



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 4, 2025

10:30 a.m.

### AGENDA

#### APPROVAL OF MINUTES

#### FINANCIAL

- YTD Budget Report attached

#### OLD BUSINESS

- See February Minutes
- Petition cycle has begun. Office is actively providing walking lists and pertinent information to candidates.
- NCOA list maintenance is in process and should be completed by first week of March.
- Enrollment Hold went into effect on 2/14/2025 and will continue through 7/1/2025.
- New ePollbook laptops received; trade-in of old laptops

#### NEW BUSINESS

- Deputy commissioners visited Candor High School as part of our public outreach.
- Office held discussion for "I Voted" sticker contest and have started obtaining quotes and collaborating with Tioga Arts Council.
- Set tentative dates for new inspector trainings.
- Poll site agreements mailed out.
- Technicians replaced registration forms throughout the county with stamped versions for better tracking for state reports.

#### PERSONNEL

- Selected Pamela Wylubski for position of Republican Election Clerk PT
- Commissioners began Real Leadership in I4A

#### RESOLUTIONS / PROCLAMATIONS

- Appointment of Republican Election Clerk PT



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 4, 2025

10:30 a.m.

**MINUTES**

ATTENDEES

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

APPROVAL OF MINUTES

Motion by Legislator Ciotoli. Seconded by Legislator Monell. All in favor. Carried.

FINANCIAL

YTD Budget Report was presented.  
Grants update – State grants for 2024 General Election, Electronic Poll Book, and Ballot by Mail all approved by OGS. Claims were submitted to NYSBOE for eligible 2024 expenses.

OLD BUSINESS

See January Minutes.

County and Town certificates of offices up in 2025 have all been submitted to the Board. Once state offices are certified by NYSBOE, the Board can certify the full list of offices up in Tioga County.

There is no new information on the status of the Even Year Election Law. It remains repealed by the lower court ruling and is in the appeals process. No timeframe given for resolution, as court dates are not established.

There is no new information regarding the NYS Train the Trainer program for election inspector training. The State is working with a contractor to build the curriculum.

Election Cleanup from the 2024 General Election is complete.

New laptops were ordered for electronic poll books, per January resolution.

## NEW BUSINESS

Candidates for office may carry designating petitions from February 25<sup>th</sup> through April 3<sup>rd</sup>. Filing dates for designating petitions are March 31<sup>st</sup> – April 3<sup>rd</sup>.

The Board of Elections Annual Meeting was held January 27<sup>th</sup>. This is a state-mandated meeting where the commissioners of elections must organize as a Board and elect one of their number as President and one as Secretary. In Tioga County, the commissioners prefer to alternate such positions each year and this year Kelly Johnson is President and James Wahls is Secretary.

The Board has completed the biannual purge of Inactive voters. Pursuant to the National Voter Registration Act (NVRA), voter registrations that have been in Inactive status for two consecutive federal general elections must be purged to help maintain accurate voter rolls. This year the Board had to purge 1,020 inactive registrations. For clarification, the commissioners explained that voter registrations can only become "Inactive" due to notification from the USPS that the voter has moved or is otherwise unable to deliver mail to a voter's registration address, and there is no known forwarding address. We do not place a voter's registration into Inactive status simply for not voting.

NCOA list maintenance activities are coming up. Every year in February, county boards of elections are provided with National Change of Address (NCOA) data from the USPS, and must update voter records when applicable using such data. We begin this process in February and generally complete it by March.

## PERSONNEL

Election Clerk PT is vacant.

## RESOLUTIONS / PROCLAMATIONS

A resolution to "Renew Software License and Annual Support with Clear Ballot for Five Years" was presented. The committee had no questions or issues with the resolution.

## EXECUTIVE SESSION

An executive session commenced at 11:02 a.m. to discuss a security matter. Executive session adjourned at 11:22 a.m.

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

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	Elect Fees	-4,000	0	-4,000	.00	.00	-4,000.00 .0%
A1450	422800	CTCL GRANTS	0	0	0	.00	.00	.00 .0%
A1450	427010	Rf Of Py E	0	0	0	.00	.00	.00 .0%
A1450	439060	Sa Elect	0	0	0	.00	.00	.00 .0%
A1450	439060	BBMG Sa Elect	0	-22,234	-22,234	.00	.00	-22,234.39 .0%
A1450	439060	EV Sa Elect	0	0	0	.00	.00	.00 .0%
A1450	439060	EV19 Sa Elect	0	0	0	.00	.00	.00 .0%
A1450	439060	EV20 Sa Elect	0	0	0	.00	.00	.00 .0%
A1450	439060	GE24 Sa Elect	0	0	0	.00	.00	.00 .0%
A1450	440890	Fa Hava	0	0	0	.00	.00	.00 .0%
A1450	440890	COV19 Fa Hava	0	0	0	.00	.00	.00 .0%
A1450	510010	Salary Ft	216,018	0	216,018	31,450.86	.00	184,567.14 14.6%
A1450	510020	Salary Pt	255,433	0	255,433	8,721.53	.00	246,711.59 3.4%
A1450	510030	Salary Ot	11,000	0	11,000	.00	.00	11,000.00 .0%
A1450	510040	Work Comp	0	0	0	.00	.00	.00 .0%
A1450	510050	Salary Oth	0	0	0	.00	.00	.00 .0%
A1450	520090	computer	2,000	0	2,000	.00	.00	2,000.00 .0%
A1450	520130	Equipnocar	5,000	-104	4,896	.00	.00	4,896.26 .0%
A1450	520130	CTCL Equipnocar	0	0	0	.00	.00	.00 .0%
A1450	520130	GE24 Equipnocar	0	0	0	.00	.00	.00 .0%
A1450	520220	Printer	0	0	0	.00	.00	.00 .0%
A1450	520490	Election E	0	0	0	.00	.00	.00 .0%
A1450	520620	Software	0	0	0	.00	.00	.00 .0%
A1450	530100	Data Proc	0	0	0	.00	.00	.00 .0%
A1450	530300	Legal	0	0	0	.00	.00	.00 .0%
A1450	530551	MLR	27,223	0	27,223	.00	.00	27,223.00 .0%
A1450	540000	Other	0	0	0	.00	.00	.00 .0%
A1450	540010	Advertisin	2,500	0	2,500	.00	.00	2,500.00 .0%
A1450	540010	COV19 Advertisin	0	0	0	.00	.00	.00 .0%
A1450	540010	EV19 Advertisin	0	0	0	.00	.00	.00 .0%
A1450	540140	Cont Svs	0	0	0	.00	.00	.00 .0%
A1450	540143	Elect Ins	0	0	0	.00	.00	.00 .0%
A1450	540143	EV Elect Ins	0	0	0	.00	.00	.00 .0%
A1450	540143	EV19 Elect Ins	0	0	0	.00	.00	.00 .0%
A1450	540143	EV20 Elect Ins	0	0	0	.00	.00	.00 .0%
A1450	540320	Leased Eq	5,000	0	5,000	220.35	.00	4,779.65 4.4%
A1450	540390	Mileage	600	0	600	26.89	.00	573.11 4.5%
A1450	540390	COV19 Mileage	0	0	0	.00	.00	.00 .0%
A1450	540420	Office Sup	3,000	0	3,000	65.35	.00	2,934.65 2.2%
A1450	540420	COV19 Office Sup	0	0	0	.00	.00	.00 .0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 540480 Postage	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540480 BBMG Postage	0	0	0	.00	.00	.00	.0%
A1450 540480 COV19 Postage	0	0	0	.00	.00	.00	.0%
A1450 540485 Printpaper	1,500	0	1,500	113.26	.00	1,386.74	7.6%
A1450 540485 EV19 Printpaper	0	0	0	.00	.00	.00	.0%
A1450 540490 Elect Exp	45,000	0	45,000	528.67	.00	44,471.33	1.2%
A1450 540490 BBMG Elect Exp	0	22,234	22,234	.00	.00	22,234.39	.0%
A1450 540490 COV19 Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490 CTCL Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490 EV Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490 EV19 Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490 EV20 Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540490 GE24 Elect Exp	0	0	0	.00	.00	.00	.0%
A1450 540520 Recording	0	0	0	.00	.00	.00	.0%
A1450 540540 Reimb	0	0	0	.00	.00	.00	.0%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	500	0	500	.00	.00	500.00	.0%
A1450 540620 Software	66,000	0	66,000	52,475.20	.00	13,524.80	79.5%
A1450 540660 Telephone	0	0	0	.00	.00	.00	.0%
A1450 540733 Train Oth	10,000	0	10,000	3,237.20	.00	6,762.80	32.4%
A1450 581088 St Ret	46,886	0	46,886	4,067.25	.00	42,818.75	8.7%
A1450 583088 Social Sec	26,154	0	26,154	3,733.09	.00	22,420.91	14.3%
A1450 584088 Work Comp	42,560	0	42,560	1,790.80	.00	40,769.20	4.2%
A1450 584588 Life Ins	0	0	0	.00	.00	.00	.0%
A1450 585088 Unemp Ins	0	0	0	.00	.00	.00	.0%
A1450 585588 Disab Ins	272	0	272	44.40	.00	227.60	16.3%
A1450 586088 Health Ins	68,161	0	68,161	19,470.05	.00	48,690.95	28.6%
A1450 588988 Eap	128	0	128	23.60	.00	104.40	18.4%
TOTAL Elections	848,935	-104	848,831	125,968.50	.00	722,862.88	14.8%
TOTAL General Fund	848,935	-104	848,831	125,968.50	.00	722,862.88	14.8%
TOTAL REVENUES	-4,000	-22,234	-26,234	.00	.00	-26,234.39	
TOTAL EXPENSES	852,935	22,131	875,066	125,968.50	.00	749,097.27	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJSTMNTS	BUDGET			BUDGET	USE/COL

### H1450 Elections

H1450 430891 CYBER SSG-CYBER	0	0	0	.00	.00	.00	.0%
H1450 439060 Sa Elect	0	0	0	.00	.00	.00	.0%
H1450 439060 EP19 Sa Elect	0	0	0	.00	.00	.00	.0%
H1450 439060 EP20 Sa Elect	0	0	0	.00	.00	.00	.0%
H1450 439060 EPOLL Sa Elect	0	-44,028	-44,028	.00	.00	-44,028.26	.0%
H1450 440890 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 CC20 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 CYBER Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440890 EP19 Fa Hava	0	0	0	.00	.00	.00	.0%
H1450 440980 Fa H Nrcs	0	0	0	.00	.00	.00	.0%
H1450 520300 Voting Ma	45,000	0	45,000	.00	.00	45,000.00	.0%
H1450 520490 Election E	0	104	104	.00	103.74	.00	100.0%
H1450 520490 CC20 Election E	0	0	0	.00	.00	.00	.0%
H1450 520490 EP19 Election E	0	0	0	.00	.00	.00	.0%
H1450 520490 EP20 Election E	0	0	0	.00	.00	.00	.0%
H1450 520490 EPOLL Election E	0	44,028	44,028	.00	44,028.26	.00	100.0%
H1450 520490 GE24 Election E	0	0	0	.00	.00	.00	.0%
H1450 520620 CYBER Software	0	6,483	6,483	.00	.00	6,483.47	.0%
TOTAL Elections	45,000	6,587	51,587	.00	44,132.00	7,455.21	85.5%
TOTAL Capital Fund	45,000	6,587	51,587	.00	44,132.00	7,455.21	85.5%
TOTAL REVENUES	0	-44,028	-44,028	.00	.00	-44,028.26	
TOTAL EXPENSES	45,000	50,615	95,615	.00	44,132.00	51,483.47	



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

FOR 2025 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	893,935	6,483	900,419	125,968.50	44,132.00	730,318.09	18.9%
** END OF REPORT - Generated by Johnson, Kelly **							

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. --25

APPOINTMENT OF REPUBLICAN ELECTION CLERK PT

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of Republican Election Clerk PT has been vacant since January 31, 2025; and

WHEREAS: A request to backfill the vacancy was approved on January 31, 2025; and

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

RESOLVED: That Pamela Wylubski shall be appointed as the Republican Election Clerk PT, effective March 12, 2025 at the rate of \$19.22/hr.