

Tuesday, October 18, 2016 6:00 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, and Commissioner Ernest Aponte were in attendance. Commissioner Mary Jo Coutts - absent.
Office Staff: Clerks Susan Sandman, Bill Sacchinelli, Henrietta McKenzie, and Hope Bertino
- IV. **READING & ADOPTION OF MINUTES:**
A motion was made to accept the minutes from September 27, 2016.
 - **Motion:** Secretary Mooney
 - **2nd:** Commissioner Aponte
 - **Vote:** Unanimous
- V. **PUBLIC COMMENT:** Superintendent Maureen Bugdon and Michael Gibbons were in attendance. Ms. Bugdon had concerns that she needed clarified concerning teaching Affirm Address at the poll worker classes.
- VI. **CLERK'S UPDATE:**
 - A. **Training** – Pollworker training was great. There is one more last minute class. Classes had a total of 400 people in attendance. Secretary Mooney and Commissioner Aponte had attended a class and were very impressed.
 - B. **General Election update on MIB sent/applied for- Received** – 8200 applications were sent out. 3870 were received.
 - C. **Staffing** – The Election Techs started work on October 11. There are 8 workers total. We had anticipated having 10, but should be okay with 8.
 - D. **“Seconds” Meeting** – In attendance were Michael Sommers from the Clerk’s Office, Michael Gibbons and Andrea Arroyo from the SOE, and Bill Sacchinelli and Sue Sandman from the BOE. They discussed how many people and phone lines will be necessary in the War Room on Election Day. Log sheets will be available for all three departments.
 - E. **Countdown to Municipal Clerks** – Email Blasts will be sent out to the Municipal Clerks reminding them what is needed for Election Day; supplies, cones, etc.
- VII. **OLD BUSINESS:**
 - A. **Election Day Procedures, bullet points, phone logs** – A draft of Election Day Procedures was presented to the Board. Drawn up by Chairperson Caterson and Mr. Sacchinelli and Ms. Sandman. There will be revisions made according to recommendations.
 - B. **2017 Budget – 2 new personnel, 2 new portable work stations** – There were revisions needed to the budget. A motion was made to ask Jerry Del Rosso and Diana Rutala for an extension to finalize the Budget.
 - **Motion:** Secretary Mooney
 - **2nd:** Commissioner Aponte
 - **Vote:** Unanimous

VIII. NEW BUSINESS:

A. **Bills Reviewed/Approved by Board – Contracts vs Purchase Orders** – A motion was made to table the discussion until the January 2017 meeting.

- **Motion:** Secretary Mooney
- **2nd:** Chairperson Caterson
- **Vote:** Unanimous

B. **Mays Landing Post Office** – There has been a delay in receiving the Mail In Ballots on Election Day. Staff will draft a letter to the Postmaster in Mays Landing, to have a meeting about delays, with cc's to Bellmawr. A motion was made to make Bellmawr a stop for the BOE to get ballots on Election Day.

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

C. **Election Security Issues** – An email should be sent to Chris Williams of Sequoia in reference to any security problems on Election Day, and an update on the new small scanners.

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

D. **SAP System** - A motions was made to approve alternate signatures needed for SAP for the Clerks to the Board.

- **Motion:** Secretary Aponte
- **2nd:** Chairperson Caterson
- **Vote:** Unanimous

IX. WRITTEN CORRESPONDENCE: None

X. EXECUTIVE SESSION: None

XI. ADJOURNMENT: A motion was made to adjourn the meeting at 8:45 PM.

- **Motion:** Chairperson Caterson
- **2nd:** Secretary Mooney
- **Vote:** Unanimous