



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, February 3, 2026

10:30 a.m.

MINUTES

ATTENDANCE

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

APPROVAL OF MINUTES

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

FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns. Commissioner Wahls gave update on remaining state grants from 2025. Received reimbursements from Electronic Pollbook Grant and General Election Grant which closed out both. Received reimbursement for Ballot by Mail Grant with remaining balance of \$12,342.58 and further noted that Vote by Mail Grant still has funds available as well.

OLD BUSINESS

See December minutes.

Update provided that the Town of Newark Valley Supervisor race was now certified following the conclusion of the court case.

NEW BUSINESS

Petitions begin in February. Circulating dates and submission dates were shared including an explanation of the filing period modification for designating petitions with regards to the Protect Passover Act.

Our annual organizational meeting was held Jan 20.

The board completed our annual report to the NYS Board of Elections by the due date.

NCOA (National Change of Address) to begin in February. Commissioner Wahls gave an overview of what that entails.

Commissioner Johnson gave a brief update on the topics that are covered in the ECA Conferences we attend, and that on behalf of both commissioners, we appreciate the legislature allowing us to attend these very informative and helpful sessions.

We held a Help America Vote Day event in the lobby of 56 Main St near the DMV. Two of our current election inspectors worked at an information table to speak with potential poll workers.

PERSONNEL

Hired Dan Cacciaglia as Voting Machine Technician (R). Noted that he has been a machine inspector for us since 2022 and has familiarity with the voting machines.

Commissioner Johnson mentioned that we are looking into training dates with Liberty Vote for Technician Cacciaglia to get prepared and ready before the elections. Legislator Standinger reiterated that training is key and multiple staff, specifically commissioners be trained on the machinery as well. Commissioner Johnson said her plan is to also attend the training along with her deputy, James Hoover.

RESOLUTIONS / PROCLAMATIONS

Resolution was presented to Authorize Budget Transfer to replace existing conference room chairs utilizing the Ballot by Mail Grant. Committee was unanimously in favor.

Meeting adjourned.