



BOARD OF ELECTIONS

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To: Jolie Snider; District Clerk

From: Lindsay Burriss & Ramona Carpenter
Commissioners of Elections

Date: November 21, 2025

Subject: 2026 Special Election

Attached you will find your MOU for the Special Election being held on February 3, 2026. Once your Districts representative has signed and approved, please return it to our office, a fully executed copy will be returned to you.

If you have any questions or concerns, please feel free to contact us.

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Hannah Wilson
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MEMORANDUM OF UNDERSTANDING

ELECTION SERVICES AGREEMENT BETWEEN LEWIS COUNTY BOARD OF ELECTIONS AND SOUTH LEWIS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION CONCERNING HARRISVILLE CENTRAL SCHOOL DISTRICT VOTE AND ELECTION TO BE HELD ON FEBRUARY 3, 2026

THIS MEMORANDUM OF AGREEMENT is entered into between the Lewis County Board of Elections, with offices at 7513 East State Street, Lowville, NY 13367 (hereinafter referred to as the "Board of Elections") and the Harrisville Central School District Board of Education, with offices at 14371 Pirate Lane Harrisville, NY 13648 (hereinafter referred to as the "School Board").

WHEREAS, the School Board is holding an election on **February 3, 2026**, and is seeking the assistance of the Board of Elections, in providing election services consisting of the provision and usage of voting machines, all equipment and supplies necessary to conduct voting operations; as well as training and assistance concerning voting operations.

WHEREAS, pursuant to Section 3-224 of the New York State Election Law, the Board of Elections may permit school districts within the county to use its voting machines and other equipment, for the conduct of elections, upon such terms and conditions as shall be fixed by the Board of Elections and agreed to by both the Board and the School District; and

WHEREAS, pursuant to Education Law §2035(1), the School Board is authorized, if the County Board of Elections shall consent thereto, to use voting machines belonging to the County Board of Elections.

NOW THEREFORE, the parties named above hereby enter into this Agreement applicable to the **Harrisville Central School District Election being held February 3, 2026, and any subsequent revote(s) related thereto** (hereinafter referred to as the "Election"):

I. BOARD OF ELECTIONS

1. The Board of Elections shall:

- a. Provide and deliver optical scan voting machines (1), electronic poll pad (1), on demand ballot printers and privacy booths to the School Board in a number deemed adequate upon mutual agreement between the parties.
- b. Provide four certified Board of Elections poll workers for election day.

- c. Subject to the School Board's review and approval, define the ballot in terms of format and language. The ballot will be provided in a PDF form for the School Board's review and approval.
- d. Program all voting machines after receiving PDF approval for the definition of the ballot.
- e. Provide the services of Board of Election staff that shall create ballot definition and corresponding PDFs, conduct pre-election testing of the voting machines, deliver the voting machines and, any other equipment, supplies, and provide technical assistance as needed. The Board of Elections will not be conducting a post-election audit unless authorized or directed to do so in accordance with the provisions of the Education Law.
- f. Said Board of Elections staff shall respond immediately to Harrisville Central School poll site should a scanner/poll pad situation arise wherein the Election Inspectors are unable to resolve.

II. SCHOOL BOARD

1. The School Board and/or its representative shall:
 - a. Provide the Board of Elections with the ballot layout and content in a timely manner.
 - b. Work with the Board of Elections to determine the number of machines and ballots needed for the election in a timely manner.
 - c. Provide the Board of Elections with its review and approval of the ballot definition PDF, via signed copies of said PDF in a timely manner.
 - d. Pay \$300.00/flat rate for the transportation of voting machines to and from school district poll sites, to be paid in full upon receipt of invoice from Board of Elections.
 - e. Pay \$225.00/flat rate for each inspector provided by the Board of Elections
 - f. The School Board shall be responsible for all printing costs, to be paid in full upon receipt of invoice from the Board of Elections. The Board of elections will only charge for the number of Ballots printed at a cost of \$0.54/ballot.
 - g. Clerk of the School Board shall be responsible for proper notice of said election.
 - h. Clerk of the School Board shall remain the responsible person for absentee processing; The Board of Elections shall supply a list of permanent absentee and Military voters entitled to receive an absentee ballot within your district.

This Memorandum shall be subject to the approval of the Harrisville Central School District Board of Education as well as the Lewis County Board of Elections.

IN WITNESS WHEREOF, the undersigned parties hereto have executed this Memorandum on the date(s) set forth below.

LEWIS COUNTY BOARD OF ELECTIONS

By

Lindsay I. Burriss, Commissioner

Dated: _____

Ramona Carpenter, Commissioner

Dated: _____

HARRISVILLE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

By

Harrisville Central School Board Representative

Dated: _____