

New Castle City Board of Elections
Minutes
February 10, 2021 -- 6:30 p.m.
Meeting via Zoom Technology

Members Present: Richard Schiller
Joseph Davison
Connie Reese
Bob Blakely

Absent: Susan Hagar

Also Present Marianne Caven

In the absence of a Chair, the meeting came to order at 6:35 pm. Roll call followed, and a quorum to conduct business was declared.

Roles and Responsibilities

Ms. Caven provided an overview of the role of the Chair, including oversight of the election to enable a successful election, opening and closing the polls, giving the Poll Workers the Oath, and counting the votes.

In addition, she provided the following information:

- the Board should have a timeline of the needs of the election and when those needs should be met;
- Diane Delgado is the Absentee Ballot Clerk and is an excellent resource for the Board Members;
- it is not required that all Board Members be in attendance at the polling location (Senior Center) on the day of the election, although Ms. Caven usually required two Board Members to be at the polling location in addition to herself;
- the Chair should be aware that issues may arise requiring diplomacy, care and concern;

Ms. Caven expressed her willingness to assist the Board to ensure a successful election.

The City will provide funding for any additional costs that might be incurred to comply with all recommended guidelines. Additional requirements will need to be met due to the pandemic, including masks, social distancing, and configuration of the polling machines. Ms. Caven noted that a Board Member will need to coordinate with Bob Thatcher at the Senior Center regarding setup, and Mr. Blakely volunteered to be the Board liaison with Mr. Thatcher.

Ms. Caven noted that the Chairperson needs to be at the Senior Center one hour before polling opens to ensure the set-up is correct and read the Poll Workers' Oath.

The State Board of Elections will hold training for Poll Workers and set up the voting machines and although it is not required, Ms. Caven recommended that Board Members attend the training as well. Three polling machines will be supplied. A representative from the State Board of Elections will be present at the Senior Center at times throughout the

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day and when the polls close to open the voting machines; and will remain as the votes are tallied. The Board conducts the tally.

Additional responsibilities of the Board include:

- making certain all agreements have been filed properly with the County; and
- updating the Voter Registration Rolls.

Ms. Caven noted that a Board Member needs to be assigned to lead Hospitality as well. It was noted that Ms. Hagar had volunteered to lead Hospitality at the January meeting.

Mr. Blakely offered to assist with updating the Voter Registration Rolls and/or Hospitality if necessary.

Ms. Caven offered to follow-up with the City to provide a timeline for the Board Members.

Mr. Schiller stated his willingness to Chair or Co-Chair the Board.

Ms. Caven also noted that Poll Workers need to be solicited by a Board Member(s), and opined that due to the pandemic more new Poll Workers may be required this year. Ten Poll Workers were solicited for the last election.

Approval of the Minutes

A Motion to approve the Minutes of the January 27, 2021, Board of Elections meeting as amended was made and seconded. On vote, the Motion was unanimously carried.

Public Comment

Mr. Phil Gross

In response to a question from Mr. Gross, Ms. Caven explained that a breach of conduct complaint against a candidate should be submitted to the Board of Elections in writing in care of the City of New Castle. After review by the Board the matter would be submitted to the City Administrator who would review it with the City Solicitor.

In response to a question from Mr. Gross relative to the submission of a Poll Watcher Form, Ms. Caven explained that all candidates will receive the proper form in their Candidate Packet upon registering as a candidate.

Timeline

Ms. Caven suggested that she and Kim Burgmuller meet to prepare a timeline for the Board and share that information with all Board Members for review at the next Board meeting.

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Mr. Schiller suggested that the Board meet in person immediately prior to election day to ensure all details are finalized.

Meetings

The following meetings have been scheduled:

February 24, 2021

March 24, 2021

March 10, 2021

April 7, 2021

Election of Chair

Mr. Davison nominated Mr. Schiller for the position of Chair of the Board of Elections. There being no other nominations, the nominations were closed.

A Motion to elect Richard Schiller as Chair of the Board of Elections was made and seconded. On vote, the Motion was unanimously carried.

Miscellaneous

Posters

Ms. Caven stated that the City will provide posters to the Board of Election after the closing date for Candidates to register.

Candidate Qualifications

Ms. Caven noted that the Candidate Qualifications are well defined and the responsibility of the Board is to ensure that all candidates have met the qualifications.

There being no further business to discuss, Mr. Schiller called for a Motion to adjourn.

A Motion to adjourn the meeting at 7:47 pm was made, seconded, and unanimously approved.

Respectfully submitted,

Kathy Weirich
Stenographer