



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, April 7, 2026

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See March minutes
- Updates:
 - Automatic Voter Registration (AVR) through DMV now operating effectively
 - Resolved large portion of address/location issues in county
 - Accessibility Surveys for nine polling locations completed and submitted to state.

NEW BUSINESS

- Commissioner Wahls and Deputy Hoover Presented to Waverly Government Class Mar 26 with second one to be Apr 13
- Petition intake started Mar 30 and concluded Apr 6
- 2026 primaries
- NCOA blackout period
- Techs to hold EMS training for office staff Apr 16 ahead of Dominion Training
- Mail check cards ordered with drop date of Apr 21 expected
- Region 5 Elections Commissioner Assoc Meeting via Zoom

PERSONNEL

- New Inspector Training all day Apr 15; cancelled second one

RESOLUTIONS / PROCLAMATIONS

- NONE



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 03

	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	-120.00	.00	-3,880.00	3.0%*
A1450 510010 Full Time	223,578	0	223,578	48,827.58	.00	174,750.42	21.8%
A1450 510020 Part Time/Temporar	225,562	0	225,562	7,100.83	.00	218,461.17	3.1%
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	103.70	.00	496.30	17.3%
A1450 540320 Leased/Service Equ	4,000	0	4,000	.00	.00	4,000.00	.0%
A1450 540390 Mileage Expense	600	0	600	24.85	475.15	100.00	83.3%
A1450 540420 Office supplies	3,000	0	3,000	474.25	.00	2,525.75	15.8%
A1450 540480 Postage	15,000	0	15,000	.00	6,793.50	8,206.50	45.3%
A1450 540485 Printing/Paper	2,500	50	2,550	138.72	988.75	1,422.53	44.2%
A1450 540490 Election Expense	44,000	0	44,000	273.32	4,820.15	38,906.53	11.6%
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	2,578.00	6,000.00	1,422.00	85.8%
A1450 581088 State Retirement F	65,191	0	65,191	7,293.54	.00	57,897.46	11.2%
A1450 583088 Social Security Fr	35,005	0	35,005	4,136.19	.00	30,868.81	11.8%
A1450 584088 Workers Compensati	8,255	0	8,255	1,706.04	.00	6,548.96	20.7%
A1450 585588 Disability Insuran	395	0	395	53.28	.00	341.72	13.5%
A1450 586088 Health Insurance F	130,532	0	130,532	24,272.34	.00	106,259.66	18.6%
A1450 588988 Eap Fringe	106	0	106	21.24	.00	84.76	20.0%
TOTAL NO PROJECT	884,985	50	885,035	143,229.70	19,077.55	722,728.17	18.3%
BBMG Ballot By Mail Grant							
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 540490 BBMG Election Expen	0	11,492	11,492	.00	.00	11,491.59	.0%
TOTAL Ballot By Mail Grant	0	0	0	.00	.00	.00	.0%
VBMG Vote by Mail 2025							
A1450 439060 VBMG State Aid-Elec	0	-13,129	-13,129	.00	.00	-13,128.77	.0%*



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2026 03

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 **



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, March 3, 2026

10:30 a.m.

MINUTES

ATTENDANCE

Present: Legislators Andy Aronstam, Ron Ciotoli, Bill Standing, and Jake Brown. Commissioners James Wahls and Kelly Johnson. Guests: Legislative Chair Tracy Monell, County Administrator Jackson Bailey, Legislator Jo Ellen Rose

APPROVAL OF MINUTES

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

FINANCIAL

YTD Budget Report was presented. Legislators had no questions or concerns. Noted that the Treasurer's office has rolled the money forward for grants.

OLD BUSINESS

See February minutes.

National Change of Address (NCOA) List Maintenance was completed.

NEW BUSINESS

Met with Legislator Aronstam per his request. He followed up with a tour of the BOE offices and asked about the needs and concerns facing the BOE and is speaking with Jackson.

Created new COOP for BOE.

Commissioner Wahls and Deputy Commissioner Hoover presented an elections slideshow to OACSD Government Classes. Legislator Ciotoli asked if these would be beneficial to present to U-E and Vestal school districts with only a small portion being Tioga County residents. Commissioners stated they may be able to do a joint presentation with Broome County and would reach out to them.

Party enrollment deadline was Saturday, February 14. Both deputies worked that day as the office had to be open.

Official enrollment numbers were submitted to the state. These numbers were used to figure the petition signatures required and the contribution limits.

Automatic Voter Registration (AVR) was implemented at the DMV. There have been issues where the state has had to turn off the registrations coming in a couple of times. We have not received any Change of Address (COA) documents.

Met with Bryan Goodrich to assist with address and location issues in the county. Commissioner Johnson stated that when commissioners are out completing accessibility surveys for our polling locations, they would be doing some address field visits.

Petitions began circulating February 24. Submission date is April 6. Reiterated the explanation of the filing period modification for designating petitions with regards to the Protect Passover Act.

New items since the agenda was sent:

12 dates inspector training have been set, plus 1 backup date.

Dominion training dates for four staff are set May 5-7.

PERSONNEL

Dan Cacciaglia started officially as Voting Machine Technician (R) on Jan 28. Things have been going well with the technicians setting up procedures together and getting Dan ready for elections.

RESOLUTIONS / PROCLAMATIONS

Resolution was presented to authorize per-election stipends for certain election inspector duties. Commissioner Wahls explained it has been a long-time practice to pay these, but we are looking to make it official by resolution since the legislature sets the salaries. Committee was unanimously in favor.

Meeting adjourned.