

Tuesday, March 7, 2017 2:00 PM

- I. **OPEN PUBLIC MEETING STATEMENT:** Statement read by Chairperson Lynn Caterson
- II. **PLEDGE OF ALLEGIANCE:** Pledge was led by Secretary John Mooney
- III. **ROLL CALL:** Chairperson Lynn Caterson, Secretary John Mooney, Commissioner Ernest Aponte and Commissioner Mary Jo Coutts.
Office Staff: Clerks Susan Sandman, Bill Sacchinelli, Henrietta McKenzie, and Hope Bertino
- IV. **2017-2018 REORGANIZATION:**
 - A. **Appointments/Reappointment of Commissioners** – Commissioner Aponte and Commissioner Coutts are reappointed and sworn in.
 - B. **Selection of Chairperson** – A motion was made to appoint Lynn Caterson as Chairperson.
 - **Motion:** Commissioner Aponte
 - **2nd:** Secretary Mooney
 - **Vote:** Unanimous
 - C. **Selection of Secretary** – A motion was made to appoint John Mooney as Secretary.
 - **Motion:** Commissioner Coutts
 - **2nd:** Commissioner Aponte
 - **Vote:** Unanimous
 - D. **2017-2018 BOE Meeting Schedule** – There were 2 schedules made. The original schedule and a revised schedule with added meeting dates and times.
A motion was made to keep the original schedule, with the other 4 months of meetings as needed.
 - **Motion:** Secretary Mooney
 - **2nd:** Commissioner Aponte
 - **Vote:** 2-2A motion was made to advertise the first 3 meetings of the year and see how we progress.
 - **Motion:** Secretary Mooney
 - **2nd:** Commissioner Aponte
 - **Vote:** 2-2A motion was made to have the first meeting on April 18, 2017 at 6 PM and to advertise just that meeting.
 - **Motion:** Commissioner Coutts
 - **2nd:** Secretary Mooney
 - **Vote:** Unanimous
- V. **READING & ADOPTION OF MINUTES:**

A motion was made to accept the minutes from December 13, 2016 with no additional notes.

 - **Motion:** Secretary Mooney
 - **2nd:** Commissioner Coutts
 - **Vote:** Unanimous
- VI. **PRESENTATION/DEMONSTRATION OF SCANNER BY VENDOR:**

There was no presentation today just a proposal. There are fears that a new scanner will become obsolete because there may be many changes in the future – (electronic poll books, security issues, etc.). It was noted that the Clerks to the Board should make sure all available equipment is tested the day before an election.

VII. PUBLIC COMMENT: None

VIII. CLERK'S UPDATE:

- A. **Polling Locations for 2017** – The only change is in Galloway, from the Bayview Fire Substation to the Beacon Church. The Clerks to the Board will inspect the location to see if it's ADA compliant. A motion was made to approve this change of polling location.
- **Motion:** Secretary Mooney
 - **2nd:** Commissioner Coutts
 - **Vote:** Unanimous
- B. **Voting Accessibility Advisory Committee 2017** – Mr. Sacchinelli, Ms. Sandman and the 4 Board members are on this committee along with the 3 ADA appointed committee. Once new ADA appointments are given, we can invite them to a future BOE meeting. Secretary would like the Clerks to the Board to drive together in a County car for Poll Inspections, to cut mileage costs. A motion was made to use 2 County cars for the Primary Election and 1 County car when needed for inspections.
- **Motion:** Commissioner Aponte
 - **2nd:** Commissioner Coutts
 - **Vote:** Unanimous
- C. **Spring 2017 Training Classes** – There are 20-22 poll workers scheduled in each class. The poll workers can RSVP by email or telephone. Secretary Mooney would like to have classes in other towns (Galloway, EHT, Brigantine). A motion was made to have at least 16 people in a class – if not the class will be cancelled and the people rescheduled.
- **Motion:** Secretary Mooney
 - **2nd:** Commissioner Aponte
 - **Vote:** Unanimous
- D. **NJAEO Update** – Information was given to the Board with a schedule of classes. All Board members are asked to fill out dinner choice if attending.
- E. **Municipal Clerks' Meeting March 17** – There is an email from Paula Geletei to RSVP if attending.
- F. **New Laptops** – A motion was made to compose a letter to explain why new laptops are needed.
- **Motion:** Secretary Mooney
 - **2nd:** Commissioner Coutts
 - **Vote:** Unanimous

IX. OLD BUSINESS: None

X. **NEW BUSINESS:**

A. **Poll Worker List for 2017** – A list of poll workers was given the Board to approve. A motion was made to approve the list.

- **Motion:** Commissioner Aponte
- **2nd:** Commissioner Coutts
- **Vote:** Chair Caterson – yes, Secretary Mooney- abstained

B. **Signature Authorizations for 2017** – A form was given to Chairperson Caterson and Secretary Mooney to give permission for the Clerks to sign for them in their absence.

C. **2017 Budget Considerations** – There is 76, 442 that can be used for title changes, overtime and part time pool staff. A motion was made to change the title of the existing Data Control Clerks to Clerk 3. The Board will draft a letter to send to Diana Rutala and Jerry DelRosso requesting this change.

- **Motion:** Secretary Mooney
- **2nd:** Commissioner Coutts
- **Vote:** Unanimous

D. **Purchasing the Authorities Primary and General Elections** – It is now the responsibility of the BOE to purchase said Authorities for Primary and General Elections. A motion was made for the Commissioners to draft a letter to Diana Rutala and the Superintendent of Elections understanding that it is the BOE responsible for the ordering of Authorities for each of the elections.

- **Motion:** Secretary Mooney
- **2nd:** Commissioner Aponte
- **Vote:** Unanimous

XI. **WRITTEN CORRESPONDENCE:** None

XII. **EXECUTIVE SESSION:** None

XIII. **ADJOURNMENT:** A motion was made to adjourn the meeting at 4:45 PM.

- **Motion:** Secretary Mooney
- **2nd:** Commissioner Aponte
- **Vote:** Unanimous