



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, July 7, 2026

10:30 a.m.

### AGENDA

#### APPROVAL OF MINUTES

#### FINANCIAL

- YTD Budget Report attached

#### OLD BUSINESS

- See June minutes
- Updates:
  - Primary Election 2026 Certified Timely

#### NEW BUSINESS

- Remaining PE26 Calendar
  - Manual Recount REP Spencer Town Justice July 8
  - Recanvass Results Deadline July 13
- Strategic Plan Update

#### PERSONNEL

- Election Inspector Update: 150 signed up for summer inspector training; goal of at least 185. First inspector training July 15.
- Remote Work: No BOE employees participate in work from home

#### RESOLUTIONS / PROCLAMATIONS

- Amend Resolution 343-24; 2024 Ballot by Mail Grant, Amend Resolution 366-25; 2025 Vote by Mail Grant

# Board of Elections



## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, May 5, 2026

10:30 a.m.

### MINUTES

#### ATTENDANCE

Legislators Andrew Aronstam, Jake Brown, Ronald Ciotoli, and Bill Standing.  
Commissioner James Wahls.

Guests: County Administrator Jackson Bailey, County Attorney Peter DeWind, Legislative Clerk Cathy Haskell, and Legislator Jo Ellen Rose.

Absent: Commissioner Kelly Johnson.

#### APPROVAL OF MINUTES

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

#### FINANCIAL

The YTD Budget Report was presented. No questions.

#### OLD BUSINESS

See April minutes.

Update on petitions: The period to carry independent petitions is in progress. The Commissioners anticipate one Independent Petition, possibly two, to be filed for local offices based on people who have expressed interest to our office. Legislator Ciotoli asked what the deadline was to file independent petitions. Commissioner Wahls stated the last day to file is the day after Memorial Day (May 26<sup>th</sup>), but they can also be filed the week before (as early as May 19<sup>th</sup>).

Mail Check cards dropped timely in the mail on April 21.

Commissioner Johnson and Deputy Hoover presented to another Government class at Waverly High School on April 13.

#### NEW BUSINESS

The 2026 Primary ballot has been certified. The State BOE certified their portion on April 29, and counties certified on April 30<sup>th</sup>. Ballot creation is in progress and pre-election testing is scheduled for later this month.

Primary Election information has been shared with media, social media, and posted on the county website.

The absentee ballot transmittal deadline for Military, Federal, UOCAVA (overseas) voters is this Friday, May 8. The Board is on track to meet the deadline. Regular mail ballots are planned to be mailed out by the end of next week.

School elections are on May 19. BOE provides services to Waverly, Candor, and Owego-Apalachin school districts, including ballot creation and use of voting machines.

State BOE recently approved new voter registration forms. The State provides the forms at no cost to the counties. The affidavit oath envelopes for affidavit ballots also must be updated to align with the new registration form, so we have ordered a fresh stock of those.

Due to a law passed in 2024, the NYSBOE has created a new Voting & Elections Database (VEDA) which will be a central repository for election data from all election authorities in NYS, including county boards of elections, village clerks, and school districts, for elections held after April 1, 2026. NYSBOE has begun holding meetings about the new reporting requirements with those affected. VEDA is expected to be fully functional by January 2027.

## PERSONNEL

A training class for new election inspectors was held on April 15. There were 13 attendees, but one has chosen not to continue. The second class scheduled for April 29<sup>th</sup> was cancelled due to lack of interest.

The inspector training schedule for summer/fall has been set and mailed out to current and prospective inspectors. A request for availability to work the June primary was also sent to currently certified inspectors so work assignments can be made. We plan to mail the primary election assignment letters by May 15<sup>th</sup>.

BOE office staff are attending on-site Liberty Vote software training May 5-7, so staff are cross trained in using the ballot creation software. Commissioner Wahls also explained that election projects are now being developed entirely in-house rather than using a vendor to start the projects, which eliminates a (small) cybersecurity risk, and improves staff proficiency with and understanding of the election management software.

RESOLUTIONS / PROCLAMATIONS - None

Meeting adjourned.



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT MAY 2026

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1450 Elections</b>							
A1450 412910 Election Fees	-4,000	0	-4,000	-5,173.28	.00	1,173.28	129.3%
A1450 510010 Full Time	223,578	0	223,578	100,224.78	.00	123,353.22	44.8%
A1450 510020 Part Time/Temporar	225,562	0	225,562	19,140.63	.00	206,421.37	8.5%
A1450 510030 Overtime Pay Only	11,000	0	11,000	.00	.00	11,000.00	.0%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	.00	.00	5,000.00	.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	6,227.80	.00	20,995.20	22.9%
A1450 540010 Advertising	3,500	0	3,500	172.00	819.68	2,508.32	28.3%
A1450 540140 Contracting Servic	600	0	600	254.04	.00	345.96	42.3%
A1450 540320 Leased/Service Equ	4,000	-1,000	3,000	.00	.00	3,000.00	.0%
A1450 540390 Mileage Expense	600	0	600	171.58	328.42	100.00	83.3%
A1450 540420 Office supplies	3,000	0	3,000	1,383.39	.00	1,616.61	46.1%
A1450 540480 Postage	15,000	0	15,000	6,804.01	.00	8,195.99	45.4%
A1450 540485 Printing/Paper	2,500	50	2,550	431.99	695.48	1,422.53	44.2%
A1450 540490 Election Expense	44,000	0	44,000	10,614.41	406.00	32,979.59	25.0%
A1450 540550 Rent	3,000	0	3,000	.00	1,500.00	1,500.00	50.0%
A1450 540560 Repairs	500	0	500	236.37	.00	263.63	47.3%
A1450 540620 Software Expense	68,438	0	68,438	63,913.62	.00	4,524.80	93.4%
A1450 540733 Training/All Other	10,000	1,000	11,000	8,621.46	.00	2,378.54	78.4%
A1450 581088 State Retirement F	65,191	0	65,191	14,782.91	.00	50,408.09	22.7%
A1450 583088 Social Security Fr	35,005	0	35,005	8,576.83	.00	26,428.17	24.5%
A1450 584088 Workers Compensati	8,255	0	8,255	4,075.54	.00	4,179.46	49.4%
A1450 585588 Disability Insuran	395	0	395	106.56	.00	288.44	27.0%
A1450 586088 Health Insurance F	130,532	0	130,532	48,544.68	.00	81,987.32	37.2%
A1450 588988 Eap Fringe	106	0	106	50.74	.00	55.26	47.9%
<b>TOTAL NO PROJECT</b>	<b>884,985</b>	<b>50</b>	<b>885,035</b>	<b>289,160.06</b>	<b>3,749.58</b>	<b>592,125.78</b>	<b>33.1%</b>
<b>BBMG Ballot By Mail Grant</b>							
A1450 439060 BBMG State Aid-Elec	0	-12,343	-12,343	-850.99	.00	-11,491.59	6.9%*
A1450 520070 BBMG Chairs	0	851	851	850.99	.00	.00	100.0%
A1450 540480 BBMG Postage Ballot	0	1,000	1,000	263.68	.00	736.32	26.4%
A1450 540490 BBMG Election Expen	0	10,492	10,492	1,196.00	.00	9,295.59	11.4%
<b>TOTAL Ballot By Mail Grant</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,459.68</b>	<b>.00</b>	<b>-1,459.68</b>	<b>100.0%</b>
<b>VBMG Vote by Mail 2025</b>							
A1450 439060 VBMG State Aid-Elec	0	-13,129	-13,129	.00	.00	-13,128.77	.0%*



Tioga County
YEAR-TO-DATE BUDGET REPORT MAY 2026

FOR 2026 06

Table with 8 columns: ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include A1450 540490 VBMG Election Expen, H1450 Elections, and H1450 520300 Voting Machines.

\*\* END OF REPORT - Generated by Johnson, Kelly \*\*

County of Tioga  
 Strategic Plan Project Owner Status Report  
 Project Owner: Board of Elections | JANUARY 2026 UPDATE

## Taxpayer Value Objectives

### Increase Department Visibility and Voter Outreach via Social Media and Traditional Media

Project Owner: Board of Elections

<b>Quarter 1 Milestones</b>	<b>STATUS:</b> Completed
§ Establish BOE Facebook page, begin utilizing traditional media via press releases, make contacts with WEBO radio.	
<b>Quarter 2 Milestones</b>	<b>STATUS:</b> Completed
§ Minimum bi-weekly posts on FB page; press releases for registration and absentee deadlines, early voting and election day.	
<b>Quarter 3 Milestones</b>	<b>STATUS:</b> Completed
§ Press releases for election inspector recruitment/training; recruit at least 20 new inspectors (on top of current).	
<b>Quarter 4 Milestones</b>	<b>STATUS:</b> On-Going / Pending
§ Have an informed public for the general election and at least 80% voter turnout at the polls.	

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

**Q4 Milestone change request:** "Continue informing the public as much as practicable on election information."

Having an informed public is not quantifiable, and milestone of 80% turnout is likely only feasible during a presidential election year.

## Accessibility to Services Objectives

### Identify and Address Deficiencies in Poll Site Accessibility

Project Owner: Board of Elections

<b>Quarter 1 Milestones</b>	<b>STATUS:</b> On-Going
§ Visit and assess each poll site; order any materials required to mitigate.	
<b>Quarter 2 Milestones</b>	<b>STATUS:</b> On-Going
§ Address all deficiencies in ADA compliance.	
<b>Quarter 3 Milestones</b>	<b>STATUS:</b> Pending
§ Survey election inspectors post-general to gather information on accessibility issues they may have seen.	
<b>Quarter 4 Milestones</b>	<b>STATUS:</b> On-Going
§ Complete General Election with all sites fully accessible, and no ADA complaints.	

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

**Q1 Milestone Update:** Commissioners completed 9 out of 18 poll site surveys. Specifically sites state had no record of or needed updates. Researching new poll site for Owego Dist 12, 13, 19 (Apalachin United Methodist Church is closing).

**Q3 Milestone Update:** Survey was to be mailed in Dec. 2025. Move to Dec. 2026.

### Ensure Board of Election Website and Documents Posted Online are ADA Compliant

Project Owner: Board of Elections

<b>Quarter 1 Milestones</b>	<b>STATUS:</b> Complete
§ Investigate electronic accessibility remediation options.	
<b>Quarter 2 Milestones</b>	<b>STATUS:</b> Complete
§ Choose cost-effective software/program to implement and begin implementation.	
<b>Quarter 3 Milestones</b>	<b>STATUS:</b> On-Going
§ Replace inaccessible electronic documents with accessible versions.	
<b>Quarter 4 Milestones</b>	<b>STATUS:</b> Pending
§ Website and public documents are 100% accessible.	

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

Microsoft and Nuance Power PDF have accessibility checkers to help with this, which we have begun utilizing. Request for County to provide training to employees on how to create ADA compliant documents

**Q4 Milestone Update:** Deadline for web content to comply with Title II of ADA was extended to April 26, 2028 for pop. <50,000.

## Workforce Objectives

### Implement New State Requirements for Election Inspector Training

Project Owner: Board of Elections

#### Quarter 1 Milestones

§ Await implementation of train-the-trainer program by NYSBOE.

STATUS:	Pending
---------	---------

#### Quarter 2 Milestones

§ Commissioners and techs attend train-the-trainer program.

STATUS:	Pending
---------	---------

#### Quarter 3 Milestones

§ Incorporate any new requirements into Q3 county inspector training.

STATUS:	Pending
---------	---------

#### Quarter 4 Milestones

§ Offer additional inspector training in Q4, per new legal requirements.

STATUS:	Pending
---------	---------

#### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

"Train the Trainer" begins whenever the State has a program developed, may not be ready until 2027.

## Community Partnership Objectives

### Work with Other Organizations to Expand Voter Registration and Education Opportunities

Project Owner: Board of Elections

#### Quarter 1 Milestones

§ Update contact list for nursing homes; find community agencies willing to collaborate.

STATUS:	Completed
---------	-----------

#### Quarter 2 Milestones

§ Continue working with nursing homes, Sheriff's Office, schools, community agencies on voter registration and absentee programs.

STATUS:	On-Going
---------	----------

#### Quarter 3 Milestones

§ Continue working with nursing homes, Sheriff's Office, schools, community agencies on voter registration and absentee programs.

STATUS:	On-Going
---------	----------

#### Quarter 4 Milestones

§ Number of registered voters increase by 5% from November 2023.

STATUS:	Completed
---------	-----------

#### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Q2/Q3 - we are in a good place with nursing homes, sheriff's office, and community agencies; working on improving outreach at schools. Presented to multiple government classes at 3 different school districts.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -26 AMEND RESOLUTION NO. 343-24;  
AUTHORIZE 2024 BALLOT BY MAIL GRANT AND  
RESOLUTION NO. 366-25; AUTHORIZE 2025 VOTE  
BY MAIL GRANT - BOARD OF ELECTIONS

WHEREAS: Resolution No. 343-24 authorized appropriations for expenditures under the 2024 Ballot by Mail Grant; and

WHEREAS: Resolution No. 366-25 authorized appropriations for expenditures under the 2025 Vote by Mail Grant; and

WHEREAS: The 2026 NYS Budget extended the grant period for both grants through March 31, 2027, and such grant periods may continue to be extended in future state budgets; and

WHEREAS: The Board of Elections plans to continue utilizing these grant funds until they are fully expended or are not renewed; and

WHEREAS: If the grant term extends past the current year, the County Grants Policy requires that a RESOLVED statement to carry forward unspent funds must be included in the authorizing resolution; therefore be it

RESOLVED: That Resolution No. 343-24 and Resolution No. 366-25 are hereby amended stating that any unspent funds under these grants shall continue to be carried forward year-by-year as long as the grant period is extended.