

New Castle City Board of Elections
Minutes
February 21, 2023 – 7:00 p.m.
1 Municipal Boulevard

Members Present: Connie Reese
Susan Hager
Carolyn Travers
Marianne Caven

Absent: Rodney Pratt

Also Present: Diane Delgado, City Absentee Ballot Clerk

The meeting was called to order at 6:31 pm. Roll call followed and a quorum to conduct business was declared.

Appointment of Chair

A motion to appoint Marianne Caven as Chair of the Board of Elections was made, seconded and unanimously carried. After discussion Ms. Caven agreed to accept the appointment.

General Discussion

Ms. Delgado stated that she has the application for voting machines and the agreement with the Department of Elections. She added that she will need contact information for all Board members and the date for voting machine training. Ms. Delgado noted that training will be held at the Lisa Drive location and the date will be set up by the Department of Elections.

During discussion it was noted that 10 poll workers will be needed for the election and that absentee voting starts on March 1, 2023. It was also noted that all poll workers must be city residents.

Ms. Caven joined the meeting at 6:36 p.m. Ms. Caven clarified that during her previous election experience she worked with many different individuals at the State and County Departments of Elections and they always handled whatever needed to be done.

Hospitality – Ms. Hager volunteered to handle Hospitality and arrange for food for the poll workers and Board members who are in attendance during the day.

Ms. Caven stated that at least one Board member must be at the polling place all day. Ms. Hager and Travers both noted they could be present all day. Ms. Caven added that she had provided a packet of the election process and procedures that need to be followed to the Board prior to the last election. Various deadlines were noted, including ordering voting machines, voting machine training, and posting.

Voter Registration List – Ms. Travers volunteered to review the voter registration list. Ms. Delgado noted that the list delivered to the city indicates addresses that are not within the city limits. During discussion it was recommended that addresses that are questionable, including addresses that are marked as “not in the city” on the voter registration list, be researched on the County Parcel list. Mr. Andrew Zeltt, a member of the public and

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candidate for City Council President, opined that the final voter registration list from the 2023 election could be used to compare to the voter registration list for the next election. It was suggested that MSC might be able to provide a list of all addresses in the city.

The requirements to be a qualified voter and how to resolve issues of residency were also discussed. Ms. Caven added that the Board packet has all the information of who is eligible to vote and who is eligible to be a poll worker. Ms. Caven also recommended that prior poll workers be contacted to see if they are willing to serve again. Ms. Hager will compile a list of past poll workers and contact them.

Ms. Caven will work with Ms. Delgado to have all forms completed and filed.

Minutes

A motion to approve the minutes of the December 28, 2022, meeting was made, seconded and unanimously carried.

Next Meeting Date

Ms. Caven will consult with Ms. Burgmuller regarding the next Board meeting date and will communicate with the Board members.

There being no further business to discuss Ms. Caven called for a motion to adjourn.

A motion to adjourn was made, seconded and unanimously carried. The meeting adjourned the meeting at 7:40.

Respectfully submitted,

Kathy Weirich
City Stenographer