

FEB 26 2024



## BOARD OF ELECTIONS

County of Suffolk  
PO Box 700

Yaphank, NY 11980-0700

Telephone (631) 852-4500 Fax (631) 852-4590

TTY (631) 852-4540

Commissioners  
JOHN ALBERTS  
BETTY MANZELLA

Deputy Commissioners  
GAIL M. LOLIS  
ERIN MCTIERNAN

### EARLY VOTING POLLING PLACE AGREEMENT

This Agreement, between GREENBELT RECREATION CENTER, (the "Owner"), and the Suffolk County Board of Elections, (the "SCBOE"), is for the use of a certain premise(s) to be used by SCBOE as an Early Voting polling place for Special, Primary and General elections, located at

281 PATCHOGUE-HOLBROOK ROAD, HOLTSVILLE, NEW YORK 11742

within the MAIN ROOM (the "Polling Place"), Town of ISLIP, State of New York.

The Polling Place shall be reserved for use solely and exclusively for the purpose of voting and shall be configured in accordance with a SCBOE diagram (the "Diagram") showing the placement of voting machines and other apparatus. Owner shall provide reasonable health and welfare accommodations, including bathroom facilities, to SCBOE Inspectors. In addition, Owner agrees to provide sufficient, convenient and accessible parking spots in compliance with the Americans with Disabilities Act, including, but not limited to one van accessible space for the voting public.

**TERM OF AGREEMENT:** Election period covering January 1, 2024 to December 31, 2024 with one option to renew for the year 2025 for the following election periods:  
January 1, 2025 to December 31, 2025.

In the event such option is exercised by SCBOE, SCBOE shall send written notice to Owner no later than April 1, 2024. The written notice shall include the specific election periods including the dates and times the Polling Place will be used for voting purposes.

In the event a Special Election is scheduled prior to April 1, 2024, SCBOE shall provide written notice that the option is being exercised as soon as is practicable following the scheduling of the Special Election and shall provide notice of the dates the Polling Place will be utilized for early voting purposes.

Owner agrees to assign a custodian who shall ensure the Polling Place is open for the delivery of equipment on the Friday immediately preceding the commencement of early voting, is open on Saturday, the first day of early voting at 8:00 A.M., and on Monday immediately following the end of early voting. The custodian shall also be available to the Board and/or County personnel on all dates covered by this Agreement. The Polling Place shall be accessible to SCBOE staff on a 24-hour basis for each day that voting will occur.

The Polling Place shall be used for voting on the following dates in the year 2024:

**Presidential Primary Election Early Voting:**

<u>Date</u>	<u>Polling hours</u>
Saturday March 23, 2024	9:00 am to 6:00 pm
Sunday March 24, 2024	9:00 am to 6:00 pm
Monday March 25, 2024	9:00 am to 6:00 pm
Tuesday March 26, 2024	7:00 am to 4:00 pm
Wednesday March 27, 2024	7:00 am to 4:00 pm
Thursday March 28, 2024	11:00 <del>am</del> to 8:00 pm
Friday March 29, 2024	11:00 <del>am</del> to 8:00 pm
Saturday March 30, 2024	9:00 am to 6:00 pm

**Primary Election Early Voting:**

<u>Date</u>	<u>Polling hours</u>
Saturday June 15, 2024	10:00 am to 6:00 pm
Sunday June 16, 2024	10:00 am to 6:00 pm
Monday June 17, 2024	10:00 am to 6:00 pm
Tuesday June 18, 2024	7:00 am to 3:00 pm
Wednesday June 19, 2024	7:00 am to 3:00 pm
Thursday June 20, 2024	12:00 pm to 8:00 pm
Friday June 21, 2024	12:00 pm to 8:00 pm
Saturday June 22, 2024	10:00 am to 6:00 pm
Sunday June 23, 2024	10:00 am to 6:00 pm

**General Election Early Voting:**

Saturday October 26, 2024	10:00 am to 6:00 pm
Sunday October 27, 2024	10:00 am to 6:00 pm
Monday October 28, 2024	10:00 am to 6:00 pm
Tuesday October 29, 2024	7:00 am to 3:00 pm
Wednesday October 30, 2024	7:00 am to 3:00 pm
Thursday October 31, 2024	12:00 pm to 8:00 pm
Friday November 1, 2024	12:00 pm to 8:00 pm
Saturday November 2, 2024	10:00 am to 6:00 pm
Sunday November 3, 2024	10:00 am to 6:00 pm

**COMPENSATION:** The SCBOE agrees to pay Owner, for each election period that the Polling Place is utilized, a fee of Two Hundred and Fifty dollars (\$250.00) per day for a total of ten (10) days, to cover incidental and or actual costs incurred by Owner by reason of SCBOE's use of the facility including, but not limited to, custodial costs ("Incidental Costs"). Delivery and pick-up days are deemed half (1/2) days. Owner agrees not to incur costs in excess of Incidental Costs without the prior written approval of SCBOE.

In the event, Owner's actual costs incurred by reason of use of the Premises exceeds the Incidental Costs due herein, the parties may amend this agreement by letter to permit for the payment of such additional costs upon submission of documentation in support thereof to the satisfaction of the SCBOE.

If during any election, unforeseen circumstances arise that may impact costs incurred,

Owner shall notify the SCBOE immediately.

Payment shall be made within a reasonable time following each election.

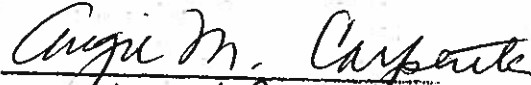
**INSURANCE:** It is understood that the County of Suffolk is self-insured. SCBOE shall provide to Owner, a Certificate of Insurance from the County of Suffolk for use of the premises with limits of liability in the amount of \$1,000,000 per occurrence combined single limit.

The SCBOE shall protect, indemnify, and hold harmless Owner, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the SCBOE, including reimbursement of the cost of reasonable attorneys' fees incurred by the Owner, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

The Owner shall protect, indemnify, and hold harmless the SCBOE, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the Owner, including but not limited to modifying the placement of voting machines and other apparatus as depicted in the Diagram without prior written consent of SCBOE including reimbursement of the cost of reasonable attorneys' fees incurred by the SCBOE, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

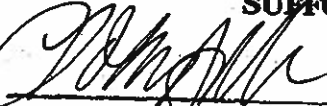
**In witness whereof, the parties hereto have executed the Agreement as of the latest date written below.**

**OWNER: GREENBELT RECREATION CENTER**



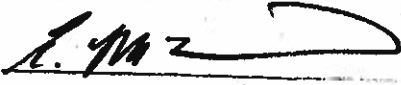
NAME: Angie M. Carpenter  
TITLE: Town Supervisor  
DATE: 2/9/24

**SUFFOLK COUNTY BOARD OF ELECTIONS**



JOHN ALBERTS  
COMMISSIONER  
(631) 852-4570

DATE:

 on behalf of

BETTY MANZELLA  
COMMISSIONER  
(631) 852-4567

DATE:



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This Agreement, between **WEST ISLIP SENIOR CENTER**, (the "Owner"), and the **Suffolk County Board of Elections**, (the "SCBOE"), is for the use of a certain premise(s) to be used by SCBOE as an Early Voting polling place for Special, Primary and General elections, located at

90 HIGBIE LANE, WEST ISLIP, NEW YORK, 11795

within the *AUDITORIUM* (the "Polling Place"), Town of ISLIP, State of New York.

The Polling Place shall be reserved for use solely and exclusively for the purpose of voting and shall be configured in accordance with a SCBOE diagram (the "Diagram") showing the placement of voting machines and other apparatus. Owner shall provide reasonable health and welfare accommodations, including bathroom facilities, to SCBOE Inspectors. In addition, Owner agrees to provide sufficient, convenient and accessible parking spots in compliance with the Americans with Disabilities Act, including, but not limited to one van accessible space for the voting public.

**TERM OF AGREEMENT:** Election period covering January 1, 2024 to December 31, 2024 with one option to renew for the year 2025 for the following election periods:

January 1, 2025 to December 31, 2025.

In the event such option is exercised by SCBOE, SCBOE shall send written notice to Owner no later than April 1, 2024. The written notice shall include the specific election periods including the dates and times the Polling Place will be used for voting purposes.

In the event a Special Election is scheduled prior to April 1, 2024, SCBOE shall provide written notice that the option is being exercised as soon as is practicable following the scheduling of the Special Election and shall provide notice of the dates the Polling Place will be utilized for early voting purposes.

Owner agrees to assign a custodian who shall ensure the Polling Place is open for the delivery of equipment on the Friday immediately preceding the commencement of early voting, is open on Saturday, the first day of early voting at 8:00 A.M., and on Monday immediately following the end of early voting. The custodian shall also be available to the Board and/or County personnel on all dates covered by this Agreement. The Polling Place shall be accessible to SCBOE staff on a 24-hour basis for each day that voting will occur.

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<u>Date</u>	<u>Polling hours</u>
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If during any election, unforeseen circumstances arise that may impact costs incurred,

Owner shall notify the SCBOE immediately.

Payment shall be made within a reasonable time following each election.

**INSURANCE:** It is understood that the County of Suffolk is self-insured. SCBOE shall provide to Owner, a Certificate of Insurance from the County of Suffolk for use of the premises with limits of liability in the amount of \$1,000,000 per occurrence combined single limit.

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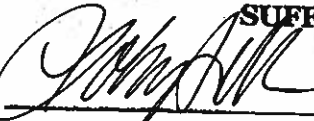


NAME: Angie M. Carpenter

TITLE: Town Supervisor

DATE: 2/9/24

**SUFFOLK COUNTY BOARD OF ELECTIONS**



JOHN ALBERTS  
COMMISSIONER  
(631) 852-4570

DATE:

 on behalf of

BETTY MANZELLA  
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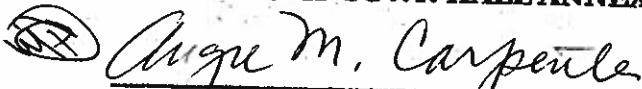
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In witness whereof, the parties hereto have executed the Agreement as of the latest date written below.

**OWNER: ISLIP TOWN HALL ANNEX**



NAME: Angie M. Carpenter

TITLE: Town Supervisor

DATE: 2/9/24

**SUFFOLK COUNTY BOARD OF ELECTIONS**



JOHN ALBERTS  
COMMISSIONER  
(631) 852-4570

DATE:

 on behalf of

BETTY MANZELLA  
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DATE: