

LEGISLATIVE, RULES & GOVERNMENT OPERATIONS COMMITTEE MEETING
BOARD OF ELECTIONS
JUNE 27, 2025

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. Action Agenda/New Business Items:
 1. Request: Enter into a three (3) year license agreement with NTS Data Services, LLC for software (Apex, Pacets, and IMS)
Rationale: Our office is not satisfied with the functionality of ES&S Power Profile. From providing simple and accurate Walking and Absentee Lists to establishing the correct information to run a Primary Election. NTS has everything we need to successfully run our office and our elections. NTS is the only system that is New York based, keeping up to date on the ever changing NYS Election Law, while fulfilling all cybersecurity mandates.
 2. Request: To authorize the Chairman of the Board to execute grant agreement with the NYS Board of Elections 2025 Elections Grant in an amount not to exceed \$7,517.99.
Rationale: Annual State grant funding
 3. Request: To amend the 2025 County Budget in the amount of \$7,517.99
Rationale: To reflect the receipt of NYS 2025 Elections Grant Funding
 4. Request: To authorize the Chairman of the Board to execute grant agreement with the NYS Board of Elections for 2025 Vote by Mail Grant funding in an amount not to exceed \$18,970.92.
Rationale: Annual State grant funding
 5. Request: To amend the 2025 County Budget in the amount of \$18,970.92
Rationale: To reflect the receipt of NYS 2025 Vote by Mail Grant funding
- IV. Discussion Items:
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 3 – New contract with NTS Data Services, LLC
2. Resolution Request Form No. 5 – Authorizing agreement with NYSBOE for 2025 Elections Grant
3. Resolution Request Form No. 7 – Amend County Budget for 2025 Elections Grant funds
4. Resolution Request Form No. 5 – Authorizing agreement with NYSBOE for 2025 Vote by Mail Grant
5. Resolution Request Form No. 7 – Amend County Budget for 2025 Vote by Mail Grant funds

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Board of Elections

DATE: June 27, 2025

- (a) Is this a Result of a Bid or Request for Proposal? **SoleSorce**
- (b) Purpose of Contract: **Voter Registration Management System**
- (c) Name of Contractor: **NTS**
- (d) Address of Contractor: **2079 SawyerDrive, NiagaraFalls, NY14304**
- (e) Contractor's Contact Person and Telephone Number: **Samantha Sevenish, Vice President 1-800-458-3820Ext202**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **September1,2025**
- (h) Termination Date of Contract: **December31, 2028**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$216,552.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Migration fee of 38,000.00 paid September 1, 2025 \$55,000.00 year 1 \$59,400.00 year 2 and \$64,152.00 year 3**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **1450-470 contract****

**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. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Board of Elections

DATE: June 27, 2025

- (a) Purpose of Grant: **2025 ELECTIONS GRANT**
- (b) Name of Grantor: **New York State Board of Elections**
- (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: **04/01/2025**
- (g) Termination Date of Grant: **3/31/2026**
- (h) Total Dollar Amount Involved (not to exceed): **\$7,617.99**
- (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? **NO** 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

2025 Elections Grant Background

The New York State Aid to Localities Budget authorized \$1 million to be made available to local Boards of Elections for the reimbursement of eligible operating costs related to elections to be held in November of 2025.

The State Board of Elections has determined a County Board funding distribution based on voter enrollment. Each County Board of Elections will receive a percentage of the funds based on their total enrolled voters. Each County will also receive a base amount of \$5,000 to ensure smaller Counties have a reasonable amount of funds needed to fulfill the goals of the grant.

Eligible operating costs, include, but are not limited to, expenses related to the running of an Election such as temporary staff, poll site supplies, election equipment, and public awareness campaigns. Provided, any funds received by a County under this appropriation shall be used to supplement and not supplant current local expenditures of federal, state or local funds that the county currently spends for the administration of elections or has budgeted, for costs related to elections held in 2025.

This grant fund distribution program does not provide for the direct release of State funds to counties. County Boards of Elections may submit a claim for payment, after the purchase of such products and services with county funds, for reimbursement of either some or all those costs, provided the purchases were reasonable, allowable and allocable. Substantial evidence must be included with each claim, and prior to the award of any reimbursement, all claims will be reviewed for the products' and/or services' compliance with the NYSBOE guidelines for allowable expenses. Reimbursement will be made for allowable costs which have not previously been claimed for reimbursement for the same expenses elsewhere.

2024-2025 Contract Terms			
Current Contract Term:			
From:	4/1/2025	To:	3/31/2026
Current Contract Period			
From:	4/1/2025	To:	3/31/2026

Aid to Localities Budget Language
1 The amounts appropriated herein shall be
2 made available to local boards of
3 elections, including the New York city
4 board of elections, for the reimbursement
5 of eligible operating costs. The state
6 board of elections shall develop a plan
7 for the distribution of such funds to
8 local boards of elections for reimburse-
9 ment of eligible operating costs, includ-
10 ing, but not limited to, the temporary
11 employment of personnel, technological
12 upgrades and public awareness campaigns,
13 provided that such reimbursement shall be
14 apportioned based on the number of regis-
15 tered voters in a county. Any funds
16 received by a county under this appropri-
17 ation shall be used to supplement and not
18 supplant current local expenditures of
19 federal, state or local funds that the
20 county currently spends for the adminis-
21 tration of elections or has budgeted for
22 costs related to elections to be held in
23 2025. A copy of such plan shall be sent to
24 the director of the division of the budg-
25 et, the senate finance committee, and the
26 assembly ways and means committee 1,000,000

Allowable Expenses
<ul style="list-style-type: none"> ▪ Temporary workers ▪ Additional poll workers and election inspectors ▪ Costs related to opening additional early voting poll site locations ▪ Printing of additional ballots and envelopes for early mail and absentee ballots, and in-person ballots ▪ Additional mailing and postage ▪ Costs related to maintaining security at poll sites included but not limited to equipment seals, secure cellular services and internet providers for electronic poll books, de-escalation training, generators and other back up power sources, and poll site security ▪ Supplies related to administering the election, including but not limited to pens, markers, ballot paper, cleaning supplies, signs, extension cords, power strips, and other materials ▪ Equipment and technology related to running an election included but not limited to mail processing equipment, ballot on demand printers, ballot scanners, central count tabulators and scanners, voter registration systems, and associated software and installation/migration fees ▪ Transportation fees for the transportation of machines and equipment to early voting and election day poll sites ▪ Vendor costs for the printing and sending of ballots and other functions related to administration of the election ▪ Costs related to public awareness campaigns including but not limited to printing, physical/online distribution of educational materials, and advertisement and marketing fees ▪ Provided, all allowable expenses must not supplant current local expenditures of federal, state or local funds that the county currently spends for the administration of elections or has budgeted, for costs related to elections held in 2025 ▪ Other expenses directly related to administering elections in 2025, that have not previously been budgeted for, may be considered for reimbursement based upon documentation submitted by County Boards of Election

2025 Election Grant Distribution

Total Grant Funds	\$ 1,000,000.00
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Counties	Total Enrolled Voters (Active and Inactive)	Percent of State Voter Population	\$5,000
			Grant Distribution (\$5K Base)
Albany	215,200	1.64%	\$16,288.81
Allegany	28,418	0.22%	\$6,490.73
Broome	132,460	1.01%	\$11,948.50
Cattaraugus	50,087	0.38%	\$7,627.43
Cayuga	50,817	0.39%	\$7,665.72
Chautauqua	84,289	0.64%	\$9,421.57
Chemung	55,051	0.42%	\$7,887.83
Chenango	31,951	0.24%	\$6,676.06
Clinton	53,397	0.41%	\$7,801.06
Columbia	49,153	0.37%	\$7,578.43
Cortland	30,974	0.24%	\$6,624.81
Delaware	31,753	0.24%	\$6,665.68
Dutchess	216,941	1.65%	\$16,380.14
Erie	676,244	5.14%	\$40,473.94
Essex	27,760	0.21%	\$6,456.21
Franklin	28,588	0.22%	\$6,499.65
Fulton	35,453	0.27%	\$6,859.77
Genesee	39,854	0.30%	\$7,090.63
Greene	34,815	0.26%	\$6,826.30
Hamilton	4,414	0.03%	\$5,231.55
Herkimer	42,557	0.32%	\$7,232.43
Jefferson	68,180	0.52%	\$8,576.54
Lewis	19,658	0.15%	\$6,031.21
Livingston	41,755	0.32%	\$7,190.35
Madison	46,313	0.35%	\$7,429.46
Monroe	523,262	3.98%	\$32,448.92
Montgomery	31,374	0.24%	\$6,645.80
Nassau	1,059,399	8.05%	\$60,573.22
Niagara	148,639	1.13%	\$12,797.20
Oneida	142,169	1.08%	\$12,457.80
Onondaga	328,769	2.50%	\$22,246.34
Ontario	82,871	0.63%	\$9,347.19
Orange	263,623	2.00%	\$18,828.95
Orleans	26,044	0.20%	\$6,366.20
Oswego	79,769	0.61%	\$9,184.47
Otsego	38,881	0.30%	\$7,039.59
Putnam	75,815	0.58%	\$8,977.05
Rensselaer	116,069	0.88%	\$11,088.67
Rockland	220,553	1.68%	\$16,569.62
Saratoga	194,079	1.48%	\$15,180.86

Schenectady	107,154	0.81%	\$10,621.01
Schoharie	21,492	0.16%	\$6,127.41
Schuyler	13,231	0.10%	\$5,694.06
Seneca	21,550	0.16%	\$6,130.46
St.Lawrence	64,914	0.49%	\$8,405.21
Steuben	65,999	0.50%	\$8,462.13
Suffolk	1,124,517	8.55%	\$63,989.14
Sullivan	54,434	0.41%	\$7,855.46
Tioga	34,538	0.26%	\$6,811.77
Tompkins	66,317	0.50%	\$8,478.81
Ulster	136,665	1.04%	\$12,169.08
Warren	49,907	0.38%	\$7,617.99
Washington	40,628	0.31%	\$7,131.24
Wayne	62,964	0.48%	\$8,302.92
Westchester	694,659	5.28%	\$41,439.94
Wyoming	26,387	0.20%	\$6,384.19
Yates	14,790	0.11%	\$5,775.84
Total Outside NYC	8,027,544	61.03%	\$706,103.36
Bronx	776,342	5.90%	\$45,724.81
Kings	1,598,744	12.15%	\$88,865.81
New York	1,100,984	8.37%	\$62,754.66
Queens	1,317,966	10.02%	\$74,136.95
Richmond	331,973	2.52%	\$22,414.41
Total NYC	5,126,009	38.97%	\$293,896.64
Statewide Total	13,153,553	100.00%	\$1,000,000.00

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 Elctions

DATE: June 27, 2025

- (a) Purpose of Amendment: **ELECTIONS GRANT \$7,617.99**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.439**

- (c) Revenue Code (with title), and Amount: **A.1450 3052**

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Board of Elections

DATE: June 27, 2025

- (a) Purpose of Grant: **Vote by Mail Grant**
- (b) Name of Grantor: **New York State Board of Elections**
- (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: **04/01/2025**
- (g) Termination Date of Grant: **3/31/2026**
- (h) Total Dollar Amount Involved (not to exceed): **\$18,970.92**
- (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? **NO** 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

Vote By Mail Grant Background

The New York State Aid to Localities Budget authorized \$5 million be made available to local boards of elections for reimbursement of costs related to providing pre-paid return postage and outgoing postage on absentee ballots and applications, and early voting by mail ballots and applications as enacted by chapter 481 of the laws of 2023.

The State Board of Elections has determined a County Board funding distribution based on voter enrollment. This grant fund distribution program does not provide for the direct release of State funds to counties. County Boards of Elections may submit a claim for payment, after the purchase of such products and services with county funds, for reimbursement of either some or all those costs, provided the purchases were reasonable, allowable and allocable. Substantial evidence must be included with each claim, and prior to the award of any reimbursement, all claims will be reviewed for the products' and/or services' compliance with the NYSBOE guidelines for allowable expenses. Reimbursement will be made for allowable costs which have not previously been claimed for reimbursement for the same expenses elsewhere.

Such funds may be used to reimburse County Boards of Elections for allowable expenditures made in securing products or services related to providing pre-paid postage for early mail and absentee ballots, applications, and return envelopes.

2024-2025 Contract Terms			
Current Contract Term:			
	From: 4/1/2025	To:	3/31/2026
Current Contract Period			
	From: 4/1/2025	To:	3/31/2026

Allowable Expenses	
<ul style="list-style-type: none"> ▪ Postage and return postage for outgoing and incoming ballots, applications, and cures ▪ Postage Meters and associated supplies, including but not limited to ink, postage meter strips, replacement parts, labels, and sealing solution ▪ Fees associated with USPS account billing ▪ Envelopes ▪ Automated mailing equipment including but not limited to folding, inserting, opening, and sealing equipment ▪ Shipping supplies, including but not limited to paper, tape, manual letter openers, postal scales, envelope and stamp moisteners, rubber stamps, transport carts, and folders ▪ Other materials related to sorting and counting of early mail and absentee ballots, including but not limited to ballot tabulators, sorting machines, sorting bins, secure pouches, and other ballot collection receptacles ▪ Fees related to set up and usage of Intelligent Mail Barcodes ▪ Temporary staff and overtime for full time staff to assist in sorting, sending, and intaking mail ▪ Vendors to produce absentee envelopes and ballots, and/or mail early mail and absentee envelopes and ballots ▪ Costs related to the creation and implementation of a cure portal including maintenance fees 	

Aid to Localities Budget Language	
<p>29 The amounts appropriated herein shall be 30 made available to local boards of 31 elections for reimbursement of costs 32 related to providing pre-paid return post- 33 age and outgoing postage on absentee 34 ballots and applications, and Early Mail 35 Voting ballots and applications as enacted 36 by chapter 481 of the laws of 2023, pursu- 37 ant to a plan by the state board of 38 elections. A copy of such plan shall be 39 sent to the director of the division of 40 budget, the senate finance committee, and 41 the assembly ways and means committee 42 (23504)</p>	<p>5,000,000</p>

Vote By Mail Grant Distribution

Total Grant Funds	\$ 5,000,000.00
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Counties	Total Enrolled Voters (Active and Inactive)	Percent of State Voter Population	Grant Distribution (No Base)
Albany	215,200	1.64%	\$81,802.99
Allegany	28,418	0.22%	\$10,802.40
Broome	132,460	1.01%	\$50,351.41
Cattaraugus	50,087	0.38%	\$19,039.34
Cayuga	50,817	0.39%	\$19,316.83
Chautauqua	84,289	0.64%	\$32,040.39
Chemung	55,051	0.42%	\$20,926.29
Chenango	31,951	0.24%	\$12,145.39
Clinton	53,397	0.41%	\$20,297.56
Columbia	49,153	0.37%	\$18,684.31
Cortland	30,974	0.24%	\$11,774.01
Delaware	31,753	0.24%	\$12,070.12
Dutchess	216,941	1.65%	\$82,464.79
Erie	676,244	5.14%	\$257,057.54
Essex	27,760	0.21%	\$10,552.28
Franklin	28,588	0.22%	\$10,867.03
Fulton	35,453	0.27%	\$13,476.59
Genesee	39,854	0.30%	\$15,149.52
Greene	34,815	0.26%	\$13,234.07
Hamilton	4,414	0.03%	\$1,677.87
Herkimer	42,557	0.32%	\$16,177.00
Jefferson	68,180	0.52%	\$25,916.95
Lewis	19,658	0.15%	\$7,472.51
Livingston	41,755	0.32%	\$15,872.14
Madison	46,313	0.35%	\$17,604.75
Monroe	523,262	3.98%	\$198,905.19
Montgomery	31,374	0.24%	\$11,926.06
Nassau	1,059,399	8.05%	\$402,704.50
Niagara	148,639	1.13%	\$56,501.46
Oneida	142,169	1.08%	\$54,042.05
Onondaga	328,769	2.50%	\$124,973.46
Ontario	82,871	0.63%	\$31,501.37
Orange	263,623	2.00%	\$100,209.81
Orleans	26,044	0.20%	\$9,899.99
Oswego	79,769	0.61%	\$30,322.23
Otsego	38,881	0.30%	\$14,779.66
Putnam	75,815	0.58%	\$28,819.21
Rensselaer	116,069	0.88%	\$44,120.78
Rockland	220,553	1.68%	\$83,837.80
Saratoga	194,079	1.48%	\$73,774.36

Schenectady	107,154	0.81%	\$40,731.96
Schoharie	21,492	0.16%	\$8,169.66
Schuyler	13,231	0.10%	\$5,029.44
Seneca	21,550	0.16%	\$8,191.70
St.Lawrence	64,914	0.49%	\$24,675.46
Steuben	65,999	0.50%	\$25,087.90
Suffolk	1,124,517	8.55%	\$427,457.51
Sullivan	54,434	0.41%	\$20,691.75
Tioga	34,538	0.26%	\$13,128.77
Tompkins	66,317	0.50%	\$25,208.78
Ulster	136,665	1.04%	\$51,949.84
Warren	49,907	0.38%	\$18,970.92
Washington	40,628	0.31%	\$15,443.74
Wayne	62,964	0.48%	\$23,934.22
Westchester	694,659	5.28%	\$264,057.55
Wyoming	26,387	0.20%	\$10,030.37
Yates	14,790	0.11%	\$5,622.06
Total Outside NYC	8,027,544	61.03%	\$3,051,473.62
Bronx	776,342	5.90%	\$295,107.34
Kings	1,598,744	12.15%	\$607,723.25
New York	1,100,984	8.37%	\$418,512.02
Queens	1,317,966	10.02%	\$500,992.39
Richmond	331,973	2.52%	\$126,191.38
Total NYC	5,126,009	38.97%	\$1,948,526.38
Statewide Total	13,153,553	100.00%	\$5,000,000.00

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 Elctions

DATE: June 27, 2025

- (a) Purpose of Amendment: **VOTE BY MAIL GRANT \$18,970.92**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.424**

- (c) Revenue Code (with title), and Amount: **A.1450 3057**