KRISTEN ZEBROWSKI STAVISKY
Commissioner

KATHLEEN M. PIETANZA
Deputy Commissioner

LOUIS C. BABCOCK
Commissioner

GERARD ROGERS
Deputy Commissioner

June 22, 2015

Christian G. Sampson
Town Clerk
Town of Ramapo
237 Route 59
Suffern, New York 10901

Dear Clerk Sampson,

Below please find an estimate of expenses related to the engaging the Rockland County Board of Elections for the purpose of counting and documenting absentee and affidavit ballots cast in the Ramapo Town Ward Election on September 30, 2014. This pricing includes the following tasks (upon order of the Court):

1. Run the election sticks to determine a count of ballots cast on the optical scanners. Prepare results.
2. Collect poll books and create voter history for all ballots cast on the optical scanners.
3. Inspect and review all absentee ballots. Catalogue all into an excel spread sheet.
4. Inspect and review all affidavit ballots. Catalogue all into the excel spread sheet mentioned above.
5. Print Voter History report. Compare excel spread sheet to voter history report. Search by last name, first name to eliminate duplicate votes.
6. O'Keefe all absentee and affidavit ballots. Open, remove original ballot, copy ballot, place copy back into the enveloped, re-seal envelope.
7. Review challenges to absentees and affidavits.
8. Run absentee and affidavit ballots through the optical scanners. Prepare separate absentee and affidavit results report.
9. Secure contested ballots as required.

We estimate the above will take ten business days. Pricing is based upon that calculation. Of course, you will be billed for actual time required. If we complete the tasks in eight days, the bill will be lowered to reflect that savings. If we require more than ten days, the bill will increase. Please note we are estimating time to the best of our ability. We will make every effort to keep you informed as we go through the process so that you are prepared for changes.

Time is calculated at the rate of pay x 7 hours per day x 10 days.

Item	Calculation	Line Item Total
Election Clerk IV – A	$25.287/hr x 70 hours	$1,770.09
Election Clerk IV – B	$25.287/hr x 70 hours	$1,770.09
Election Clerk IV – C	$25.287/hr x 70 hours	$1,770.09
Election Clerk IV – D	$25.287/hr x 70 hours	$1,770.09
Election Clerk V – A	$26.163/hr x 70 hours	$1,831.41
Election Clerk V – B	$26.163/hr x 70 hours	$1,831.41
Toner for Toshiba Copiers	$100 x 2 cartridges	$200.00
8.5 x 11 Paper	1 carton	$27.72
Total		$10,970.90

Please note that the estimate of 70 hours will not necessarily translate into two 35 hour work weeks. The actual length of time will depend on the timing of the Court's decision and how that timeframe impacts the work required to process petitions and prepare for the Primary and General Elections. We will make every effort to dedicate employees to the work associated with counting the Ramapo Election. However, our election cycle and the tasks associated with timely processing of petitions, absentees applications, and ballots must take precedence. Several factors will impact the timeline for counting including, but not limited to, the following:

1. When the Court Decision is handed down.
2. The scope of the count determined by that decision i.e. whether or not the court decides to allow counting of absentee and/or affidavit ballots.
3. The preliminary results after the sticks have been processed. If the difference is such that the paper will not impact the outcome, we will proceed with the paper count after the petitions are processed and may stretch that count over a period of weeks.
4. Remember, the calculations above are straight time. If Ramapo requests we perform this work in an expedited manner, utilizing overtime hours, the labor costs above will shift to the overtime rate of time and one half per hour.

Yours truly,

Louis C. Babcock
Commissioners of Elections

Kristen Zebrowski Stavisky

C: Michael Klein, Town of Ramapo Attorney