

# SCHUYLER COUNTY BOARD of ELECTIONS

**Commissioners' Re-organization Meeting January 11, 2024** commenced at 11:19AM. Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners.

- I. **Re-organization**
    - A. **President for Year 2024**
      1. **Acknowledgement: Commissioners have a verbal agreement to alternate years for the office of president and secretary. Commissioner Fazzary served as President in 2023**
      2. **Therefore, nominates Commissioner Eslinger to serve as President for 2024 and Commissioner Fazzary will serve as Secretary**
      3. **Both are in favor**
    - B. **Appointments:**
      1. **Technicians/Custodians – No change in pay rates proposed**
        - a. **Mark P. Taylor (R) – Chief Technician**
        - b. **Jim Pierce (D) Technician**
        - c. **Mathew Hulbert (D) Technician**
        - d. **(R) Vacant**
      2. **Records Retention Co-Ordinator:**
        - a. **Deputy Commissioners Ali LaMoreaux and Kristina Vondracek share this position**
      3. **School Coordinator's:**
        - a. **Watkins Glen School – Kelsey Wood (1/17/24 confirmed, KV)**
        - b. **Odessa-Montour School – Sadye Halpin (1/11/24 confirmed, KV)**
        - c. **Bradford School District – Jeff Rutledge (1/11/24 confirmed, KV)**
      4. **League of Women Voters – Coordinator**
        - a. **Jim Murphy**
      5. **Brian asked if all Coordinators should live in Schuyler and Joe stated that they should be registered voter in Schuyler County.**
  - II. **Meeting adjourned and moved to Regular Meeting**
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## January 2024 Commissioner's Meeting Agenda

- A. **Status Annual Report**
  - a. **Statistical Portion – completed**
  - b. **Action Plan to be completed by Brian**
  - c. **Distribution – Due by 15<sup>th</sup>**
- B. **Payments for Contractual due in January 2024**
  - a. **NTS – in progress**
  - b. **Dominion – Received**
  - c. **KNOWiNK – Received**

- d. Verizon – None (Billed Monthly)
- e. Pitney Bowes - Received
- C. Pending Grant Status – None open, no further charges, will see if State extends and/or we receive new grants in the future.
- D. New Legislation – Discussion to be tabled for February meeting.

**III. Additional Topics.**

- a. Joe and Brian agree that machines should be purchased this year but not used until 2025. Side note – Legislature has agreed to put up money for machines. Commissioner's are hoping we will receive a grant to help pay for them.
- b. Ali and Kristina to send reminders to Party Chairs to submit their Bi-Laws annually and anytime there are changes to them.
- c. Commissioner's would like to put together a Candidates package and Kristina has a petition packet put together with it.
- d. Commissioner's would like all purchase orders to be approved by them moving forward.
- e. Commissioner's would like a monthly financial report provided at monthly meetings. Including YTD expenditures.
- f. Commissioner's would like a 4 way text thread of Sick notifications and late arrivals, Managing Commissioner will respond acknowledging.
- g. Commissioner Meetings will be held monthly, normally on the 1<sup>st</sup> Tuesday of the Month at 11am.
  - i. Except the following: April will be the 9<sup>th</sup> November will be the 12<sup>th</sup>.
- h. Commissioner's met with County Attorney and County Administrator to discuss how Flex time can be incorporated more in lieu on EEDT, they are still in discussion on how this will work. Will discuss at February meeting.
- i. Elected Positions list updated – done KV
- j. Print Presidential Calendar for Commissioner's – done AL
- k. Open Registration days – tabled until February meeting – Commissioner's will look into law for when these will be held.
- l. Poll Site Contracts – Kristina will add to calendar in June to look into new contracts.
- m. Election Inspector Training – tabled until February Meeting
- n. Kristina and Ali will start working on checklist for the Presidential Primary Election
- o. Approved forms
  - i. 2024 Independent Signature Requirements
  - ii. Presidential Primary Early Voting Schedule
  - iii. Dominion Maintenance Certification Form
- p. Brian provided late Observer invoice - September 2023 – Kristina will process
- q. Kristina provided 2023 YTD Budget/Expenses and 2024 starting budget
- r. Kristina provided 2024 Contact List
- s. Fort Orange Early Mail Envelopes discussed, 1,000 will be ordered. Waiting on proofs.

- E. Cyber Security Issues**
- F. Village Elections – Tuesday March 21**
- G. School Elections – WGCS March 7<sup>th</sup> and May 16<sup>th</sup>**
- H. Petition Dates and BOARD procedures** – talked about putting packets together for petitions
- I. Other**
  - 1. Poll Sites – Searsburg?** Joe and Carolyn planned on going to Church, Joe to call Arleeta
  - 2. NTS school's permission** signed by Commissioner's
  - 3. Grants Status Report** – Absentee Postage (working on compiling expenses), Tier (Claim for Payment sent) and Cyber Grant (working with Chris and Mark to collect any new expenses) Updates
  - 4. New Legislation**
  - 5. List of FOIL Documents we must put on Website** – Joe would like to put together a list
  - 6. Daily record of transactions** – record daily phone calls, in person visits, meetings (who & purpose).
  - 7. New Machines Status**
  - 8. Maxwell School @ SU**

**IV. Adjourn at 12:40pm**



BOARD OF ELECTIONS

February 5, 2024 / 11:00AM / Monthly Commissioner's Meeting Agenda

11:00 AM Meeting called to order.

1. Review the minutes of the January 11, 2024, Organizational Meeting.
2. Financial Report – Kristina | Budget | Expenses YTD
3. Review status of the 2023 state grants.
  - a. Cybersecurity \$18,642.13
  - b. TIER \$38,179.34
    - i. Dominion Voting Proposal
    - ii. Dominion Voting decommission current voting machines.
  - c. Absentee Postage \$16,231.62
    - i. BRM Account
    - ii. Pitney Bowes
4. 2024 State Grants
  - a. I Pads
5. Office Procedures
  - a. Signage / Office Hours
  - b. Tracking
  - c. Requesting Time Off
6. Voter Registration Forms Distributed
  - a. Code registration forms.
  - b. Order Registration Form display boxes from the state.
  - c. Quarterly Distribution
    - i. February, April, July, and October
      1. Post Offices & Municipal Offices
7. Election Inspectors
  - a. Resolution to increase pay to \$15.00 Per Hour / Minimum Wage
  - b. Recruitment of Election Inspectors
    - i. Party Chairs
    - ii. Help wanted Ad
  - c. Training of Election Inspectors for the April Primary
8. Town of Dix Poll Site Change
  - a. Survey
  - b. Meet with Dominick Smith
  - c. Must be completed by March 15, 2024
9. State Cyber Security Update
10. Local Registration & Registration Programs
  - a. Local Registration
    - i. October 10, 2024
    - ii. September 28, 2024, or October 5, 2024
  - b. Office of the Aging
  - c. County High Schools
11. Schuyler County Board of Elections Web Page

- a. Review site and compare to states new web site.2024 Primary Elections
- 12. Training Packet for Candidates.
- 13. Village & School Elections
  - a. How are we supporting them?
  - b. Can Villages use Poll Books?
- 14. Primary Elections
  - a. Letter to Election Sites.
  - b. Party machine inspections
  - c. Ballots
  - d. Early Voting
    - i. Machine Programed
    - ii. Equipment Inspected
    - iii. Staffing / Election Inspectors, Machine Technicians, and Deputies.
  - e. Primary Elections
    - i. Confirm Election Sites
    - ii. Staffing
      - 1. Deputies
      - 2. Election Inspectors
      - 3. Machine Technicians
    - iii. Equipment
      - 1. Delivery
        - a. Who, how, and when? Other Options?
      - 2. Pick up
        - a. Who, how, and when? Other Options?
    - iv. Review election procedures Date & Times.

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting February 6, 2024**

Commenced at 11:02AM.

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Mark Taylor and Jim Pierce, Machine Technicians; Michael Lausell, Democratic Party Chair; Chris Caccia, Director of Technology.

### **1. Review the minutes of the January 11, 2024, Organizational Meeting**

- a. Joe wanted to add that he would like to have Technician's rate of pay increased but nothing definitive at this time.
- b. Brian motioned approval, Joe 2<sup>nd</sup>. Both are in favor.

### **2. Financial Report – Budget, Expenses YTD**

- a. Kristina provided copies of the 2024 Budget, the 2023 Budget, and the 2024 Expenses YTD.
- b. Brian suggests checking the Schuyler County Resolution No. 68 every year, Inspectors should be making minimum wage each hour of Election Day and training.
- c. NTS annual invoice \$22,820.00 received and invoiced 2/6.

### **3. Review of the 2023 State Grants**

- a. Cybersecurity
  - i. Kristina has Claim for Payment ready to be signed by Commissioners.
  - ii. Commissioners need to review, update expense category list and sign.
- b. TIER
  - i. Kristina completed Grant Extension and signed by Commissioner's, will be sent to Legislature for approval.
  - ii. Brian presented a quote from Dominion for new machines and destruction of old machines. Joe would like Technicians to review.
  - iii. Machine Destruction – Joe would like to see what it would take for this to be done in house.
    1. Ali is reaching out to the State Board of Elections IT Department for checklist/procedure.
    2. Joe/Chris looking into County policies on asset transfers/removals.
- c. Absentee Postage
  - i. Kristina is working on compiling past expenses to be added, ordering absentee boxes, Pitney Bowes supplies, EVBM envelope sets, and remainder will go on BRM and Pitney Bowes account.
  - ii. Should have everything by end of week for Commissioner's Signature to be sent to Legislature for approval.

### **4. 2024 State Grants**

- a. New York State plans on funding grants for new ePoll Pads, hoping in April 2024.
  - i. Brian confirmed with Mark that our current iPads are on iOS 16, and not iOS 15. iOS 15 is not compatible with latest Apple update v3.5.
  - ii. Mark will obtain quote for new iPad iOS 17, through KNOWINK.
    1. Currently have 24 iPads.

## 5. Office Procedures

- a. A sign needs to be posted outside of the office with hours, including lunch from 1-2pm. Brian asked Ali to make sign and Kristina will have website updated.
- b. Tracking office activity
  - i. Brian has developed a tracking sheet that will be used for all interactions that happen at the Board of Elections.
    1. These will be evaluated monthly, and stats reviewed.
- c. Request for Time Off - Brian and Joe will discuss in further detail at another time.

## 6. Voter Registration Forms Distributed

- a. Code registration forms, as usual
- b. Brian suggested quarterly distribution, Matt/Jim paid to deliver registrations, using County vehicles.
- c. Joe suggested he can call locations, 3 weeks before elections to check inventory.
- d. Display boxes can be ordered from the State, Joe has contact.
- e. Quarterly Distribution
  - i. February, April, July, and October (depending on when registrations are received from SBOE) Registrations ordered in December 2023
  - ii. Post Offices and Municipal Offices, 2024 list printed and ready.

## 7. Temporary Staffing

- a. Absentee Postage Grant can be used until March 31, 2024, to pay temporary staff to handle all Absentee/Early Vote by Mail.
  - i. Deputies to provide proposal on budget and hours to be worked.
    1. Check with HR regarding minimum hour requirements, if any.

## 8. Election Inspectors Latest Resolution Review

- a. Brian and Joe will work on a new resolution to increase pay to \$15.00 per hour (minimum wage) Completed by Friday (2/9).
  - i. Election Days are 17 hours, +/- 1 hour.
  - ii. Early Voting Days are 10 hours, +/- 1 hour.
  - iii. Trainings are 3 hours +/- 1 hour.
- b. Recruitment of Election Inspectors.
  - i. Party Chairs to provide recommendations and to ok BOE's recommendations.
  - ii. Help Wanted ad after resolution with pay increase included in the ad.
- c. Training of new Election Inspectors before the April Primary
  - i. Send letter to Potential Inspectors who signed up at GE23.
- d. Chairperson training – not discussed, recommend a separate 1–2-hour training to review paperwork, procedures, etc.
- e. Updated copy of the Election Inspector Manual given to Commissioners to review.

## 9. Town of Dix Poll Site Change – District 3

- a. Brian/Joe to complete Poll Site Survey for Town Hall location.
- b. Joe will schedule meeting with Dominick Smith, for them complete survey.
- c. Must be completed by March 15, 2024. Will need to investigate poll site change deadlines and notification requirements.

## 10. State Cybersecurity Update

- a. Control assessment has been completed with the help of NYSTEC, waiting for State to grade.

- b. There are two backup servers that may need additional storage in the future.
- c. County Board of Elections is fully segmented.
- d. IPS/FireEye is in place and being used by the entire county.
- e. Some internal policies need to be developed, Kirk Smith can help with COOP plans and the State Board of Elections has an Incident Response Plan Template. Both templates obtained 2/7.
- f. The entire county will be converted to .gov by August.

#### **11. Local Registration and Registration Programs**

- a. Local Registration
  - i. Mandatory date is October 10, 2024.
  - ii. Both Commissioners agreed on October 5, 2024, for the other date.
  - iii. Commissioner's will decide what poll sites to use.
  - iv. Would like to see both Party Committees man the locations.
- b. Brian would like to investigate the following. Joe/Brian to come up with Action plan and review laws.
  - i. Office of the Aging has requested help with registrations.
  - ii. County High Schools – updated contact list provided.

#### **12. High School Art Students Community Project**

- a. Painted mural on the fire access wall outside windows behind deputies' desks.
  - i. Both are in favor; Ali researching with county departments and schools to provide proposal.

#### **13. Schuyler County Board of Elections Webpage**

- a. Kristina has been in contact with Peggy and the website is up to date. Once new contact for website is assigned, she will update Mark for election night results purposes.

#### **14. Training Packet for Candidates**

- a. Joe has started working on some parts of the packet.
- b. Kristina provided a draft for the Designating petition packet.
- c. More review is needed, First day to sign Designating Petitions is 2/27.

#### **15. Village and School Elections**

- a. A Memorandum of Understanding (MOU) is signed by Village/School if they request the use of our Machine(s), Technicians and Election Inspectors.
- b. Technicians and Election Inspectors are paid directly from Villages/Schools for their services.
  - i. Technicians create ballots, program machines, assist with technical use of machines, Delivery and pick up of machines and supplies, and tallies.
  - ii. Election Inspectors provide same roll as a normal election, based on the Village/School laws and requirements.
- c. Use of Poll Pads – VWG inquired about using ePoll Pads.
  - i. Brian suggested including a damages section in MOU.
  - ii. Research NTS, KNOWiNK, Village, Schools, to see if it would be compatible with our data - Mark.
- d. MOUs received from the Village of Montour Falls and the Watkins Glen Central School District, approved and signed by Brian/Joe.
  - i. VWG has not competed MOU, Kristina sent 2/7.

#### **16. Good Friday Hours**

- a. Brian and Joe will discuss.

## **17. Primary Election**

- a. Letter to Poll Sites – sent in 12/2023 for all 3 elections in 2024.
- b. Presidential Primary
  - i. All are in favor of consolidating machines and using one at each poll site but needs to be checked with the State Board of Elections. Decision by end of day Wednesday, 2/7.
  - ii. EVBM-Absentee Ballots can be combined on same ballot but tallies are to be separate.
  - iii. SBOE Certification deadline 2/7.
    - 1. Jim/Mark starting ballot creation Thursday, 2/8.
  - iv. Candidates Notice Template will be sent with SBOE Certification.
- c. Contract company – drop-off/pick-up machines – Mark obtaining quotes.
  - i. Will still need bipartisan team to follow deliveries for chain of custody.

## **18. Open Business**

- a. Brian stated that complaints have been made about non-postage marked mailers being put into mailboxes. This is a federal offense and wanted Party Chairs to be aware.

## **19. Meeting Adjourned at 1:07pm**



BOARD OF ELECTIONS

March 5, 2024 / 11:00AM / Monthly Commissioner's Meeting Agenda

11:00 AM Meeting called to order.

1. Review the minutes of the February 5, 2024, Commissioners Meeting
2. March Schedule
  - a. 03 07 – Canvassing – 12:00 pm
  - b. 03 12 – Inspection & Pre-Election Machine Testing – 10:00 am & Canvassing 12 pm
  - c. 03 14 – Canvassing – 12 pm
  - d. 03 15 – Last Day to change Poll Sites
  - e. 03 19 – Canvassing – 12 pm
  - f. 03 21 - Canvassing -12 pm
  - g. 03 22 - Canvassing -12 pm
  - h. 03 23 - Canvassing -12 pm & Last day to receive Absentee Ballots.
  - i. 03 23-30 -Early Voting
  - j. 03 26 – Canvassing -12 pm
  - k. 03 28 – Party Inspection & Sealing of Voting Machines – 10 am & canvassing 12 pm
3. Financial Report – Ali | Budget | Expenses YTD | February 2024
4. Update on the 2023 state grants
  - a. Cybersecurity \$18,642.13
  - b. TIER \$38,179.3
  - c. Absentee Postage \$16,231.62
5. Update on Resolution
  - a. Tier Grant
  - b. Postage / Staffing Grant
  - c. Election Inspectors / Machine Technicians Pay Increase
6. Chain of Custody
  - a. Ballot Cabinet
7. Update on new iPads
8. Monthly Office Activity Statistics
9. Update on Voter Registration Forms from State
10. Update on Postage Grant Staffing
11. Update Stacy on all Early Voting Dates to reserve Legislative Chamber

12. County Digital Bulletin Board Marketing Notices

- a. Early Voting
- b. Register to Vote
- c. Help Wanted Election Inspectors

13. Election Inspectors

- a. Recruitment of Election Inspectors
  - i. Party Chairs
  - ii. Help wanted Ad
- b. Training of Election Inspectors for the April Primary (if needed)
- c. Chairperson Training

14. Update on Town of Dix Poll Site Change

15. Update State Cyber Security

16. Schuyler County Board of Elections Web Page

- a. Add monthly Commissioners Meeting
- b. Add Monthly Commissioners Agenda
- c. Add Monthly Commissioner Meeting Minutes

17. Update on Packet for Candidates

18. Update on Village Elections

19. Town of Hector Supervisor Felony Charge.

20. Good Friday Hours

21. Update for Primary Elections

- a. Letter to Election Sites.
- b. Party machine inspections
- c. Ballots
- d. Early Voting & Primary
  - i. Machine Programed
  - ii. Equipment Inspected
  - iii. Confirm Election Sites
  - iv. Staffing
    - 1. Deputies
    - 2. Polling Site Chairperson's
    - 3. Election Inspectors
    - 4. Machine Technicians
  - v. Equipment
    - 1. Delivery
    - 2. Pick up

22. Bids for Voting Machines

- a. Dominion

- b. ES&S
- c. Clear Ballot
- d. Hart

23. Open Floor Any Other Business

24. Adjourn Meeting

# Schuyler County Board of Elections

## Commissioners' Monthly Meeting Minutes March 5, 2024

Commenced at 11:04AM.

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Mark Taylor, Jim Pierce, and Norma Burris, Machine Technicians; Maryann Friebis, Republican Party Chair; Margaret Coffey, Democratic Committee Representative.

**1. Review the minutes of the February 6, 2024, Commissioners' Meeting**

- a. Joe motioned approval, Brian 2<sup>nd</sup>. Both are in favor.

Maryann asked how the monthly meetings are organized. Brian responded that he is the President this year and that it switches between parties each year, so Joe will be the President next year. He also explained that everyone at the meeting is encouraged to give advice and opinions, but that ultimately all decisions are made by the two Commissioners.

**2. March Schedule**

- a. 3/7 – Canvassing at 12pm
- b. 3/12 – Public Inspection and Pre-Election Machine Testing at 10am  
Canvassing at 12pm
- c. 3/14 – Canvassing at 12pm
- d. 3/15 – Last Day to Designate Poll Sites
- e. 3/19 – Canvassing at 12pm
- f. 3/21 – Canvassing at 12pm
- g. 3/22 – Scanning of Canvassed Ballots at 12pm
- h. 3/23 – Last Day to Receive Voter Registrations
- i. 3/23-3/30 – Early Voting
- j. 3/26 – Canvassing at 12pm
- k. 3/28 – Party Inspection and Sealing of Voting Machines at 10am  
Canvassing at 12pm

**3. Financial Report – Budget, Expenses YTD, February 2024**

- a. Ali provided copies of the 2024 budget and the 2024 Expenses YTD.

**4. Update on the 2023 State Grants**

- a. Cybersecurity \$18,642.13
  - i. Updated contract and claim for payment has been sent to the SBOE 2/14
- b. TIER \$38,179.30
  - i. Sent to the SBOE 2/14/24. *(rcvd approved contract from SBOE while in meeting)*
- c. Absentee Postage \$16,231.62
  - i. Sent to that SBOE 2/15/24.

**5. Update on Resolution**

- a. TIER Grant –
  - i. set on Legislature agenda, Monday, March 11<sup>th</sup>
- b. Postage/Staffing Grant –
  - i. set on Legislature agenda, Monday, March 11<sup>th</sup>
- c. Election Inspectors/Machine Technicians Pay Increase
  - i. Resolutions have been passed by the Management and Finance Committee
  - ii. Brian will attend the Legislative Meeting on Monday March 11.

iii. Brian suggests re-evaluating the resolutions in January of every year.

**6. Chain of Custody**

a. Ballot Cabinet

- i. Brian reached out to the State Board of Elections, and they said the black mail-in ballot cabinet needs to have two locks with two separate keys.
- ii. Brian will be buying locks with keys and brackets for the cabinet in the next week.

**7. Update on New iPads**

- a. Mark has checked the current operating system and we are in compliance with our current operating system.
- b. Mark expects there to be a new KnowInk app update before the April 2<sup>nd</sup> election.
- c. Mark is going to contact Chris and check prices and discounts for new iPads.
- d. Brian is going to have Chris look into OGS contracts and new poll pads for purchasing.

**8. Monthly Office Activity Statistics**

- a. Brian provided an Activity Report that summarizes and quantifies some of the communication and voter data work that the deputies do throughout the month.

**9. Update on Voter Registration Forms from State**

- a. Kristina reached out to the SBOE this morning to check on the status of new voter registration forms, affidavit envelopes, and Notice to Voters.

**10. Update on Absentee Postage Grant Staffing**

- a. Election Inspectors started two weeks ago; it is going well.
- b. Mark asked for clarification that Early Vote by Mail and Absentee ballots can be scanned together, Kristina confirmed with the SBOE, they can be scanned together.

**11. Update Stacy Husted on all Early Voting Dates to Reserve Legislative Chamber**

- a. Kristina will update her. *Emailed Legislature 3/6/24 with dates for all 3 elections*

**12. County Digital Bulletin Board Marketing Notices** *Kristina will send website to Commissioner's for Counties LED Sign for message requests.*

- a. Early Voting – done.
- b. Register to Vote
- c. Help Wanted – Election Inspectors
  - i. Joe and Brian will have to create and agree on the material for the bulletin board and follow submission steps.
  - ii. Maryann added that while doing petitions, the Republican party has been handing out cards that have information with how to become an election inspector along with contact information.

**13. Election Inspectors**

- a. Recruitment of Election Inspector
  - i. Per NYS Law, Party Chairs are to recommend Election Inspectors to the Board of Elections.
  - ii. The Board of Elections are to send lists of Election Inspectors to the Party Chairs who have the ability to remove any they disapprove of.
  - iii. Help Wanted Ad
- b. Training of Election Inspectors for the April Primary
  - i. Mark suggested that inspectors be trained for the primary specifically because there will be one machine and one poll pad for each site.
- c. Chairperson Training
  - i. Deputies were asked to look into doing a training for all chairpersons at the Board of Elections prior to the April primary.

#### **14. Update on Town of Dix Poll Site Change**

- a. Joe explained that all poll site changes have to be done with the Town Supervisor. The Dix Town Supervisor has requested that the Dix 3 poll site be moved from the Beaver Dams Fire Department to the new Town Hall building.
- b. The ADA forms from the State Board of Elections need to be finished by the Commissioners.
- c. We will need two copies of the building keys, the termination of the contract with the Beaver Dams Fire Department, the creation of a contract with the Dix Town Hall, notification of the Beaver Dams Fire Department in compliance with Election Law, and the notification of the State Board of Elections.
- d. The Floor Plan was rcvd by Supervisor Smith 2/28/24 by Kristina, it was forward to Joe 2/28. *And again on 3/8.*
- e. Brian stated they wanted to have this done by Friday March 8<sup>th</sup>.

#### **15. Update on Cybersecurity**

- a. Chris Caccia was unable to attend the meeting but let Ali know that the .gov domain is ready for implementation. He suggests waiting until after the election in case of any emergency contact.
- b. Kristina has received COOP plans from Kirk Smith and the District Attorney's office. They can be used as templates for the Board of Elections.
- c. Mark informed everyone that the state audit is complete, except for some evidence that Chris is still working on.
- d. Mark requested retention guidelines. *Ali sent them to him later in the day on 3/5.*

#### **16. Schuyler County Board of Elections Webpage**

- a. Brian requested that monthly Commissioners' Meeting minutes, agendas, and dates be posted to the website. *Kristina/Peggy have added them 3/6.*

#### **17. Update on Packet for Candidates**

- a. Kristina supplied Joe with what she had for the petition packets for candidates.

#### **18. Update on Village Elections**

- a. Burdett, Watkins, and Montour have village elections in March.
- b. Mark has prepared ballots and machines for Watkins and Montour.
- c. Mark will send information to Kristina for a Buildings and Grounds work order to be submitted for the village election day. *Kristina emailed workorder 3/6.*
- d. The villages will not be using the Board of Elections' poll pads.
- e. Joe suggested having a meeting with clerks from each village to give them helpful information for future elections.
- f. Brian stated that he reached out to the State Board of Elections for guidance on village elections and they informed him that it is not our jurisdiction.

#### **19. Town of Hector Inquiries**

- a. The Commissioner's have decided that our response to all questions about the Hector Supervisor is that we have no information at this time and refer them to the District Attorney's office.

#### **20. Good Friday Hours**

- a. Joe stated he will not be in the office at all on Good Friday, suggested that deputies split the Early Voting Hours.
- b. Brian suggested that machine technicians could work Good Friday, but that they would need read-only access to NTS.
- c. Mark is unsure if technician laptops can use NTS, IT needs to be contacted.

#### **21. Update for Primary Election**

- a. Letter to Poll Sites – was sent out in December 2023.
- b. Party Machine Inspections – happening March 12<sup>th</sup>.

- c. Ballots
  - i. Brian had a question on ballots, Mark clarified that the issue is not with the ballots, it is with the Ballot Marking Device. The BMD will not mark the contest for Delegates to the Democratic National Convention. Dominion is aware, Mark has been in contact and is awaiting a solution.
- d. Early Voting and Primary
  - i. Machines are programmed, Joe asked if they are programmed to account for the time change prior to the election, Mark said that they are.
  - ii. Equipment inspection will take place March 12<sup>th</sup>.
  - iii. Confirm election sites
    - 1. Brian was confirming that there are 13 poll sites and there is one machine per poll site.
  - iv. Staffing
    - 1. Deputies
    - 2. Poll site chairpersons – Deputies are working on it.
    - 3. Election Inspectors – Deputies are working on it.
    - 4. Machine Technicians
  - v. Equipment
    - 1. Delivery
    - 2. Pick up – Ali confirmed Penske Rental Trucks from Corning and forwarded the confirmation email to the technicians.
    - 3. Diamond Baycorn is another machine delivery company. Brian is going to reach out to get a quote.

A discussion about budget and spending ensued.

Joe excused himself from the meeting at 12:30.

Maryann suggested Joe and Brian have a private meeting to go over departmental finances.

Brian requested that there always be a Republican employee at the deputy's desk.

#### **22. Bids for Voting Machines**

- a. Brian asked Joe if they have ever received bids from other voting machine manufacturers before, the answer was no.
- b. Brian and Joe agree on getting bids from each manufacturer.
- c. A purchase offer for machines needs to be completed and submitted by March 31<sup>st</sup> for it to be covered under the grant.
- d. Brian requested that if anyone had direct questions about machines, to email them to him.

#### **23. Open Floor Any other business**

- a. Ali presented election security material samples from Nova Vision that were mailed to the Board of Elections.
- b. Election Night Reporting
- c. Zero result file has been uploaded to NYSVoter
- d. Email Contact Information request updated with Commissioner's, Deputies, 2 Technicians and IT contacts.
- e. 30 Day MOVE Survey
- f. Signed by Commissioner's and emailed 3/5.
- g. Associated Press Questionnaire
- h. Kristina offered to complete; Commissioner's ok'd. *Kristina completed 3/8.*

#### **24. Meeting Adjourned at 12:40pm**



April 9, 2024 | 11:00 AM Commissioners Meeting Agenda

11:00 AM Meeting called to order.

1. Review March 5, 2024 Minutes
2. Update from Party Chairs on Election Inspector Status
  - a. Increase numbers for ½ shifts
    - i. Current Democrats trained - 43
    - ii. Current Republicans trained - 37
  - b. Contact potentials from Presidential Primary and last General signup sheets
  - c. Action Plan to train new Election Inspectors for the June Primary

Administrative Agenda | BOE Staff

1. Review Village Elections
  - a. Staffing needs
  - b. Equipment needs
  - c. Recommendations
2. Review Early Voting Election
  - a. Staff
  - b. Program & Machine Issues
  - c. Recommendations for June Primary
  - d. Issues with sites
3. Presidential Primary Election
  - a. Voter Numbers
  - b. Poll Sites
  - c. Staffing
  - d. Equipment
  - e. Recommendations for June Primary
  - f. Montour voter issue
4. Review Monthly Office Activities
5. April Schedule
  - a. 04 09 – Commissioners Meeting
  - b. 04 09 - Last day to receive mail-In Ballots
  - c. 04 09 – Canvas Scan 12 Noon
  - d. 04 12 – Last day to fill vac after declination & Certify Presidential Primary Election, DOJ Surveys due
  - e. 04 16 – Last day to file Authorization of substitution after declination of designation
  - f. 04 16 – First day to sign independent petitions.
  - g. 05 01 – File Early Voting Commissioners Plan w/SBOE | Primary Election & General Election
  - h. 05 01 – SBOE Certifies Primary Election
  - i. 05 02 – Schuyler County BOE Certifies Primary Election

- j. 05 07 – May Commissioners Meeting | 11:00 AM
- k. 05 10 – Deadline to transmit Ballots
- 6. 2023 Grant Extension Updates
  - a. Cybersecurity - \$18,642.13
  - b. Absentee Postage - \$16,231.62
  - c. TIER - \$18,642.13
- 7. Voting Machine Updates
  - a. Dominion & Clear Ballot
    - i. Review Items to get feedback from Dominion & Clear Ballot
    - ii. Do we want them to bring in equipment again
- 8. Financial Report
  - a. Kristina | Budget | YTD Expenses as of March 31, 2024
  - b. Review staffing needs & payroll for June Primary
    - i. Early Voting
    - ii. Primary
  - c. Review staffing needs & payroll for 2024 Poll Inspector Training & Certification
  - d. Review staffing & payroll for Local Registration Day
- 9. Cybersecurity Completed
- 10. Schuyler County BOE webpage update completed
- 11. Town of Dix Poll Site Change completed
- 12. Chain of Custody Ballot cabinet Lock completed
- 13. Pitney Bowes Contract with Attorney
- 14. Staffing
  - a. Brian will be out of town April 16 & 17
  - b. Ali will be out April 26 | PM Appointment April 11 and May 7
  - c. Kristina will be out April 12, 18,19,22 | April 11 & 30 AM Appointment | April 15 PM Appointment
- 15. Open Floor for any other business
- 16. Adjourn Meeting

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes April 9, 2024**

Commenced at 10:58 AM

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Mark Taylor, Jim Pierce, and Norma Burris, Machine Technicians; Margaret Coffey, Democratic Committee Representative.

1. **Review the minutes of the March 5, 2024, Commissioners' Meeting Minutes**
  - a. Norma motioned approval, Joe 2<sup>nd</sup>, both Commissioners are in favor
  - b. Brian noted that we are trying a new discussion technique. Will discuss items for Party Chairs at the beginning of the meeting and then move onto the administrative agenda. So, if the Chairs would like to leave, they are able to, but are more than welcome to stay.
2. **Update from Party Chairs on Election Inspector Status – No Chairs present currently**
  - a. Increase numbers for ½ shifts, many Inspectors have expressed interest
    - i. Current Democrats trained - 43
    - ii. Current Republicans trained - 37
  - b. Contact potentials from Presidential Primary and last General signup sheets
    - i. Deputies will send out a mailer to all potentials, response by 5/1
  - c. Action Plan to train new Election Inspectors for the June Primary
    - i. Deputies will schedule a couple trainings for those who respond.
    - ii. Joe would like to implement a newsletter to Inspectors and Chairs again, Brian likes the idea and Joe suggested for deputies to do when we have time. Will discuss at next meeting.
3. **Review Village Elections – Watkins Glen, Montour Falls, Burdett**
  - a. Staffing needs – Mark noted staffing was good. Was an error with ballot creation but was able to “fix” after for tallying.
  - b. Equipment needs – Mark noted equipment and help from B&G went well
  - c. Recommendations – None
  - d. Mark mentioned VMF inquired about absentees received after their election day, Kristina stated that she spoke with Emily as well and advised her to contact NYCOM.
    - i. Joe added that the SBOE position on Village elections is... if we don't run them, then we don't involve ourselves.
4. **School Elections May 21<sup>st</sup>** – Mark will be out of town April 23<sup>rd</sup> through May 12<sup>th</sup>
  - a. Candidate/Propositions due 4/23
  - b. If we need to print ballots for schools, we will need to figure out what we will charge for that. Use of staff, ballot paper, ink, etc.
  - c. Mark will need truck with liftgate, he will email deputies with dates and times for drop off and pick up, they will submit a work order
5. **Review Early Voting Election**
  - a. Staff – no problems
  - b. Program & Machine Issues – ICP Coding not done correctly, a result tape printed instead of tabulator tape one night.
  - c. Recommendations for June Primary – none currently
  - d. Issues with sites – no issues to report
6. **Presidential Primary Election**

- a. Voter Numbers – deputies reported 766 total voters
- b. Poll Sites – deputies reported 13 sites
- c. Staffing – 3 sites were understaffed due to “snowbirds, last minute cancellations”
- d. Equipment – thermal printer machine failure in Burdett FD, after replaced, worked fine.
- e. Recommendations for June Primary –
  - i. Keep consolidated sites, maybe use check-in receipt printers for multi district sites. Commissioners will contact Onondaga to find out what their issue was with this setup, Mark would like to be on call as well
  - ii. Everyone to be in main office on election day.
  - iii. Move Hector 2 site to Hector 1 site – will remain same for June Primary
    - 1. Will need to review election law and guidelines for travel and size for Hector 2 voters.
- f. Montour voter issue – Betty’s issue and Commissioners not contacting her back. She no longer wants to be an Inspector
  - i. Brian would like her number to call her – Ali emailed number after meeting
  - ii. Joe wants us to contact the SBOE and the FBI with the voter’s name.
  - iii. Commissioners will need to meet with the County Admin and Legislature
- g. CF Cards for Mail-In Ballot scans – Mark will create 3

**7. Review Monthly Office Activities**

**Schuyler County Board of Elections | Office Activity Report  
Mar-24**

<b>E mail Transactions</b>	<b>403</b>		
<b>Incoming Phone Call Transitions</b>	<b>210</b>		
<b>Walk In's</b>	<b>12</b>		
<b>NTS Voter Records Accessed</b>	<b>203</b>		
<b>NTS Voter Records Changed</b>	<b>401</b>	<b>Bipartisan Confirmations</b>	<b>401</b>

<b>NTS Voter Record Changes</b>	
<b>Address</b>	<b>Previous Jurisdictions</b>
<b>Phone #</b>	<b>Party Affiliation</b>
<b>Drivers License #</b>	<b>E mail Address</b>
<b>Social Security #</b>	<b>Districts</b>

**8. April Schedule**

- a. 04 09 – Commissioners Meeting
- b. 04 09 - Last day to receive mail-In Ballots
- c. 04 09 – Canvass Scan 12 Noon
- d. 04 12 – Last day to fill vac after declination & Last day to receive Cure letter. Certify Presidential Primary Election, DOJ Surveys due
- e. 04 16 – Last day to file Authorization of substitution after declination of designation
- f. 04 16 – First day to sign independent petitions.

- g. 05 01 – File Early Voting Commissioners Plan w/SBOE | Primary Election & General Election
  - h. 05 01 – SBOE Certifies Primary Election
  - i. 05 02 – Schuyler County BOE Certifies Primary Election
  - j. 05 07 – May Commissioners Meeting | 11:00 AM
  - k. 05 10 – Deadline to transmit Ballots
- 9. Update on the 2023 State Grants**
- a. Cybersecurity – Final claim sent
  - b. TIER \$38,179.30
    - i. Machine vendor not decided but narrowed down to 2 out of the 4, will hope for another extension
  - c. Absentee Postage – Final claim sent
- 10. Update on iPad – no news from SBOE regarding possible grant**
- a. Update on KnowInk App – Mark reported that Techs will have update installed prior to June Primary.
  - b. Update on OGS Contract for pricing – no update
  - c. Pricing for Receipt printers – no update
- 11. Voting Machine Updates**
- a. Dominion & Clear Ballot
    - i. Review Items to get feedback from Dominion & Clear Ballot
    - ii. Do we want them to bring in equipment again
      - 1. We would like equipment and software brought, we want to see more with ballot coding and tally process. Want to know more about template creation and ease of use
      - 2. Would like to know more about central tally system
      - 3. Brian will email both vendors with our requests
      - 4. Decision deadline – end of May
- 12. Financial Report**
- a. Kristina | Budget | YTD Expenses as of March 31, 2024
    - i. Commissioners would like to total payroll for part time employees once reflected in Munis.
    - ii. Need to review for EI rate increase for November Election
    - iii. Relook into Color Printer and budget
    - iv. Smart tv located in main office for Election Day for ePulse reporting
  - b. Review staffing needs & payroll for June Primary
    - i. Early Voting
    - ii. Primary
  - c. Review staffing needs & payroll for 2024 Poll Inspector Training & Certification
  - d. Review staffing & payroll for Local Registration Day
- 13. Cybersecurity**
- a. Ongoing process, no updates currently.
- 14. Schuyler County BOE webpage update completed**
- 15. Town of Dix Poll Site Change**
- a. ADA survey needs to be completed and sent to SBOE still
    - i. Joe to complete with pictures and will get to SBOE
- 16. Chain of Custody Ballot cabinet Lock completed**
- 17. Pitney Bowes Contract with Attorney**
- a. Amounts didn't add up, waiting on Pitney Bowes to provide corrected contract to resend to Attorney.
- 18. Staffing**

- a. Brian will be out of town April 16 & 17
- b. Ali will be out April 26 | PM Appointment April 11 and May 7
- c. Kristina will be out April 12, 18,19,22 | April 11 & 30 AM Appointment | April 15 PM Appointment
  - i. Norma is available, Joe wants to review budget first before utilizing Norma. He will let Norma know.
  - ii. Ali provided a copy of election law that states the hours required for Early Voting
- d. Congressional Redistricting
  - i. Commissioners asked the deputies to send an email to them with the information needed on shapefiles

**19. Open Floor for any other business**

- a. Chairperson training – Review forms and how to complete and procedures
  - i. Commissioners will discuss at the budget meeting
- b. Town of Dix
  - i. Poll site maps were not delivered with the machine, Norma and Jim gave the deputies copies of the checklists for machine/supply deliveries
  - ii. Town of Dix issues – the Commissioners will contact the town
    - 1. The inspectors were unable to lock the doors after the close of the polls
    - 2. The inspectors needed 3 more tables
- c. County Administrator’s email – Commissioners will discuss and respond
- d. Closing the office Friday July 5<sup>th</sup> after July 4<sup>th</sup> Holiday
  - i. Commissioners will discuss

**20. Adjourn Meeting at 12:19pm**



May 7, 2024 | 11:00 AM Commissioners Meeting Agenda

11:00 AM meeting called to order

1. Review April 9, 2024, Minutes
2. Update from Party Chairs on Election Inspectors
  - a. Increase Number for ½ shifts
    - i. Current Democrats Trained – 43
    - ii. Current Republicans Trained – 37
  - b. Contact potentials from Presidential Primary and last General Election

Administrative Agenda | BOE Staff

3. Financial Report
  - a. Ali | Budget | YTD Expenses as of April 30, 2024
  - b. Review Staffing Needs and Costs for June Primaries
    - i. Early Voting
      1. Election Inspectors
      2. Machine Technicians
    - ii. Primary
      1. Election Inspectors
      2. Machine Technicians
4. Review Monthly Office Activities
5. May Schedule
  - a. May 9, 2024, Inspection of Sample Ballots
  - b. May 10, 2024, deadline to transmit ballots to eligible Military | Special Federal | UOCAVA Voters
  - c. May 13, 2024, last day to designate early voting sites.
  - d. May 21, 2024 – Start of Rolling Canvas of Mail-In Ballots every Tuesday and Thursday at 12pm
  - e. May 21-28, 2024, dates for filing independent petitions for General Election (office open till 5:00PM)
  - f. May 28, 2024, last day to file independent petitions (5:00 PM)
  - g. Inspection and Pre-Election Testing of Machines
  - h. May 31, 2024, last day to accept or decline an Independent Petition nomination
6. Pitney Bowes Contract update
7. Staffing
  - a. Brian – Office Hours 3:30 to 4:30 Daily
  - b. Joe – In 10:30 AM - Daily
  - c. Ali- Off May 13, 2024, | Off May 24, 2024
  - d. Kristina – Off May 20, 2024, | Off May 31, 2024
  - e. Memorial Day – Holiday, May 27, 2024
8. Purchasing of Smart TV for BOE Office
9. Voting Machine Updates

- a. Dominion
- b. Clear Ballot
- 10. Update: High School Students floor plan project
- 11. Grants
  - a. TIER – No Update
- 12. Tabled resolution to increase Poll Inspectors & Machine Technicians salaries.
- 13. June Primary Election
  - a. Early Voting
    - i. Reserve Legislative Chambers
    - ii. Staffing
      - 1. Election Inspectors
      - 2. Machine Technicians
      - 3. Deputy Commissioners
    - iii. Voting Machines & Printers | Checked and programed
  - b. Election Day
    - i. Contact sites to review requirements and set up
      - 1. How many & locations
    - ii. Staffing
      - 1. Election Inspectors
      - 2. Machine Technicians
      - 3. BOE Staff
    - iii. Reserve County Vehicles
    - iv. Penske Truck Rental
    - v. Discuss Sheriff Needs
  - c. Advertising
    - i. Legal Advertising
    - ii. LED Sign
- 14. Open floor for any other business
- 15. Adjourn Meeting.

# Schuyler County Board of Elections

## Commissioners' Monthly Meeting Minutes May 7, 2024

Commenced at 11:07 AM

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Jim Pierce, Machine Technician; Michael Lausell, Democratic Committee Chair; Chris Caccia, Director of IT.

1. **Review the minutes of the April 9, 2024, Commissioners' Meeting Minutes**
  - a. Brian would like the Monthly Office Activities chart added to the minutes in the future
  - b. Joe inquired how the School Programming and Ballots went – Jim noted that Watkins Glen was good and that they are having an issue with the 6<sup>th</sup> proposition on the Odessa Schools Ballot, and they have been in touch with Dominion. May be past the deadline for printing, Tech's said we could print.
    - i. If we do print, there will be an additional cost and will need to figure out how much to charge per ballot.
  - c. Joe motioned approval, Jim 2<sup>nd</sup>, both Commissioners are in favor
2. **Update from Party Chairs on Election Inspector Status**
  - a. Increase numbers for ½ shifts
    - i. Current Democrats trained - 43
    - ii. Current Republicans trained - 37
  - b. Contact potentials from Presidential Primary and last General signup sheets
    - i. Deputies sent a mailer to 110 Prospective Election Inspectors
      1. 29 responded including 2 that are no longer interested
3. **Financial Report**
  - a. Ali | Budget | YTD Expenses as of April 30, 2024
  - b. Review Staffing Needs and Costs for June Primaries – *there is a technician cost concern for the remainder of this year, the Commissioner's plan to review*
    - i. Early Voting
      1. Election Inspectors
      2. Machine Technicians
    - ii. Primary
      1. Election Inspectors
      2. Machine Technicians
4. **Review Monthly Office Activities**

### Schuyler County Board of Elections | Office Activity Report Apr-24

<b>E mail Transactions</b>	<b>241</b>		
<b>Phone Call Operational Transitions</b>	<b>91</b>		
<b>Walk In's</b>	<b>3</b>		
<b>NTS Voter Records Accessed</b>	<b>6895</b>		
<b>NTS Voter Records Changed</b>	<b>7119</b>	<b>Bipartisan Confirmations</b>	<b>7119</b>

## NTS Voter Record Changes

Address  
Phone #  
Drivers License #  
Social Security #

Previous Jurisdiction  
Party Affiliation  
E mail Address  
Districts

### 5. May Schedule

- a. May 9, 2024, Inspection of Sample Ballots at 12pm
- b. May 10, 2024, deadline to transmit ballots to eligible Military | Special Federal | UOCAVA Voters
- c. May 13, 2024, last day to designate early voting sites.
- d. May 21, 2024 – Start of Rolling Canvas of Mail-In Ballots every Tuesday and Thursday at 12pm
- e. May 21-28, 2024, dates for filing independent petitions for General Election (office open till 5:00PM) –
  - i. *emailed Buildings & Grounds, Security, County Administrator & Secretary, Stacy regarding hours 5/7/24*
  - ii. *Create a sign for doors*
  - iii. *Commissioners agreed on office hours being 9am to 5pm during Independent Petition Filing*
- f. May 28, 2024, last day to file independent petitions (5:00 PM)
- g. May 29, 2024 Inspection and Pre-Election Testing of Machines at 10am – *Chairs were emailed Candidates Notice to Chairs 5/7/24*
- h. May 31, 2024, last day to accept or decline an Independent Petition nomination

### 6. Pitney Bowes Contract update

- a. Kristina reported that the Corrected Contract and Insurance Certificate were finally received and has been given to the County Attorney for review and hopefully approval

### 7. Staffing

- a. Brian – Office Hours 3:30 to 4:30 Daily
- b. Joe – In 10:30 AM - Daily
- c. Ali- Off May 13, 2024, | Off May 24, 2024
- d. Kristina – Off May 20, 2024, | Off May 31, 2024
- e. Memorial Day – Holiday, May 27, 2024

### 8. Purchasing of Smart TV for BOE Office

- a. Chris will review the TV's that were selected for review and will get back to us by the end of the week.
- b. Did suggest a TV that the Legislature would possibly be getting, priced in the 2-3 thousand range and the Commissioner's stated that was not in our budget.

### 9. Voting Machine Updates

- a. Dominion – Brian still needs to schedule with Gio
- b. Clear Ballot – Brian has scheduled a meeting for Tony to come to the office on May 22<sup>nd</sup> at noon
- c. We plan to have a decision by end of month to present to the County Administrator

### 10. Update: High School Students floor plan project

- a. Watkins Glen does not have a graphics art department, will look into Odessa and BOCES

- i. Brian will send details to Chris and he will inquire with BOCES to see who could help
- ii. Chris suggested we may be able to do it through Microsoft Vizio

#### 11. Grants

- a. TIER – No Update
- b. The State Board of Elections has stated that the Grants will most likely be extended, but extension paperwork has not been received yet.

#### 12. Tabled resolution to increase Poll Inspectors & Machine Technicians salaries

- a. Commissioners plan on attending next Legislature meeting to notify them that the salaries will not increase this year but will be incorporating the increase in next year's budget

#### 13. June Primary Election

- a. Early Voting
  - i. Reserve Legislative Chambers – *already done*
  - ii. Staffing – *the Commissioners will discuss further the hours required of the Machine Technicians and Deputy Commissioners prior to the election*
    - 1. Election Inspectors - *36 shifts for early voting (usually Inspectors work more than one shift)*
    - 2. Machine Technicians
    - 3. Deputy Commissioners
    - 4. Brian is not able to work on the weekends
  - iii. Voting Machines & Printers | Checked and programed
    - 1. Deputies reported - waiting on Dominion to provide files
- b. Election Day
  - i. Contact sites to review requirements and set up
    - 1. Joe mentioned still wanting to do Election Inspector Newsletter
    - 2. How many & locations
      - a. 7 Poll Site locations, districts consolidated
        - i. Joe believes that the County Board needs to have a resolution to consolidate sites and to notify the State Board. He will find out.
  - ii. Staffing – *the Commissioner's will discuss further the hours required of the Machine Technicians and Deputy Commissioner's prior to the election*
    - 1. Election Inspectors – *28 Inspectors for Election day (more if split shifts)*
    - 2. Machine Technicians
    - 3. BOE Staff
  - iii. Reserve County Vehicles
    - 1. Will reserve the same vehicles with central garage and probation
  - iv. Penske Truck Rental
    - 1. One 16ft truck will be reserved, will not need a county employee
  - v. Discuss Sheriff Needs
    - 1. Commissioners will meet with Sheriff and County Administrator
- c. Advertising
  - i. Legal Advertising – Request form presented and both Commissioner's Signed
  - ii. LED Sign – Verbiage ready to be requested through Civic Website

#### 14. Open floor for any other business

- a. State Board of Elections Visit on May 13, 2024, auditing voter records and reviewing procedures.

- b. FOIL request and response from State Board. May not be anything to supply from request. Joe wanted more time to look at it and will let us know.
- c. Any updates on closing the office Friday July 5<sup>th</sup>, Commissioners will discuss
- d. Commissioners would like to be emailed when there is time off requested
- e. Commissioners would like to be sent a text when there is important emails sent with deadlines
- f. Ben Spear sent Cyber Security Tabletop exercise dates – Chris reminded us that everyone will need to attend, including Chris with IT and someone from Emergency Management. July 25<sup>th</sup> in Syracuse would be our closest location.
  - i. Email sent to Kirk Smith, Director of Emergency Management 5/7/24
- g. Chris reported that .gov email addresses are ready to be implemented.
  - i. IT will implement our email the week of May 21<sup>st</sup> and May 23<sup>rd</sup>
  - ii. We will have to update our vendors and contacts, check logins that use current email and make sure they are updated.

**15. Adjourn Meeting – 12:28pm**



June 4, 2024 | 11:00 AM Commissioners Meeting Agenda

11:00 AM Meeting Called to order.

1. Review of May 7, 2024, Minutes
2. Poll Watchers | NY State Law

**§ 8–500. Watchers; provision for**

1. At any general, special, town or village election, any party committee, any independent body whose candidates are upon the ballot, and any political committee supporting or opposing a ballot proposal may have for each election district three watchers at any one time, not more than one of whom may be within the guard rail at any one time. Watchers shall be appointed by the chair or other officer of any such party committee, independent body or political committee.
2. At any primary election, any party committee and any candidate on the ballot may have for each election district three watchers at any one time, not more than one of whom may be within the guard rail at any one time. Watchers shall be appointed by the chair or other officer of any such party committee or by any candidate.
3. Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
4. The appointment of watchers for any election shall be by a certificate in writing issued by the appointing authority. Such certificate shall be delivered to an inspector at the election district.
5. Each watcher must be a qualified voter of the city or county in which he or she is to serve. No person shall be appointed or act as a watcher who is a candidate for any public office to be voted for by the voters of the election district in the same election in which the watcher is to serve. Nothing in this subdivision shall be construed as prohibiting any such candidate from visiting a polling place in such district on an election day while the polls are open.

(L.1976, c. 233, § 1. Amended L.1978, c. 9, § 71, eff. Mar. 7, 1978; L.1978, c. 373, § 79, eff. June 19, 1978; L.2014, c. 254, § 1, eff. Aug. 11, 2014; L.2019, c. 418, § 1, eff. Oct. 29, 2019.)

3. June 20, 2024, Inspection and Sealing of Voting Machines
4. Follow Up on Election Inspector Signs Up from Presidential Primary and 2023 General Election

Administrative Agenda | BOE Staff Only

5. Kristina | Budget | YTD Expenses as of May 31, 2024
  - a. Funds Transfer to cover Conference Expenses
6. BOE Monthly Office Activities

**Schuyler County Board of Elections | Office Activity Report**

**May-24**

<b>E mail Transactions</b>	<b>361</b>		
<b>Phone Call Operational Transactions</b>	<b>97</b>		
<b>Walk In's</b>	<b>8</b>		
<b>NTS Voter Records Accessed</b>	<b>512</b>		
<b>NTS Voter Records Changed</b>	<b>977</b>	<b>Bipartisan Confirmations</b>	<b>1954</b>

<b>NTS Voter Record Changes</b>			
<b>Address</b>		<b>Jurisdiction</b>	
<b>Phone #</b>		<b>Party Affiliation</b>	
<b>Driver's License #</b>		<b>E mail Address</b>	
<b>Social Security #</b>		<b>Districts</b>	

**7. June Schedule**

- a. June 4, 2024, Canvass 12PM
- b. June 6, 2024, Canvass 12PM
- c. June 10, 2024, Change of Address Deadline
- d. June 11, 2024, Canvass 12PM
- e. June 13, 2024, Canvass 12PM
- f. June 14, 2024, Scanning Mail-In Ballots, 9AM
- g. June 15, 2024, Last day to receive Voter Registration for Primary | Last day to receive application for Mil/SF/ UOCAVA, if not registered | Last day to receive application by mail/online for primary ballot
- h. June 15-23, 2024, Early Voting
- i. June 18, 2024, Last day to receive application for Mil/Special Federal/ UOCAVA if already registered
- j. June 20, 2024, Inspection & Sealing of Machines 10AM | Canvass 12PM
- k. June 24, 2024, Scan Mail-In Ballots, 9AM
- l. June 25, 2025, Primary Election
- m. June 26, 2024, Canvass 12PM
- n. June 27, 2024, Drawing & Recanvass 9AM | Audit 10AM | Canvass 12PM
- o. June 28, 2024, Last day to decline or accept a nomination (Independent).
- p. July 1, 2024, Scan Mail-In ballots 9AM | Review invalid Mail-In ballots 10:30AM | Canvass and Cast Affidavit ballots | Canvass 12PM
- q. July 2, 2024, Last day to receive all Mail-In ballots if post marked by June 25, 2024 | Commissioner's Meeting 11AM | Canvass 12PM

**8. Staffing**

- a. Brian – Office – Flexible
- b. Joe – Office – Flexible
- c. Kristina- June 14 & 28, 2024 AM Appointment | June 18 & 21, 2024 PM Appointment
- d. Ali- June 5, 2024, PM Appointment

9. Payroll | Time Off Requests
  - a. Hours must be entered by 12 noon on Friday for payroll.
  - b. Time off must be requested by person for approval.
10. Distribution of Voter Registrations Forms
11. Poll Site Security | Policy & Procedures
12. June Primary Election
  - a. Early Voting
    - i. Election Inspectors' Schedule
    - ii. Machine Technician
    - iii. Deputy Commissioners
    - iv. Voting Machines & printers | Checked & Programed
  - b. Primary Elections
    - i. Poll Sites
    - ii. Election Inspectors Schedule
    - iii. BOE Staff
    - iv. Reserve County vehicles
    - v. Penske Truck Rental
    - vi. Discuss Sheriff Needs
  - c. Advertising
    - i. Print
    - ii. County LED Sign
13. Voting Machine Evaluation and Review
  - a. Dominion
  - b. Clear Ballot
14. Open Floor for any Other Business
15. Adjourn Meeting

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes June 4, 2024**

Commenced at 11:03 AM

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Jim Pierce, Norma Burris, and Mark Taylor (virtually), Machine Technicians; Chris Caccia, Director of IT.

**1. Review the minutes of the May 7, 2024 Commissioners' Meeting Minutes**

- a. Norma motioned approval, Jim 2<sup>nd</sup>, both Commissioners are in favor.

**2. Poll Watchers and New York State Law**

**§ 8–500. Watchers; provision for**

1. At any general, special, town or village election, any party committee, any independent body whose candidates are upon the ballot, and any political committee supporting or opposing a ballot proposal may have for each election district three watchers at any one time, not more than one of whom may be within the guard rail at any one time. Watchers shall be appointed by the chair or other officer of any such party committee, independent body or political committee.
2. At any primary election, any party committee and any candidate on the ballot may have for each election district three watchers at any one time, not more than one of whom may be within the guard rail at any one time. Watchers shall be appointed by the chair or other officer of any such party committee or by any candidate.
3. Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
4. The appointment of watchers for any election shall be by a certificate in writing issued by the appointing authority. Such certificate shall be delivered to an inspector at the election district.
5. Each watcher must be a qualified voter of the city or county in which he or she is to serve. No person shall be appointed or act as a watcher who is a candidate for any public office to be voted for by the voters of the election district in the same election in which the watcher is to serve. Nothing in this subdivision shall be construed as prohibiting any such candidate from visiting a polling place in such district on an election day while the polls are open.

(L.1976, c. 233, § 1. Amended L.1978, c. 9, § 71, eff. Mar. 7, 1978; L.1978, c. 373, § 79, eff. June 19, 1978; L.2014, c. 254, § 1, eff. Aug. 11, 2014; L.2019, c. 418, § 1, eff. Oct. 29, 2019.)

- a. Brian and Joe are going to send the law to both party chairs.

**3. June 20, 2024, Inspector and Sealing of Voting Machines**

- a. Brian and Joe are going to send an email to both party chairs including the date, time, and pay rate.

**4. Follow Up on Election Inspector Sign Ups from Presidential Primary and 2023 General Election**

- a. Deputy Commissioners sent out 110 letters to prospective Election Inspectors, 35 have responded positively and 2 have declined.
- b. Brian and Joe are going to send an email to their party chairs including the statistics and the names of prospective Election Inspectors.

**5. Financial Report**

- a. Kristina | Budget | YTD Expenses as of May 31, 2024
- b. Commissioners discussed the tight budget for the remainder of the year for Election Inspectors and Technicians.
  - i. Advised Technicians to be conscious of their time moving forward.

**6. BOE Monthly Office Activities**

**Schuyler County Board of Elections | Office Activity Report  
May-24**

<b>E mail Transactions</b>	<b>361</b>		
<b>Phone Call Operational Transactions</b>	<b>97</b>		
<b>Walk In's</b>	<b>8</b>		
<b>NTS Voter Records Accessed</b>	<b>512</b>		
<b>NTS Voter Records Changed</b>	<b>977</b>	<b>Bipartisan Confirmations</b>	<b>1954</b>

<b>NTS Voter Record Changes</b>	
<b>Address</b>	<b>Jurisdiction</b>
<b>Phone #</b>	<b>Party Affiliation</b>
<b>Driver's License #</b>	<b>E mail Address</b>
<b>Social Security #</b>	<b>Districts</b>

**7. June Schedule**

- a. June 4, 2024, Canvass 12PM
- b. June 6, 2024, Canvass 12PM
- c. June 10, 2024, Change of Address Deadline
- d. June 11, 2024, Canvass 12PM
- e. June 13, 2024, Canvass 12PM
- f. June 14, 2024, Scanning Mail-In Ballots, 9AM
- g. June 15, 2024, Last day to receive Voter Registration for Primary | Last day to receive application for Mil/SF/ UOCAVA, if not registered | Last day to receive application by mail/online for primary ballot
- h. June 15-23, 2024, Early Voting
- i. June 18, 2024, Last day to receive application for Mil/Special Federal/ UOCAVA if already registered
- j. June 20, 2024, Inspection & Sealing of Machines 10AM | Canvass 12PM
- k. June 24, 2024, Scan Mail-In Ballots, 9AM

- l. June 25, 2025, Primary Election
- m. June 26, 2024, Canvass 12PM
- n. June 27, 2024, Drawing & Recanvass 9AM | Audit 10AM | Canvass 12PM
- o. June 28, 2024, Last day to decline or accept a nomination (Independent).
- p. July 1, 2024, Scan Mail-In ballots 9AM | Review invalid Mail-In ballots 10:30AM | Canvass and Cast Affidavit ballots | Canvass 12PM
- q. July 2, 2024, Last day to receive all Mail-In ballots if post marked by June 25, 2024 | Commissioner's Meeting 11AM | Canvass 12PM
  - i. *Mark has created a Technician schedule in SharePoint, he will send the link to Joe and Brian*

#### **8. Staffing**

- a. Brian – Office – Flexible
- b. Joe – Office – Flexible
- c. Kristina- June 10 & 28, 2024 AM Appointment
- d. Ali- June 5, 2024, PM Appointment
- e. *Brian and Joe have talked to the County Administrator, it is fine for the office to not always be staffed in a bipartisan manor because it is such a small office.*
  - i. *It is not in the budget for Technicians to fill in when deputies are off.*

#### **9. Time Off Requests**

- a. All hours must be entered by 12pm on the Friday before payroll is due.
  - i. *Any time not entered, can be added to the following pay period.*
- b. All time off requests must be requested in person for approval by Commissioners.

#### **10. Distribution of Voter Registration Forms**

- a. Brian and Joe will schedule a time to drop them off together.
- b. Commissioners asked the Deputies to call Post Offices on the list to see when they are open.
- c. Commissioners also asked anyone who drives by any of the locations to drop them off.
- d. Joe mentioned they we must follow the 2024 Voter Registration Action Plan to the best of our abilities.
- e. Joe also mentioned that we have high registration percentages compared to the county's population.

#### **11. Poll Site Security**

- a. Schuyler County Emergency Management has applied for a grant that Joe believes would be able to provide training for Election Inspectors and/or physical security.
- b. The FBI has been made aware of the incident in Montour during the Presidential Primary.
  - i. He still has to interview two people regarding the incident.
- c. Joe has potential materials that could be given to Election Inspectors on safety that could be added to the clipboards.
- d. Norma suggested a class that the Election Inspectors could take on how to diffuse and act in unsafe situations.
  - i. Chris suggested reaching out to Marlene, there is a grant through CCC that offers training.

- e. Joe asked the Sheriff about having Deputies driving around and potentially stopping in at poll sites during June Primary.

## 12. June Primary Election

- a. Early Voting
  - i. Election Inspectors' Schedule – finished by Deputies.
  - ii. Machine Technicians – schedule finished.
  - iii. Deputy Commissioners
    - 1. *Will be splitting both weekends and doing flex time during the week.*
  - iv. Voting Machines and Printers
    - 1. *Voting machines are programmed.*
    - 2. *Poll pads are updated, but the election is still being built and needs to be deployed by Technicians.*
- b. Primary Election
  - i. Poll Sites – remaining the same as the last election
    - 1. H2 move to H1 will need to be reviewed with State Board of Elections.
  - ii. Election Inspector Schedule
    - 1. *Everyone was offered a half day; some chose to take it and some did not.*
  - iii. BOE Staff
    - 1. *Deputies will be in at 4:45am and Commissioner's in at 5am on Election Day.*
  - iv. Reserve County Vehicles – finished by Deputies.
  - v. Penske Truck Rentals – finished by Deputies.
  - vi. Commissioners will discuss Sherriff needs.
    - 1. *CF Card pick up schedule has been confirmed with Sheriff's Dept.*
- c. Advertising
  - i. Review and Express and Schuyler Hi-Lites – finished by Deputies.
  - ii. Odessafile – finished by Deputies.
  - iii. County LED Sign – finished by Deputies.
  - iv. Website – finished by Deputies.

## 13. Voting Machine Evaluation and Review

- a. The team had a lengthy discussion on the pros and cons of Dominion and Clear Ballot relation to both the physical machines and the election management software.
- b. The votes, excluding the Commissioners, are as follows.
  - i. Dominion – 2
  - ii. Clear Ballot – 4

## 14. Open Floor for Any Other Business

- a. Started discussing how many machines will be needed in the future.
  - i. Meeting set up for Monday 6/10 at 11am.
  - ii. The Deputies will get the dimensions for the Red Shed.
  - iii. Technicians added that we will need new poll pads, stands, cases, and potentially receipt printers soon.

## 15. Adjourn Meeting – 12:35pm



July 2, 2024 | 11 AM Commissioners Meeting Agenda

11:00 AM Meeting Called to order

1. Review June 4, 2024, Minutes
2. Poll Watchers | Election Inspectors

Administrative Agenda | BOE Staff Only

1. Ali | Budget | YTD Expenses as of June 30, 2024
2. BOE Monthly Office Activities
3. Distribution of Voter Registrations Update
4. Follow Up on June 2024 Primary
  - a. Early Voting
    - i. Staff
    - ii. Equipment
    - iii. Security Issues
  - b. General Election
    - i. Staff
    - ii. Equipment
    - iii. Security Issues
  - c. 2024 Early Voting Communication Plan
  - d. Grants
    - i. Tier Grant - \$38, 179.35
    - ii. Ballot By Mail Funds, \$13,232.00
    - iii. Electronic Poll Books, \$24,212.82
    - iv. 2024 General Election - \$14,421.32
  - e. General Election | Poll Security
  - f. New Voting Machines | Clear Ballot
    - i. Contract
    - ii. Management & Finance Committee, July
      1. Resolution
    - iii. Legislators Meeting August
      1. Final Approval
  - g. New Poll Pad & Printers
    - i. Review proposal
    - ii. Management & Finance Committee
      1. Resolution
    - iii. Legislatures Meeting August
      1. Final Approval
  - h. New Poll Site Process
    - i. Create the plan
    - ii. Apply to State for approval

- i. Training Room
- j. Statement of Canvass – waiting on form from SBOE
- k. General Election Poll Site Location – Due to SBOE between 7/1-7/5
- l. June Primary Post Election MOVE Act Survey – Due 7/5
  - i. Waiting on form from SBOE
- m. Local Registration
  - i. 10/5 – 2pm-9pm
  - ii. 10/10 – 3.5 hours
  - iii. Deputies confirmed Legislative Chambers are available with Stacy, just need to set time.
- n. 2025 Training
  - i. Month
- o. 2025 Budget
  - i. Elections
  - ii. Staffing
    - 1. Machine Technicians
    - 2. Poll Inspectors
    - 3. Training
    - 4. Other staffing needs.
- p. Open floor for other business
- q. Adjourn meeting

# Schuyler County Board of Elections

## Commissioners' Monthly Meeting Minutes July 2, 2024

Commenced at 11:08 AM

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Jim Pierce, Norma Burris, and Mark Taylor (virtually), Machine Technicians; Margaret Coffey, Democratic Party Representative.

- 1. Review June 4, 2024 Minutes**
  - a. Deputies will correct Norma's name spelling.
  - b. Norma motioned approval, Jim 2<sup>nd</sup>, both Commissioners are in favor.
- 2. Poll Watchers and Election Inspectors**
  - a. Brian wants Party Chairs to be aware of the laws regarding Poll Watchers due to the rhetoric surrounding the 2024 General Election.
- 3. Financial Report**
  - a. Ali | Budget | YTD Expenses as of June 30, 2024
  - b. Brian asked Mark to put together a projection for technician pay for the rest of the year to accommodate with the budget.
- 4. BOE Monthly Office Activities**
  - a. Statistics were not yet prepared at time of meeting but will be provided for the minutes.

### Schuyler County Board of Elections | Office Activity Report June-24

<b>E mail Transactions</b>	<b>331</b>		
<b>Phone Call Operational Transactions</b>	<b>110</b>		
<b>Walk In's</b>	<b>2</b>		
<b>NTS Voter Records Accessed</b>	<b>47</b>		
<b>NTS Voter Records Changed</b>	<b>522</b>	<b>Bipartisan Confirmations</b>	<b>522</b>

NTS Voter Record Changes			
Address		Jurisdiction	
Phone #		Party Affiliation	
Driver's License #		E mail Address	
Social Security #		Districts	

## **5. Distribution of Voter Registrations**

- a. All registrations have been delivered by Jim and Norma.

## **6. 2024 Primary Election Follow Up**

- a. Early Voting
  - i. Staffing – deputies are going to use some different chairpersons in the future.
  - ii. Equipment – Kristina suggested switching the backup machine with the regular Early Voting machine because it was slow to boot up and had intermittent errors with the BMD portion. Joe asked Mark what process was used for the selection of machines, Mark said that it is based on which machines have the lowest protective counters and which need to go out for Election Day.
  - iii. Security Issues – there was no building security on Sundays. No other concerns.
- b. Primary Election Day
  - i. Staff – Deputies had a few last minute cancellations, which is not uncommon. Everyone was offered half day shifts, some decided against.
  - ii. Equipment – some machines had errors with the BMD portions, they were still able to scan a ballot but unclear if they could complete an accessible voting session.
  - iii. Security Issues – no issues with such low turnout.

## **7. 2024 Early Voting Communication Plan**

- a. Brian requested a copy be emailed to everyone, so we are sure to follow the correct procedures.

## **8. Grants**

- a. Tier Grant - \$38, 179.35 (extended)
- b. Ballot By Mail Funds, \$13,232.00 (new funds)
- c. Electronic Poll Books, \$24,212.82 (new funds)
- d. 2024 General Election - \$14,421.32 (new funds)
- e. The three new grant allocations have not yet been approved by OGS. Joe believes there could be more funds with the 2024 General Election grant.

## **9. General Election Poll Site Security**

- a. Joe and Brian delivered fliers on how to proceed when there are threats at the poll site to all but one of the sites. Indication of Terrorism flier was not handed out, but Joe wants to use it in the future.
- b. Brian is going to get quotes from the Watkins Glen Police Department, the Schuyler County Sherriff's Department, and Phil Barnes private security company for security at all poll sites.
- c. Mark has concerns about voter intimidation, Brian is going to coordinate with the State Board of Elections.

## **10. New Clear Ballot Voting Machines**

- a. Contract – Tony is working on update - they will be adding in a few more days of support.
  - i. Management and Finance Committee, July
  - ii. Brian will be drafting the resolution when he has the completed contract.
- b. Legislators Meeting, August
  - i. Final approval – will purchase central count scanner for General Election

## **11. New Poll Pads and Printers**

- a. Review Proposal
  - i. Mark is still working with KNOWiNK on the final prices and quantities.
  - ii. Mark will review with Brian and Joe
- b. Management and Finance Committee
  - i. A resolution will be drafted with the final prices and quantity.
- c. Legislators Meeting, August
  - i. Final approval

## **12. New Poll Site Process**

- a. Commissioners are going to create the plan and send it to the State Board of Elections before the end of July.

## **13. Training Room**

- a. Everyone is in favor of doing Election Inspector trainings in the storage room.
- b. Brian is going to put together prices for tables and chairs.
- c. Technicians are worried that the current Dominion server must stay in the storage room for 2 years, but it can be sent to retention.
- d. August training dates for availability at Human Services Complex
  - i. August 20th from 1pm to 4pm.
  - ii. August 24th from 10am to 1pm.
  - iii. August 26th from 6pm to 9pm.

## **14. Statement of Canvass**

- a. Waiting for the State Board of Elections to send us the document.

## **15. General Election Poll Site Upload**

- a. Due to the State Board of Elections between July 1st and July 5th.
- b. Commissioners will have a decision by July 3rd.

## **16. June Primary Post Election MOVE Act Survey**

- a. Waiting for the State Board of Elections to send us the document.

## **17. Local Registration**

- a. October 5th – 2pm to 9pm.
- b. October 10th – 9:30am to 1pm.
- c. Deputies confirmed with Stacy that the Legislative Chambers are available
- d. Certification signed by Commissioner's and sent to the State Board

## **18. 2025 Training**

- a. Election Inspector training will be done in April

## **19. 2025 Budget**

- a. Elections
- b. Staffing
  - i. 4 technicians at \$25 an hour
  - ii. Election Inspector raise to \$15 an hour for elections and trainings
- c. Training raise to \$15 an hour
  - i. New machine training, annual training, sexual harassment training
- d. Other staffing needs
  - i. Training on new machines

## **20. Open Floor for Any Other Business**

- a. Poll Sites – Joe says that each site needs new drawings and there needs to be improvement to the flow of voter traffic. Brian is going to reach out to BOCES for drawings of poll sites. Mark suggested Welliver and Norma suggested HUNT Engineers.
- b. We currently only have 4 poll site contracts and Joe is going to contact Attorney Getman to determine how many contracts we need.
- c. Machine Drop Off Schedule – technicians left an hour early and were early to every poll site. The length of time for each poll site is adequate, the technicians just need to leave for the first poll site closer to the scheduled time. Text group messages work well for those who have cell phones.
- d. Old Dominion Machine Destruction – Brian is going to reach out to the State Board of Elections.
- e. .gov Domain – Chris let Ali know that the domain is ready, she will send him an email to let him know we are also ready.
- f. Mark would like to go over the destruction of electronic records at the next meeting.
- g. The August Commissioner’s Meeting has been moved to Monday, August 5th at 11am.
- h. The office will be closed on July 5th, the Deputies will put signs on the door upstairs and the office door.
- i. The office will be closed from August 6th to August 9th while the Deputies are at the Summer Training Conference.
- j. The office will be closed July 25<sup>th</sup> for the Cyber Training in Syracuse
  - i. Joe and Brian need to sign up still – emailed link

## **21. Adjourn Meeting – 12:29pm**



Commissioner Meeting, Monday, August 5, 2024

11:00 Am Meeting Called to Order

Party Chairs

Election Inspectors  
Poll Watchers

Administrative Meeting

1. Review Minutes of July Meeting
2. Ali Vacation – August 12-16, 2024
3. Kristina | Budget | YTD Expenses as of July 30, 2024
4. Poll Pads Purchase - KNOWiNK
5. 2025 Budget | Need to Complete | Upload Today
6. General Election Poll site security

**From:** Quail, Brian (ELECTIONS) <[Brian.Quail@elections.ny.gov](mailto:Brian.Quail@elections.ny.gov)>

**Sent:** Thursday, July 18, 2024 3:24 PM

**To:** Seymour, Jude (ELECTIONS) <[Jude.Seymour@elections.ny.gov](mailto:Jude.Seymour@elections.ny.gov)>; Murphy, Kevin G (ELECTIONS) <[Kevin.Murphy@elections.ny.gov](mailto:Kevin.Murphy@elections.ny.gov)>

**Cc:** Riley, Raymond J (ELECTIONS) <[Raymond.Riley@elections.ny.gov](mailto:Raymond.Riley@elections.ny.gov)>; Lovullo, Brendan (ELECTIONS) <[Brendan.Lovullo@elections.ny.gov](mailto:Brendan.Lovullo@elections.ny.gov)>; Zebrowski.Stavisky, Kristen (ELECTIONS) <[Kristen.Zebrowski.Stavisky@elections.ny.gov](mailto:Kristen.Zebrowski.Stavisky@elections.ny.gov)>; Connolly, Thomas (ELECTIONS) <[Thomas.Connolly@elections.ny.gov](mailto:Thomas.Connolly@elections.ny.gov)>; Hild, Amy (ELECTIONS) <[Amy.Hild@elections.ny.gov](mailto:Amy.Hild@elections.ny.gov)>

**Subject:** RE: polling location security and police presence -- my thoughts

We have not issued any guidance that I recall. Outside of specified counties, inasmuch as the statute does not call for police officers to be assigned to remain in poll sites, I think there is a reasonable argument that they cannot be assigned to do so without cause. *Compare* Election Law § 8-104 (6) (requiring an officer in each poll site in specified counties).

But anywhere in the state police can be summoned on a bipartisan basis if needed, and nothing prevents them from being cognizant of polling locations and having sufficient personnel available to meet contingencies. Indeed in the *Guide to Running a Board*, we note police can be called to a poll site to restore order and arrest someone at the direction of the election inspectors: “Any...police officer shall, when requested by the board [of inspectors] or a member thereof, execute such order forthwith.” See Election Law § 3-402 (3).

In more than one county, I recall police officers reportedly touching base with the board staff and poll workers on election day, introducing themselves, providing specific contact information, etc., but not remaining in poll sites beyond that. I do not think that is problematic.

Boards should be cognizant that the presence of police officers in polling places without precedent may be regarded as disquieting as opposed to reassuring.

7. State BOE Conference August 6-9, 2024
8. BOE Monthly Office Activities
9. Election Inspectors Annual Certification / Training
  - a. August 23, 2024 – 1PM to 4PM
  - b. August 24, 2024 – 10 AM to 1 PM
  - c. August 25, 2024 – 6 PM to 9 PM
10. Poll Site Process to State - Waiting to hear from Amy Hild, Election Operations.
11. Mark - Chrome Book from State not in asset inventory
12. Backing up data | NTS | Dominion
13. Superseded Contracts | Keep, Scan, Destroy
14. Hector 2 | Grange Hall Not Compliant
15. Update NYSBOE | Nora \ Disposal of Voting machines & Poll Pads
16. Review Syracuse Tabletop Discussions
17. Lease Agreement Follow Up Regarding Payments
18. Open floor for other business

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes August 5, 2024**

### **Commenced at 11:13 AM**

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Norma Burris and Mark Taylor, Machine Technicians.

### **Party Chairs**

1. Election Inspectors
2. Poll Watchers
  - a. Brian proposed sending a letter from both commissioners to the party chairs outlining the laws around poll watchers. Joe did not think that was necessary.

### **Administrative Meeting**

1. **Review of July 2, 2024 Minutes**
  - a. Joe motioned approval, Brian 2<sup>nd</sup>, both Commissioners are in favor.
2. **Ali will be on vacation August 12-16.**
3. **Financial Report**
  - a. Kristina | Budget | YTD Expenses as of July 31, 2024
4. **Poll Pads Purchase – KNOWiNK**
  - a. Mark went through the quote line by line to explain the items and the quantities of each item
  - b. Joe motioned the approve the quote, Brian 2<sup>nd</sup>, both Commissioners are in favor.
5. **2025 Budget**
  - a. Brian provided the 2025 budget so far.
  - b. Mark provided an update on how many hours technicians need to work both pre and post-election.
  - c. The commissioners verified the amounts for the other budget lines with the deputies.
  - d. Brian and Joe will discuss and finalize the budget.
6. **General Election Poll Site Security**
  - a. Brian contacted the state, police/security are not allowed to remain inside the poll site during voting, but they are allowed to do rounds and introduce themselves to the election inspectors.
  - b. Joe suggested reaching out to see if there can be extra Sherriff Deputies on duty on Election Day. This would come out of the 2024 budget.

**7. NYSECA Summer Conference and Training August 6-9, 2024**

- a. Deputies will be attending and the office will be closed.
- b. Commissioners approved of the sign to be posted on the Board of Elections door and the main door upstairs.

**8. BOE Monthly Activities**

- a. Brian will provide monthly activities for the minutes.

**Schuyler County Board of Elections | Office Activity Report  
Jul-24**

<b>E mail Transactions</b>	<b>218</b>		
<b>Phone Call Operational Transitions</b>	<b>76</b>		
<b>Walk In's</b>	<b>6</b>		
<b>NTS Voter Records Accessed</b>	<b>475</b>		
<b>NTS Voter Records Changed</b>	<b>944</b>	<b>Bipartisan Confirmations</b>	<b>944</b>

<b>NTS Voter Record Changes</b>			
<b>Address</b>		<b>Jurisdiction</b>	
<b>Phone #</b>		<b>Party Affiliation</b>	
<b>Drivers License #</b>		<b>E mail Address</b>	
<b>Social Security #</b>		<b>Districts</b>	

**9. Election Inspectors Annual Training and Certification**

- a. August 23, 2024 – 1PM to 4PM
- b. August 24, 2024 – 10 AM to 1 PM
- c. August 26, 2024 – 6 PM to 9 PM
- d. Commissioners will work on the exam and try to have it done by the end of next week.

**10. Poll Site Process Sent to the State**

- a. We are waiting to hear back from Amy Hild with Elections Operations.
- b. Brian is hoping to hear back by the end of this week.

**11. Chromebook from State Board of Elections**

- a. Mark has both the Chromebook and a hand held device that were given to him by the SBOE 5 or 6 years ago.
- b. Mark will get both to the Deputies so they can be added to the asset list.

**12. Data Backups | NTS | Dominion**

- a. The deputies provided the guidance from the state on data back ups.
- b. Mark will look into what backups are done with the EMS.

**13. Superseded Contracts**

- a. Commissioners agree that old contracts should be scanned and then the paper copies can be destroyed.

**14. Hector 2 Poll Site**

- a. The Searsburg Grange Hall is not ADA compliant.
- b. Joe states that they need to be given 6 months to become compliant, if not the party chairs need to be notified and the poll site can be changed.
- c. Commissioners are going to wait until poll site contracts are completed to take any action.

**15. Update from State Board of Elections**

- a. Nora called and spoke with Kristina. The State needs to be notified of exactly when we are received new machines and poll pads for their records and so they can come to oversee the installments.
- b. Nora is going to look into the destruction of our current machines and poll pads and get back to us.

**16. Review Cyber Security Table Top Exercise**

- a. Deputies provided posters that were created by CISA that can be customized to our County.
- b. CISA also offers Election Inspector trainings on how to handle emergencies.

**17. Poll Site Lease Agreements**

- a. Deputies sent a letter last week to all non-Town Hall poll sites to ask if they are paid at all for being poll sites.
- b. Joe states that the State Board of Elections needs to be notified of any layout changes that occur at poll sites. He is going to reach out to Chris Desrochers to see if they are able to help with poll site maps.

**18. Open Floor for any Other Business**

- a. Commissioners are going to discuss having the office closed on September 6<sup>th</sup> for the Village Festival.
- b. Both commissioners agree that any write ins need to be counted on Election Night in the town of Orange. Deputies may need to go to the poll site to help inspectors canvass write ins.
- c. Commissioners signed off on the General Election Early Voting hours and flier.
- d. There will be an election planning meeting on Monday August 19<sup>th</sup> at 11am with the deputies and the technicians.
- e. Commissioners signed off on the Legal Advertising Notice.
- f. Deputies provided a draft of the Candidates Notice for the Commissioners and machine technicians.
- g. The .gov domain is ready to be implemented. Ali will let Chris know that we will all be here at the September Commissioners meeting, and we could do it then.

**Meeting adjourned at 1:06.**



Commissioner Meeting, Thursday, September 5, 2024

11:00 Am Meeting Called to Order

Party Chairs

Poll Watchers Certification

Recruiting Republican Machine Technician

Recruiting Democratic Machine Technician

Party inspection of voting machines October 31, 2024 @ 10AM | Red Shed

Administrative Meeting

1. Minutes of August Meeting
2. Staffing
  - a. Kristina, 6th off, 9th am, 11th pm, 13th pm, 17<sup>th</sup> am, 19<sup>th</sup> pm, 23rd-25th Judicial Conference
  - b. Ali, 4th pm, 6<sup>th</sup> off, 16<sup>th</sup> off
3. Budget | Ali
4. Update from August Training / Conference | Kristina & Ali
5. Poll Pads Purchase - Update
6. 2025 Budget | Update
7. Poll Site Consolidation Update
8. Election Inspector Training & Certification | Update | Kristina & Ali
9. Skilled Nursing Facilities | Registration, Ballot Applications
  - a. Seneca View
10. Election Inspectors Working in office for General Election work (pre and post)
  - a. General Election Grant
11. Moving November Commissioner's Meeting date | Kristina
12. CISA Safety Flyers | Ali
13. Early Voting
  - a. Dates & Times
  - b. Staffing BOE Staff
  - c. Machine Technicians | Being on property
  - d. Election Inspectors
  - e. Building & Grounds Reserved Parking Spaces for Voters
14. General Election
  - a. BOE Staffing
  - b. Machine Technicians Staffing
  - c. Election Inspectors Staffing
  - d. Ballots | Approved | Ordered | State Certifies September 11, 2024, | Schuyler County BOE Certifies on September 12, 2024 with Public Review of Samples on the 17th
  - e. Trucks

- i. Rental
    - ii. Delivery of Equipment
    - iii. Pick up of Equipment
  - f. Poll Site Security | meeting With Sheriff & County Administrator
- 15. Office Activity
- 16. Mark - Chrome Book from State not in asset inventory.
- 17. Backing up data | NTS | Dominion Update
- 18. Superseded Contracts | Keep, Scan, Destroy
- 19. Review Syracuse Tabletop Discussions | Update
- 20. Lease Agreement Follow Up Regarding Payments | Joe

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes September 5, 2024**

### **Commenced at 11:03 AM**

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Norma Burris, Mark Taylor, and Jim Pierce Machine Technicians; Michael Lausell, Democratic Party Chair; and Chris Caccia, Director of IT.

### **Party Chairs**

#### **1. Poll Watches Certification**

- a. Brian let Michael know that all poll watchers must turn in certificates that are signed by the party chair or candidate.

#### **2. Recruiting Machine Technicians**

- a. Brian asked that the party chairs be on the lookout for people with technological experience that are interested in joining the team.
- b. We need one Democrat and one Republican.

#### **3. Party Inspection of Voting Machines**

- a. Taking place October 31<sup>st</sup> at 10am.
- b. Joe questioned if there is an oath that party inspectors must take. There is not one currently, but it will be researched.

#### **4. Food for Election Inspectors**

- a. Brian asked if the party chairs would be interested in providing some kind of snacks or meal to election inspectors on Election Day.
- b. They will discuss providing some kind of sweets for the Commissioners to bring to the poll sites.

### **Administrative Meeting**

#### **1. Minutes of August Meeting**

- a. Brian will send the activity chart to the Deputies to add to the minutes.
- b. Brian motioned approval, Norma 2<sup>nd</sup>, both Commissioners are in favor.

#### **2. Staffing**

- a. Kristina's time off – 6<sup>th</sup>, 9<sup>th</sup> am, 11<sup>th</sup> pm, 13<sup>th</sup> pm, 17<sup>th</sup> am, 19<sup>th</sup> pm, and 23<sup>rd</sup> through 25<sup>th</sup> for Judicial Conference.
- b. Ali's time off – 4<sup>th</sup> pm, 6<sup>th</sup>, and 16<sup>th</sup>.

#### **3. Financial Report**

- a. Ali | Budget | YTD Expenses as of August 31, 2024.

- b. The technicians are over budget, but they will be paid from the Election Inspector line.

**4. Update from NYSECA Summer Training/Conference**

- a. There was a Region 5 meeting where two leaders were established in a bipartisan effort.
- b. The food was horrible, and the hotel had an ant problem.
- c. The NYSECA Winter Training/Conference will be held at the Desmond in Albany from January 21 to January 24.
- d. The State Board of Elections will be hosting a Train the Trainer Institute that will require at least two participants from each county. The training will be online and in person, with the in-person portion held in Albany.
- e. Golden Day is October 26 and any registration received on that day must be processed so the voter can vote on the machine after Poll Pads are updated.
- f. Special Presidential ballots are necessary this year, along with Election Day/Early Voting, Mail in Ballots, and Special Federal.

**5. Poll Pads Purchase Update**

- a. They are waiting for the State to send out approved grant contracts before they purchase the poll pads.

**6. 2025 Budget Update**

- a. The Treasurer and County Administrator would like to pay the Election Inspectors as little as possible while still following the law.
- b. Brian will send the section of Election Law covering Election Inspector pay to Michael.
- c. The conference line will need to be higher to account for the Train the Trainer Institute.

**7. Poll Site Consolidation**

- a. Kristina followed up with the State on the PowerPoint that was sent. They require more information and official signed forms for approval.
- b. Kristina created the form using samples from other counties, both Commissioners signed the form.

**8. Election Inspector Training**

- a. All inspectors that attended training passed the exam.
- b. 36 Democrats attended.
- c. \_\_ Republicans attended.

**9. Skilled Nursing Facilities**

- a. Brian will call Seneca View Skilled Nursing Facility to set up a time and date to bring Registrations and Absentee Applications.

**10. Election Inspectors Working in the Office**

- a. The deputies would like to have temporary staffing to help with mailing and intake of mail in ballots. Election Inspectors would be paid with funds from the General Election Grant.

- b. Kristina will follow up with the State this afternoon to see if there are any updates on the 2024 grants.
- c. Commissioners requested that we reach out to the Treasurer, even if she refuses.
- d. Michael pointed out that the Management and Finance meeting is on September 23<sup>rd</sup>, but the Legislative Resolution Review Committee does meet on October 9<sup>th</sup>.

#### **11. November Commissioners' Meeting**

- a. The November Commissioners' Meeting will be moved to November 19<sup>th</sup> at 11am.
- b. Brian will not be out of town the third week in November.

#### **12. CISA Safety Fliers**

- a. The Commissioners and Deputies will meet on September 10<sup>th</sup> at 11am to plan out the fliers to be ordered from CISA.

#### **13. Early Voting**

- a. Hours and dates have already been posted.
- b. BOE Staff – Brian is unable to work the weekends, deputies will work out their schedule.
- c. Technicians – one will be on at all times, but they will split days between AM and PM, will get their schedule to the deputies.
- d. Election Inspectors – deputies will create schedule.
- e. Buildings and Grounds – Kristina will contact Shawn to see about reserving parking spots for early voters.

#### **14. General Election**

- a. BOE Staffing – deputies will arrive at 4:45am.
- b. Technicians – all 3 will be on and they will use the office as their home base.
- c. Election Inspectors – deputies will create schedule.
- d. Ballots – the State certifies on the 11<sup>th</sup>; County must certify on the 12<sup>th</sup>. The technicians will be in early next week to work on the ballots.
  - i. The Commissioners and Deputies will meet on September 13<sup>th</sup> at 11am to review the ballots.
- e. 2 16-foot trucks with liftgates have been reserved from the Penske in Corning. The confirmation was forwarded to the technicians.
- f. The technicians will need one Buildings and Grounds person to help with delivery of machines.
- g. Brian and Joe are scheduling meetings with the Sheriff and County Administrator to discuss security at poll sites.
- h. Kristina provided numbers for the Mail in Ballots order, both Commissioners approved. Special Federal ballots can be printed in house.

#### **15. Office Activity**

- a. Brian will provide a chart.

**Schuyler County Board of Elections | Office Activity Report**  
**Aug-24**

<b>E mail Transactions</b>	<b>278</b>		
<b>Phone Call Operational Transitions</b>	<b>106</b>		
<b>Walk In's</b>	<b>9</b>		
<b>NTS Voter Records Accessed</b>	<b>346</b>		
<b>NTS Voter Records Changed</b>	<b>1182</b>	<b>Bipartisan Confirmations</b>	<b>1182</b>

<b>NTS Voter Record Changes</b>			
<b>Address</b>		<b>Jurisdiction</b>	
<b>Phone #</b>		<b>Party Affiliation</b>	
<b>Drivers License #</b>		<b>E mail Address</b>	
<b>Social Security #</b>		<b>Districts</b>	

**16. Chrome Book**

- a. Mark brought over the Chrome Book so it can be added as an asset.

**17. Data Backups**

- a. NTS has a contract for Voter Database Backups.
- b. Mark will read over the guidance from the State on EMS backups and complete the necessary backups.

**18. Superseded Contracts**

- a. They will be scanned and destroyed.

**19. Election Security Tabletop Exercise**

- a. Ali, Kristina, Chris, and Chris' dad attended the Webex meeting. We were kicked out of the first breakout group and placed in the wrong group for the second. It was not the most informative exercise.

**20. Lease Agreement Follow Up**

- a. Joe is still working with the Attorney's office.
- b. Only three sites responded to the letter that was mailed on July 31<sup>st</sup> asking if they are paid.

**21. Local Registration**

- a. The Legislative Chambers are reserved, and Election Inspectors are scheduled.
- b. Commissioners agreed that deputies do not need to be on site for the whole day on October 5<sup>th</sup>. They will open the doors to let them in and lock up at night.

**Meeting adjourned at 12:24.**



Commissioner Meeting, Tuesday, October 1, 2024

11:00 Am Meeting Called to Order

#### Party Chairs

- Poll Watchers Certification - Copies of Poll Watcher Certificates
- Recruiting Republican Machine Technician - Update
- Recruiting Democratic Machine Technician-Update
- Inspection & Pre-Election Testing of Machines October 9<sup>th</sup> & 10<sup>th</sup> | 9:30 AM – 3:30 PM
- Scanning of Canvassed Ballots | October 25<sup>th</sup>, 2024 at 9:00AM
- Party inspection of voting machines October 31, 2024 @ 10AM | Red Shed
- Food for Polling Sites | Updates

#### Administrative Meeting

1. Minutes of the September meeting.
2. Staffing
  - a. Brian – October 30, 31, November 1, 2024, | Out of Town
3. Budget | Kristina
4. 2025 Budget | Update
5. Poll Pads Purchase – Update
  - a. Grant
  - b. Purchase Order
  - c. Resolution?
6. Clear Ballot Voting Machine Update
7. WGCSD Machine Request for December 2024
8. Poll Site Consolidation Update | Kristina
9. Election Inspector Training & Certification | Update | Kristina & Ali
10. Skilled Nursing Facilities | Registration, Ballot Applications
  - a. Seneca View Update Brian
11. Election Inspectors Working in office for General Election work (pre and post)
  - a. General Election Grant | Update Kristina
12. CISA Safety Flyers | Update Deputies
13. October | November Schedule
  - a. October 1<sup>st</sup> – Rolling Canvass 11 AM
  - b. October 3<sup>rd</sup> – Rolling Canvass 11AM
  - c. October 5<sup>th</sup>, 2024 – Local Registration | 2PM to 9PM
  - d. October 8<sup>th</sup> – Rolling Canvass 11AM
  - e. October 9<sup>th</sup> & 10<sup>th</sup> | Public Inspection & Pre-Election Testing 9:30 – 3:30 PM \*\*\*
  - f. October 10<sup>th</sup> – Rolling Canvass 11AM
  - g. October 10<sup>th</sup> Local Registration | 9:30 AM to 1:00 PM
  - h. October 14<sup>th</sup> | Columbus Day Office Closed
  - i. October 15<sup>th</sup> - Rolling Canvass 11AM

- j. October 17<sup>th</sup> – Rolling Canvass 11AM
  - k. October 21<sup>st</sup> – COA Deadline
  - l. October 22<sup>nd</sup> -Rolling Canvass 11AM
  - m. October 24<sup>th</sup> – Rolling Canvass 11AM
  - n. October 25<sup>th</sup> – Scanning of Canvassed Ballots 9AM
  - o. October 26<sup>th</sup> - Voter Registration Deadline
  - p. October 26<sup>th</sup> – Last Day to receive ABS, APPS | MIL|SF|UOCAVA Applications (if not registered)
  - q. October 26<sup>th</sup> to November 3rd | Early Voting
  - r. October 29<sup>th</sup> - Last Day to receive ABS, APPS | MIL|SF|VOCABA Applications (if registered)
  - s. October 29<sup>th</sup> – Rolling Canvass 11AM
  - t. October 31<sup>st</sup> - Party inspection & sealing of voting machines 10AM | Red Shed
  - u. October 31<sup>st</sup> – Rolling Canvass 11AM
  - v. November 4<sup>th</sup> – Last Day to apply in person | ABS| EVBM| MIL| SF|UOCAVA (if registered)
  - w. November 5<sup>th</sup> , 2024 – General Election
  - x. November 6<sup>th</sup> – Rolling Canvas 11AM
  - y. November 7<sup>th</sup> – Drawing 9AM
  - z. November 7<sup>th</sup> – Re Canvass 10AM
  - aa. November 7<sup>th</sup> Rolling Canvass 11AM
  - bb. November 7<sup>th</sup> Audit 11AM
  - cc. November 8<sup>th</sup> Review Invalid VBM 11AM
  - dd. November 11<sup>th</sup> – Office Closed Veterans Day
14. Early Voting
- a. Dates & Times
  - b. Staffing BOE Staff
  - c. Machine Technicians | Being on property
  - d. Election Inspectors
  - e. Building & Grounds Reserved Parking Spaces for Voters
15. General Election
- a. BOE Staffing
  - b. Machine Technicians Staffing
  - c. Election Inspectors Staffing
  - d. Ballots | Approved | Ordered | State Certifies September 11, 2024, | Schuyler County BOE Certifies on September 12, 2024, with Public Review of Samples on the 17<sup>th</sup> | Update
  - e. Trucks
    - i. Rental
    - ii. Delivery of Equipment
    - iii. Pick up of Equipment
  - f. Poll Site Security | Meeting With Sheriff & County Administrator | October 8, 2024
16. Office Activity
17. Lease Agreement Follow Up Regarding Payments | Update Brian or Joe

# Schuyler County Board of Elections

## Commissioners' Monthly Meeting Minutes October 1, 2024

### Commenced at 11:10 AM

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Norma Burris, Mark Taylor (virtually), and Jim Pierce Machine Technicians; and Michael Lausell, Democratic Party Chair.

**The Party Chairs portion of the meeting was pushed to the end so that Michale Lausell could be present.**

### Administrative Meeting

1. Minutes of the September Meeting – *unable to finalize, missing activity report (also unable to finalize August minutes for missing activity report)*
  - a. Norma moved to accept the minutes, Jim seconds, both commissioners are in favor
2. Staffing
  - a. Brian will be out of town from October 30<sup>th</sup> until November 1<sup>st</sup> but will be reachable by phone
3. Budget Report
  - a. Kristina provided a copy of the budget and expenses YTD as of October 1, 2024.
    - i. Brian looking into replacing 2 office chairs that are broken
      1. Reaching out to purchasing for assistance
    - ii. Since it is the 1<sup>st</sup>, not all expenses are showing up in Munis
4. 2025 Budget Update
  - a. Brian requested that the Commissioners and Deputies sit down to go over technician and election inspector pay for the 2025 budget
    - i. Set for October 8 at 12pm
5. ePoll Pad Purchase - Update
  - a. Grant contract received from the SBOE on 9/28/24
    - i. Brian supplying Deputies with KNOWiNK estimate
6. Clear Ballot Voting Machine Update
  - a. Contract was approved by the Management and Finance Committee, it is on the agenda for the next regular Legislature meeting for final approval
  - b. We will need information for the destruction of the current machines, Joe spoke to Ben Spear at the SBOE
    - i. Kristina is following up for more details with Ben – *emailed 10/1/24*
      1. Email sent to Elec Ops 10/2 per Ben
  - c. Mark drew attention to the fact that the lead batteries may need to be destroyed separately.
    - i. Kristina will follow up with SBOE, Dominion and IT - *emailed 10/2/24*

- d. Machines delivery in December
  - i. Training needed and ready for Village elections on March 18, 2025
- e. Dominion machines must remain sealed from the General Election until at least December 5th
- f. The current Dominion EMS server retention requirements
  - i. *Kristina emailed Elec Ops 10/2/24*
- 7. WGCSD Machine Request for December 2024
  - a. Commissioners decided to keep two Dominion machines for use in an election on December 17
    - i. Machines will be moved to storage room next door
  - b. Kristina emailing memorandum of understanding – *emailed 10/2/24*
  - c. *Work order emailed 10/2/24*
  - d. Joe mentioned that the Odessa FD is having an election on Oct 18<sup>th</sup>, general consensus was - our office is unable to assist with this election, not enough notice was given
- 8. Poll Site Consolidation Update - Kristina
  - a. 9/16/24 - Jude SBOE-hopeful it will be accepted currently in review with counsel
- 9. Election Inspector Training & Certification - Update - Deputies
  - a. 36 Democrats and 36 Republicans currently trained and passed exam
- 10. Skilled Nursing Facility – Registration, Ballot Applications
  - a. Brian talked to Shelby at Seneca View, she requested location to become a poll site for residents and their family members. Brian let her know that is not something we can do this year and she will need to put the request in writing
  - b. Deputies mailed 20 registrations and ballot applications to both Seneca View and the Falls Home last week
- 11. Election Inspectors Working in Office for General Election work (pre and post)
  - a. Pre-Election Schedule completed – started 9/26/24
  - b. Reimbursed by General Election Grant
- 12. CISA Safety Fliers
  - a. The deputies have created three fliers for distribution to election inspectors and are working on one more (will take some time to create from scratch)
- 13. October and November Schedule
  - a. October 1<sup>st</sup> – Rolling Canvass 11 AM
  - b. October 3<sup>rd</sup> – Rolling Canvass 11AM
  - c. October 5<sup>th</sup> – Local Registration 2PM to 9PM
    - i. The deputies have scheduled El's & reserved the Legislative Chambers
  - d. October 8<sup>th</sup> – Rolling Canvass 11AM
  - e. October 9<sup>th</sup> & 10<sup>th</sup> – Public Inspection & Pre-Election Testing 9:30 to 3:30 PM \*\*\*
    - i. Brian stressed that these dates were approved by the SBOE and published in the Candidates Notice. These dates must be followed by the technicians, if not we are subject to lawsuits. If the technicians need more time for this, they should let the deputies know before the Candidates Notice is published.
  - f. October 10<sup>th</sup> – Rolling Canvass 11AM
  - g. October 10<sup>th</sup> – Local Registration 9:30 AM to 1:00 PM

- h. October 14<sup>th</sup> – Columbus Day Office Closed
- i. October 15<sup>th</sup> – Rolling Canvass 11AM
- j. October 17<sup>th</sup> – Rolling Canvass 11AM
- k. October 21<sup>st</sup> – COA Deadline – Change of Address
- l. October 22<sup>nd</sup> – Rolling Canvass 11AM
- m. October 24<sup>th</sup> – Rolling Canvass 11AM
- n. October 25<sup>th</sup> – Scanning of Canvassed Ballots 9AM
  - i. Election inspectors will be here to scan
  - ii. Technicians will need to provide CF cards ahead of time
- o. October 26<sup>th</sup> – Voter Registration Deadline
- p. October 26<sup>th</sup> – Last Day to receive Military, Special Federal, UOCAVA Applications (if not registered)
- q. October 26<sup>th</sup> to November 3rd – Early Voting
- r. October 29<sup>th</sup> – Last Day to receive Military, Special Federal, UOCAVA Applications (if registered)
- s. October 29<sup>th</sup> – Rolling Canvass 11AM
- t. October 31<sup>st</sup> – Party inspection and sealing of voting machines 10AM | Red Shed
- u. October 31<sup>st</sup> – Rolling Canvass 11AM
- v. November 4<sup>th</sup> – Last Day to apply in person for Mail-in | MIL| SF|UOCAVA (if registered)
- w. November 5<sup>th</sup>, 2024 – General Election
- x. November 6<sup>th</sup> – Rolling Canvas 11AM
- y. November 7<sup>th</sup> – Drawing 9AM
- z. November 7<sup>th</sup> – Re Canvass 10AM
- aa. November 7<sup>th</sup> - Rolling Canvass 11AM
- bb. November 7<sup>th</sup> – Audit 11AM
- cc. November 8<sup>th</sup> – Review Invalid, Undeliverable, and Defects Not Cured 11AM
- dd. November 11<sup>th</sup> – Office Closed Veterans Day
- ee. November 12<sup>th</sup> – Canvassing and Casting of Affidavits 11am
- ff. November 12<sup>th</sup> – Scanning of Canvassed Ballots 11am
- gg. November 19<sup>th</sup> – Commissioners Meeting

#### 14. Early Voting

- a. Dates and times
  - i. Flier approved by Commissioners and posted
- b. The deputies
  - i. Scheduled every day of Early Voting
- c. The machine technicians
  - i. Splitting the day into two shifts and there will be one here at all times
- d. election inspector schedule
  - i. Still in progress
- e. Buildings & Grounds Reserved Parking Spaces for Voters
  - i. Commissioners will set up meeting with Shawn and Kenny about reserved parking spots for voters.

#### 15. General Election

- a. BOE Staffing
  - i. Deputies will arrive at 4:45am and stay all day
  - ii. Commissioner's unknown

- b. Machine technicians staffing
  - i. Schedule unknown
  - ii. will use the office as the “war room”
- c. election inspector schedule
  - i. Still in progress
- d. Ballots
  - i. Approved - not yet been ordered.
    - 1. Deputies providing numbers to Commissioners to review and approve
- e. Trucks
  - i. Rental has been confirmed and emailed to the technicians
  - ii. Work orders sent to Buildings & Grounds for one County Employee
- f. Commissioners meeting with Sherriff and County Administrator to discuss Election Day poll site security and early voting security on October 8th at 11am

16. Office Activity

**Schuyler County Board of Elections | Office Activity Report  
Sep-24**

<b>E mail Transactions</b>	<b>349</b>		
<b>Phone Call Operational Transitions</b>	<b>220</b>		
<b>Walk In's</b>	<b>13</b>		
<b>NTS Voter Records Accessed</b>	<b>477</b>		
<b>NTS Voter Records Changed</b>	<b>1250</b>	<b>Bipartisan Confirmations</b>	<b>1250</b>

<b>NTS Voter Record Changes</b>			
<b>Address</b>		<b>Jurisdiction</b>	
<b>Phone #</b>		<b>Party Affiliation</b>	
<b>Drivers License #</b>		<b>E mail Address</b>	
<b>Social Security #</b>		<b>Districts</b>	

17. Lease Agreement Follow Up

- a. Brian is working on contacting poll sites that are not town halls
- b. Commissioners planning a meeting with Steven Getman this week.

**Party Chairs**

- 1. Poll Watchers
  - a. Brian requested party chairs to send lists of all of their poll watchers to the BOE ahead of time
- 2. Recruiting Technicians
  - a. Brian would like the Party Chairs to be on a lookout for one person from each party with technology skills to commit for 2 years to being a machine technician
  - b. Michael has it on the agenda for the monthly committee meeting

3. Inspection and Pre-Election Testing of Machines
  - a. October 9<sup>th</sup> and 10<sup>th</sup> from 9:30am to 3:30pm
  - b. All candidates are allowed to be in attendance
4. Scanning of Canvassed Mail-in Ballots
  - a. Will take place at the BOE on October 25<sup>th</sup> at 9am and November 4<sup>th</sup> at 10am
5. Party Inspection of Voting Machines
  - a. Each party needs one representative on October 31<sup>st</sup> at 10am
6. Food for Election Inspectors
  - a. Party Chairs will split the cost of 12 donuts and one jug of coffee at each polling site

### **Open Floor for Any Other Business**

1. Mark asked if we will be scanning Special Federal and Special Presidential ballots with other mail-in ballots, deputies said yes, technicians will need to program the cards appropriately.
2. The deputies would like to have weekly staff meetings on Monday mornings until the election. The first two weekly meetings will be on Tuesday October 8 at 12pm and October 15 at 11am. The rest will be on Mondays at 11am.
3. A voter called to let us know that there was a typo on the ballot. The proposition says “aginst” instead of “against.” The commissioners agree with the deputies that there is nothing we can do now. The technicians, deputies, commissioners, and SBOE all missed the mistake.
4. Discussion on moving the Grant process faster and getting an account line set up faster for all 3 new grants, Brian to reach out to County Admin and Holley.

Joe moved to adjourn, Norma Second

**Meeting adjourned at 12:50pm**



## BOARD OF ELECTIONS

Commissioner Meeting, Tuesday, November 19, 2024

11:00 Am Meeting Called to Order

Party Chairs

Poll Watchers Certification - Copies of Poll Watcher Certificates  
Recruiting Republican Machine Technician - Update  
Recruiting Democratic Machine Technician-Update  
Inspection & Pre-Election Testing of Machines October 9<sup>th</sup> & 10<sup>th</sup> | 9:30 AM – 3:30 PM  
Scanning of Canvassed Ballots | October 25<sup>th</sup>, 2024 at 9:00AM  
Party inspection of voting machines October 31, 2024 @ 10AM | Red Shed  
Food for Polling Sites | Updates

Administrative Meeting

1. Minutes of the September meeting.
2. Staffing
  - a. Brian – October 30, 31, November 1, 2024, | Out of Town
3. Budget | Kristina
4. 2025 Budget | Update
5. Poll Pads Purchase – Update
  - a. Grant
  - b. Purchase Order
  - c. Resolution?
6. Clear Ballot Voting Machine Update
7. WGCSD Machine Request for December 2024
8. Poll Site Consolidation Update | Kristina
9. Election Inspector Training & Certification | Update | Kristina & Ali
10. Skilled Nursing Facilities | Registration, Ballot Applications
  - a. Seneca View Update Brian
11. Election Inspectors Working in office for General Election work (pre and post)
  - a. General Election Grant | Update Kristina
12. CISA Safety Flyers | Update Deputies
13. October | November Schedule
  - a. October 1<sup>st</sup> – Rolling Canvass 11 AM
  - b. October 3<sup>rd</sup> – Rolling Canvass 11AM
  - c. October 5<sup>th</sup>, 2024 – Local Registration | 2PM to 9PM
  - d. October 8<sup>th</sup> – Rolling Canvass 11AM
  - e. October 9<sup>th</sup> & 10<sup>th</sup> | Public Inspection & Pre-Election Testing 9:30 – 3:30 PM \*\*\*
  - f. October 10<sup>th</sup> – Rolling Canvass 11AM
  - g. October 10<sup>th</sup> Local Registration | 9:30 AM to 1:00 PM
  - h. October 14<sup>th</sup> | Columbus Day Office Closed

- i. October 15<sup>th</sup> - Rolling Canvass 11AM
  - j. October 17<sup>th</sup> - – Rolling Canvass 11AM
  - k. October 21<sup>st</sup> – COA Deadline
  - l. October 22<sup>nd</sup> -Rolling Canvass 11AM
  - m. October 24<sup>th</sup> - – Rolling Canvass 11AM
  - n. October 25<sup>th</sup> – Scanning of Canvassed Ballots 9AM
  - o. October 26<sup>th</sup> - Voter Registration Deadline
  - p. October 26<sup>th</sup> – Last Day to receive ABS, APPS | MIL|SF|UOCAVA Applications (if not registered)
  - q. October 26<sup>th</sup> to November 3rd | Early Voting
  - r. October 29<sup>th</sup> - Last Day to receive ABS, APPS | MIL|SF|VOCVA Applications (if registered)
  - s. October 29<sup>th</sup> – Rolling Canvass 11AM
  - t. October 31<sup>st</sup> - Party inspection & sealing of voting machines 10AM | Red Shed
  - u. October 31<sup>st</sup> – Rolling Canvass 11AM
  - v. November 4<sup>th</sup> – Last Day to apply in person | ABS| EVBM| MIL| SF|UOCAVA (if registered)
  - w. November 5<sup>th</sup> , 2024 – General Election
  - x. November 6<sup>th</sup> – Rolling Canvas 11AM
  - y. November 7<sup>th</sup> – Drawing 9AM
  - z. November 7<sup>th</sup> – Re Canvass 10AM
  - aa. November 7<sup>th</sup> Rolling Canvass 11AM
  - bb. November 7<sup>th</sup> Audit 11AM
  - cc. November 8<sup>th</sup> Review Invalid VBM 11AM
  - dd. November 11<sup>th</sup> – Office Closed Veterans Day
14. Early Voting
- a. Dates & Times
  - b. Staffing BOE Staff
  - c. Machine Technicians | Being on property
  - d. Election Inspectors
  - e. Building & Grounds Reserved Parking Spaces for Voters
15. General Election
- a. BOE Staffing
  - b. Machine Technicians Staffing
  - c. Election Inspectors Staffing
  - d. Ballots | Approved | Ordered | State Certifies September 11, 2024, | Schuyler County BOE Certifies on September 12, 2024, with Public Review of Samples on the 17<sup>th</sup> | Update
  - e. Trucks
    - i. Rental
    - ii. Delivery of Equipment
    - iii. Pick up of Equipment
  - f. Poll Site Security | Meeting With Sheriff & County Administrator | October 8, 2024
16. Office Activity
17. Lease Agreement Follow Up Regarding Payments | Update Brian or Joe

105 9<sup>th</sup> Street, Unit 13, Watkins Glen, N.Y. 14891 | Office 607-535-8195 | Fax: 607-535-8364

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes November 19, 2024**

### **Commenced at 11:07 AM**

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Norma Burris, Mark Taylor, and Jim Pierce, Machine Technicians; Michael Lausell, Democratic Party Chair; and Chris Caccia (by phone for a portion), Director of IT.

### **Party Chairs**

1. Brian would like to thank the party chairs for providing donuts for the Election Inspectors, it was a huge hit.

### **Administrative Meeting**

#### **1. Minutes of the August, September, and October meetings**

- a. Joe motions to approve, Brian seconds, both commissioners are in favor.

#### **2. Staffing**

- a. Ali – Off 11/22 and 11/27
- b. Kristina – Off 11/22 and 11/27
- c. Office Closed 11/22, 11/28, and 11/29
  - i. Bipartisan Tech's will work 11/27 to keep office open.

#### **3. Budget**

- a. Kristina and Ali provided the budget YTD as of 10/31/2024.
  - i. Technician – will be over, should be able to use remainder of Election Inspector Budget to cover overage. If not able to, we will have to request transfer through County Admin's office
  - ii. Printing – will be over by more than \$2,000
    1. Some mail-in ballot costs for this years elections can be moved to new Mail-in ballot Grant. May have to transfer from other lines
    2. Kristina suggested we keep printing costs in mind for future budgets because the baseline cost for one election has gone up

#### **4. 2025 Budget –**

- a. Overall budget has been approved
- b. Brian creating a resolution to reflect the 2025 increases to pay for the election inspectors and technicians.
  - i. Letter to Inspectors from Commissioner's and Deputies – Brian creating letter with deputies help with mail merge.

#### **5. 2025 Poll Site 5 Year Contracts**

- a. Brian and Joe are continuing to work with the county attorney on contracts and plan to have them reflect the ADA compliance requirement.

#### **6. Dominion Subpoena Update**

- a. Brian and Joe have been working with Sophie from the county attorney's office. They were able to get an extension on submitting the documents. Brian is putting together hard copies and electronic files with all of the requested information.
- b. Mark had a meeting with Sophie that falls under attorney client privilege, he refused to discuss the meeting without counsel being present.
- c. Brian is concerned that the Commissioners of the Board of Elections are not being kept in the loop. Norma suggested setting up a meeting with Brian, Joe, Mark, and Steven Getman.
- d. Joe is concerned that Sophie should not have the final say on who does the deposition.
- e. Brian and Joe would like to be present at every meeting regarding the case so they can represent the Board of Elections. Michael suggested that they formally notify Sophie.

#### **7. Recruitment of Machine Technicians**

- a. Brian requested that a formal job description be crafted, Joe let him know that there is already a description. Brian would like to post advertisements with the description in order to get applicants and resumes.
- b. Michael offered to also add the job posting to the Democratic Committee website.

#### **8. 2024 Presidential Election Review**

- a. Party Donuts
  - i. Brian would like to thank the parties again and suggests maybe even doing lunch next election.
- b. Pre and Post Election Inspectors Working in Office
  - i. The election would not have happened without them. Both commissioners are in favor of doing this every election that there is grant money available. Kristina suggested budgeting for it moving forward.
- c. Early Voting
  - i. There were a few issues with election inspectors who may no longer be inspectors next year.
  - ii. There are scanners that need repairs, Mark suggested having Dominion repair them since we still have a contract until the end of 2024. Neither commissioner is in favor of fixing them, we have enough scanners to get by.
  - iii. Norma and Ali had to fix a check in issue in a bipartisan manor. They cancelled an affidavit check in and added a regular check in with the help of Cory Wagner with KNOWiNK.
- d. Machine Technicians
  - i. Reported everything went smoothly on their end.
- e. Election Inspectors
  - i. There were many errors, but compared to the volume of voters, it was about average.

- ii. The inspectors need more in-depth training
- f. Poll Site Chairs
  - i. Deputies think that a chairperson training will help immensely.
- g. Poll Site Security – Sheriff’s Department
  - i. Commissioner’s thought the overall voter turnout was fantastic.
  - ii. All of the election inspectors were happy to have the stop ins, made them feel safer.
  - iii. The sheriffs were also easy to reach when needed.

**9. 2025 Poll Site Consolidation**

- a. The forms were submitted to the State Board a few months ago, SBOE let us know it is with counsel but that it looked good to proceed. At this point, no news is good news per Commissioner’s.

**10. WGCSD Request for December 17<sup>th</sup> Election**

- a. Technicians are working on preparing election; the ballots have been approved and have been sent to the printer.
  - i. Norma is ordering test ballots today.
- b. Norma confirmed the school will transport the machine from BOE to school and back.

**11. November Schedule**

- a. Recanvass and Audit – completed November 7
- b. Official Tally – due November 27.
- c. Certificate of Canvass – due November 30.
- d. Mark stated the issue with the results having different ballot totals is because he creates 19 extra election districts for all of the mail in ballots. He uses a central count software to generate the results and there are some errors that he must go back and correct by hand.
- e. Joe addressed the Burke Study and budget approval process with Michael.
- f. Village elections are not governed by the County Board of elections, Joe and Brian advised Michael that the Chair’s can report to the State Board of Elections, if there are issues.

**12. 2024 Grants**

- a. 2024 Ballot By Mail Grant Program - \$17,146.79 | C004982
  - i. Grant sent to SBOE for approval
  - ii. approved resolution is in the All County Folder
  - iii. Kristina is working on putting expenses together for claim
- b. 2024 Electronic Poll Book Grant - \$24,212.82 | C005044
  - i. Grant sent to SBOE for approval
  - ii. approved resolution is in the All County Folder
  - iii. Brian is going to take the next steps with purchasing to move forward
- c. 2024 General Election Grant - \$14,421.32 | C005106
  - i. Grant sent to SBOE for approval
  - ii. approved resolution is in the All County Folder
  - iii. Kristina is working on putting expenses together for claim

- d. Amended TIER Grant Program 2023 -\$38,179.35 | BOE01-C004386-1110000
  - i. approved resolution is in the All County Folder
  - ii. Brian is going to take the next steps with purchasing to move forward

**13. Nursing Facilities Needing Support**

- a. Falls Home, Seneca View, Senior Housing in Schuyler County
  - i. Brian is going to create an action plan to help the nursing homes with registrations and such.

**14. High Schools in Schuyler County**

- a. Watkins Glen, Odessa-Montour, Bradford (outside of county – Trumansburg)
  - i. Brian is going to create a teaching plan with NYS Election law, process, etc. for next year.
  - ii. Joe asked Michael if they are still doing a Government Day, Michael has been in contact with Kelsey Wood, a government teacher at WGHS.

**15. Permanent Records**

- a. Joe would like to make sure records are being kept appropriately, believes should be from 1852. The deputies will see what records are in the small storage closet.

**16. 2025 Elections**

- a. Primary – June 24
- b. General – November 4
- c. Villages – March
  - i. Brian and Joe are going to send a letter to all village clerks in the county to ask about their elections.
- d. Schools – May

**17. Office Activity**

**Schuyler County Board of Elections | Office Activity Report  
Oct-24**

<b>E mail Transactions</b>	<b>540</b>		
<b>Phone Call Operational Transitions</b>	<b>386</b>		
<b>Walk In's</b>	<b>76</b>		
<b>NTS Voter Records Accessed</b>	<b>606</b>		
<b>NTS Voter Records Changed</b>	<b>1425</b>	<b>Bipartisan Confirmations</b>	<b>1425</b>

<b>NTS Voter Record Changes</b>	
<b>Address</b>	<b>Jurisdiction</b>
<b>Phone #</b>	<b>Party Affiliation</b>
<b>Drivers License #</b>	<b>E mail Address</b>
<b>Social Security #</b>	<b>Districts</b>

**18. Poll Pad Purchase**

- a. Funding - Grant
- b. Purchase – Brian will work on with Purchasing

**19. Decommissioning and Disposing of Poll Pads**

- a. We will need to figure out how the poll pads were purchased first. And discuss with the State Board, KnowInk and Purchasing
- b. Brian suggested keeping the old poll pads to use as the Election Inspector Manual, the deputies do not think that would be a good idea. Mark also stated that the generation ipad we have, will no longer supports updates moving forward.

**20. Decommissioning and Disposing of Dominion Voting Machines**

- a. Kristina had provided the commissioners with instructions on what to do with the old machines from the State Board of Elections.
- b. Chris said asset transfer forms will need to be completed. Given to purchasing and then approved by the legislature.
- c. Mark states the only dominion programming on the machines is contained on the compact flash cards.
- d. Commissioner’s will be following up on this process.

**21. Transitioning to Clear Ballot Voting Machines**

- a. Resolutions are approved and signed.
- b. Need to process signed contract with Clear Ballot.
- c. New machines will be received at the end of 2024.
- d. Training of commissioners, deputies, machine technicians.
- e. Commissioner’s will be following up on this process.

**22. Open Floor to Any Other Business**

- a. Norma and Jim will work in the office all day on November 27, Ali will come in at 8:30am to let them in and leave at 3:30pm on November 26 to use EEDT time.
- b. The Board will keep four Dominion machines instead of two in case they are needed for the village elections in March.
- c. Orange and County Coroner Write-in Results needed

**23. Motion to adjourn – Joe, Second - Brian**

**Meeting adjourned at 1:16pm**



BOARD OF ELECTIONS

Commissioner Meeting, Tuesday, December 3, 2024

11:00 Am Meeting Called to Order

Party Chairs

Administrative Meeting

1. Minutes of the November meeting (Will Review Next Month, Not Complete).
2. Staffing
  - a. Ali – Off 12/2,12,13,16,17,18,24,31
  - b. Kristina – Off 12/ 9,24,31
  - c. Office Closed 12/25
3. 2025 Commissioner Meetings
4. Budget | Kristina
5. 2025 Budget Approved
  - a. Resolution for 2025 Stipends
  - b. Letter to Inspectors
  - c. Holiday Cards
6. 2025 – Poll Site 5 Year Contracts
7. Dominion Subpoena Update.
8. Requirement of Machine Technicians
  - a. Job Description
  - b. Qualifications
9. January Conference
10. Annual Report Due 1/10/25
11. 2024 General Election Review
12. 2025 Poll Site Consolidation Update
13. WGCSD Request for December 24 Elections
14. December Schedule
  - a. 9<sup>th</sup> – SBOE -Certify General Election
15. 2024 Grants – Total Grants Received \$144,039.24
  - a. 2024 Electronic Poll Book Grant - \$24,212.82 | C005044
  - b. Amended TIER Grant Program 2023 -\$38,179.35 | BOE01-C004386-1110000
  - c. 2024 General Election Grant - \$14,421.32 | C005106
  - d. 2024 Ballot By Mail Grant - \$17,146.79 | C004982
16. Permanent Records
  - a. Destruction Certifications record
17. 2025 Elections
18. Poll Pad Purchase
  - a. Funding
  - b. Purchase Order
19. Decommissioning & Disposing of Poll Pads

- 20. Decommissioning & Disposing of Dominion Voting Machines
- 21. Transitioning Clear Ballot Voting Machines
  - a. Resolutions Approved & Signed.
  - b. Process Signed Contract with Clear Ballot
  - c. Receiving of New Machines
  - d. Training of Commissioners, Deputies, machine Technicians
- 22. Training Room | Furniture
- 23. Foil Requests
  - a. Designating Petitions
  - b. Rejected Ballots
  - c. Voting Booth #

# **Schuyler County Board of Elections**

## **Commissioners' Monthly Meeting Minutes December 3, 2024**

### **Commenced at 11:03 AM**

Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Norma Burris, Mark Taylor, and Jim Pierce, Machine Technicians; Michael Lausell, Democratic Party Chair; and Chris Caccia, Director of IT.

### **Party Chairs**

1. At the January Organizational Meeting there will be more information and expectations for the Party Chairs for 2025
2. Party Chair's appointment letters for Commissioner's term renewal
  - a. Democratic Committee submitted
  - b. Republican Committee submitted during meeting

### **Administrative Meeting**

1. **Minutes of the November meeting**
  - a. They will be reviewed at the next meeting because the activity chart is not yet complete.
2. **Staffing**
  - a. Ali – Off December 2, 12, 13, 16, 17, 18, 24, 31
  - b. Kristina – Off December 6, 9, 24, 31
  - c. Office closed – December 24, 25, 31
3. **2025 Commissioners Meetings**
  - a. Brian provided the schedule for the 2025 meetings.
    - i. November meeting will be moved to the 18th
4. **Budget**
  - a. Kristina provided the budget YTD as of 11/30/2024.
  - b. We will likely need to use all of the remaining budget to pay the technicians.
5. **2025 Budget Approved**
  - a. The resolution for the 2025 stipend for Election Inspectors and Technicians was approved by Chris but pulled from the agenda, the County Administrator would like to go over the numbers again with the Commissioners.
  - b. The letter to the Election Inspectors will have to wait until January when the resolution is approved.
  - c. Brian would like to send holiday cards to every Election Inspector with everyone's signatures. If the money is not in the budget to buy the cards, Brian will purchase them personally. We will have to determine a date that everyone is able to be in the office to sign the cards.

**6. 2025 Poll Site 5 Year Contracts**

- a. The Commissioners are working with the County Attorney on contracts. The County Attorney does not want to create them with each site, but both Commissioners want to have contracts.

**7. Dominion Subpoena Update**

- a. Brian stated that there is so much more required with this than other counties per attorney. IT is also involved.
- b. Brian has completed assembling all of the documentation and is working on getting an electronic copy.
- c. Chris is working with Sophie and using key words or phrases to find any emails or documents that are needed.

**8. Recruitment of Machine Technicians**

- a. Commissioners are going to create a job description and advertisement to be posted in local newspapers. They will get it to the deputies by Wednesday, December 3<sup>rd</sup>.

**9. January Conference**

- a. The NYSECA Winter Training Conference is January 14<sup>th</sup> to 17<sup>th</sup>.

**10. Annual Report Due 1/10/2025**

- a. The Commissioners will complete the Action Plan portion of the Annual Report within the next two weeks and the deputies will compile the rest of the report before January 10<sup>th</sup>.

**11. 2024 General Election Review**

- a. Mark needs the signed Statement of Canvass to make sure his results match. He states that the .xml file that is sent to the State Board of Elections will not be correct. The Commissioners are prepared to talk to the State when they call about results being different from SOC.

**12. 2025 Poll Site Consolidation**

- a. No news is good news.

**13. WGCSD Request for December 17, 2024 Election**

- a. The technicians are all set and ready for the school election.

**14. December Schedule**

- a. 9<sup>th</sup> – SBOE Certifies General Election

**15. 2024 Grants**

- a. 2024 Electronic Poll Book Grant - \$24,212.82 | C005044
- b. Amended TIER Grant Program 2023 -\$38,179.35 | BOE01-C004386-1110000
- c. 2024 General Election Grant - \$14,421.32 | C005106
- d. 2024 Ballot By Mail Grant - \$17,146.79 | C004982

**16. Permanent Records**

- a. Ali and Kristina wanted to note that they went through the permanent records we have in office and discussed that some of them records really need to be properly kept due to their age.

- b. Kristina provided Disposition Certifications from records retention for the Commissioners' review. The deputies will review and sign, as they are records officers.

**17. 2025 Elections**

- a. This will be discussed at the January meeting.

**18. Poll Pad Purchase**

- a. Brian will work with purchasing to complete the purchase of poll pads.

**19. Decommissioning and Disposing of Poll Pads**

- a. Commissioner's looking into

**20. Decommissioning and Disposing of Dominion Voting Machines**

- a. Commissioner's looking into

**21. Transitioning Clear Ballot Voting Machines**

- a. Resolutions approved and signed.
- b. Process signed contract with Clear Ballot – Brian reaching out to purchasing today
- c. Receiving new machines.
- d. Training of Commissioners, Deputies, and Machine Technicians and IT Director – going to try to schedule training for January 27<sup>th</sup> to 30<sup>th</sup>. Brian is contacting Clear Ballot for availability.

**22. Training Room Furniture**

- a. Commissioners would like to discuss at a later date.
- b. Work Order ok'd for removal of meeting table

**23. FOIL Requests**

- a. Designating Petitions – Kristina checked with Jude and will scan and send, done 12/3/2024.
- b. Rejected ballots – will ask requester for more information, done 12/3/2024.
- c. Voting Booth Numbers – Norma provided and Kristina sent, done 12/3/2024.

**24. Office Activity**

**Schuyler County Board of Elections | Office Activity Report**

**Nov-24**

<b>E mail Transactions</b>	<b>290</b>		
<b>Phone Call Operational Transitions</b>	<b>223</b>		
<b>Walk In's</b>	<b>12</b>		
<b>NTS Voter Records Accessed</b>	<b>380</b>		
<b>NTS Voter Records Changed</b>	<b>1155</b>	<b>Bipartisan Confirmations</b>	<b>1155</b>

<b>NTS Voter Record Changes</b>	
<b>Address</b>	<b>Jurisdiction</b>
<b>Phone #</b>	<b>Party Affiliation</b>
<b>Drivers License #</b>	<b>E mail Address</b>
<b>Social Security #</b>	<b>Districts</b>

**25. Open Floor to Any Other Business**

- a. Joe has found a list of information that is FOIL-able from the State Board of Elections website. The Deputies will have the link added to our website, done 12/3/2024.

**Motion to adjourn by Norma Burris, 2<sup>nd</sup> by Joseph Fazzary**

**Meeting adjourned at 12:05pm.**