



BOARD OF ELECTIONS

Commissioner Meeting, Tuesday, January 7, 2025 | Organizational Meeting

11:00 Am Meeting Called to Order

Organizational Meeting

1. BOE 2025 President & Secretary
 - a. President – Nomination & Vote
 - b. Secretary – Nomination & Vote
2. Machine Technician Appointments
 - a. Jim Pierce (D) Technician
 - b. Norma Burris(R) Technician
 - c. (D) Vacant
 - d. (R) Vacant
3. Records Retention Coordinator's
 - a. Deputy Commissioners Alexandria LaMoreaux and Kristina Vondracek share position
4. School Coordinator's
 - a. Watkins Glen School – Kelsey Wood
 - b. Odessa-Montour School – Sadye Halpin
 - c. Bradford School District – Jeff Rutledge
5. League of Woman Voters Coordinator
 - a. Unknown (Jim Murphy moved out of County)

Administrative Meeting

1. Minutes of the November & December 2024
2. Staffing
 - a. Ali –
 - b. Kristina – 1/31 AM Appointment
 - c. NYS BOE Conference 1/14-17/2025
 - d. Office Closed 1/20 – MLK Day
3. Budget | Ali & Kristina
 - a. 2024 Over budget accounts and process
 - b. 2025 Annual Contractual Expense
 - i. NTS - \$24,189.20 – invoice not received yet
 - ii. NTS VDBA - \$10,397.54 0 invoice not received yet
 - iii. Knowink - \$9,809 – invoice received
 - c. 2025 Update on Payroll
 - i. Election Inspectors \$15.50 PH
 - ii. Machine Technicians \$22.50 PH
 - d. Grants
 - i. TIER – waiting on payment to be processed for Clear Ballot to move forward with claim for payment

- ii. GE24 – waiting on all payments to clear to finalize claim for payment
- iii. Vote by Mail – waiting for all payments to clear to finalize claim for payment
- iv. Pollpad – waiting on payment to be processed for Knowink to move forward with claim for payment

4. Office Activities

Schuyler County Board of Elections | Office Activity Report

Dec-24

E mail Transactions	347		
Phone Call Operational Transitions	53		
Walk In's	2		
NTS Voter Records Accessed	394		
NTS Voter Records Changed	653	653	1155

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

- 5. Annual Report Due January 10, 2025
 - a. Sections 1 through 13 – Excel Reports
 - b. Section 14 – Action Plan
- 6. 2025 – Poll Site 5 Year Contracts
 - a. Contract
- 7. Dominion Subpoena Update
- 8. Clear Ballot Implementation
 - a. Controlled Storage of Dominion Machines
 - b. Receiving of Clear Ballot Machines
 - c. NY State Testing
 - d. Machine Training for Technicians and County Trainers.
- 9. Knowink new poll pad implementation
- 10. Technician Hiring Advertisement
- 11. Petition Packet for upcoming Designating Petition
- 12. Storage Room
- 13. Election Inspector Training
- 14. Village Elections (March 18th and June 17th per NYCOM)
 - a. Watkins Glen
 - b. Montour Falls
 - c. Burdett
- 15. Party Chairs
 - a. Annual Bi-Laws Due
- 16. COOP
 - a. Deputies will begin working on plan again

SCHUYLER COUNTY BOARD of ELECTIONS

Commissioners' Re-organization Meeting January 7, 2025 commenced at 11:08am. Present for the meeting were Brian Eslinger and Joseph Fazzary, Commissioners; Ali LaMoreaux and Kristina Vondracek, Deputy Commissioners; Chris Caccia, IT Director; Michael Lausell, Democratic Party Chair, Norma Burris (Republican Party representative) and Jim Thomas, Machine Technicians.

- I. 2025 Organizational Meeting
 - A. President & Secretary
 1. Acknowledgement: Commissioners normally have a verbal agreement to alternate years for the office of president and secretary
 2. Commissioner Fazzary is nominating Commissioner Eslinger to serve as President again for 2025 due to his wife's health
 3. Commissioner Eslinger nominates Commissioner Fazzary as Secretary
 4. Both are in favor
 - B. Appointments: Norma asked if we are advertising, Brian stated not yet
 1. Technicians/Custodians
 - a. Jim Pierce (D) Technician
 - b. Norma Burris (R) Technician
 - c. Vacant (D) Technician
 - d. Vacant (R) Technician
 2. Records Retention Coordinators:
 - a. Deputy Commissioners Ali LaMoreaux and Kristina Vondracek share this position
 3. School Coordinator's:
 - a. Watkins Glen School – Kelsey Wood (Brian is confirming)
 - b. Odessa-Montour School – Sadye Halpin (Brian is confirming)
 - c. Bradford School District – Jeff Rutledge (Brian is confirming)
 4. League of Women Voters – Coordinator
 - a. Jim Murphy has moved out of county and the group has dissolved in Schuyler County.
 - II. Organizational meeting adjourned and moved to Regular Meeting
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Administrative Meeting

1. Minutes of the November & December 2024 – reviewed, Norma motioned to approve and Joe 2nd the motion
2. Staffing
 - a. Ali –
 - b. Kristina – 1/31 AM Appointment
 - c. NYS BOE Conference 1/14-17/2025 (office closed)
 - i. Joe will not be attending – requested Kristina to cancel reservations (done1/7/25)
 - d. Office Closed 1/20 – MLK Day

- 3. Budget | Ali & Kristina
 - a. 2024 Over budget accounts and process
 - i. Still waiting on Treasurer’s office to update munis accounts for final
 - b. 2025 starting budget distributed
 - c. 2025 Annual Contractual Expense
 - i. NTS - \$24,189.20 – invoice not received yet
 - ii. NTS VDBA - \$10,397.54 invoice not received yet
 - iii. Knowink - \$9,809 – invoice received
 - d. 2025 Update on Payroll – Increase approved by Admin and is moving to Legislature for approval
 - i. Election Inspectors \$15.50 PH
 - ii. Machine Technicians \$22.50 PH
 - e. Grants – once all costs are accounted for Kristina will have the total funds that were not expended.
 - i. TIER – waiting on payment to be processed for Clear Ballot to move forward with claim for payment
 - ii. GE24 – waiting on all payments to clear to finalize claim for payment
 - iii. Vote by Mail – waiting for all payments to clear to finalize claim for payment
 - iv. Pollpad – waiting on payment to be processed for Knowink to move forward with claim for payment

4. Office Activities

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

E mail Transactions	345		
Phone Call Operational Transitions	55		
Walk In's	3		
NTS Voter Records Accessed	394		
NTS Voter Records Changed	653	653	1306

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

- 5. Annual Report Due January 10, 2025
 - a. Sections 1 through 13 – Excel Reports and documents are ready
 - b. Section 14 – Action Plan – Brian is working on today
 - c. Full report will also be sent to the Legislature on January 22nd per Commissioners
- 6. 2025 – Poll Site 5 Year Contracts
 - a. Contract template has been approved by attorney and Commissioners
 - b. Brian will obtain the latest list of poll sites from the 2025 Poll Site Contact list, is aware that we have not received the notices back from all locations for the most recent contact information

- c. Mecklenburg has a contact update – but has not returned form to update
- 7. Dominion Subpoena Update
 - a. All paperwork has been submitted to Sophie, waiting on Dominion Attorney at this time
 - b. Deposition may or may not happen, still waiting on Dominion Attorney
- 8. Clear Ballot Implementation
 - a. Controlled Storage of Dominion Machines – discussed at previous meeting, see storage room #12 for summary of handling
 - b. Receiving of Clear Ballot Machines
 - i. Arriving January 28th
 - ii. Brian will let Clear Ballot know that our elevators will be out of order starting January 20th for about a month.
 - iii. Brian went through Clear Ballot Questionnaire
 - c. NY State Testing – scheduled for January 29th
 - d. Machine Training – scheduled for January 30th
- 9. Knowink new poll pad implementation – To be determined
- 10. Technician Hiring Advertisement – Joe is working on advertisement today
- 11. Petition Packet for upcoming Designating Petition
 - a. Brian would like Kristina to resend packet for the Commissioner’s to review
 - b. A copy will be given to Party Chairs and posted on website
- 12. Storage Room
 - a. Removal of tables, chairs and white board will happen tomorrow per Shaun
 - b. Machines, Server and retention documents are being brought over to storage room
- 13. Election Inspector Training
 - a. Commissioner’s and Deputies are meeting January 13th @11am to discuss
- 14. Village Elections (March 18th and June 17th per NYCOM)
 - a. Watkins Glen – no election
 - b. Montour Falls – election
 - c. Burdett – no election
- 15. Party Chairs
 - a. Annual Bi-Laws Due
- 16. COOP
 - a. Deputies will begin working on plan again
- 17. Motion to adjourn by Chris Caccia and 2nd by Michael Lausell
- 18. Adjourned at 11:55am



BOARD OF ELECTIONS

Commissioner Meeting, Tuesday, February 4, 2025

11:00 Am Meeting Called to Order

Party Chairs

1. 2025 Elections
 - a. Primary – June 24, 2025
 - b. General – November 4, 2025
2. Voter Registration Forms – Distribution
3. Annual Bi-Laws – due in January

Administrative Meeting

1. Minutes of the January Organizational Meeting
2. Staffing
 - a. Ali – 6th PM Off, 13th PM off, 21st off
 - b. Kristina – 10th PM off, 21st AM off
 - c. Office Closed 17th - President's Day
3. Budget | Ali & Kristina
 - a. 2025 Update on Payroll
 - i. Election Inspectors \$15.50 per hour
 - ii. Machine Technicians \$22.50 per hour
 - b. Grants –
 - i. TIER – in process with Treasurer's office for account lines to process Clear Ballot Invoice. Grant Expenses part of contract will need to be updated and submitted with claim for payment
 - ii. Mail-In Ballot – Claim for payment put together, waiting on cleared checks from Treasurer's office. Grant Expenses part of contract will need to be updated and submitted with claim for payment
 - iii. General Election Grant – Claim for payment almost ready. Grant Expenses part of contract will need to be updated and submitted with claim for payment
 - iv. ePoll Book Grant – working on claim for payment
4. Office Activities
 - a. NVRA processed January 3rd
 - b. Annual Report submitted to the State Board and County Administrator's office 1/10
 - c. 26 boxes packed up and sent to retention (about 3 remaining boxes to complete)
 - d. Certification of Office to be filled at the 2025 General Election completed, posted on website and emailed to the State Board 1/31

Schuyler County Board of Elections | Office Activity Report
January 25

E mail Transactions	331		
Phone Call Operational Transitions	82		
Walk In's	7		
NTS Voter Records Accessed	460		
NTS Voter Records Changed	968	968	1936

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

5. 2025 – Poll Site 5 Year Contracts
 - a. Contract Template – Complete
 - b. Updated Contacts – Complete
 - c. Table/Chair Requirements – Complete
 - d. Legal Preparing Contracts – Ongoing
6. Dominion Subpoena Update
7. Clear Ballot Machines
 - a. Received – Complete
 - b. State Certification- Complete
 - i. Clearcast Server did not pass, currently being fixed and will be returned by Ira once completed
 - c. Relocating Clear Design workstation to secured location
 - d. Deputies working with purchasing to get new asset list completed
 - e. Emailed Norah & Colin regarding certificate of completion
 - f. Training
 - i. Machine Technicians and Deputies | Clear Cast & Clear Mark
 - ii. Machine Technicians and Deputies | Clear Design
 - iii. Election Inspectors | Clear Cast & Clear Mark
 - iv. Public Training of New Machines
8. Knowink Poll Pads
 - a. Should be shipped around the 11th of February
9. Election Inspectors Annual Certification Training | Sexual Harassment
 - a. Meeting on January 13th cancelled
10. Technician Job Advertisement
 - a. Where listed
 - b. What version posted
11. Village Elections (March 18th and June 17th per NYCOM)
 - a. Watkins Glen
 - b. Montour Falls – MOU received for March 18th election
 - c. Burdett
12. Dominion Voting Machine Decommission
 - a. HAVA Disposal Form
 - b. Destroy Hard Drives

- c. Removing Assets – removed from asset list after new machines certified 1/30
 - i. County Admin wants to remove from insurance
 - 1. Are we waiting on certificate to notify them
 - d. Scrapping Machines
- 13. Storage Room – top of big table still in room, B&G did not remove
- 14. Deadlines for February
 - a. NCOA processing due in February – National Change of Address- Usually at least a week process to complete
 - b. 2/14 Change of Enrollment Deadline
 - c. 2/20 –
 - i. Publish Voter Registration List
 - ii. Designating Petition Signature Requirements
 - iii. Contribution Limits
- 15. COOP
 - a. Deputies will begin working on plan again

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