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# Warren County Board of Elections Meeting

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March 6, 2014

4:30 PM

## MINUTES

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### LEGAL NOTICE

The meeting of the Warren County Board of Elections was called to order at 4:50 PM by Chairman Robert Stead.

The legal notice for this meeting was read by Mr. Stead.

### ROLE CALL

Present: Chair Robert Stead, Board Secretary Harry Brown, Commission Gloria Decker, Commissioner Tony Wyhopen and Board Administrator Bill Duffy.

### REORGANIZATION OF THE WARREN COUNTY BOARD OF ELECTIONS

#### CHAIR

Mr. Stead requested nominations for Chair of Warren County Board of Elections. Mr. Brown nominated Gloria Decker. Mr. Wyhopen seconded the nomination. With no additional nominations or requests for discussion regarding this nomination, Harry Brown made a motion to close nominations which was seconded Mr. Wyhopen. By a voice vote nominations were closed. By a voice vote Mrs. Decker was unanimously elected Board Chair.

#### SECRETARY

Mrs. Decker asked for nominations for the position of Warren County Board of Elections Secretary. Mr. Stead nominated Anthony Wyhopen for Board Secretary. Mr. Brown seconded the nomination. With no additional nominations or requests for discussion regarding this nomination, Mr. Stead made a motion to close nominations which was seconded by Mr. Brown. By a voice vote nominations were closed. By a voice vote Mr. Wyhopen was unanimously elected Board Secretary.

### NEWSPAPERS

A motion was made by Mr. Brown that The Star Gazette be designated as the official newspaper of the Warren County Board of Elections to receive all notices of meetings as required under the Open Public Meetings Act and the Star Ledger are designated as the alternate newspaper. This motion was seconded by Mr. Wyhopen. This motion was passed by voice vote.

### **MEETING DATES**

A motion was made by Mr. Brown that meeting dates as presented be accepted. Mr. Wyhopen seconded the motion. Mr. Duffy pointed out that the dates included a Regular Month Meeting to be held on the third Wednesday of every month. This motion was passed by voice vote.

### **PUBLIC COMMENT**

Chairwoman Decker opened the meeting for public comment. Kimberly Peckman of 424 Hardwick Street in Belvidere, NJ asked if the Express-Times had been used in the past year for the advertising of Board. Mr. Duffy stated that it had a few times.

### **FIRE ELECTION**

Mr. Duffy informed the Board that the Fire Election took place on February 15, 2014. There were no issues during the election. There were no Mail-In ballots requested so there were none received.

### **MANSFIELD SCHOOL ELECTION**

The Mansfield School Election is being held on March 11, 2014. The Deadline for registering to vote in this election was on February 18. Mr. Duffy, he and Pat Kolb, the County Clerk had an idea to suggest. Since there is only one town involved in this election, that the Board go up to the Mansfield Municipal Building to read the CDs and accept the returning supply bags. This way the laptops that will be used in the Primary Election can be tested.

### **GREENWICH SCHOOL ELECTION**

The Greenwich School District is the only School District to participate in the Annual April School Election. Allamuchy School District has informed the Board and the County Clerk that they had passed a resolution to move their school election to the November Ballot. This election is being held on Wednesday, March 23, 2014. The last day to register for this election is April 2, 2014. Mr. Duffy suggested the same plan to read the CDs as was suggested for the Mansfield School Election.

### **POLLING PLACE CHANGES**

Phillipsburg 7<sup>th</sup> ward is currently in the Early Development Learning Center on Center Street in Phillipsburg. The Board had discussion with school representatives last year and we were able to configure the polling place differently. Mr. Duffy reached out to Mr. Flynn of Flynn's catering located at 341 Pursel Street in Phillipsburg to establish if one of the rooms at this facility would be available. Mr. Flynn thought about and decided that it would not work for his business. The polling place will remain at the Early Development learning Center.

Hackettstown 2 district is currently at the Hatchery Hill Elementary School. In 2013, the board reconfigured this polling place to have all of the voters enter through one door and to try to separate the students and the voters. There were still concerns over the safety and access.

Mr. Stead with Bill Kuster, Hackettstown Municipal Clerk, joined Mr. Duffy in visiting the Lackland Center at Centenary College. This facility offers parking, accessibility without any temporary modification, and a separate room for the voting to take place in. Mr. Brown voiced his opposition to the move stating that the school district seemed ok with the changes that had been made. It was pointed out that at one point last June the janitor locked the doors to the polling area so that the poll workers had to open them every time a vote came to the door. Mr. Stead made a motion that the Hackettstown 2 polling place be moved from the Hatchery Hill Elementary School to Lackland Center at Centenary College. Mr. Wyhopen seconded the motion. The motion passed 3 to 1 with Mr. Brown casting the one nay vote.

### **MOVE TO CUMMINS BUILDING**

The move of the Board office from the Courthouse to the Cummins Building is scheduled for first week in April. The plan is to move us over several days so that the office keeps functioning. Lou Cicala and Bill Duffy will move the first day, Regina Teets and Marie Petre will move the second day and Kim Peckman will move on the last day. Mr. Duffy asked for advice on how to handle the reception area on the lower level. He stated that there could be someone permanently stationed down there but when that person has time off someone would have to sit at their desk. The other option is to set the PC up so anyone can sit there and still be able to see their work and have the staff rotate manning the reception area. The Board advised that rotating the staff would be best.

Mr. Duffy then explained how on election night when the polls close, the Board will move over to the Clerk's office to receive the CDs and any paper ballots. The Board would use the Avante laptops to read the CDs. The Clerk has a copier that can be used as a printer that we can attach to. And without the Board office in the courthouse there will be minimal number of people going into the courthouse further than the metal detector.

### **MACHINE 190**

Bill Rockafellow asked if machine 190 could be returned to its proper spot in the warehouse. This machine start out as a machine for Independence Township. It had so many problems in the beginning that it was made an ALL machine and machine 304 was sent in its place. Over the past few years with some modifications that we learned and some replacing of parts this machine has functioned well. Mr. Duffy asked if the board had any problem with 190 being sent back out to Independence and 304 returning to be an ALL machine. There was no opposition from the board.

### **VVPATs**

The board has discussed in the past the concept of turning off the VPATs on the voting machines. They VPATs were required when the machines were purchased but because of cost the legislature specifically suspended the requirement that there be a vvpap for every voting machine. There were some issues with the paper in the last couple of elections. In October, because there was only one office on the ballot the paper was difficult to see. In November. The VVPAT bin was getting filled and shutting down the printer and the voting. Mr. Wyhopen made a motion that we stop using the VVPATs as of the Annual April School Election. Mr. Brown seconded the motion. This motion was passed by voice vote.

### **EXECUTIVE SESSION**

Mr. Wyhopen made a motion to go into Executive Session for Legal and Personnel matters with action anticipated. Mr. Stead seconded to the motion. . A voice vote was taken with the motion passing unanimously. The Board went into Executive Session at 5:50 PM

At 6:20 PM, Mr. Wyhopen made a motion to leave Executive Session. Mr. Stead seconded to the motion. A voice vote was taken with the motion passing unanimously.

### **2014 Budget**

Mr. Stead made a motion that a letter be sent to the Warren County Board of Freeholders reluctantly recommending the reduction of 1 staff member in the Election Board office. The letter should also state that this recommendation could lead to an increase in overtime and the use of temporary help. Mr. Brown seconded this motion. The discussion followed that because of the situation budget situation in

the county that this was the correct action to take. A voice vote was taken with the motion passing unanimously.

The board also recommended changes to the letter that was to go with the 2014 budget proposal. The board wanted to emphasize the need to preserve the monies for capital that have been put away to purchase a new voting system for the county. Mr. Stead made a motion to approve the proposed budget which was seconded by Mr. Brown.

At 6:20 PM, Mr. Wyhopen made a motion to leave Executive Session. Mr. Stead seconded to the motion. A voice vote was taken with the motion passing unanimously. A voice vote was taken with the motion passing unanimously.

**Minutes:**

Mr. Brown made a motion to accept the minutes for June 4, 2013; June 6, 2013; June 19, 2013; June 28, 2013; July 19, 2013; July 29, 2013; September 11, 2013; and November 5, 2013. Mr. Wyhopen seconded the motion. Mrs. Decker asked about July 11, 2013. Mr. Duffy apologized for not having it and stated it would be ready for the next meeting. A voice vote was taken with the motion passing unanimously.

**MOTION TO ADJOURN**

Mr. Wyhopen made a motion to adjourn. Mr. Brown seconded the motion. A voice vote was taken with the motion passing unanimously. The meeting was adjourned at 6:50 p.m.