

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, December 6, 2022
10:30 a.m.
AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- Budget transfer request (resolution)

OLD BUSINESS

- See October Minutes
- 2022 General Election
- Grants

NEW BUSINESS

- Payments to Election Inspectors for General Election
- Affidavit letters, winner letters
- 2022 Annual Survey to NYSBOE
- NYS Election Commissioners Winter Conference Albany Jan 17-20, 2023

PERSONNEL

- Democratic Election Clerk PT position filled, hired on Nov. 1 after special legislative meeting to approve appointment

RESOLUTIONS

- L26 – Authorize Board of Elections Budget Transfer

PROCLAMATIONS – none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, October 4, 2022

10:30 a.m.

MINUTES

ATTENDEES

Legislators Ciotoli, Brown, and Standinger; Commissioners Wahls & Layman

Absent: Legislator Hollenbeck

Guests: Cathy Haskell

APPROVAL OF SEPTEMBER MINUTES

Motion by Legislator Standinger, second by Legislator Brown, all in favor, carried.

FINANCIAL

Board of Elections YTD Budget Report was presented.

OLD BUSINESS

See September Minutes

The water cooler requested by BOE has been installed, and staff are very grateful.

Military/Overseas/Federal ballots have been sent for the General Election, most were sent on time but a couple electronic ballots were late due to data entry errors, though delivery was attempted timely. The rest of the absentees on file are due to be mailed out from ballot vendor, and stock absentee ballots were ordered to issue additional absentees as they are received.

The final election inspector class of 2022 is this afternoon. The number of workers that will be available looks to be sufficient.

NEW BUSINESS

Payments to Election Inspectors for working August election are scheduled to go out this week.

Other preparations are in progress for General Election on Nov. 8. Logic and accuracy testing of voting machines begins tomorrow. Early Voting starts Oct. 29

PERSONNEL

Commissioner Wahls is still awaiting more applicants for Democratic Election Clerk position. Commissioners have reached out to Personnel to determine possibility of adding benefits for the Election Clerk positions.

RESOLUTIONS/PROCLAMATIONS

Resolution to appoint Republican Election Commissioner – Commissioner Layman has been nominated by TCRC to serve as Republican Commissioner for the 2023-2024 term. There were no questions about the resolution.

Meeting adjourned.

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-3,000	0	-3,000	-5,863.88	.00	2,863.88	195.5%
A1450 422800 CTCL Grants -Non St	0	0	0	-.01	.00	.01	100.0%
A1450 440890 Federal Aid-Hava	0	-16,910	-16,910	.00	.00	-16,910.22	.0%*
A1450 510010 Full Time	183,968	0	183,968	166,194.75	.00	17,773.25	90.3%
A1450 510020 Part Time/Temporar	127,206	-10,500	116,706	66,535.00	.00	50,171.00	57.0%
A1450 510030 Overtime Pay Only	0	10,500	10,500	10,173.08	.00	326.92	96.9%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	986.81	.00	4,013.19	19.7%
A1450 530551 Maintenance in Lie	27,223	0	27,223	20,267.73	.00	6,955.27	74.5%
A1450 540010 Advertising	2,000	200	2,200	1,520.79	.00	679.21	69.1%
A1450 540143 Election Inspector	100,000	-15,000	85,000	54,506.15	25.00	30,468.85	64.2%
A1450 540143 EV Election Inspect	0	19,050	19,050	11,366.25	.00	7,683.75	59.7%
A1450 540320 Leased/Service Equ	5,500	-3,500	2,000	1,573.43	.00	426.47	78.7%
A1450 540390 Mileage Expense	600	300	900	673.84	.00	226.16	74.9%
A1450 540420 Office supplies	3,000	-950	2,050	1,852.14	.00	197.86	90.3%
A1450 540480 Postage	18,000	-4,400	13,600	13,283.53	.00	316.47	97.7%
A1450 540485 Printing/Paper	1,500	-900	600	540.37	.00	59.63	90.1%
A1450 540490 Election Expense	40,500	24,710	65,210	65,102.70	.00	107.52	99.8%
A1450 540550 Rent	3,000	600	3,600	3,600.00	.00	.00	100.0%
A1450 540560 Repairs	0	144	144	-1,130.41	.00	1,274.84	-782.7%
A1450 540620 Software Expense	63,700	1,596	65,296	65,295.56	.00	.00	100.0%
A1450 540733 Training/All Other	9,000	-4,940	4,060	4,060.11	.00	.00	100.0%
A1450 581088 State Retirement F	20,662	0	20,662	26,360.69	.00	-5,698.49	127.6%*
A1450 583088 Social Security Fr	17,882	0	17,882	17,833.88	.00	48.28	99.7%
A1450 584088 Workers Compensati	7,347	0	7,347	8,961.51	.00	-1,614.81	122.0%*
A1450 585588 Disability Insuran	271	0	271	237.51	.00	33.93	87.5%
A1450 586088 Health Insurance F	75,034	0	75,034	73,220.10	.00	1,813.78	97.6%
A1450 588988 Eap Fringe	88	0	88	102.48	.00	-14.68	116.7%*
TOTAL Elections	710,481	0	710,481	607,254.11	25.00	103,202.07	85.5%
TOTAL General Fund	710,481	0	710,481	607,254.11	25.00	103,202.07	85.5%
TOTAL REVENUES	-3,000	-16,910	-19,910	-5,863.89	.00	-14,046.33	
TOTAL EXPENSES	713,481	16,910	730,391	613,118.00	25.00	117,248.40	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,481	0	710,481	607,254.11	25.00	103,202.07	85.5%

** END OF REPORT - Generated by wahls, James **

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AUTHORIZE BOARD OF ELECTIONS
BUDGET TRANSFER

WHEREAS: The Tioga County Board of Elections was required to administer unexpected primary and special elections in August 2022; and

WHEREAS: These additional elections were not included in the Board of Elections original 2022 operating budget; and

WHEREAS: Due to the expense of the additional elections, the Board of Elections will require additional funding on the Election Inspector budget line to complete payments to all the election inspectors who worked for the 2022 General Election; and

WHEREAS: Sufficient funds are not available to transfer from other Board of Elections operating expense lines (54), but excess funds are available in Board of Elections salary (51) and equipment (52) expense lines; and

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

RESOLVED: That the Board of Elections is authorized to execute budget transfers as follows:

FROM:	A1450 520090	Computer	\$2,000.00
FROM:	A1450 520130	Equipment (Not Car)	\$2,134.44
FROM:	A1450 510020	Part Time/Temporary	\$3,265.56
TO:	A1450 540143	Election Inspectors	\$7,400.00
FROM:	A1450 520130	Equipment (Not Car)	\$1,878.75
TO:	A1450 540143 EV	Election Inspectors – proj. EV	\$1,878.75