

TIOGA COUNTY, NEW YORK

Board of Elections

1062 State Route 38 P.O. Box 306 Owego, NY 13827

Democratic Commissioner James C. E. Wahls
Democratic Deputy Commissioner Amber Duke
• www.TiogaCountyNY.gov

607 687 8261

Republican Commissioner Kelly A. Johnson
Republican Deputy Commissioner James Hoover
✉ VoteTioga@tioga countyny.gov



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 3, 2026

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Reimbursement received for State grant claims
 - \$1,812.26 for Electronic Pollbook Grant (closes out grant)
 - \$6,811.77 for 2025 General Election Grant (closes out grant)
 - \$6,112.19 for Ballot by Mail Grant (\$12,342.58 remaining)

OLD BUSINESS

- See December minutes
- Court case regarding Town of Newark Valley Supervisor concluded

NEW BUSINESS

- Petitions begin in February. Protect Passover Act of 2025 renewed for 2026. (Results in filing period modification for designating petitions only).
 - Dates to circulate designating petitions: Feb 24-Apr 2.
 - Dates to submit designating petitions to BOE: Mar 30-Apr 6.
 - Dates for independent petitions: circulate 4/14-5/26. Submit 5/19-5/26.
- BOE Annual Organizational Meeting held Jan 20.
- Annual Report to State completed.
- NCOA begin February
- ECA Conference Update
- Help America Vote Day

PERSONNEL

- Machine Technician (R) hired; Dan Cacciaglia - start date Jan 28.

RESOLUTIONS / PROCLAMATIONS

- Authorize Budget Transfer

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ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, December 2, 2025

10:30 a.m.

MINUTES

ATTENDANCE

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

APPROVAL OF MINUTES

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

FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns. Commissioner Wahls followed up that the 2025 Election Grant was approved by NYSBOE and will be submitting claims for reimbursement.

OLD BUSINESS

See October minutes.

Update given on our Strategic Plan. Request made to change the Q4 milestone under Taxpayer Value Objectives from "Having an informed public..." to "Continue informing the public as much as practicable on election information". Also, the milestone of 80% voter turnout should reflect that it is only feasible during a presidential election year. Commissioners have postponed ADA assessment of poll sites to 2026. Train the Trainer program may not be ready until 2027 so that is still pending. Our partnerships with community agencies are good but we are working to improve school outreach.

NEW BUSINESS

General Election update. The post-election audit, affidavit canvassing and recanvassing was all completed by November 17. The board had two manual hand counts to conduct. Town of Newark Valley Supervisor was completed Nov 13, and a court case has been filed to determine the validity of some of the ballots. Town of Owego

Councilmember was completed November 15. The General Election was certified Nov 24 (pending the court case, we will amend the certification if necessary).

Board of Elections held a campaign for voter turnout; 25% in 2025, with the result of 20.5% for the county, and a 49.7% for Berkshire.

Office staff will be working on the annual report due to NYSBOE by January 10.

Legislator Standinger inquired about commissioners' voting machine knowledge. Commissioner Wahls explained that not as much is needed for working on machines as they are shipped out for issues, but that he and three other BOE staff did attend a Dominion training. Commissioner Johnson said that she received more in-depth training this election in Bruce Layman's absence. Discussion was held that when the new machine tech is hired, she should attend a Dominion training with them.

PERSONNEL

Defunding of 2 Election Clerk PT and adding 2 Election Clerk PT Seasonal via resolution. Resignation of Machine Technician (R) Bruce Layman. Process to replace has started.

RESOLUTIONS / PROCLAMATIONS

2026 Staff Changes

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections								
A1450 412910	Election Fees	-4,000	0	-4,000 .00		.00	-4,000.00	.0%
A1450 510010	Full Time	223,578	0	223,578 14,562.78		.00	209,015.22	6.5%
A1450 510020	Part Time/Temporar	225,562	0	225,562 1,100.25		.00	224,461.75	.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 .00		.00	27,223.00	.0%
A1450 540010	Advertising	3,500	0	3,500 .00		.00	3,500.00	.0%
A1450 540140	Contracting Servic	600	0	600 .00		.00	600.00	.0%
A1450 540320	Leased/Service Equ	4,000	0	4,000 .00		.00	4,000.00	.0%
A1450 540390	Mileage Expense	600	0	600 .00		.00	600.00	.0%
A1450 540420	Office Supplies	3,000	0	3,000 .00		.00	3,000.00	.0%
A1450 540480	Postage	15,000	0	15,000 .00		.00	15,000.00	.0%
A1450 540485	Printing/Paper	2,500	0	2,500 .00		.00	2,500.00	.0%
A1450 540490	Election Expense	44,000	0	44,000 .00		.00	44,000.00	.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 Expense	68,438	0	68,438 46,345.82		.00	22,092.60	67.7%
A1450 540733	Training/All Other	10,000	0	10,000 .00		.00	10,000.00	.0%
A1450 581088	State Retirement F	65,191	0	65,191 2,431.18		.00	62,759.82	3.7%
A1450 583088	Social Security Fr	35,005	0	35,005 1,280.77		.00	33,724.23	3.7%
A1450 584088	Workers Compensati	8,255	0	8,255 473.90		.00	7,781.10	5.7%
A1450 585588	Disability Insuran	395	0	395 17.76		.00	377.24	4.5%
A1450 586088	Health Insurance F	130,532	0	130,532 8,090.78		.00	122,441.22	6.2%
A1450 588988	Eap Fringe	106	0	106 5.90		.00	100.10	5.6%
TOTAL NO PROJECT		884,985	0	884,985	74,309.14	.00	810,676.28	8.4%
BBMG Ballot By Mail Grant								
A1450 439060	BBMG State Aid-Elec	0	-12,343	-12,343 .00		.00	-12,342.58	.0%
A1450 540490	BBMG Election Expen	0	12,343	12,343 .00		.00	12,342.58	.0%
TOTAL Ballot By Mail Grant		0	0	0	.00	.00	.00	.0%
TOTAL Elections		884,985	0	884,985	74,309.14	.00	810,676.28	8.4%
TOTAL REVENUES		-4,000	-12,343	-16,343 .00		.00	-16,342.58	
TOTAL EXPENSES		888,985	12,343	901,328	74,309.14	.00	827,018.86	
H1450 Elections								



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H1450 520300 Voting Machines	45,000	0	45,000	.00	.00	45,000.00	.0%
TOTAL Elections	45,000	0	45,000	.00	.00	45,000.00	.0%
TOTAL EXPENSES	45,000	0	45,000	.00	.00	45,000.00	
GRAND TOTAL	929,985	0	929,985	74,309.14	.00	855,676.28	8.0%

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

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AUTHORIZE BUDGET TRANSFER
BOARD OF ELECTIONS

WHEREAS: The Tioga County Board of Elections would like to replace their aging amalgam of conference room chairs to facilitate a more professional, uniform and ergonomic workspace; and

WHEREAS: The quoted cost for a set of 12 chairs is \$850.99; and

WHEREAS: These new chairs are allowable expenses under the Ballot by Mail Grant (BBMG) as the BOE uses their conference room workspace to process mail ballots; and

WHEREAS: The current BBMG expense period expires March 31, 2026; and

WHEREAS: There are currently no funds appropriated under the 2026 BOE equipment budget for the BBMG project code, but sufficient funds are available under the BBMG project in the BOE operating budget; and

WHEREAS: Legislative approval is required to transfer funds between operating and equipment expense lines; therefore be it

RESOLVED: That the 2026 Budget be modified and funds be appropriated as follows:

FROM: A1450 540490 BBMG	Election Expense BBMG	\$850.99
TO: A1450 520070 BBMG	Chairs BBMG	\$850.99