

Warren County Board of Elections Meeting

August 31, 2010

4:30 PM

MINUTES

Gloria Decker, Chair of the Board, called the meeting to order at 4:30 PM. Board Secretary, Robert Stead, Commissioner Harry Brown, Commissioner Tony Wyhopen and Bill Duffy, Administrator, were in attendance.

The Board discussed the open positioning the Board office and interviewed Marie Petre for the position. A motion was made by Mr. Brown to hire Ms. Petre at a salary of \$26,500.00 per annum. The motion was seconded by Mr. Wyhopen. Mrs. Decker called for the vote which resulted in 4 ayes and 0 nays. Bill Duffy will put the paperwork through the County Personnel office to have Ms. Petre start as soon as possible. The Board also the job description and salary range for the position that will be vacant when Sandy Woodbridge retires in December of this year.

Since Cynthia Chu of Avante is unavailable to meet with the Board, Mr. Duffy will schedule a meeting with Ms. Chu and Dave Alampe to introduce himself as the new Administrator of the Board of Elections. He will also discuss the maintenance agreement at this meeting.

Mr. Duffy informed the Board that the Warren County Clerk, Pat Kolb and he had met and discussed the responsibilities of the 2 offices, some changes that could be made for election supplies and election night and to have Ms. Kolb join Marie Petre and Bill Duffy during poll worker training.

Mr. Duffy reported to the Board that Barry Smith of ISD had requested that the Board of Elections take over r the responsibility of creating the Voter Lists requested by the public. The board agreed that the office should take on this responsibility and directed Mr. Duffy to send out a note to all concerned parties informing them of the change.

Mr. Duffy reported that poll worker training had begun the week of August 16th. Marie Petre had helped with the training and all went well. The one major change that occurred was that the training started off with a list of 15 questions about working the polls. Some poll workers seemed to take the session more seriously than desired. The Board asked to be kept advised when poll worker training takes place.

Mr. Duffy also informed the Board that the State had put the imaging system online which will allow for an assortment of documents to be stored electronically. The documents to be stored will be determined by the Board of Elections. These documents will be stored on the County server and not at the state level. The Board office has received training in how to scan the documents and the limitations of the system. The documents which will be stored, is being discussed with the County Clerk and the Board employees.

The Board reviewed the letter from Beth Dilts, Municipal Clerk of Lopatcong. Lopatcong districts 3, 4, and 6 which are currently in the schools in Lopatcong need to be moved. The Lopatcong School Board is concerned with security issues on Election Day. Districts 3 and 4 will be moved to the Emergency Squad building where these districts had been before moving to the Lopatcong Middle School. District 6 will be moved to the Strykers Fire House which currently house district 5. Mr. Duffy will schedule a time for the Polling Place Accessibility committee to inspect both of the recommended polling places.

Mr. Duffy brought up the lease with the Art and Museum Storage, Inc. This lease is good through October 31, 2011. The Board asked Mr. Duffy to send a note to Steve Marvin, the County Administrator, asking if an extension should be pursued or if the County would have a suitable replacement by then.

The meeting was adjourned at 6:00 PM.