

LEGISLATIVE, RULES & GOVERNMENT OPERATIONS  
WARREN COUNTY BOARD OF ELECTIONS  
AUGUST 1, 2024

COMMITTEE MEMBERS: STROUGH, CONOVER, WILD DRISCOLL, MADAY, GERACI, THOMAS

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- III. Action Agenda/New Business Items:
  1. Request: To authorize a one-time payment in the amount of \$3,407 to Fort Orange Press.  
Rationale: To allow expenditure of additional grant funding awarded by NYS BOE specific to absentee voting and ballot expenses which will exceed the total amount authorized by Resolution No. 377 of 2022.
  2. Request: To amend the agreement with Fort Orange Press, authorized by Resolution No. 377 of 2022, to increase the not to exceed amount from \$33,693 to \$34,999.  
Rationale: To allow expenditure of additional funding under Postage Grant
  3. Request: To authorize agreement with the NYS Board of Elections.  
Rationale: To allow for the acceptance of Electronic Poll Books Grant funding in an amount not to exceed \$63,360,37.
  4. Request: To amend the Warren County Budget in the amount of \$63,360.37.  
Rationale: To reflect the receipt of NYS Board of Elections Poll Books Grant funding.
  5. Request: To authorize agreement with the NYS Board of Elections.  
Rationale: To allow for the acceptance of General Elections Grant funding in an amount not to exceed \$26,599.32.
  6. Request: To amend the Warren County Budget in the amount of \$26,599.32  
Rationale: To reflect the receipt of NYS Board of Elections General Election Grant funding.
  7. Request: To authorize agreement with the NYS Board of Elections.  
Rationale: To allow for the acceptance of Ballot by Mail Grant funding in an amount not to exceed \$36,831.78.
  8. Request: To amend the Warren County Budget in the amount of \$36,831.78.  
Rationale: To reflect the receipt of NYS Board of Elections Ballot by Mail Grant funding.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: 08/01/2024**

- (a) Purpose of Request: **ONE TIME OVER-PAYMENT OF \$3,407.00 TO FORT ORANGE PRESS - RESO #377-2022, DUE TO ABS POSTAGE GRANT**
- (b) Details: **BOE RECEIVED A GRANT FROM NYSBOE THAT WAS SPECIFIC TO CERTAIN ITEMS DEALING WITH ABESENTTEE VOTING AND BALLOTS. PRIOR TO THIS GRANT OUR ORIGINAL BID FROM FORT ORANGE WAS \$33,693. BOE EXPENDED THIS GRANT ON ITEMS FROM FORT ORANGE WHICH EXCEEDED OUR BID BY \$3,407. BOE HAS THE MONEY IN OUR BUDGET, NO ADDITIONAL MONEY IS REQUESTED.**
- (c) Previous Resolution Number: **377-2022**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1450.410 SUPPPLIES**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Contract Change: **INCREASE NOT TO EXCEED AMOUNT OF AGREEMENT FROM \$33,693 TO \$34,999**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **RESO# 377-2022**
- (c) Name of Contractor: **FORT ORANGE PRESS**
- (d) Address of Contractor: **11 SAND CREEK ROAD, ALBANY, NY, 12205**
- (e) Contractor's Contact Person and Telephone Number: **JANE NIECKARZ  
(518)489-3233**
- (f) Commencement Date of Extension: **UPON EXECUTION**
- (g) Termination Date of Extension: **TERMINATION OF CONTRACT**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$34,999**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **PER INVOICE**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1450.410 SUPPLIES**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 377 OF 2022

**RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, DRISCOLL, CONOVER, FRASIER, THOMAS, MCDEVITT AND SEEBER**

### **AUTHORIZING AGREEMENT WITH FORT ORANGE PRESS TO PROVIDE PRINTING OF BOARD OF ELECTION MATERIALS**

WHEREAS, the Commissioners for the Board of Elections are requesting to enter into an agreement with Fort Orange Press, 11 Sand Creek Road, Albany, New York 12205, to provide printing services for the Board of Elections, for a term commencing August 5, 2022 and terminating August 4, 2023, with the option for three (3) additional one (1) year terms upon mutual agreement of the parties, for an amount not to exceed Thirty-Three Thousand Six Hundred Ninety-Three Dollars (\$33,693) during each contractual year, and

WHEREAS, the Legislative, Rules & Governmental Operations Committee has approved the request for an agreement with Fort Orange Press as outlined above, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Fort Orange Press to provide services described in the preambles of this resolution for a term commencing August 5, 2022 and terminating August 4, 2023, with the option for three (3) additional one (1) year terms upon mutual agreement of the parties, for an amount not to exceed Thirty-Three Thousand Six Hundred Ninety-Three Dollars (\$33,693) during each contractual year, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.1450 410 Board of Elections, Supplies.

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Grant: **ELECTRONIC POLL BOOKS GRANT**
- (b) Name of Grantor: **NEW YORK STATE BOE**
- (c) Address of Contractor: **NEW STATE BOARD OF ELECTIONS, attn: GRANTS, 40 N. PEARL STREET, SUITE 5, ALBANY, NY 12207**
- (d) Grantor's Contact Person and Telephone Number: **JILL SCIOCCHETTI, (518)486-7886**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **04/01/2024**
- (g) Termination Date of Grant: **03/31/2025**
- (h) Total Dollar Amount Involved (not to exceed): **\$63,360.37**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? **YES** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE Poll Books Grant Funding**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450 439, Board of Elections, Misc. Fees & Expenses - \$63,360.37**
  
- (c) Revenue Code (with title), and Amount: **A.1450 3058, Board of Elections, Poll Book Grant - \$63,360.37**

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Grant: **GENERAL ELECTION FUNDS GRANT**
- (b) Name of Grantor: **NEW YORK STATE BOE**
- (c) Address of Contractor: **NEW STATE BOARD OF ELECTIONS, attn: GRANTS, 40 N. PEARL STREET, SUITE 5, ALBANY, NY 12207**
- (d) Grantor's Contact Person and Telephone Number: **JILL SCIOCCHETTI, (518)486-7886**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **04/01/2024**
- (g) Termination Date of Grant: **03/31/2024**
- (h) Total Dollar Amount Involved (not to exceed): **\$26,599.32**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? **YES** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE General Election Grant Funding**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1450.439, Board of Elections, Misc. Fees & Expenses - \$26,599.32**
  
- (c) Revenue Code (with title), and Amount: **A.1450 3052, Board of Elections, Aid to Locality Grant - \$26,599.32**

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: BOARD OF ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Grant: **BALLOT BY MAIL FUNDS GRANT**
- (b) Name of Grantor: **NEW YORK STATE BOE**
- (c) Address of Contractor: **NEW STATE BOARD OF ELECTIONS, attn: GRANTS, 40 N. PEARL STREET, SUITE 5, ALBANY, NY 12207**
- (d) Grantor's Contact Person and Telephone Number: **JILL SCIOCCHETTI, (518)486-7886**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **04/01/2024**
- (g) Termination Date of Grant: **03/31/2024**
- (h) Total Dollar Amount Involved (not to exceed): **\$36,831.78**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? **YES** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: BOARD OE ELECTIONS**

**DATE: AUGUST 1, 2024**

- (a) Purpose of Amendment: **To reflect the receipt of NYS BOE Ballots by Mail Grant Funds**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.1450 424, Board of Elections, Postage - \$36,831.78**
  
- (c) Revenue Code (with title), and Amount: **A.1450 3057, Board of Elections, Ballots by Mail Grant - \$36,831.78**