



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, August 5, 2025

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- 2026 Budget - Proposal attached
- YTD Budget Report attached

OLD BUSINESS

- See July minutes

NEW BUSINESS

- National Election Inspector Recruitment Day is August 12
- Staff to attend active shooter training August 18
- Commissioners and Deputy Amber Duke to attend conference August 26-29

PERSONNEL

- Summer election inspector training UPDATE
 - 59 appointed, 119 signed up

RESOLUTIONS / PROCLAMATIONS – NONE

EXECUTIVE SESSION



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, July 8, 2025

10:30 a.m.

MINUTES

ATTENDANCE

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

APPROVAL OF MINUTES

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

FINANCIAL

YTD Budget Report was presented. Commissioner Wahls added that two additional state grants were created with the FY2025 State Budget for general election and mail ballot expenses, and 2024 grants for electronic poll books and ballots by mail have been extended.

OLD BUSINESS

See June minutes.

Commissioners presented "I Voted" sticker finalists at Legislative Worksession. Legislators made final decision and winners to be recognized at the July 15th Regular Meeting. Commissioner Johnson noted that it was still unclear whether all the winners will be attending.

NEW BUSINESS

2025 Primary Election briefing:

1,024 voted in person on Election Day, 185 voted in person during Early Voting, 86 voted by mail, and 5 voted by affidavit for a total of 1,300 ballots cast. That is appx. 17% of voters who were eligible to vote in this primary.

Early Voting and Election Day ran smoothly. However, it occurred during a major heat wave and there were three polling locations without air conditioning. Those locations had fans and fortunately the election inspectors were able to manage, but the Board was prepared to move polling locations as an emergency measure if the heat had reached dangerous levels indoors. We are looking into purchasing portable, self-contained A/C units ahead of next Primary to keep our election inspectors and voters more comfortable.

The recanvass of all ballots was completed on July 3rd, and the results certified. Two contests, for County Legislator, 5th District, and Town of Berkshire Superintendent of Highways, each had a narrow margin of victory requiring a statutory manual recount. The recounts will be conducted on July 10th.

The commissioners delivered an update on the Strategic Plan, outlining progress for Taxpayer Value objectives, Accessibility to Services objectives, Workforce objectives, and Community Partnership objectives.

PERSONNEL

Letters were mailed to all election inspectors for summer/fall inspector trainings and classes are filling up. The first class is Monday, July 14th.

RESOLUTIONS / PROCLAMATIONS – NONE

Meeting adjourned.

Budget Notes

Org	Obj	2025 Budget	2026 Budget	Difference	Notes
A1450 - Elections	412910 - Election Fees	(\$4,000.00)	(\$4,000.00)	\$0.00	
	422800 - Health Services-Other Gov	\$0.00		\$0.00	
	439060 - State Aid-Elections	\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
	440890 - Federal Aid-Other	\$0.00		\$0.00	
	510010 - Fulltime	\$216,018.00	\$216,018.00	\$0.00	
	510020 - Part Time/Temporary	\$255,433.12	\$265,992.60	\$10,559.48	
	510030 - Overtime Pay Only	\$11,000.00	\$11,000.00	\$0.00	
	510040 - Workers Compensation	\$0.00		\$0.00	
	510050 - All Other-On Call,Cloth,Stipe,	\$0.00		\$0.00	
	520090 - Computer	\$2,000.00	\$2,000.00	\$0.00	
	520130 - Equipment (Not Car)	\$5,000.00	\$5,000.00	\$0.00	
	520220 - Printer	\$0.00		\$0.00	
	520490 - Capital Election Expense	\$0.00		\$0.00	
	530551 - MLR	\$27,223.00	\$27,223.00	\$0.00	
	540010 - Advertising	\$2,500.00	\$3,500.00	\$1,000.00	Increased \$1,000 due to adding the Pennysaver as a third media. Decreased Election Expense 540490 by \$1,000.
	540140 - Contracting Services	\$0.00	\$600.00	\$600.00	Added expense due to Culligan Water expense being transferred from DPW to BOE.
	540143 - Election Inspectors	\$0.00		\$0.00	
	540320 - Leased/Service Equipment	\$5,000.00	\$4,000.00	(\$1,000.00)	1,000 to Printing/Paper
		\$0.00		\$0.00	
	540390 - Mileage Expense	\$600.00	\$600.00	\$0.00	
	540420 - Office Supplies	\$3,000.00	\$3,000.00	\$0.00	
	540480 - Postage	\$15,000.00	\$15,000.00	\$0.00	
		\$0.00		\$0.00	
	540485 - Printing/Paper	\$1,500.00	\$2,500.00	\$1,000.00	\$1,000 from Leased Services, due to Chief Accountant's directive that copier consumables are to be expended from Printing/Paper.
	540490 - Election Expense	\$45,000.00	\$44,000.00	(\$1,000.00)	Decreased by \$1,000 due to \$1,000 increase in 540010 Advertising.

540520 - Recording/Microfilm	\$0.00	\$0.00	\$0.00	\$0.00
540540 - Reimbursements	\$0.00		\$0.00	\$0.00
540550 - Rent/Lease	\$3,000.00	\$3,000.00	\$0.00	\$0.00
540560 - Repairs	\$500.00	\$500.00	\$0.00	\$0.00
540620 - Software Expense	\$66,000.00	\$68,438.42	\$2,438.42	Increase of \$2,438.42 per resolution 342-24.
540660 - Telephone	\$0.00		\$0.00	
540733 - Training/All Other	\$10,000.00	\$10,000.00	\$0.00	
581088 - State Retirement Fringe	\$46,886.00	\$34,500.00	(\$12,386.00)	
583088 - Social Security Fringe	\$26,154.00	\$26,154.00	\$0.00	
584088 - Workers Compensation Fringe	\$42,560.00	\$44,227.00	\$1,667.00	
585088 - Unemployment Insurance Fringe	\$0.00		\$0.00	
585588 - Disability Insurance Fringe	\$272.00	\$272.00	\$0.00	
586088 - Health Insurance Fringe	\$68,161.00	\$65,746.00	(\$2,415.00)	
588988 - EAP Fringe	\$128.00	\$147.00	\$19.00	
Org Total:	\$848,935.12	\$849,418.02	\$482.90	
Grand total for all Orgs:	\$848,935.12	\$849,418.02	\$482.90	

Budget Notes

Org	Obj	2025 Budget	2026 Budget	Difference	Notes
H1450 - Elections	430891 - State Aid Grant	\$0.00		\$0.00	
	439060 - State Aid-Elections	\$0.00		\$0.00	
		\$0.00		\$0.00	
	440890 - Federal Aid-Other	\$0.00		\$0.00	
		\$0.00		\$0.00	
	520300 - Voting Machines	\$45,000.00	\$45,000.00	\$0.00	
	520490 - Capital Election Expense	\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
	520620 - Software Expense	\$0.00		\$0.00	
		\$0.00		\$0.00	
	Org Total:	\$45,000.00	\$45,000.00	\$0.00	
	Grand total for all Orgs:	\$45,000.00	\$45,000.00	\$0.00	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
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	122,492.80	.00	93,525.20	56.7%
A1450 510020 Part Time/Temporar	255,433	0	255,433	78,765.94	.00	176,667.18	30.8%
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	10,854.76	.00	4,896.26	39.9%
A1450 530551 Maintenance in Lie	27,223	0	27,223	1,629.02	.00	16,368.24	46.5%
A1450 540010 Advertising	2,500	1,000	3,500	242.25	13.00	1,870.98	46.4%
A1450 540140 Contracting Servic	0	550	550	917.76	.00	294.75	48.4%
A1450 540320 Leased/Service Equ	5,000	0	5,000	158.77	.00	4,082.24	18.4%
A1450 540390 Mileage Expense	600	0	600	234.45	.00	441.23	26.5%
A1450 540420 Office Supplies	3,000	0	3,000	8,304.88	.00	2,765.55	7.8%
A1450 540480 Postage	15,000	0	15,000	771.82	.00	6,695.12	55.4%
A1450 540485 Printing/Paper	1,500	0	1,500	8,773.96	.00	728.18	51.5%
A1450 540490 Election Expense	45,000	-1,550	43,450	1,000.00	.00	34,676.04	20.2%
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	3,948.84	.00	6,051.16	39.5%
A1450 581088 State Retirement F	46,886	0	46,886	14,986.02	.00	31,899.98	32.0%
A1450 583088 Social Security Fr	26,154	0	26,154	13,422.67	.00	12,731.33	51.3%
A1450 584088 Workers Compensati	42,560	0	42,560	12,657.04	.00	29,902.96	29.7%
A1450 585388 Disability Insuran	272	0	272	143.11	.00	128.89	52.6%
A1450 586088 Health Insurance F	68,161	0	68,161	62,587.98	.00	5,573.02	91.8%
A1450 588988 Eap Fringe	128	0	128	166.79	.00	-38.79	130.3%*
TOTAL NO PROJECT	848,935	-104	848,831	401,681.16	13.00	447,137.22	47.3%
BBMG Ballot By Mail Grant							
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	485	485	.00	.00	485.32	.0%
A1450 540490 BBMG Election Expen	0	21,749	21,749	3,294.30	.00	18,454.77	15.1%
TOTAL Ballot By Mail Grant	0	0	0	-485.32	.00	485.32	100.0%
TOTAL Elections	848,935	-104	848,831	401,195.84	13.00	447,622.54	47.3%
TOTAL REVENUES	-4,000	-22,234	-26,234	-9,840.73	.00	-16,393.66	
TOTAL EXPENSES	852,935	22,131	875,066	411,036.57	13.00	464,016.20	



Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	848,935	-104	848,831	401,195.84	13.00	447,622.54	47.3%

** END OF REPORT - Generated by wahl's, James **