



WARREN COUNTY BOARD OF ELECTIONS



1340 State Route 9 * 3rd Floor Human Services Building * Lake George, NY
PHONE 518-761-6456 FAX 518-761-6480 EMAIL boe@warrencountyny.gov

Elizabeth J. McLaughlin
Harold T. Hubbard
Commissioners

Kimberly Ross
Caroline Clesceri
Deputy Commissioners

Jacob Baird
Jeannie Biddiscombe
Election Specialist

January 12th, 2025

The Warren County Board of Elections met today January 12th, 2026 to hold its annual organizational meeting. Democratic Commissioner Elizabeth McLaughlin called meeting to order at 10:24 am.

By mutual agreement of Commissioners Elizabeth McLaughlin and Harold Hubbard, Commissioner McLaughlin was appointed President of the Board of Elections and Commissioner Hubbard was appointed Secretary of the Board of Elections for the year 2026. These positions rotate each year.

Commissioner McLaughlin, as Democratic Commissioner, appointed Kimberly Ross as her Deputy Commissioner and Jacob Baird as Election Specialist.

Commissioner Hubbard as Republican Commissioner, appointed Caroline Clesceri as his Deputy Commissioner and Jeannie Biddiscombe as Election Specialist.

The Deputy Commissioners have the authority to act in the absence of the Commissioners in matters of finance, litigation, receipt of official documents and all other duties that fall under Election Law for either the Deputy Commissioner and/or the Election Commissioner.

By mutual agreement of the Commissioners, it was decided that Email/Faxed absentee applications received containing the voter's signature and matching signature on file a ballot will be sent to the voter without any further steps by the voter. If signature does not match the signature on file with the BOE, the voter will be requested to send the Board the original application. A ballot will be sent to the voter, but the ballot will not be counted unless the original application is received timely.

By mutual agreement of the Commissioners, the Board of Elections will maintain possession of and count all qualified absentee ballots as well as write-in votes cast on machines at the BOE central location.

Warren County Board of Elections shall use the ClearCast Bundle and Polling Place Bundle to tabulate Election Day and Early Voting ballots and Clear Ballot to tabulate Absentee and Affidavit Ballots. Results will be certified using Sage Smith's Election Record. Sage Smith's Results Caster will be used to tally election night, Early voting and absentee results on our website on Election Night. Sage Smith also provides the official broadcast and certification for each election.

Commissioners McLaughlin and Hubbard will continue to move the voting machines by using rental trucks and BOE staff for a substantial savings to the taxpayers and budget. This year the BOE is exploring a new contract with a local company based in Queensbury to eliminate the hassle of picking up and dropping off in Albany.

The Board of Elections has moved to a contract with NTS with full digital imaging for the Voter Registration data base, due to ES&S voter data base system not meeting Warren BOE standards for a Voter Registration company. Originals are retained for 24 months. The Seal of the Board of Elections will be used to certify a copy of a document.



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The Policies and Procedures will also incorporate the many new Election Law changes as soon as the new Election legislation passes and is signed into law. When Policies and Procedures are updated and completed a copy will be placed on file in the BOE office.

The Commissioners continue the following policy for Absentee & Accessible Ballots: EL 9-209

Absentee Ballots that are received will be processed for signature and validity daily.

- 1) If found valid they will be opened and placed in the fire proof file cabinets to be counted the day before Early Voting begins and Monday the day before Election Day.
- 2) If found invalid the CURE process will be followed.
- 3) Results will be secured until 8:00pm on Election Night and will be released to the public after polls close on Election Night.

Commissioners also agreed to appoint staff as needed and appropriate.

Per Article 8-407.1 of NYS Election Law, the Board of Elections will send its' own staff to Nursing Homes (Skilled Care Facilities) with an eligible voting population of 25 or more for, elections that are conducted by the Board of Elections. The BOE has decided that every year, bipartisan staff will be sent to Countryside Adult Home.

By mutual agreement, ALL candidates will be mailed a contact information sheet alongside the appropriate financial disclosure form following the close of petition periods.

By mutual agreement, one single person may pick up absentee ballots for no more than 10 qualified registered voters.

By mutual agreement, we will continue with procedures concerning the DMV address packet received weekly. If not registered, we will register mark as Purged-Incomplete with the NTS registration software, send incomplete letter with a registration form. If form comes back, we will reactivate and complete the information needed for a Voter Registration.

The Board will continue having two Early Voting Sites. One in the City of Glens Falls and one at the County Center in the Human Services Building. The Board is in contact with the Town of Chester to explore utilizing their current polling place in the Town Hall as an Early Voting site to service the North County voters better. We will continue running all polling locations in the City of Glens Falls and Queensbury as vote centers. This means a voter that lives in the City of Glens Falls and Queensbury may go to any polling location in the town/city of their residency and cast the correct ballot.

The Board of Elections office has implemented a storage bin policy that allows expired used ballots (after the two-year mandatory retention law) the used ballots will be dumped into two large trash bins that are owned by Warren County Building and Grounds and secured with their locks. Once full, these bins will be removed by Warren County Building and Grounds personnel. Commissioners have set up a schedule, one day after the 24-month retention period to have all ballots secured to be disposed of. All images will also be deleted from Clear Ballot server after the 24-month retention period.



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Proposed by Deputy Clesceri, that all absentee applications are treated as petitions would be. That is to say they would be scanned into a central repository in the “Common Folder” of our secured shared BOE drive, and paper copies would only be retained for Permanent Absentee’s/FPCA applicants. Mutually agreed upon pending creation of a scanning pathway by IT. Paper records would be retained as per Record Retention guidelines, but not as the central source with an organizing file cabinet.

The Board decided to review the letters we send concerning both folks who have applied without a signature and those who have changed their name, attempting to generalize that into one form while not losing tracking ability of either for the annual survey.

Annually, by mutual agreement, the Board is to practice retention record procedures for the shared “Common Folder” and strive to keep naming conventions standardized within.

Annually, by mutual agreement, the Board has decided to remove any poll workers with whom there has been no contact, no training, and no shifts assigned.

Post every election event, as part of Post-LAT testing and clean up, it has been mutually agreed upon by the Board that the machines deployed in the most recent election, demo, or other event, will be hash checked for security and accuracy.

Monthly, the Board mutually agreed upon Commissioners reviewing NVRA statistics and comparing the numbers from NYSvoter to NTS Voter Registration to ensure accuracy and communication.

Discussion ensued by Commissioners McLaughlin, Hubbard, and Deputy Commissioner Ross about enacting the switchover for poll workers from vendors to county employees as prescribed by election law. Commissioner McLaughlin was directed to follow up with HR and Payroll about how to best perform this switch.

Commissioner Hubbard was tasked with restructuring the machine order in the basement for maximizing efficiency and ensuring rotation of equipment. He will work alongside the program developer from IT, Jeremy Scime, to ensure Seal Reports continue to operate effectively with any alphanumeric changes to the machine’s titles.

By mutual agreement, the Commissioners are taking on the refile of ADA checklists for every poll site in the county and Commissioner Hubbard agreed to reach out to Buildings and Grounds to inquire about a 24-inch bubble level and a tension weighted measure.

By mutual agreement, the Board has aimed for Friday January 16th to be finished with the annual statistical summary to review prior to submission on Friday January 23rd. This also allows time to complete the annual report by January 31st.

The Board agreed in total to meet the third Tuesday of every month at 10am in our filing room to review where we stand, and what lies ahead with staff.

With nothing further to discuss, this meeting was adjourned at 11:15am.



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Respectfully Submitted,

Harold T Hubbard
Secretary