

LEGISLATIVE, RULES & GOVERNMENT OPERATIONS  
WARREN COUNTY BOARD OF ELECTIONS  
October 2, 2025

COMMITTEE MEMBERS: LIST STANDING COMMITTEE MEMBERS HERE

Chair : 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
- IV. Action Agenda/New Business Items:
  1. Request: Reso. #464 of 2022 change Election Service Fees charged to Towns/City beginning in 2026  
  
Rationale: Due to redistricting election districts for 2023 and research for 2026 budgeting we found some north county towns paid disproportionately more. We have come up with a formula based upon registered voters per election district (ED).
    - ED with 1000 Active voters or less cost \$1,750
    - ED with 1001 – 1500 Active voters cost \$2,000
    - ED with 1501 – 2000 Active voters cost \$2,250
    - ED with 2001 or more Active Voters cost \$2,500This formula will be reviewed after each Presidential Election during budgeting time barring any unforeseen extenuating circumstances.
- V. Discussion Items:
  1. 2026 Budget Review
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments: 1. Reso. request change in fees for election services to towns/city  
2. 2026 Budget  
3. 2024 Accomplishments 2026 Goals

# **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: October 2, 2025**

- (a) Purpose of Request: **To amend Resolution 464 of 2022**
- (b) Details: **Change election service fees to Towns/City from \$1,500 per Election District (ED) to:**
- **ED with 1000 Active voters or less cost \$1,750**
  - **ED with 1001 – 1500 Active voters cost \$2,000**
  - **ED with 1501 – 2000 Active voters cost \$2,250**
  - **ED with 2001 or more Active Voters cost \$2,500**
- This formula will be reviewed after each Presidential Election during budgeting time barring any unforeseen extenuating circumstances.**
- (c) Previous Resolution Number: **464 of 2022 and 215 of 2017**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A1450-2215 Revenue Election Service Charges**

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

\* as listed in budget and LOGOS

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

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2026 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Board Of Elections  
BUDGET ACCOUNT CODE: A.1450

<b>OBJECT CODES</b>	<b>2024 EXPENDITURES</b>	<b>2025 ADOPTED</b>	<b>2025 AMENDED</b>	<b>2026 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$445,091.28	\$438,364.00	\$438,364.00	\$438,364.00
200's EQUIPMENT	\$658,679.93	\$0.00	\$21,650.00	\$0.00
400's CONTRACTUAL	\$359,151.34	\$264,589.00	\$312,001.67	\$319,819.00
800's EMPLOYEE BENEFITS	\$132,654.21	\$156,675.00	\$156,675.00	\$176,551.00
<b>TOTALS</b>	<b>\$1,595,576.76</b>	<b>\$859,628.00</b>	<b>\$928,690.67</b>	<b>\$934,734.00</b>

<b>2024 REVENUES</b>	<b>2025 ADOPTED REVENUES</b>	<b>2025 AMENDED REVENUES</b>	<b>2026 DEPARTMENT REQUESTS</b>
\$254,782.09	\$80,500.00	\$149,715.78	\$82,250.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	REVENUE					
	Department 1450 - Board Of Elections					
	Intergovernmental Charges					
2215	Election Service Charges	80,500.00	80,500.00	80,500.00	81,250.00	82,250.00
	<i>Intergovernmental Charges Totals</i>	<b>\$80,500.00</b>	<b>\$80,500.00</b>	<b>\$80,500.00</b>	<b>\$81,250.00</b>	<b>\$82,250.00</b>
	State Aid					
3052	NYS Aid to Localities	.00	.00	7,617.99	.00	.00
3055	Technology Innovation and Election Resource (TIER) Grant Program	67,496.53	.00	.00	.00	.00
3056	Absentee Ballot Program	16,825.87	.00	5,795.09	42,626.87	.00
3057	Ballot by Mail Grant	.00	.00	55,802.70	.00	.00
3058	Poll Book Grant	89,959.69	.00	.00	(.30)	.00
	<i>State Aid Totals</i>	<b>\$174,282.09</b>	<b>\$0.00</b>	<b>\$69,215.78</b>	<b>\$42,626.57</b>	<b>\$0.00</b>
	Department 1450 - Board Of Elections Totals	<b>\$254,782.09</b>	<b>\$80,500.00</b>	<b>\$149,715.78</b>	<b>\$123,876.57</b>	<b>\$82,250.00</b>
	REVENUE TOTALS	<b>\$254,782.09</b>	<b>\$80,500.00</b>	<b>\$149,715.78</b>	<b>\$123,876.57</b>	<b>\$82,250.00</b>

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
Department 1450 - Board Of Elections						
<i>Personal Services</i>						
110	Salaries - Regular	402,065.83	411,020.00	411,020.00	249,183.19	411,020.00
120	Salaries - Overtime	4,682.74	500.00	500.00	10.04	500.00
130	Salaries - Part Time	38,342.71	26,844.00	26,844.00	12,000.55	26,844.00
	<i>Personal Services Totals</i>	<b>\$445,091.28</b>	<b>\$438,364.00</b>	<b>\$438,364.00</b>	<b>\$261,193.78</b>	<b>\$438,364.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	915.40	.00	5,580.00	5,487.15	.00
220	Office Equipment	23,835.98	.00	16,070.00	15,987.76	.00
220.1	Office Equipment - Reserve	11,609.28	.00	.00	.00	.00
260	Other Equipment	622,319.27	.00	.00	.00	.00
	<i>Equipment Totals</i>	<b>\$658,679.93</b>	<b>\$0.00</b>	<b>\$21,650.00</b>	<b>\$21,474.91</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	67,887.38	50,000.00	50,000.00	30,359.85	70,000.00
418	Ins-General Liability	826.93	910.00	756.89	756.89	947.00
421	Equipment Rental	5,554.31	4,000.00	4,000.00	300.71	4,500.00
422	Repair/Maint-Equipment	315.00	300.00	795.25	383.99	600.00
423	Telephone	406.44	600.00	600.00	180.56	600.00
424	Postage	24,674.55	20,000.00	81,597.79	18,622.76	22,000.00
426	Subscriptions	60.00	75.00	75.00	.00	2,235.00
427	Memberships & Dues	180.00	180.00	180.00	180.00	180.00
428	Data Processing & Internet Fees	492.00	450.00	450.00	450.00	450.00
436	Advertising Fees	4,314.16	4,000.00	4,000.00	724.75	4,500.00
439	Misc Fees & Expenses	107,405.00	100,000.00	84,972.74	26,767.00	110,000.00
442	Automotive - Gas & Oil	.00	.00	500.00	90.07	200.00
444	Travel/Education/Conference	6,649.73	7,500.00	7,500.00	3,309.60	9,600.00
470	Contract	140,385.84	76,574.00	76,574.00	16,420.00	94,007.00
<i>Comments</i>						
	<i>Level</i>					
	Departmental Request	Clear Ballot Reso 2022/404 5yr Jan'23-Dec'27 prepaid \$45,159.00 - \$9,032.00 NTS Reso 2025/251 3yr. Yr1 \$55,000.00 Sept'25-Dec.31,2028 Tenex Reso 2025/60 \$12,555.00 Sage Reso 2022/534 \$13,020.00 Election Worker contract 347-A-028 \$2,400. Church of the Messiah contract 347-A-028 \$1,000. for Early Voting each election. 2026 2 Elections\$2,000.00				
	<i>Contractual Expense Totals</i>	<b>\$359,151.34</b>	<b>\$264,589.00</b>	<b>\$312,001.67</b>	<b>\$98,546.18</b>	<b>\$319,819.00</b>
<i>Employee Benefits</i>						
810	Retirement	33,850.80	48,856.00	48,856.00	31,897.32	63,599.00

Account	Account Description	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1450 - Board Of Elections					
	Employee Benefits					
830	Social Security	26,252.57	27,180.00	27,180.00	15,410.52	27,180.00
831	Medicare Contribution	6,139.72	6,356.00	6,356.00	3,604.07	6,356.00
860	Hospitalization	56,691.36	61,392.00	61,392.00	34,068.79	64,991.00
865	Dental Insurance	936.52	936.00	936.00	539.36	936.00
	Employee Benefits Totals	\$123,870.97	\$144,720.00	\$144,720.00	\$85,520.06	\$163,062.00
	Other Benefits					
840	Workmen's Compensation	1,639.00	1,766.00	1,766.00	1,766.00	1,633.00
861	Retirees Hospitalization	7,144.24	9,439.00	9,439.00	5,491.50	10,356.00
862	Health Insurance Cost Reimbursement	.00	750.00	750.00	.00	1,500.00
	Other Benefits Totals	\$8,783.24	\$11,955.00	\$11,955.00	\$7,257.50	\$13,489.00
	Department 1450 - Board Of Elections Totals	\$1,595,576.76	\$859,628.00	\$928,690.67	\$473,992.43	\$934,734.00
	EXPENSE TOTALS	\$1,595,576.76	\$859,628.00	\$928,690.67	\$473,992.43	\$934,734.00
	Fund A - General Totals					
	REVENUE TOTALS	\$254,782.09	\$80,500.00	\$149,715.78	\$123,876.57	\$82,250.00
	EXPENSE TOTALS	\$1,595,576.76	\$859,628.00	\$928,690.67	\$473,992.43	\$934,734.00
	Fund A - General Totals	(\$1,340,794.67)	(\$779,128.00)	(\$778,974.89)	(\$350,115.86)	(\$852,484.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$254,782.09	\$80,500.00	\$149,715.78	\$123,876.57	\$82,250.00
	EXPENSE GRAND TOTALS	\$1,595,576.76	\$859,628.00	\$928,690.67	\$473,992.43	\$934,734.00
	Net Grand Totals	(\$1,340,794.67)	(\$779,128.00)	(\$778,974.89)	(\$350,115.86)	(\$852,484.00)

2026 Salary Schedule (Position Budgeting)  
Board of Elections

Emp#	Name	Position	Annual Earnings	Emp. Type	Benefit Group	Effective Date
	Final Grade & Rate	App. Grade & Rate				
13808	Baird, Jacob N/A / \$25.11	Sr. Clerk/Election Mgt Tech #2 N/A / \$25.11	\$52,219.00	Full Time	Out of UnitFT	7/17/2023
13862	Biddiscombe, Jeannie N/A / \$25.11	Sr. Clerk/Election Mgt Tech #1 N/A / \$25.11	\$52,219.00	Full Time	Out of UnitFT	11/13/2023
13166	Brennan, Robert N/A / \$23.12	Supervisor Voting Machine #2 N/A / \$23.12	\$9,250.00	Per Diem	Out of UnitPT	3/19/2018
13815	Clesceri, Caroline N/A / \$33.52	Deputy Commissioner Elections #1 N/A / \$33.52	\$61,008.00	Full Time	Appointed F/T	7/19/2023
13799	Hubbard IV, Harold N/A / \$48.81	Commissioner Elections #2 N/A / \$48.81	\$88,836.00	Full Time	Appointed F/T	6/19/2023
9761	McLaughlin, Elizabeth N/A / \$48.81	Commissioner Elections #1 N/A / \$48.81	\$88,836.00	Full Time	Appointed F/T	9/13/2010
12010	Ross, Kimberly N/A / \$37.31	Deputy Commissioner Elections #2 N/A / \$37.31	\$67,902.00	Full Time	Appointed F/T	1/1/2015
12447	Shambo, Emma N/A / \$23.12	Supervisor Voting Machine #1 N/A / \$23.12	\$9,250.00	Temporary	Out of UnitPT	11/7/2018
	N/A / \$0.00	Board of Elections - Overtime N/A / \$0.00	\$500.00			
	N/A / \$25.00	Voting System Technicians N/A / \$25.00	\$8,344.00			
		<b>10</b>	<b>\$438,364.00</b>			

## Board of Elections – 2026 Budget Overview

Budget Line	Increase	Justification
.410	\$20,000	Reflects increased costs due to the Even-Year/Governor Election cycle.
.421	\$500	Anticipated need for three trucks to support a potential countywide primary and account for rising vehicle rental prices.
.424	\$2,000	Higher volume of Early Vote by Mail and Absentee ballot requests expected during the Governor's Election.
.426	\$2,160	Microsoft Office licensing. New for 2026
.439	\$10,000	Inspector pay increase and additional staffing to accommodate increased voter turnout in a Governor's Election year.
.444	\$2,100	Expanded training needs for our full staff of six due to frequent changes in Election Law; attending training sessions twice annually.
.470	\$17,433	<ul style="list-style-type: none"> <li>• Voter registration vendor contract increase: \$16,808</li> <li>• Additional Epollbooks licensing fees: \$405</li> <li>• New contract for Election Worker management system: \$2,400 (supports training tracking, assignments, invoicing, and inspector communications)</li> <li>• Offset by a credit of \$2,180 for Sage Smith due to system consolidation for Election Day and Absentee ballots.  </li> </ul>

# Board of Elections

## 2024 Accomplishments

- Voter Access & Registration
  - Registered 2,813 new voters.
  - Pre-registered 436 16–17-year-olds.
  - Ended the year with 47,587 active voters.
- Election Operations
  - Mailed 7,144 absentee/early vote-by-mail ballots across three elections.
  - Successfully ran three elections without legal disputes or negative press.
- Public Information & Outreach
  - Maintained accurate election information via website and Facebook.
  - Distributed updates and forms to town clerks, libraries, post offices, schools, assisted living, and nursing homes.

## 2026 Goals

- Adapt to the Even Year election change, making 2026 a “learning year” for the Board.
- Automatic Voter Registration (AVR) should be in place spring 2026. Work with various agencies including DMV to ensure a smooth transition.
- Compliance
  - Followed state-mandated election calendar and laws.