL EXPENSES	852,935	22,131	875,066	512,470.04	24.92	362,570.81	



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

FOR 2025 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	848,935	-104	848,831	502,629.31	24.92	346,177.15	59.2%
** END OF REPORT - Generated by wahls, James **							

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. --25 UNFUND (2) PART-TIME ELECTION CLERK POSITIONS  
AND CREATE (2) PART-TIME ELECTION CLERK  
(SEASONAL) POSITIONS  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required to unfund and create any position within Tioga County; and

WHEREAS: Two (2) Part-Time Election Clerk positions have been vacant since September 10, 2025, due to lack of work; and

WHEREAS: Upon review of the department needs, the Election Commissioners decided they can better address staffing needs with clerks on an as-needed basis to handle periods of high volume for 2026 and submitted a New Position Duties Statement to the Personnel Department on August 14, 2025; and

WHEREAS: The Personnel Officer has determined the appropriate classification for said title be Election Clerk PT (Seasonal); and

WHEREAS: Unfunding the two (2) Part-Time Election Clerks positions will create available funding; therefore be it

RESOLVED: That the Legislature hereby authorizes the creation of two (2) Part-Time Election Clerk (Seasonal) positions, with a salary to be set by the Legislature for 2026, effective January 1, 2026; and be it further

RESOLVED: That (2) Part-Time Election Clerk positions shall be unfunded effective immediately.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE 2025 VOTE BY MAIL GRANT AND  
AMEND 2025 BUDGET  
BOARD OF ELECTIONS

WHEREAS: The 2025 NYS Budget created the 2025 Vote By Mail Grant Program, to be administered by the New York State Board of Elections (NYSBOE); and

WHEREAS: The Tioga County Board of Elections (BOE) is eligible for reimbursement of up to \$13,128.77 eligible expenses under this grant program, for the term of 04/01/2025 to 03/31/2026; and

WHEREAS: The BOE received the contract for this grant from the NYSBOE on September 5, 2025; therefore be it

RESOLVED: That the Tioga County BOE is authorized to apply for and receive reimbursement from the NYS Vote By Mail Grant Program, for up to \$13,128.77; and be it further

RESOLVED: That funding for expenditures under this grant shall be appropriated as follows:

FROM:	A1450 439060 VBMG State Aid-Elections	\$13,128.77
TO:	A1450 540490 VBMG Election Expense	\$13,128.77

And be it further

RESOLVED: That any unspent funds under this grant in FY2025 shall carry over to FY2026.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE 2025 ELECTION GRANT AND AMEND  
2025 BUDGET  
BOARD OF ELECTIONS

WHEREAS: The 2025 NYS Budget created the 2025 Election Grant Program, to be administered by the New York State Board of Elections (NYSBOE); and

WHEREAS: The Tioga County Board of Elections (BOE) is eligible for reimbursement of up to \$6,811.77 eligible expenses under this grant program, for the term of 04/01/2025 to 03/31/2026; and

WHEREAS: The BOE received the contract for this grant from the NYSBOE on September 5, 2025; therefore be it

RESOLVED: That the Tioga County BOE is authorized to apply for and receive reimbursement from the NYS 2025 Election Grant Program, for up to \$6,811.77; and be it further

RESOLVED: That funding for expenditures under this grant shall be appropriated as follows:

FROM:	A1450 439060 GE25 State Aid-Elections	\$6,811.77
TO:	A1450 540490 GE25 Election Expense	\$6,811.77

And be it further

RESOLVED: That any unspent funds under this grant in FY2025 shall carry over to FY2026.