



## ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, June 6, 2023

10:30 a.m.

AGENDA

### APPROVAL OF MINUTES

### FINANCIAL

- YTD Budget Report attached
- Grant updates from SBOE (see resolutions)

### OLD BUSINESS

- See May Minutes
- School Elections successfully completed

### NEW BUSINESS

- Assignment letters for inspectors working Primary Election
- NYSBOE Online Voter Registration (OVR)
- Logic and Accuracy Testing of Voting Equipment
- Early Voting Saturday June 17<sup>th</sup> through Sunday June 25<sup>th</sup>
- Primary Election Town of Spencer Tuesday June 27<sup>th</sup> 6am to 9pm
- Udemy Business Online Training

### PERSONNEL

- Democratic Deputy Commissioner appointment (see resolution)

### RESOLUTIONS / PROCLAMATIONS

F04 – Appointment of Democratic Deputy Commissioner of Elections

F44 – Budget Amendment for Appropriation and Receipt of Additional Funds from  
Absentee Ballot Pre-Paid Postage Grant Program

F45 – Budget Amendment for Appropriation and Receipt of Additional Funds from  
Technology Innovation and Election Resource Grant Program

ADJOURNMENT



## ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, May 2, 2023

10:30 a.m.

MINUTES

### ATTENDEES

Legislators Dennis Mullen, W. Jake Brown, Ronald Ciotoli, and William Standinger  
Commissioners James Wahls and Lin Layman

Guests: Leg. Clerk Cathy Haskell, Leg. Chair Martha Sauerbrey, Co. Atty. Peter DeWind

### APPROVAL OF MINUTES

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

### FINANCIAL

The YTD Budget Report was presented. Encumbrances show the cost of Mail Check postcards plus postage. The capital budget demonstrates sufficient funds are available for the attached resolution.

### OLD BUSINESS

See April Minutes.

Petition filing was completed, resulting in only one primary in the Town of Spencer for the Republican Party. Early Voting must still be held for this election, and the Early Voting Center will remain at the Board of Elections office.

Training for new election inspectors was completed, and we have added 21 people to our pool of election inspectors.

Software updates / maintenance for 65 ePollbooks is completed. Three units are currently with the vendor for testing or repairs.

Follow-up regarding IRS Requirements for Election Inspectors: Roemer's office has been contacted and the Personnel Office is waiting for a response.

Communication issues with NYSVoter database continue. We had no disruption for a couple weeks until yesterday when it went down again. ITCS continues to work diligently with the NYSBOE network team to find a resolution.

Mail Check postcards went out in the mail on April 19<sup>th</sup>. We are working on updating our voter database according to changes indicated by the post office on returned Mail Check cards.

## NEW BUSINESS

The Primary Ballot was certified on May 4<sup>th</sup> with only a Republican primary election in the Town of Spencer.

Around 220 letters were sent to our election inspectors requesting them to sign up for summer training. We also included a request for their availability to work on the upcoming Early Voting days and the June 27<sup>th</sup> Primary in Spencer.

We do not have any registered Military Absentee voters who are eligible to vote in the June Primary, but ballot pdfs will be uploaded to the State Board of Elections before the May 12<sup>th</sup> deadline to comply with established procedure.

Ballots were created, proofed and test decked for the Owego Apalachin, Waverly and Candor central schools' elections being held on May 16<sup>th</sup>. Machines were also prepared by our technicians and the schools will be invoiced for this service.

Our IT department has successfully installed the files for the NYSBOE new Online Voter Registration (OVR) ahead of the May 31<sup>st</sup> starting date.

## PERSONNEL

The Democratic Deputy Commissioner position was vacated on April 26<sup>th</sup>.

## RESOLUTIONS / PROCLAMATIONS

A resolution was presented to "AUTHORIZE AGREEMENT WITH FRSECURE LLC. FOR INTERNAL AND EXTERNAL CYBER SECURITY PENETRATION TESTING." The committee was in favor of the resolution.

An executive session was held regarding personnel.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	-1,582.33	.00	-1,417.67	52.7%*
A1450 510010 Full Time	190,158	0	190,158	72,865.78	.00	117,292.22	38.3%
A1450 510020 Part Time/Temporar	129,138	0	129,138	26,682.02	.00	102,455.98	20.7%
A1450 520090 Computer	2,000	0	2,000	.00	422.87	1,577.13	21.1%
A1450 520130 Equipment (Not Car	5,000	0	5,000	849.76	159.99	3,990.25	20.2%
A1450 530551 Maintenance in Lie	27,223	0	27,223	7,413.00	.00	19,810.00	27.2%
A1450 540010 Advertising	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 540143 Election Inspector	85,000	0	85,000	.00	.00	85,000.00	.0%
A1450 540143 EV Election Inspect	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	712.77	.00	4,787.23	13.0%
A1450 540390 Mileage Expense	900	0	900	54.69	.00	845.31	6.1%
A1450 540420 Office supplies	3,000	0	3,000	201.00	80.39	2,718.61	9.4%
A1450 540480 Postage	18,000	0	18,000	7,184.12	.00	10,815.88	39.9%
A1450 540485 Printing/Paper	1,500	0	1,500	71.00	145.38	1,283.62	14.4%
A1450 540490 Election Expense	40,500	-203	40,297	6,986.86	.00	33,310.60	17.3%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	0	203	203	202.54	.00	.00	100.0%
A1450 540620 Software Expense	63,700	0	63,700	48,370.00	.00	15,330.00	75.9%
A1450 540733 Training/All Other	8,700	0	8,700	1,748.60	.00	6,951.40	20.1%
A1450 581088 State Retirement F	20,662	0	20,662	15,089.69	.00	5,572.51	73.0%
A1450 583088 Social Security Fr	17,882	0	17,882	7,713.98	.00	10,168.18	43.1%
A1450 584088 Workers Compensati	7,347	0	7,347	4,358.33	.00	2,988.37	59.3%
A1450 585588 Disability Insuran	271	0	271	112.23	.00	159.21	41.3%
A1450 586088 Health Insurance F	75,034	0	75,034	37,296.03	.00	37,737.85	49.7%
A1450 588988 Eap Fringe	88	0	88	54.29	.00	33.51	61.8%
<b>TOTAL Elections</b>	<b>718,603</b>	<b>0</b>	<b>718,603</b>	<b>236,384.36</b>	<b>808.63</b>	<b>481,410.19</b>	<b>33.0%</b>
<b>TOTAL General Fund</b>	<b>718,603</b>	<b>0</b>	<b>718,603</b>	<b>236,384.36</b>	<b>808.63</b>	<b>481,410.19</b>	<b>33.0%</b>
<b>TOTAL REVENUES</b>	<b>-3,000</b>	<b>0</b>	<b>-3,000</b>	<b>-1,582.33</b>	<b>.00</b>	<b>-1,417.67</b>	
<b>TOTAL EXPENSES</b>	<b>721,603</b>	<b>0</b>	<b>721,603</b>	<b>237,966.69</b>	<b>808.63</b>	<b>482,827.86</b>	



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

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	718,603	0	718,603	236,384.36	808.63	481,410.19	33.0%
** END OF REPORT - Generated by wahls, James **							

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -23 APPOINTMENT OF DEMOCRATIC DEPUTY  
COMMISSIONER OF ELECTIONS

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

WHEREAS: The position of Deputy Commissioner of Elections (Democratic) has been vacant since April 26<sup>th</sup>, 2023; and

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

RESOLVED: That Amber Duke shall be appointed as Deputy Commissioner of Elections effective June 19<sup>th</sup>, 2023, at an annual Management/Confidential salary of \$43,091.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 BUDGET AMENDMENT FOR APPROPRIATION AND  
RECEIPT OF ADDITIONAL FUNDS FROM ABSENTEE  
BALLOT PRE-PAID POSTAGE GRANT PROGRAM

WHEREAS: New York State enacted a grant program in 2022 to reimburse county boards of elections for expenses related to using postage-paid return envelopes for absentee voting; and

WHEREAS: The Tioga County Board of Elections entered into a contract for said grant program in 2022 and received reimbursement in 2023, authorized by the Legislature via Resolutions 248-22 and 32-23; and

WHEREAS: The enacted 2023 NYS Budget authorized an extension and re-appropriation of funds for the Absentee Ballot Pre-Paid Postage Grant through 12/31/2023; and

WHEREAS: With remaining funds from the 2022 grant plus the re-appropriation, the Tioga County Board of Elections is now eligible for reimbursement of up to \$22,350.92 for allowable expenses under this grant; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to accept reimbursement under the Absentee Ballot Pre-Paid Postage Grant of up to \$22,350.92; and be it further

RESOLVED: That said additional funds shall be appropriated as follows:

From:

A1450-439060	St. Aid-Elections	\$22,350.92
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To:

A1450-540490	Election Expense	\$22,350.92
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REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 BUDGET AMENDMENT FOR APPROPRIATION AND  
RECEIPT OF ADDITIONAL FUNDS FROM  
TECHNOLOGY INNOVATION AND ELECTION  
RESOURCE GRANT PROGRAM

WHEREAS: New York State enacted the Technology Innovation and Election Resource (TIER) Grant Program in 2021 to reimburse county boards of elections for expenses related to upgrading election technology and resources; and

WHEREAS: The Tioga County Board of Elections entered into a contract for said grant program in 2021 and received the allotted reimbursement for new voting equipment via Resolution 207-21; and

WHEREAS: The enacted 2023 NYS Budget authorized an extension and re-appropriation of funds for the TIER Grant through 01/28/2024; and

WHEREAS: The Tioga County Board of Elections is now eligible for reimbursement of an additional \$51,281.65 for allowable expenses under this grant; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to accept additional reimbursement under the TIER Grant of up to \$51,281.65; and be it further

RESOLVED: That said additional funds shall be appropriated as follows:

From:		
H1450-439060	State Aid-Elections	\$51,281.65

To:		
H1450-520490	Capital Election Expense	\$51,281.65