LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS
WARREN COUNTY BOARD OF ELECTIONS
October 3, 2024

COMMITTEE MEMBERS: LIST STANDING COMMITTEE MEMBERS HERE

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:
1. Request: BUDGET REVIEW

Rationale: REVIEW 2025 BUDGET PRESENTED TO BUDGET COMMITTEE

V. Discussion Items:

VI. Referrals/Pending Items:

VII. Privilege of the floor and public comment

VIII. Motion to adjourn

_____
Attachments:

WARREN COUNTY
BOARD OF ELECTIONS
1340 State Route 9 * 3rd Floor Human Services Building* Lake George, NY
518-761-6456 FAX 518-761-6480 email boe@warrencountyny.gov

Elizabeth J McLaughlin | Kimberly Ross | Jacob Baird
William T VanNess | Harold T. Hubbard | Caroline Clesceri
Commissioners | Deputy Commissioners | Election Specialist

Please see the attached summary of Budget changes for 2025 that show over a 7% REDUCTION in the BOE Annual Budget.

This a "Summary" does not include reductions/additions beyond our control.

1. **- $20,000 Budget Code A-1450.410 Supplies**
2. **- $ 1,400 Budget Code A-1450.421 Equipment Rental**
3. **- $ 4,900 Budget Code A-1450.422 Repair/Maint-Equipment**
4. **- $ 85 Budget Code A-1450.423 Telephone**
5. **- $ 4,000 Budget Code A-1450.424 Postage**
6. **+$ 30 Budget Code A-1450.427 Membership Dues**
7. **- $ 50 Budget Code A-1450.428 Data Processing & Internet Fees**
8. **- $50,000 Budget Code A-1450.439 Misc Fees & Expenses – due to 2 Elections vs. 3 Elections for 2024**
9. **+$ 1,500 Budget Code A-1450.444 Travel/Education/Conference**
10. **- $13,431 Budget Code A-1450.470 Contracts**

Total reduction on ALL codes is -$52,814.00 from 2024 to 2025.

Revenues increased +$6,640 due to school elections

In regards to the "Personal Requests," it is restructuring the BOE Salary Schedule to eliminate "Board of Elections Extra Help." Redistributing the monies ($8,000 Board of Elections Extra Help) and ($17,156 from Voting System Techs) to Supervisor Voting Machine 1&2. The hourly rate for this position will increase to $23.12ph to include the year end stipend of $672.00. This eliminates the $672 year end stipend and makes the money for each one of these positions (if needed) at $9,250.

We are also requesting $500 from the Voting System Techs account to be placed in a new overtime code for the new Sr. Clerk/Election Mgt Tech 1&2

This leaves $8,344 in the Voting System Techs Salary Schedule

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Board Of Elections

BUDGET ACCOUNT CODE: A.1450

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	$362,569.01	$426,393.00	$426,393.00	$426,393.00
200's EQUIPMENT	$6,285.44	$350.00	$584,114.00	$0.00
400's CONTRACTUAL	$258,845.66	$356,810.00	$502,623.24	$264,589.00
800's EMPLOYEE BENEFITS	$104,284.73	$117,286.00	$117,286.00	$157,043.00
TOTALS	**$731,984.84**	**$900,839.00**	**$1,630,416.24**	**$848,025.00**

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
$73,860.00	$73,500.00	$231,713.24	$80,500.00

SIGNED: _____

DEPARTMENT HEAD

TITLE: _____

DATE: _____

Warren County, NY

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 1450 - Board Of Elections						
Intergovernmental Charges						
2215	Election Service Charges	73,860.00	73,500.00	73,500.00	80,500.00	80,500.00
	Intergovernmental Charges Totals	$73,860.00	$73,500.00	$73,500.00	$80,500.00	$80,500.00
State Aid						
3052	NYS Aid to Localities	.00	.00	26,599.32	.00	.00
3055	Technology Innovation and Election Resource (TIER) Grant Program	.00	.00	7,622.57	67,496.53	.00
3056	Absentee Ballot Program	.00	.00	23,799.20	17,689.47	.00
3057	Ballot by Mail Grant	.00	.00	36,831.78	.00	.00
3058	Poll Book Grant	.00	.00	63,360.37	.00	.00
	State Aid Totals	$0.00	$0.00	$158,213.24	$85,186.00	$0.00
	Department 1450 - Board Of Elections Totals	$73,860.00	$73,500.00	$231,713.24	$165,686.00	$80,500.00
	REVENUE TOTALS	$73,860.00	$73,500.00	$231,713.24	$165,686.00	$80,500.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
Personal Services						
110	Salaries - Regular	330,383.16	399,049.00	399,049.00	245,544.23	399,049.00
120	Salaries - Overtime	7.10	.00	.00	.00	.00
130	Salaries - Part Time	32,178.75	27,344.00	27,344.00	15,922.73	27,344.00
	Personal Services Totals	$362,569.01	$426,393.00	$426,393.00	$261,466.96	$426,393.00
Equipment						
210	Furniture/Furnishings	4,694.97	.00	915.40	.00	.00
220	Office Equipment	1,590.47	.00	14,159.60	11,141.25	.00
220.1	Office Equipment - Reserve	.00	.00	20,000.00	4,248.68	.00
260	Other Equipment	.00	350.00	549,039.00	548,642.27	.00
	Equipment Totals	$6,285.44	$350.00	$584,114.00	$564,032.20	$0.00
Contractual Expense						
410	Supplies	39,215.22	70,000.00	70,000.00	42,104.72	50,000.00
418	Ins-General Liability	724.22	870.00	840.00	826.93	910.00
421	Equipment Rental	3,400.77	5,400.00	5,400.00	2,432.11	4,000.00
422	Repair/Maint-Equipment	300.00	5,200.00	300.00	.00	300.00
	Comments					
	Level — *Comment*					
	Departmental Request — PC 67336 $300.00 Metroland yearly maintenance					
423	Telephone	534.22	685.00	685.00	259.32	600.00
424	Postage	20,245.67	24,000.00	84,630.98	22,126.64	20,000.00
426	Subscriptions	.00	.00	60.00	60.00	75.00
	Comments					
	Level — *Comment*					
	Departmental Request — RSS Audio subscription for ballot definition.					
427	Memberships & Dues	140.00	150.00	180.00	180.00	180.00
428	Data Processing & Internet Fees	420.00	500.00	500.00	492.00	450.00
436	Advertising Fees	2,236.36	4,000.00	4,000.00	2,066.26	4,000.00
439	Misc Fees & Expenses	63,785.25	150,000.00	190,493.26	53,255.00	100,000.00
444	Travel/Education/Conference	4,246.65	6,000.00	7,500.00	2,884.73	7,500.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
EXPENSE						
Department	1450 - Board Of Elections					
Contractual Expense						
470	Contract	123,597.30	90,005.00	138,034.00	129,432.78	76,574.00

Comments

Level	*Comment*
Departmental Request	Clear Ballot reso 2022/404 5yr Jan'23-Dec'27 prepaid $45,159.00 - $9032.00 ES&S reso 2024/200 3yr $38,192.00 year 2 payment TENEX reso 2024/48 $12,150.00 Sage Smith reso 2022/534 $15,200.00 Church of Messiah Glens Falls hall rental for 10 days for each election at $1,000.00 per election. 2025 2 elections June Primary November General.

	Contractual Expense Totals	$258,845.66	$356,810.00	$502,623.24	$256,120.49	$264,589.00
Employee Benefits						
810	Retirement	22,798.99	41,997.00	41,997.00	21,729.31	48,037.00
830	Social Security	21,625.68	26,435.00	26,435.00	15,380.78	26,435.00
831	Medicare Contribution	5,057.63	6,184.00	6,184.00	3,597.12	6,184.00
860	Hospitalization	38,261.66	27,677.00	27,677.00	34,660.32	65,111.00
865	Dental Insurance	764.64	576.00	576.00	576.32	936.00
	Employee Benefits Totals	$88,508.60	$102,869.00	$102,869.00	$75,943.85	$146,703.00
Other Benefits						
840	Workmen's Compensation	3,652.00	1,640.00	1,640.00	1,639.00	1,766.00
861	Retirees Hospitalization	9,838.68	9,027.00	9,027.00	4,324.34	7,824.00
862	Health Insurance Cost Reimbursement	2,285.45	3,750.00	3,750.00	.00	750.00
	Other Benefits Totals	$15,776.13	$14,417.00	$14,417.00	$5,963.34	$10,340.00
	Department 1450 - Board Of Elections Totals	$731,984.84	$900,839.00	$1,630,416.24	$1,163,526.84	$848,025.00
	EXPENSE TOTALS	$731,984.84	$900,839.00	$1,630,416.24	$1,163,526.84	$848,025.00
	Fund A - General Totals					
	REVENUE TOTALS	$73,860.00	$73,500.00	$231,713.24	$165,686.00	$80,500.00
	EXPENSE TOTALS	$731,984.84	$900,839.00	$1,630,416.24	$1,163,526.84	$848,025.00
	Fund A - General Totals	($658,124.84)	($827,339.00)	($1,398,703.00)	($997,840.84)	($767,525.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	$73,860.00	$73,500.00	$231,713.24	$165,686.00	$80,500.00
	EXPENSE GRAND TOTALS	$731,984.84	$900,839.00	$1,630,416.24	$1,163,526.84	$848,025.00
	Net Grand Totals	($658,124.84)	($827,339.00)	($1,398,703.00)	($997,840.84)	($767,525.00)

2025 Salary Schedule (Position Budgeting)
Board of Elections

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13808	Baird, Jacob	Sr. Clerk/Election Mgt Tech #2	$50,698.00	Full Time	Out of UnitFT	7/17/2023
	N/A / $24.37	N/A / $24.37				
13815	Clesceri, Caroline	Sr. Clerk/Election Mgt Tech #1	$50,698.00	Full Time	Out of UnitFT	7/19/2023
	N/A / $24.37	N/A / $24.37				
13799	Hubbard IV, Harold	Deputy Commissioner Elections #1	$59,231.00	Full Time	Appointed F/T	6/19/2023
	N/A / $32.54	N/A / $32.54				
9761	McLaughlin, Elizabeth	Commissioner Elections #1	$86,249.00	Full Time	Appointed F/T	9/13/2010
	N/A / $47.39	N/A / $47.39				
12010	Ross, Kimberly	Deputy Commissioner Elections #2	$65,924.00	Full Time	Appointed F/T	1/1/2015
	N/A / $36.22	N/A / $36.22				
6301	VanNess, William	Commissioner Elections #2	$86,249.00	Full Time	Appointed F/T	2/28/2017
	N/A / $47.39	N/A / $47.39				
		Board Of Elections Extra Help 2	$8,000.00			
	N/A / $0.00	N/A / $0.00				
		Supervisor Voting Machine #1	$672.00			
	N/A / $20.00	N/A / $20.00				
		Supervisor Voting Machine #2	$672.00			
	N/A / $20.00	N/A / $20.00				
		Voting System Technicians	$18,000.00			
	N/A / $20.00	N/A / $20.00				
		10	**$426,393.00**			

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Board of Elections

BUDGET CODE: 1450-120 Overtime

TITLE OF POSITION: Sr. Clerk/Election Mgt Tech #1 & #2

FOR NEW POSITIONS

Is the requested position: ☐ In Unit ☐ Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? ☐ YES ☐ NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : ____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: add $500.00 to overtime for positions above

Justification for Request: Our office works extended hours during elections. If comp time is not used by the end of the year overtime will need to be paid out.

Projected change in Salary Dollars: Click or tap here to enter text.

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Board of Elections

BUDGET CODE: 1450 130 Part time

TITLE OF POSITION: Supervisor Voting machine #1 & #2

FOR NEW POSITIONS

Is the requested position: ☐ In Unit ☐ Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? ☐ YES ☐ NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : ____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Eliminate Board of Elections Extra Help #2 move $8,000.00 to Supervisor Voting Machine #1 & #2 to make these positions $23.12 per hour budgeting approx. 400 hours totaling $18,500 $9,250.00 per. This will include the $672.00 year end stiphend. $9,156 will be moved from Voting System Technicians and moved to Supervisor Voting Machine #1 & #2 to offset the remainder of the $18,500.00. $8344.00 will remain in Voting Machine Technicians position. This will leave $500.00 to add to 1450-120 Overtime. See attached chart.

Justification for Request: To Clean up the Salary Schedule. Elimate paying the year end stipened, but incorporate that amount of money $672.00 to their payrate. Add overtime funds for unused comptime.

Projected change in Salary Dollars: Click or tap here to enter text.

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

BUDGET YEAR	2025			
POSITION TITLE	DEPARTMENTAL REQUEST	BUDGETS OFFICER'S RECOMMENDATION	TENATIVE BUDGET	
A.1450 – GENERAL BOARD OF ELECTIONS				
BOARD OF ELECTIONS EXTRA HELP ()				
COMMISSIONER ELECTIONS #1	$86,249.00	$86,249	$86,249	
COMMISSIONER ELECTIONS #2	$86,249.00	$86,249	$86,249	
DEPUTY COMMISSIONER ELECTIONS #1	$59,231.00	$59,231.00	59,231.00	
DEPUTY COMMISSIONER ELECTIONS #1	$65,924.00)	$65,924.00	$65,924.00	
SR. CLERK/ELECTION MGT TECH #1	$50,698.00	$50,698.00	$50,698.00	
SR. CLERK/ELECTION MGT TECH #2	$50,698.00	$50,698.00	$50,698.00	
SUPERVISOR VOTING MACHINE #1	$9,250.00 (**$23.12ph**)	$9,250.00	$9,250.00	
SUPERVISOR VOTING MACHINE #1	$9,250.00 (**$23.12ph**)	$9,250.00	$9,250.00	
VOTING MACHINE TECHNICIANS	$8,344.00 ((**$20.33ph**)	$8,344.00 ((**$20.33ph**)	$8,344.00 ((**$20.33ph**)	
OVERTIME BUDGET	$500.00	$500.00	$500.00	
			TOTAL	