

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, March 8, 2022
10:30 a.m.
AGENDA

APPROVAL OF MINUTES

FINANCIAL

- TYD Budget Report attached

OLD BUSINESS

- See February Minutes
- NCOA Process Completed
- Box Truck Repairs

NEW BUSINESS

- ECA Winter Conference
- Political Calendar
- Redistricting Applied to Database
- Designating Petitions

PERSONNEL

- Commissioner Wahls returned from leave on 2/22
- Commissioner Toombs' retirement, appointment of Lin Layman
- Vacancies posted

RESOLUTIONS

- RECOGNIZING BERNADETTE TOOMBS' 23 YEARS OF SERVICE
- APPOINTMENT OF REPUBLICAN ELECTION COMMISSIONER

PROCLAMATIONS - none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS
Tuesday, February 8, 2022
MINUTES

ATTENDANCE:

Legislators Brown, Standinger, Hollenbeck & Ciotoli
Deputy Commissioner Layman
Guests: Cathy Haskell

APPROVAL OF JANUARY MINUTES: Motion by R. Ciotoli, second by B. Standinger, all in favor, carried.

FINANCIAL UPDATE/BUDGET: The January Budget Report reviewed. The annual software maintenance for NTS reviewed.

OLD BUSINESS: Annual Report to NYSBOE sent by email due to large size.

Absentee application process using Portal was brought up as well as the new law requiring canvass and tracking of Absentee Ballots through entire voting timeline. A cost analysis of early voting was requested.

NEW BUSINESS: Redistricting passed and signed into law in Albany but with court cases filed we are in holding pattern awaiting final directions from SBOE.

The 2022 Draft Political Calendar from NYSBOE was provided. Petition dates and Primary Election are as stated but are open to change depending on law cases filed.

The box truck catalytic converter repair is still 4-6 weeks out. A request was made to follow up if an insurance claim was filed. Privacy booths pick up delayed.

ECA Winter Conference in Albany is March 1-4 and will be attended by Lin Layman and Sandra Cooper.

NCOA, National Change of Address received and in process.

PERSONNEL: Commissioner Wahls will be returning the end of this month.

Staffing changes - PT Election Clerks and ED Drivers for voting machines within first quarter of 2022. Commissioner and Deputy staffing changes in process.

RESOLUTIONS: None



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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A1450 Elections

A1450 412910	Election Fees	0	-3,000	.00	.00	-3,000.00	.0%
A1450 510010	Full Time	0	183,968	22,996.28	.00	160,971.72	12.5%
A1450 510020	Part Time/Temporar	0	127,206	3,422.38	.00	123,783.62	2.7%
A1450 520090	Computer	0	2,000	.00	.00	2,000.00	.0%
A1450 520130	Equipment (Not Car	0	5,000	.00	.00	5,000.00	.0%
A1450 530551	Maintenance in Lite	0	27,223	.00	.00	27,223.00	.0%
A1450 540010	Advertising	0	2,000	.00	.00	2,000.00	.0%
A1450 540143	Election Inspector	0	100,000	.00	.00	100,000.00	.0%
A1450 540320	Leased/Service Equ	0	5,500	150.59	.00	5,349.41	2.7%
A1450 540390	Mileage Expense	0	600	60.05	.00	539.95	10.0%
A1450 540420	Office Supplies	0	3,000	110.56	.00	2,889.44	3.7%
A1450 540480	Postage	0	18,000	.00	.00	18,000.00	.0%
A1450 540485	Printing/Paper	0	1,500	.00	.00	1,500.00	.0%
A1450 540490	Election Expense	0	40,500	.00	.00	40,500.00	.0%
A1450 540550	Rent	0	3,000	.00	.00	3,000.00	.0%
A1450 540620	Software Expense	0	63,700	48,370.00	.00	15,330.00	75.9%
A1450 540733	Training/All Other	0	9,000	200.00	.00	8,800.00	2.2%
A1450 581088	State Retirement F	0	20,662	4,720.92	.00	15,941.28	22.8%
A1450 583088	Social Security Fr	0	17,882	2,358.42	.00	15,523.74	13.2%
A1450 584088	Workers Compensati	0	7,347	1,175.28	.00	6,171.42	16.0%
A1450 585588	Disability Insuran	0	7,271	41.76	.00	7,229.68	15.4%
A1450 586088	Health Insurance F	0	75,034	11,385.80	.00	63,648.08	15.2%
A1450 588988	Eap Fringe	0	88	13.44	.00	74.36	15.3%
TOTAL Elections		0	710,481	95,005.48	.00	615,475.70	13.4%
TOTAL General Fund		0	710,481	95,005.48	.00	615,475.70	13.4%
TOTAL REVENUES		0	-3,000	.00	.00	-3,000.00	.0%
TOTAL EXPENSES		0	713,481	95,005.48	.00	618,475.70	13.4%

****2022 POLITICAL CALENDAR****

40 NORTH BEAR STREET – SUITE 5,
ALBANY, NEW YORK 12027 (518) 474-6220
For TD/TTY, call the NYS Relay 711
www.elections.ny.gov



Primary Election June 28, 2022
General Election November 8, 2022

**** Please be aware that since this is a re-districting year this calendar is subject to change by the Legislature and should be used advisedly. ****

FILING REQUIREMENTS: All certificates and petitions of designation or nomination, certificates of acceptance or declaration of such designations or nominations, certificates of authorization for such designations or nominations, certificates of disqualification, certificates of substitution for such designations or nominations and objections and specifications of objections to such certificates and petitions required to be filed with the State Board of Elections or a board of elections outside of the city of New York, shall be deemed timely filed and accepted for filing if sent by mail or overnight delivery service. In an envelope postmarked or showing receipt by the overnight delivery service prior to midnight of the last day of filing, and received no later than two business days after the last day to file such certificates, petitions, objections or specifications. Failure of the post office or authorized overnight delivery service to deliver any such petition, certificate, or objection to such board of elections outside the city of New York, no later than two business days after the last day to file such certificates, petitions, objections, or specifications shall be a fatal defect per NY Election Law § 1-106.

All papers required to be filed, unless otherwise provided, shall be filed between the hours of 9 AM – 5 PM. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing. NVEE § 1-106

Within NYC, all such certificates, petitions and specifications of objections required to be filed with the board of elections of the city of New York must be actually received on or before the last day to file. The New York City Board of Elections is open for the receipt of such petitions, certificates and objections until midnight on the last day to file.

PRIMARY ELECTION DATES	
June 28	Primary Election §8-100(1)(a)
June 18 – 26	Days of Early Voting for the Primary Election. §8-600(1)
Feb 1	Certification of offices to be filed at 2022 General Election by SBOE and CBOE. §4-106 (1)(a2)
Feb 28	PARTY CALLS: Last day for State & County party chairs to file a statement of party positions to be filed at the Primary Election. §2-120(1)

CERTIFICATION OF PRIMARY	
May 4	Certification of primary ballot by SBOE of designations filed in its office. §4-110
May 5	Certification of primary ballot by CBOE of designations filed in its office. §4-114

CANVASS OF PRIMARY RESULTS	
July 11	Canvass of Primary returns by County Board of Elections. §9-200(1)
July 11	Verifiable Audit of Voting Systems. §9-211(1)
July 18	Recanvass of Primary returns. §9-208(1)

GENERAL ELECTION DATES	
Nov 8	General Election. §8-100(1)(c)
Oct 29 – Nov 6	Days of Early Voting for the General Election. §8-600(1)

CERTIFICATION OF GENERAL ELECTION BALLOT	
Sept 14	Certification of general election ballot by SBOE of nominations filed in its office. §4-112(1)
Sept 15	Certification of general election ballot by CBOE of nominations and questions. CBOES. §4-114

CANVASS OF GENERAL ELECTION RESULTS	
Nov 23	Recanvass of General Election returns to occur no later than Nov. 23. §9-208(1)
Nov 23	Verifiable Audit of Voting Systems to occur no later than Nov. 23. §9-211(1)
Dec 2	Certification and transmission of Canvass of General Election returns by County Board of Elections §9-214(1)
Dec 15	Last day for State Board of Canvassers meet to certify General Election. §9-216(2)

DESIGNATING PETITIONS FOR PRIMARY	
Mar 1	First day for signing designating petitions. §6-134(4)
Apr 4-7	Dates for filing designating petitions. §6-158(1)
Apr 11	Last day to authorize designations. §6-120(3)
Apr 11	Last day to accept or decline designations. §6-158(2)
Apr 15	Last day to fill a vacancy after a declination. §6-158(3)
Apr 19	Last day to file authorization of substitution after declination of a designation. §6-120(3)

PARTY NOMINATION OTHER THAN PRIMARY	
Feb 8 – Mar 1	Dates for holding state committee meeting to nominate candidates for statewide office. §6-104(6)
Mar 1	First day to hold a town caucus. §6-108
July 8	Last day to decline all party nominations after primary loss. §6-146(6)
July 12	Last day to fill vacancy after declination by primary loser. §6-158(3)
July 18	Last day to file authorization of substitution after declination by primary loser. §6-120(3)
July 28	Last day for filing nominations made at a town or village caucus or by a party committee. §6-158(6)
July 28	Last day to file certificates of nomination to fill vacancies created pursuant to § 6-116, §6-104 & §6-158(6)
Aug 1	Last day to accept or decline a nomination for office made based on § 6-116 & §6-158(7)
Aug 1	Last day to file authorization of nomination made based on § 6-116. §6-120(3)
Aug 5	Last day to fill a vacancy after a declination made based on § 6-116. §6-158(8)

INDEPENDENT PETITIONS	
April 19	First day for signing nominating petitions. §6-138(4)
May 24-31	Dates for filing independent nominating petitions. §6-158(9)
June 3	Last day to accept or decline a nomination. §6-158(11)
June 6	Last day to fill vacancy after a declination. §6-158(12)
July 1	Last day to decline after acceptance if nominee loses party primary. §6-158(11)

OPPORTUNITY TO BALLOT PETITIONS	
Mar 22	First day for signing OTB petitions. §6-164
April 14	Last day to file OTB petitions. §6-158(4)
April 21	Last day to file an OTB petition if there has been a declination by a designated candidate. §6-158(4)

JUDICIAL DISTRICT CONVENTIONS	
Minutes of a convention must be filed within 72 hours of adjournment. §6-158(6)	
Aug 4 – 10	Dates for holding Judicial conventions. §6-158(5)
Aug 11	Last day to file certificates of nominations. §6-158(6)
Aug 15	Last day to decline nomination. §6-158(7)
Aug 19	Last day to fill vacancy after a declination. §6-158(8)

SIGNATURE REQUIREMENTS FOR DESIGNATING AND OPPORTUNITY TO BALLOT PETITIONS §6-136

5% of the active enrolled voters of the political party in the political unit or the following, whichever is less:

- For any office to be filled by all the voters of:
 - The entire state 15,000
 - (with at least 100 or 5% of enrolled voters from each of one-half of the congressional-districts)
- *New York City..... 7,500
- *Any county or borough of NYC..... 4,000
- *A municipal court district within NYC..... 1,500
- *Any city council district within NYC..... 900
- Cities/counties having more than 250,000 inhabitants..... 2,000
- Cities/counties having more than 25,000 but not more than 250,000 inhabitants..... 1,000
- Any city, county, councilmanic or county legislative districts in any city other than NYC..... 500
- Any congressional district..... 1,250
- Any state senatorial district..... 1,000
- Any assembly district..... 500
- Any county legislative district..... 500

any political subdivision contained within another political subdivision, except as herein provided, requirement is not to exceed the number required for the larger subdivision; political subdivision containing more than one assembly district, county or other political subdivision, requirement is not to exceed the aggregate of the signatures required for the subdivision or parts of subdivision so contained.

***NOTE: Section 1057-b of the New York City Charter supersedes New York Election Law signature requirements for Designating and OTB petitions and Independent nominating petitions with respect to certain NY City offices.**

SIGNATURE REQUIREMENTS FOR INDEPENDENT

NOMINATING PETITIONS §6-142

1% of the total number of votes excluding blank and void cast for the office of governor at the last gubernatorial election in the political unit for any office to be voted for by all the voters of the entire state..... 45,000 (with at least 500 or 1% of enrolled voters from each of one-half of the congressional districts)

5% of the total number of votes excluding blank and void cast for the office of governor at the last gubernatorial election in the political unit except that not more than 3,500 signatures shall be required on a petition for an office to be filled in any political subdivision outside the City of New York, and not more than the following for any office to be voted for by all the voters of:
 Any county or portion thereof outside NYC..... 1,500
 New York City 7,500
 *Any county or borough or any two counties or boroughs within New York City 4,000
 Any municipal court district 3,000
 *Any city council district within NYC 2,700
 Any congressional district..... 3,500
 Any state senatorial district 3,000
 Any assembly district..... 1,500

Any political subdivision contained within another political subdivision, except as herein provided, requirement is not to exceed the number for the larger subdivision.
 *NOTE: Section 1057-b of the New York City Charter supersedes New York Petitions and independent nominating petitions with respect to certain NY City offices.

VOTER REGISTRATION FOR PRIMARY

Feb 21	List of Registered Voters: Such lists shall be published before the twenty-first day of February. § 5-604
June 3	Mail Registration for Primary: Last day to postmark application for primary; last day it must be received by board of elections is June 8. §5-210(3)
June 3	In person registration for Primary: Last day application must be received by board of elections to be eligible to vote in primary election. §55-210, 5-211, 5-212
June 8	Changes of address for Primary received by this date must be processed. §5-208(3)

CHANGE OF ENROLLMENT

Feb 14 A change of enrollment rec'd by the BOE not later than Feb. 14th or after July 5th is effective immediately. Any change of enrollment made between Feb 15-July 5th, shall be effective July 5th. §5-304(3)

VOTER REGISTRATION FOR GENERAL

Oct 14	Mail Registration for General: Last day to postmark application for general election; it must also be received by board of elections by Oct 19. §5-210(3)
Oct 14	In person registration for General: Last day application must be received by board of elections to be eligible to vote in general election. If honorably discharged from the military or have become a naturalized citizen after October 14 th , you may register in person at the county board of elections office up until October 29 th . §55-210, 5-211, 5-212
Oct 19	Changes of address for General received by this date must be processed. §5-208(3)

ABSENTEE VOTING FOR PRIMARY

June 13	Last day for board of elections to RECEIVE application, letter, telefax, other written instrument or absentee portal request for ballot. §8-400(2)(c).
June 27	Last day to apply in person for primary ballot. §8-400(2)(c)
June 28	Last day to postmark primary election ballot. Must be received by the county board no later than July 5 th . §8-412(1)
June 28	Last day to deliver primary ballot in person to your county board or your poll site, by close of polls. §8-412(1)

MILITARY/SPECIAL FEDERAL VOTERS FOR PRIMARY

May 13	Deadline to transmit ballots to eligible Military/Special Federal/UOCAVA Voters. §10-108(1) & §11-204(4)
June 3	Last day for a board of elections to receive application for Military/Special Federal/UOCAVA absentee ballot for primary if not previously registered. §10-106(5) & §11-202(1)(a)
June 21	Last day for a board of elections to receive application for Military/Special Federal/UOCAVA absentee ballot for primary if already registered. §10-106(5) & §11-202(1)(b)
June 27	Last day to apply personally for Military ballot for primary if previously registered. §10-106(5)
June 28	Last day to postmark Military/Special Federal/UOCAVA ballot for primary. Date by which it must be received by the board of elections is July 5 th . §10-114(1) & §11-212

ABSENTEE VOTING FOR GENERAL ELECTION

Oct 24	Last day for board of elections to RECEIVE application, letter, telefax, other written instrument or absentee portal request for ballot. §8-400(2)(c)
Nov 7	Last day to apply in person for general election ballot. §8-400(2)(c)
Nov 8	Last day to postmark general election ballot. Must be received by the county board no later than Nov 15 th . §8-412(1)
Nov 8	Last day to deliver general election ballot in person to your county board or your poll site, by close of polls on election day. §8-412(1)

MILITARY/SPECIAL FEDERAL VOTERS FOR GENERAL

Sept 23	Deadline to transmit ballots to eligible Military/Special Federal/UOCAVA voters. §10-108(1) & §11-204(4)
Oct 14	Last day for a board of elections to receive application for Special Federal/UOCAVA absentee ballot for general if not previously registered. §11-202(1)(a) & §10-106(5)
Oct 29	Last day for a board of elections to receive application for Military absentee ballot for general if not previously registered. §10-106(5) & §11-202(1)(b)
Nov 1	Last day for a board of elections to receive application for Military/Special Federal absentee ballot for general if already registered. §10-106(5) & §11-202(1)(b)
Nov 7	Last day to apply personally for a Military absentee ballot for general if previously registered. §10-106(5)
Nov 8	Last day to postmark Military/Special Federal/UOCAVA ballot for general. Date by which it must be received by the board of elections is Nov. 21 st . §10-114(1) & §11-212

VACANCY IN OFFICE

Aug 8	A vacancy occurring three (3) months before a General Election in any year in any office are authorized to be filed at a General Election. §6-158(14)
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REFERENDUMS/PROPOSITIONS/PROPOSALS

Aug 8	For any election conducted by a BOE, the clerk of such subdivision shall provide the BOE with a certified text copy of any proposal, proposition, or referendum at least three (3) months before the General Election. §4-108
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CAMPAIGN FINANCIAL DISCLOSURE

PRIMARY ELECTION §14-108(1)	May 27
32 Day Pre-Primary	June 17
11 Day Pre-Primary	July 15
10 Day Post-Primary	9 NYCRR 6200.2(a)
24 Hour Notice §14-108(2)	June 14 through June 27

GENERAL ELECTION §14-108(1)

32 Day Pre-General	October 7
11 Day Pre-General	October 28
27 Day Post-General	December 5
24 Hour Notice §14-108(2)	October 25 through November 7

Periodic Reports §14-108(1)

January 18 th	
July 15 th	

Additional Independent Expenditure Reporting

24 Hour Notice	Primary: May 29 through June 27
§14-107(4) (a) (ii); (b)	General: October 9 through November 7
Weekly Notice	Refer to §14-107(4)(a)(i); (b)

CONTRIBUTION LIMITS FOR LOCAL OFFICES

Apr 15	Last day to calculate and post local limits to CBOE website and send to SBOE. §14-114(11)
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Designation of Polling Places

March 15	Last day to designate polling places for each election district for ensuing year §4-104
May 1	Last day to designate early voting sites for the general election. 9 NYCRR 6211.1(a)
May 1	Last day to file early voting Communication Plan with SBOE. 9 NYCRR 6211.7(c)
May 13	Last day to designate early voting sites for primaries and special elections. 9 NYCRR 6211.1(a)

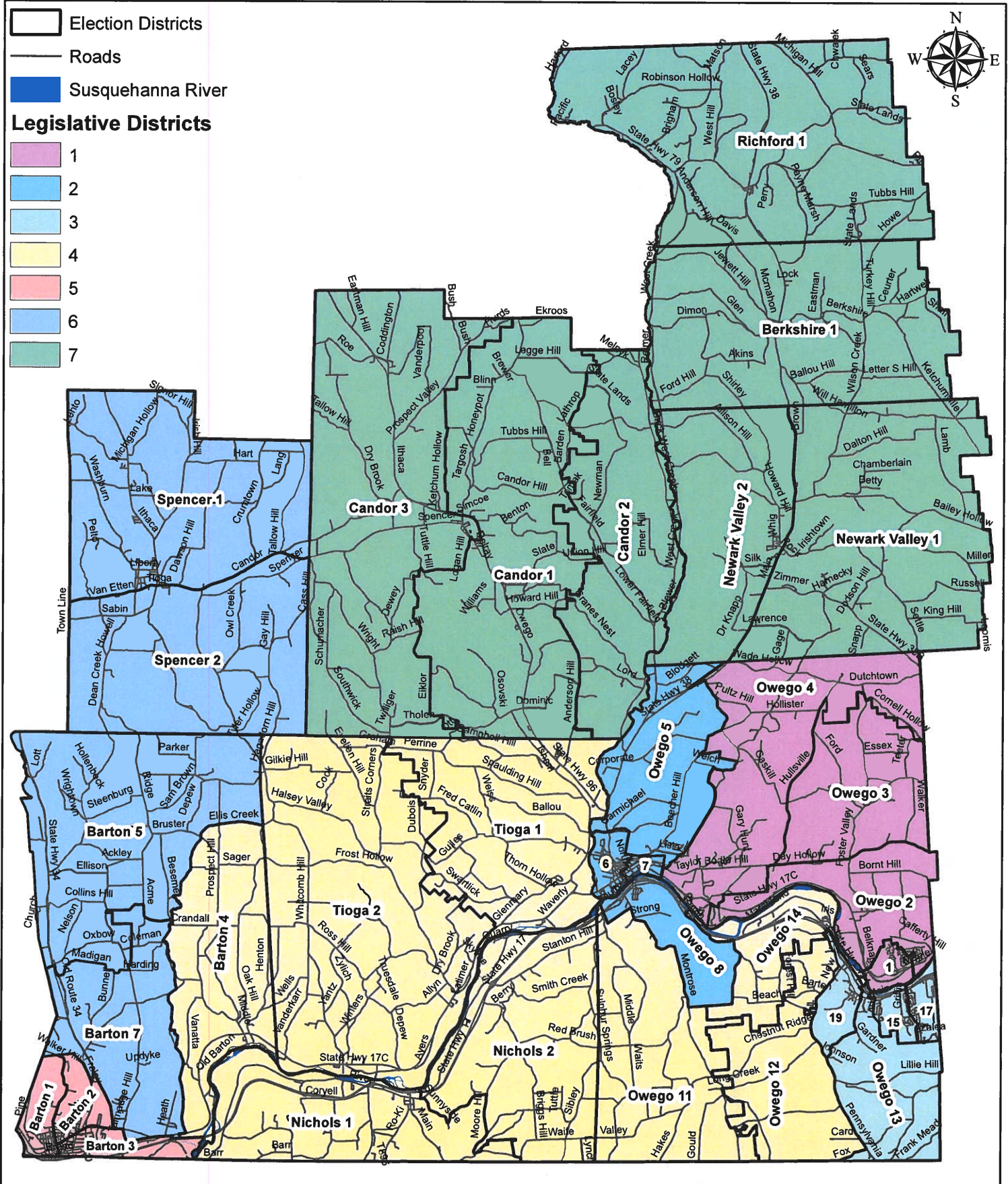
Revised: February 15, 2022

**** Please be aware that since this is a re-districting year this calendar is subject to change by the legislature and should be used advisedly. ****

Tioga County Election Districts by Legislative District

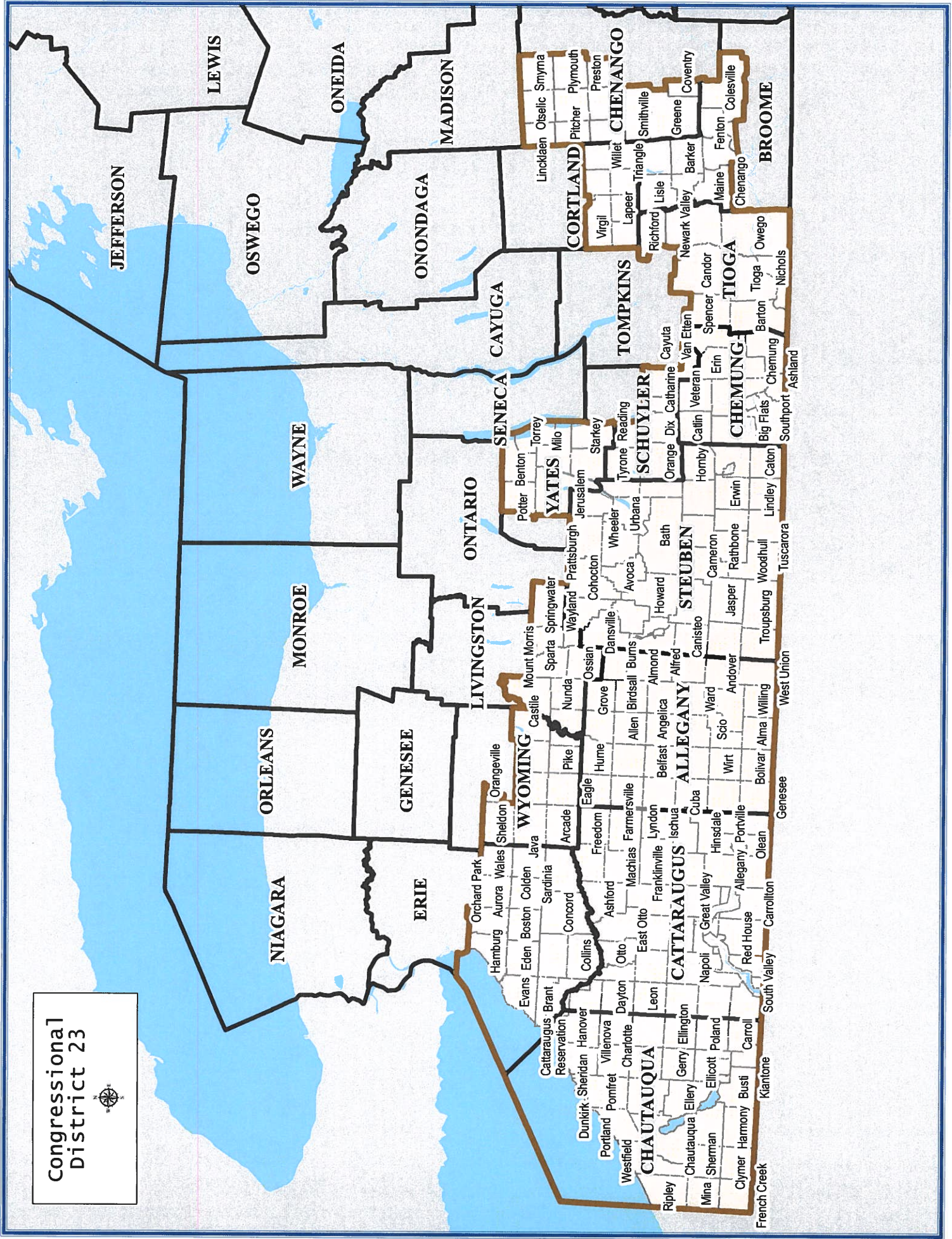
Map Publication Date:
March 2022

Tioga County Board of Elections
James C.E. Wahls & Vera Lin Layman
1062 State Route 38, Owego, New York 13827
Ph: (607) 687-8261



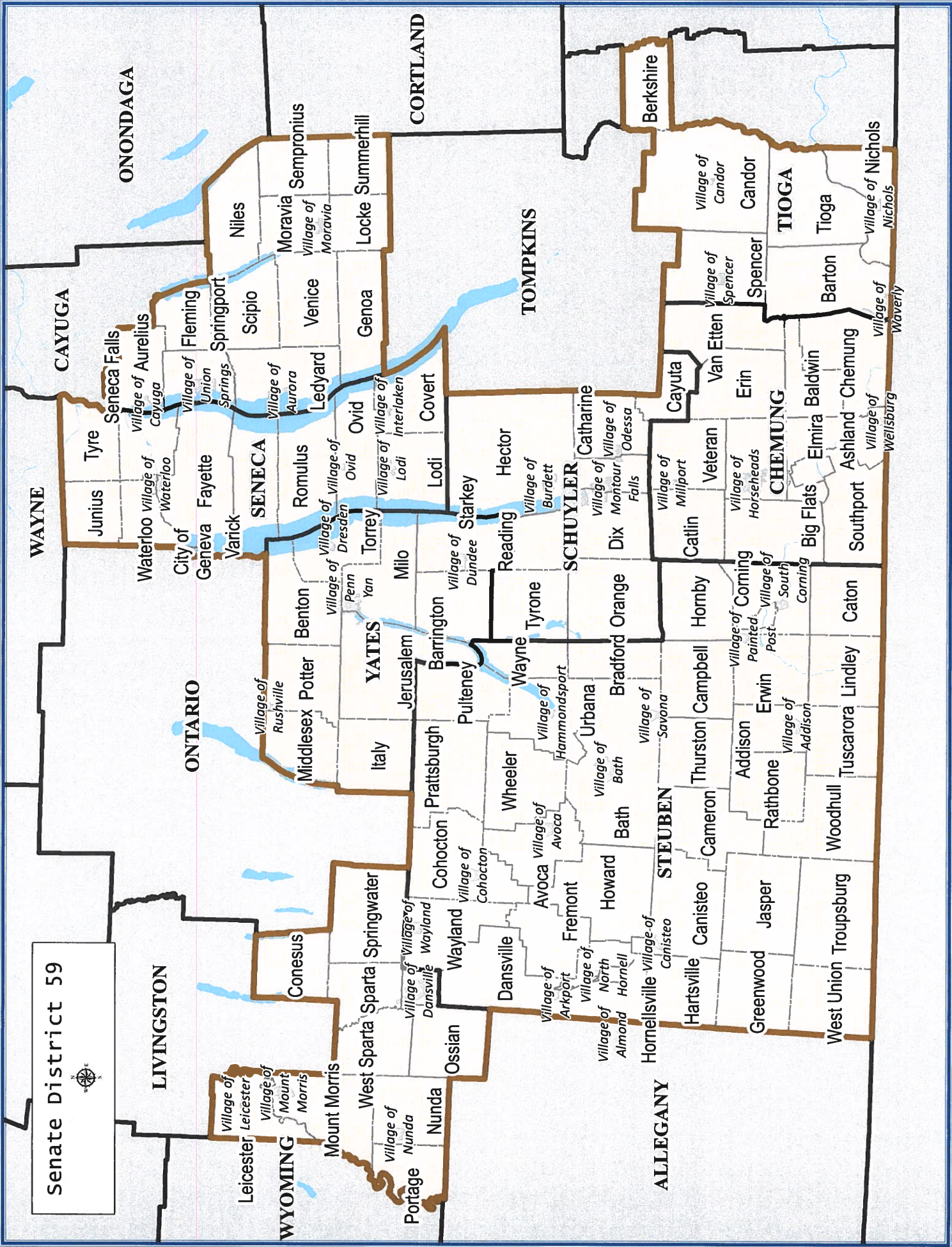
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Congressional District 23



Senate District 53





Senate District 59



LIVINGSTON

Village of Leicester

Village of Mount Morris

Mount Morris

West Sparta

Springwater

Village of Dansville

Portage

Nunda

Ossian

Dansville

Village of Arkport

Village of North Almond

Hornellville

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

CONESUS

West Sparta

Springwater

Village of Wayland

Dansville

Ossian

Dansville

Village of Arkport

Village of North Almond

Hornellville

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

WHEELER

Village of Avoca

Howard

Fremont

Howard

Hornellville

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

AVOCA

Village of Avoca

Howard

Fremont

Howard

Hornellville

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

COHOCTON

Village of Cohocton

Avoca

Howard

Fremont

Howard

Hornellville

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

WAYNE

Village of Dundee

Reading

Hector

Starkey

Reading

Hector

Starkey

Reading

Hector

Starkey

Reading

Hector

Starkey

YATES

Village of Dundee

Reading

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Starkey

ALLEGANY

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

ALLEGANY

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Greenwood

Jasper

West Union

Troupsburg

ALLEGANY

Village of Canisteo

Hartsville

Canistota

Greenwood

Jasper

West Union

Troupsburg

Assembly District 124



TOMPKINS

SCHUYLER

CORTLAND

Barker

Lisle

Village of Lisle

Nanticoke

Maine

BROOME

Richford

Berkshire

Newark Valley

Village of Newark Valley

Owego

Village of Owego

Candor

Village of Candor

TIOGA

Tioga

Village of Nichols

Spencer

Village of Spencer

Barton

Village of Waverly

CHEMUNG

Chemung

Village of Horseheads

Baldwin

Village of Wellsburg

Big Flats

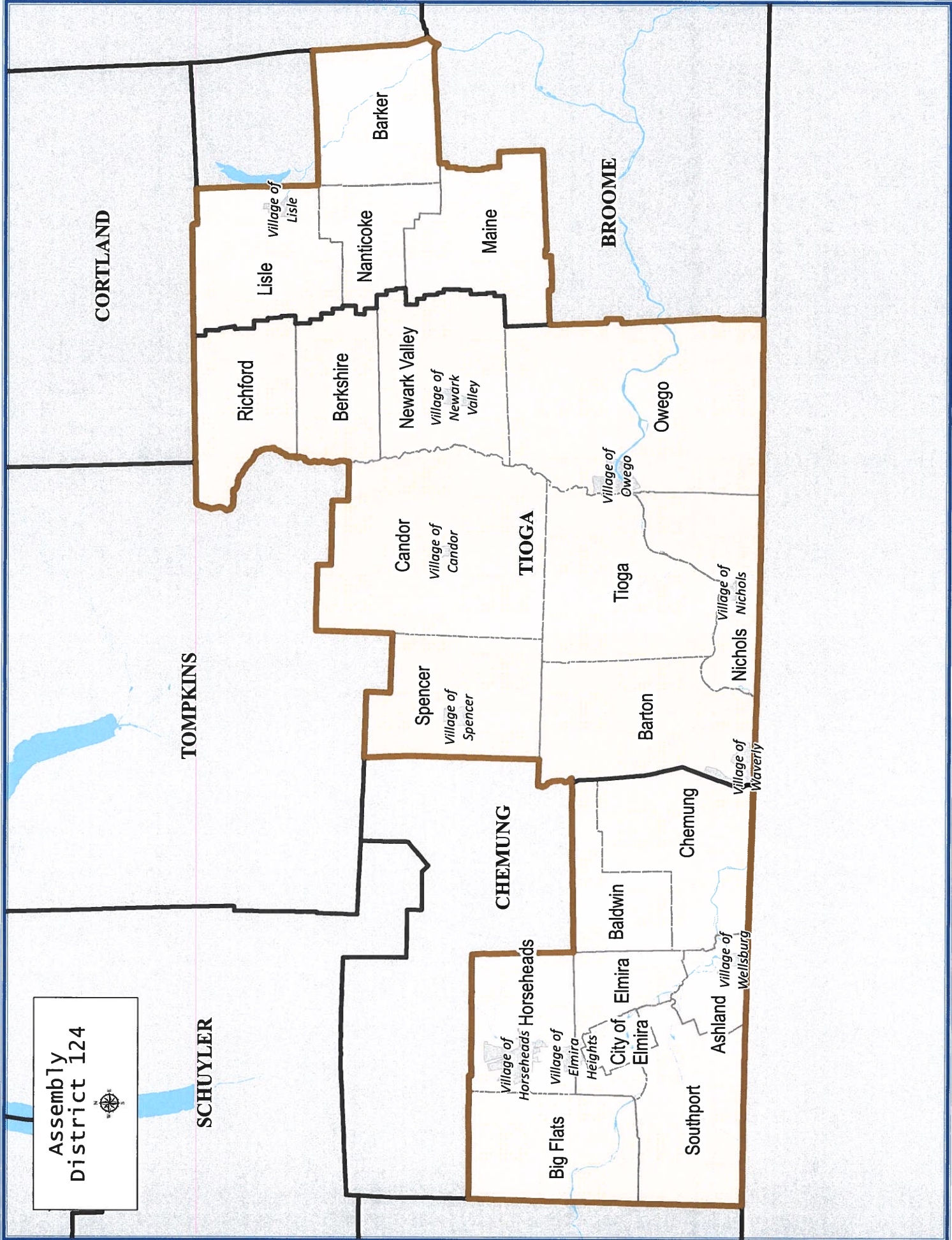
Village of Elmira Heights

City of Elmira

Elmira

Southport

Ashland



REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -21 RESOLUTION RECOGNIZING
BERNADETTE TOOMBS' 23 YEARS OF
DEDICATED SERVICE TO TIOGA COUNTY

WHEREAS: Bernadette Toombs began her employment with Tioga County on August 11, 1998 as the Republican Deputy Commissioner of the Tioga County Board of Elections. On January 1, 2006, Bernadette was appointed as the Republican Commissioner of Elections, which is the position she has retired from; and

WHEREAS: Bernadette Toombs has been a dedicated and loyal employee in the performance of her duties and responsibilities during the past 23 years. During those 23 years, she was committed to serving the voters of Tioga County and supporting the foundation of our democracy by ensuring free and fair elections. In addition, Bernadette faithfully served many years on the Executive and Legislative Committees of the New York State Election Commissioners' Association, and as a historian of the New York State Election Commissioners' Association; and

WHEREAS: Bernadette Toombs has retired as of February 26, 2022; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Bernadette Toombs for her twenty-three years of dedicated and loyal service to Tioga County and its voters; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this dedicated, devoted and exceptional employee, Bernadette Toombs.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER
BOARD OF ELECTIONS

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

WHEREAS: Due to retirement, the Republican Election Commissioner for the Republican Party became vacant as of February 26, 2022; and

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Vera Lin Layman be and hereby is appointed Election Commissioner for the Republican Party retroactive effective February 28, 2022 through December 31, 2022, at the annual M/C salary of \$49,749.