

Jefferson County Board of Supervisors  
Office of the Administrator


JAMES W. WRIGHT  
COUNTY ADMINISTRATOR

175 ARSENAL STREET  
WATERTOWN, NEW YORK 13601  
(315) 785-3075

JOHN V. HARTZELL  
DEPUTY COUNTY ADMINISTRATOR

November 28, 1988

TO: County Department Heads

FROM: J. Wright 

SUBJECT: 1. Ways and Means Committee Meeting  
2. Annual Progress Report  
3. Work Plan for 1989

**1. WAYS AND MEANS COMMITTEE MEETING**

The Ways and Means Committee will hold its final meeting on Tuesday, December 6th at 3:00 P.M. If you have any resolutions that must be considered by Ways and Means, please submit them no later than December 5th. If the resolutions do not have the approval of your jurisdictional committee, please contact me at your earliest convenience. The final Board Meeting is scheduled for December 13th.

**2. ANNUAL PROGRESS REPORT**

Again this year we will be preparing a progress report for the County. The intended format will be similar to last years report. I would like to include significant issues, achievements and projects of your department in this report. Please submit summaries of your activities utilizing the format of last years annual progress report. Additionally, I want to include statistics which are indicative of the level and type of service provided by your agency. Please submit a list, similar to last year. The deadline for submission is December 16th.

**3. WORK PLAN FOR 1989**

As a continuation of our effort to institute management planning, I am requesting that each department develop a work plan for 1989. This work plan should reflect the planned activities of your department (by major divisions within the department, if applicable). These activities should be listed reflecting your recommended priority and a projected implementation or completion date.

Additionally, I would ask you to reflect any significant issues or potential problems that you anticipate may occur in your area of responsibility for the upcoming year.

Please submit this report by December 31, 1988.

JWW:kch



**COUNTY OF JEFFERSON**  
**BOARD OF ELECTIONS**  
COUNTY BUILDING, 175 ARSENAL STREET  
WATERTOWN, NY 13601-2543

TELEPHONE: (315) 785-3027, 3028 or 3325

REPUBLICAN COMMISSIONER  
WILLIAM J. McCLUSKY

December 12, 1988

DEMOCRATIC COMMISSIONER  
THOMAS B. INGLEHART

TO: James Wright, County Administrator

SUBJECT: Annual Progress Report

The Board of Elections in carrying out the duties and responsibilities as defined by New York State Election Law conducted Federal, State and local elections for year 1988.

Services provided include voter registration, training of election inspectors, machine custodians, information and election data for governmental agencies.

This office processed and approved 8,569 voter registration forms. 4,022 voters were cancelled for failure to vote in four years. 43,169 voters were eligible to vote in the 1988, general election. Mailed 40,076 voter residence verification cards to voters; 2,528 cards were returned and processed.

Sincerely,

W. L. Milton, Chief Clerk



**COUNTY OF JEFFERSON**  
**BOARD OF ELECTIONS**  
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REPUBLICAN COMMISSIONER  
WILLIAM J. McCLUSKY

DEMOCRATIC COMMISSIONER  
THOMAS B. INGLEHART

TO: James W. Wright, County Administrator  
SUBJECT: Workplan for year 1989  
FROM: W. Milton, Board of Elections

*Wm*

Our responsibilities, duties and timing of elections are mandated by New York State Election Law and the political calendar for 1989.

For year 1989, this office will be conducting, County, City of Watertown and Town elections.

I do not foresee any major problems or significant issues for this office for 1989.

TO: Jefferson County Board of Supervisors  
County Office Building  
175 Arsenal St.  
Watertown, NY 13601

SUBJECT: Annual Report from Jefferson County Board of Elections

This annual report of the Board of Elections of Jefferson County for year ending December 31, 1988, is hereby submitted.

The organizational meeting of the Board for year 1988, was held in January, with William J. McClusky elected as President and Marsha J. Barton elected as Secretary.

Commissioner Barton resigned in May, 1988, and was replaced by Thomas B. Inglehart, who was elected as President and William J. McClusky elected as Secretary, in a re-organization of the Board.

The total budget for the Board of Elections was \$113,185.00 allocated to personnel costs, equipment and contractual expenses.

Registration figures were compiled for the November election, indicating 43,169 were eligible to vote. Of this total 33,958 cast ballots. Jefferson County voter turnout was 78.66%

The annual purge of the registration rolls in December, indicated 2,162 persons were cancelled for failure to vote in four years.

Various community, political and special interest groups conducted voter registration drives within the county. The following are the results of registration for 1988.

|  |      |
|--|------|
| Central Registration                   | 383  |
| Mail Registration                      | 7392 |
| Local Registration<br>(2 days in 1988) | 794  |
| total                                  | 8569 |

Area School District Administrators and officials conducted registration drives for high school students who would be eligible to vote by primary day or election day. 1,190 registration forms were forwarded to schools in the county, of which 43% were returned.

State Election Law, requires four inspectors in each district and further requires all new inspectors to be trained and tested when they are appointed and every three years thereafter. The inspectors school was held at Jefferson Community College in August, covering duties, responsibilities, equipment, new laws and procedures. 278 inspectors and 60 alternates attended this school. All new inspectors passed the State Inspectors test given at this school.

Machine Custodian training sessions were held in March, September and October for all custodians in Jefferson County.

40, 076 address verification cards were sent out in August to all registered voters. 2,528 cards were returned by postal authorities.

Elections in Jefferson County for 1988 were as follows:

April Democratic Presidential Primary  
September Republican and Democratic Primary  
November general election

New York State Election Law requires those seeking public office to file petitions with a required number of signatures within a specified time. Petitions designating candidates for public office or political party position to be elected within Jefferson County are filed with the Board of Elections. A total of 64 petitions were filed to designated candidates for public office or party positions. 4 certificates of nomination were filed for candidates that were elected using a caucus system.

Special projects undertaken by this office were the computerization of Inspectors lists, alternate inspectors list and notification cards to all new registered voters.

The total expenses incurred by the Board for 1988 is as follows:

|         |                   |                  |
|---------|-------------------|------------------|
| Al450.1 | Personal Services | \$74,245.09      |
| Al450.2 | Equipment         | 1,860.00         |
| Al450.4 | Contractual       | <u>27,993.69</u> |
|         | Total             | \$104,098.78     |

All of which is respectfully submitted.

William J. McClusky  
Thomas B. Inglehart  
Commissioners of Elections

*W. L. Milton*

By: W. L. Milton, Chief Clerk