



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

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

REPUBLICAN COMMISSIONER  
HELEN G. FARRELL

DEMOCRATIC COMMISSIONER  
PEGGY L. ZECCOLO

TO: Jefferson County Board of Supervisors  
County Office Building  
175 Arsenal Street  
Watertown, New York 13601

SUBJECT: Annual Report for year 1991

PERSONNEL

The organizational meeting of the Board of Elections for 1991 was held January 25, 1991. James B. Ellsworth, III and Peggy L. Zeccolo were elected as officers. It was resolved that the offices of President and Secretary of the Board shall be held and performed on a revolving basis by each commissioner such that one commissioner will be president one month and secretary the next and that the other commissioner will be secretary one month and president the next.

The Jefferson County Board of Elections began 1991 with two-part-time Commissioners and a staff of four full-time employees: 1 Chief Clerk, 1 Senior Clerk and 2 Registration Clerks. The Commissioners serve a 2 year term at an annual salary of \$1,300.00.

On February 15, 1991 Republican William Milton retired after 13 years as Chief Clerk. As of February 15 by Resolution of the Board of Elections the title of Chief Clerk was abolished and replaced by the title of Senior Clerk. Republican Registration Clerk Sandra Corey was appointed to fill the vacancy. Karen Parker was appointed to fill the vacant Registration Clerks position.

In June James B. Ellsworth, III resigned and Helen G. Farrell was named to replace him as Republican Commissioner.

Democratic Senior Clerk, Gama M. Morgan retired on November 12, 1991 after 20 years with the Board. Her position was filled by the appointment of Democratic Registration Clerk Cindy Corbett. Marsha Phillips was appointed Registration Clerk to fill vacancy.

In addition to the regular staff the Board employed four temporary Clerks during 1991 who worked 3 to 5 months.

BUDGET

The total budget for the Board of Elections was \$131,995.00, allocated to personnel, equipment and contractual expenses.

The expenses incurred by the Board for 1991, were as follows:

Salaries	\$102,172.00
Printing	13,150.00
Supplies	18,258.00
Training & Travel	1,200.00
Advertising	3,300.00
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Total	\$138,080.00

REGISTRATION AND ENROLLMENT

Local Registration Day was held on October 12, 1991 from Noon til 9 P.M. at 29 sites around the county.

Additional statistics are included in our "Voter Registration Action Plan Report" which is attached.

MAIL CHECK AND CANCELLATIONS

Cards Sent	39,090
Cards Returned	2,349
Second Notices Sent	Letters forms sent to all
Cancellations from Mail Check	2,250
Cancellations Received from other Counties	331
Cancellations Received from other States or Jurisdictions	325

INSPECTORS AND INSPECTOR TRAINING

# Appointed	488
# Attended Classes	351
# Took Exam	55
# Failed Exam	0
# Alternates Trained & Appointed	212
# Classes Given	6
Class Size	65
Average Class Time	2½ Hours
Rate of Pay	\$4.25 - \$7.00 per Hour
Rate of Pay for Training School	\$5.00 Flat Rate
# Checked mail Registration Forms to Become Inspectors	135

ABSENTEE AND AFFIDAVIT BALLOT PROCESSING

## Absentees - Primary

Application Received	440
Ballots Mailed	440
Ballots Returned & Processed	423
Ballots Invalidated	13 Invalidated for lack of signature or dated after Election Date.

## Absentee - General

Applications Received	1,059
Ballots Mailed	1,059
Ballots Returned & Processed	1,017
Ballots Invalidated	41 Invalidated for lack of signature or dated after Election Date.

## Affidavits - Primary

Affidavits Received	17
Affidavits Counted	17

## Affidavits - General

Affidavits Received	66
Affidavits Counted	48
Affidavits Not Counted	22 Not registered to vote, incorrectly filled out, in wrong election district or not signed.

PETITIONS

## Designating Petitions

# Received	112
# Challenged	0
# Specs Filed	0
# Invalidated by Board	2
# Court Cases	0

13 Certificates of Nomination were filed with the Board.

## Non-Partisan Petitions

# Received	7
# Challenged	0

Independent Petitions

# Received	21
# Challenged	3
# Specs Filed	2
# Invalidated by Board	1
# Court Cases	0

1 Candidate rendered own petitions invalid and Commissioners accepted acknowledgment.

CAMPAIGN FINANCE

# Filed	285
# 5 Day Letters Sent	5
# Current Delinquent	1
# Referred to County Attorney or District Attorney	0

VOTING EQUIPMENT

# Voting Machines	101
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Machines are owned and maintained as follows:

Individual Townships	67
City of Watertown	32
Jefferson County BOE	2

SCHOOLS & TRAINING

351 Election Inspectors and Alternates were trained by the Board of Elections in election procedures at Jefferson Community College in August of 1991.

25 Voting Machine Custodians were trained in election set-up and machine repair at two classes conducted in August and October of 1991.

ACCOMPLISHMENTS

Reporting of Primary and Election night results were computerized.  
Some job descriptions were drafted.  
Monthly Planning Calendar drafted.  
Annual evaluation process drafted, in part.  
Filing system revised.  
Reports for machine custodians initiated.  
Several staff members were sent to training sessions. One staff member was trained to instruct Inspectors.

Respectfully Submitted By,

*Helen B. Taveel*

COMMISSIONER

*Dorothy L. Zeccolo*

COMMISSIONER

New York State Board of Elections  
**COUNTY VOTER REGISTRATION ACTION PLAN**  
 Election Law § 3-212.4

COUNTY JEFFERSON

REPORT ON YEAR 1991 WITH ACTION PLAN FOR YEAR 1992  
 Submit to State Board of Elections by January 31, 1992

**I. COORDINATOR**

The designated Voter Registration Activities Coordinator is

**Name** Sandra L. Corey  
**Title** Deputy Commissioner  
**Address** 175 Arsenal St.  
Watertown, NY 13601  
**Telephone** (315) 785-3325

**II. REGISTRATION**

**A. CURRENT REGISTRATIONS**

1. Total Registration for the General Election  
 Male 19,010 + Female 21,188 = Total 40,198
2. Percent of Voting Age Population (VAP) Registered . . . . . 50 %
3. Percent +/- over Registration at Prior General Election . . . -1 %

**B. REGISTRATIONS RECEIVED**

1. Mail . . . . .	<u>3,986</u>
2. Local . . . . .	<u>249</u>
3. Centrally . . . . .	<u>108</u>
4. <b>TOTAL</b> . . . . .	<u>4,343</u>

**C. REGISTRATIONS CANCELLED**

1. Mail Check . . . . .	<u>2,250</u>
2. Purge . . . . .	<u>0</u>
3. Other . . . . .	<u>2,397</u>
4. <b>TOTAL</b> . . . . .	<u>4,647</u>

**D. VOTER REGISTRATION FORM SUPPLY**

1. Number received from State Board . . . . .	<u>13,000</u>
2. Number printed by County Board . . . . .	<u>0</u>
3. Number remaining in supply . . . . .	<u>4,000</u>

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E. VOTER REGISTRATION FORMS DISTRIBUTED

1. Post Offices .....	1,700
2. Schools .....	484
3. Public Offices . DMV.....	1,200
4. Community Groups Banks - Real Estate Agents .....	1,200
5. Other ... Candidates .....	6,000
6. TOTAL .....	10,584

III. OUTREACH PROGRAMS - 1991

A. POSTAL PROGRAM § 5-210

1. Number of post-offices supplied with forms .....	34
2. Number of counter boxes currently being used in program .	34
3. Number of voter registration forms distributed .....	1,700

B. SCHOOLS PROGRAM § 3-212.4b

1. Number of School Districts in County .....	13
2. Number of districts contacted .....	13
3. Number of designated liaisons .....	13
4. Number of schools visited .....	49
5. Number of students registered .....	484

C. AGENCY-BASED REGISTRATION Executive Order 136

1. Does your county provide state agencies sites participating in Ex.Order 136 with registration forms? .....	No
If "yes"...	
2. How many sites are supplied? .....	
3. How many registration forms were supplied to sites? .....	

COUNTY

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Please answer the questions below. You may use additional sheets if needed.

**I. POSTAL PROGRAM** Report your current method of monitoring program supplies at postal sites. What systems are in place to ensure an adequate supply of forms is available at all times?

Fifty (50) forms are sent out at the beginning of the year with a letter asking for postmasters cooperation in letting us know when forms are low. Response has been very good. If we don't hear from a post office within a reasonable time, we call and ask how the supply is.

**II. SCHOOLS PROGRAM** Describe any school registration programs conducted in the past year.

Each year in February, I call the schools to set up a time for our registration clerks to go to the school to register students. We try to go directly to the government classes to speak to the students about the importance of registering and voting. We hand out literature at this time, and go over the registration form step by step. We then set up a table outside the classroom, so all the eligible students have the opportunity to register. There are only three (3) schools who will not participate, and they receive registration forms for their teachers to distribute. We have found the schools to be very cooperative. They announce to the students before we are scheduled to arrive, and again when our tables are set up. Even those schools who do not have our clerks come to the schools have a large amount of students register.



## COUNTY

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### III. MEDIA Describe any media program, either paid or public service, involving Radio/TV/Print you have conducted. Provide any statistics where possible.

We always give a news release to the newspapers in the area announcing the school registration drive, and after we go to the school we send pictures to be published in the local papers showing students registering. We also do a news release for local registration with radio, TV, and the newspaper.

In 1991 we started having meetings with the news media (TV, radio, and newspaper). This has helped us become better acquainted, and our working relationship has improved. They are very accomodating whenever we ask them to print or announce anything dealing with our office. We in turn try to make their jobs easier by giving them the information they need. We had three meetings in 1991, and we will probably do the same in 1992.

### IV. PRINT RESOURCES Describe how your board utilizes brochures and posters provided by the state board. Provide quantity used where available.

We use the brochures and posters during our school registration drives. We also give brochures and posters to political committees for their booths at the county fair.

**ACTION PLAN FOR YEAR 1992**

Please describe your County Voter Registration Action Plan for the coming year. You should include information relating to your Postal, School, Media and Print Programs, as well as any other programs you may be considering. It is especially important to give a detailed description of your ideas for a school program pursuant to the requirements of § 3-212.4.

I will basically be doing the same thing in 1992 as we did in 1991. The media will be notified of anything noteworthy such as sending forms to post offices, involving real estate agents in our quest to register newcomers, putting forms in banks and libraries, and our school registrations.

I will make ourselves available to speak to organizations, students, senior citizens, or anyone interested in learning about registration and voting.

I will call the liasons within the school districts, and set up days for our registration clerks to visit classrooms, or set up a registration booth in the school or both. Any schools that prefer handling the registrations themselves will be taught how to fill the forms properly, and send handouts to give the students.