

Tuesday, December 12, 2017 4:00 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. Commissioner Mary Jo Coutts was absent.
Office Staff: Clerk Bill Sacchinelli, Clerk Susan Sandman, Melissa Baez, and Hope Bertino.
- IV. **READING & ADOPTION OF MINUTES**:

A motion was made to accept the amended minutes from October 17, 2017

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

- V. **PUBLIC COMMENT**: None

- VI. **CLERKS TO THE BOARD UPDATE**:

- A. **Report from Court re: Estell Manor Run-Off Election** – A court order was given to hold this election on Tuesday February 6, 2018. The BOE will have a total of 4 Poll Workers instead of 6 for this special election. The Board is not needed for this small election. A motion was made to have the Clerks handle this election.

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

- B. **Budget** – A copy of the 2018 Budget was given to the Board. Secretary Mooney feels this department needs additional staff. It's the Commissioners' obligation to request 1- Democrat and 1- Republican employee for our staff. A motion was made to hire 2 new staff members.

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

- C. **Update General Election** :

- a. **Paper Count General Election** – A discussion arose about applications for Mail In Ballots. A motion was made to send a letter to the Senators and Assembly to change MIB applications to have a maximum of 5 years for signature update.
- b. **Warwick** – A situation occurred at the Warwick on Election Day. All voters and staff were made to sign in when entering the polling site. A motion was made to send the letter from the Attorney General that states his opinion on this, to the Atlantic City Clerk and the Warwick

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

c. **The Boathouse** – This Polling site is being utilized on the ground floor. It is not large enough to accommodate. A motion was made to send the Atlantic City Clerk a letter to say that the Boathouse must make suitable changes to accommodate the amount of voters. The Polling Site must be on the second floor, which is a larger area, or be removed.

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

D. **Association Memberships for 2018** – The NJAEO, Atlantic County League of Municipalities, and the Atlantic County Municipal Clerks Association memberships will all remain the same as last year.

E. **Prep for 2018 Cycle**

a. **Plans for Training** – There will be new instructions at training classes for sealing provisional ballot bags.

b. **Spoiled Provisional Ballots** – The Board approved a new Spoiled Provisional Ballot Inventory Form. There are more detailed reasons for spoilage, so there will be less concern as to why a provisional ballot was spoiled. A motion was made to train poll workers concerning the new Inventory Form.

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

c. **Voided Authorities** – The Board would like to recommend to the Superintendent to add an envelope to the back of the Z Book for voided Authorities.

VII. OLD BUSINESS:

A. **RFP For Scanner** – Palma Conover is currently working on the RFP. We should have something solid back by the end of January 2018. Any company can bid on this. The Board would like to see this up and running by March 2018. A motion to send a letter to all Municipal Clerks explaining that the BOE is considering new equipment.

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

VIII. NEW BUSINESS:

A. **Prep for 2018** –

a. **Mailings to Municipal Clerks** – The Clerks are sent a letter and forms to return concerning their contact information and polling place information. These letters go out in January and must be returned by March.

b. **Poll Worker Letters** – All Poll Workers will receive a letter and a new 2018 Application to update information. If not returned, they will not be able to work the polls.

IX. WRITTEN CORRESPONDENCE: None

X. EXECUTIVE SESSION: None

XI. ADJOURNMENT: A motion was made to adjourn the meeting at 5:10 pm.

- a. **Motion:** Secretary Mooney
- b. **2nd:** Commissioner Aponte
- c. **Vote:** Unanimous

C: File/hb