

# WARREN COUNTY BOARD OF ELECTIONS

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3<sup>rd</sup> Floor of the Humans Services Bldg  
LAKE GEORGE, NY 12845  
FAX: (518) 761-6480

WM. A. MONTFORT  
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MARY BETH CASEY  
REPUBLICAN COMMISSIONER  
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## SUPPORT SERVICES COMMITTEE MEETING 7/25/2011 PENDING ITEMS:

### **Referral from Public Safety Committee/Fire Prevention & Buildings Codes:**

Discussion on hours of operation for the Board of Elections Office, to determine if they should be set at 8:00am to 5:00pm as they are in other County Departments.-Time Clock

### **NEW BUSINESS:BOE Concerns:**

1. Mail room hours and mail delivery and pick up especially for Absentee Ballot Applications and Absentee Ballots to be mailed is a concern. When the mail room had one employee the hours were 9-5 with the Departments able to have mail picked up until 3:30 or later for a 4:30 Mailings Made Easy Pickup. When an additional employee was added that employee worked 8-4. Now that the mail room has reverted to one employee, why didn't they take on the hours of 9-5 which work better for this department and we're sure other departments? We don't receive our mail any earlier as a matter of fact we don't receive our mail until an hour later approximately 10:30am. We must then process all applications, prepare ballots for mailing and have them ready to be picked up at not later than 2:00pm. This is an insufficient amount of time when the "window" for absentees is so narrow. How do the ballots get transported from the BOE to the mail room to be sealed so that they are secured? We used to walk them down the hall for this step in the mailing process. We have over 1200+ ballots that go out during any given election.
2. Now that we are no longer "self contained" in our Board of Elections Office as we were in the Municipal Center, it has come to our attention that the salaries of some employees of the Third Floor who are bargaining Unit members exceeds those of our Deputies and the level of responsibility is considerably less not to mention the hours that our Deputies work without overtime or a pay increase in three years.
3. The walkway from the Municipal Center and the Human Services Building is dangerous. Cars park in a manor that blocks the walkway forcing staff to walk in the parking areas. Stripes are still in place that should have been removed. Can't this area be painted a bright color or cones be used?
4. Does the intercom work for disabled at the Refuse Safety locations (stair wells) if the power is out in the building? Does communication work in the elevator if power fails?
5. The Human Services Building is a secured building. What needs to be done to allow for mandatory evening and Saturday voting that MUST take place on the Third Floor where the ballots are? Will the County have additional Security Staff at the doors to secure the building for Board of Election Staff or is the Building left open for voting? The same will apply for the November 8, 2011 Election for 4:30am-2:30am as we worked last year and the public and press have a right to be present. If Security Staffing is involved, is there someone we need to notify?
6. The Municipal Center Building will need to be opened and staffed for the General Election of November 8, 2011 at 5:15am for Inspectors to access Room 6-103. Do we just send a notice to Bldgs and Grounds?

**Casey, MaryBeth**

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**From:** Casey, MaryBeth  
**Sent:** Friday, July 15, 2011 3:43 PM  
**To:** Sady, Joan; Montfort, William  
**Cc:** Taylor, Bud; Dusek, Paul  
**Subject:** RE: Request for committee meeting  
**Attachments:** 2011 Inspector Class notice.doc

Joan,

We are unable to attend on the 27<sup>th</sup> we have previously scheduled classes as you can see by our letter that is attached.

**Mary Beth**

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**From:** Sady, Joan  
**Sent:** Friday, July 15, 2011 3:22 PM  
**To:** Casey, MaryBeth; Montfort, William  
**Cc:** Taylor, Bud; Dusek, Paul  
**Subject:** RE: Request for committee meeting

Mary Beth: By copy of this e-mail, I am referring your request to the County Administrator. There was a referral from last month's Public Safety Committee meeting requesting that the office hours for Board of Elections be discussed by the Support Services Committee. We have a Support Services Committee meeting scheduled for Wednesday July 27<sup>th</sup> for Self-Insurance and I have included Board of Elections at that time. It is my opinion that the matter should follow the proper channels and go to your committee as requested, but I will defer to the County Administrator. Thank you.

*Joan Sady*  
**Clerk of the Board**  
**Warren County Board of Supervisors**  
**1340 State Route 9**  
**Lake George, N.Y. 12845**  
**(518)761-6563**

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**From:** Casey, MaryBeth  
**Sent:** Friday, July 15, 2011 1:38 PM  
**To:** Sady, Joan; Montfort, William  
**Cc:** Taylor, Bud  
**Subject:** RE: Request for committee meeting

Joan,

I'm sorry we haven't gotten back to you before now but we have been right out straight with petitions, challenges and FOIL requests.

Bill and I don't understand the request or the "referral" about our hours of operation.

In 1999 when we became able to offer "over the counter" OTC absentee balloting we had many requests to offer the balloting starting at 8:00am rather than 9:00am as many of our voters are "snow birds". We then spoke to Harold Robillard the County Administrator and asked his opinion.

We are required by law to have someone of EACH party in the office at all times for registration and

voting.

Mr. Robillard determined that it would be appropriate for our hours to be 8-4 except for the days when we accept petitions and when we do evening & Saturday voting as required by law.

We aren't asking for a meeting at this time as we hope this answers everyone's questions.

Thanks,

**Mary Beth/Bill**

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**From:** Sady, Joan

**Sent:** Wednesday, July 13, 2011 11:14 AM

**To:** Casey, MaryBeth; Montfort, William

**Cc:** Taylor, Bud

**Subject:** Request for committee meeting

Good morning Mary Beth and Bill. There has been a referral to Support Services – Board of Elections to discuss the hours of operation for your department to determine if they should be set from 8:00 a.m. to 5:00 p.m. as they are in other County departments. Please submit a meeting request form to Marie so that we can include it on next month's committee meeting agenda. Thank you.

***Joan Sady***

***Clerk of the Board***

***Warren County Board of Supervisors***

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