



BOARD OF ELECTIONS MINUTES

Friday, February 10, 2022, 1:00 P.M.

Willowbank Office Building
420 Holmes Street, Room 116
Bellefonte, PA 16823

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I. CALL TO ORDER

The public meeting of the Board of Elections was convened at 1:00 PM by Vice Chair of the Board, Commissioner Michael Pipe.

In attendance were Commissioner Steven Dershem (by phone), Commissioner Michael Pipe, Commissioner Mark Higgins, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, and Director of Elections Beth Lechman.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MINUTES

The Board will consider approving the minutes from the October 28, November 2, November 4, November 5, November 9, November 16, November 18, and November 19, 2021 Board of Elections meetings.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Board of Elections meetings.*

V. PRIMARY ELECTION

A. Request for Proposals – Election Printing and Mail Services

Director Beth Lechman reported that no responses were received for the RFP Election Printing and Mail Services.

She has prepared a cost analysis comparing the County's cost to prepare and mail ballot packets versus utilizing a COSTARS vendor. Beth has obtained an estimate from Phoenix Graphics, Inc. The County's cost to prepare would be \$2.16 per ballot and the estimate came in at \$2.09 per ballot. For an additional \$0.10 the vendor can include ballot tracking on the return envelope. She has checked their references and received a positive response.

Beth expressed concern with the redistricting, that the County may not be prepared or have the staffing availability to complete the work. The vendor is located in

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Rochester, New York and their election is not held at the same time, so they are able to meet a 48 hour turnaround time. They have worked with equipment from Election Systems and Software and are able to print and fold ballots between timing marks. An issue was encountered in prior elections where timing marks that were damaged due to folding and affected the machines ability to accept the ballots.

A second vendor Quadient will be vetted by Beth and she will report back next week.

Commissioner Pipe suggested including penalties in the printing and mail service contract to hold the selected vendor accountable. The Board discussed a \$0.20 - \$0.25 penalty per ballot that is not delivered per terms of the agreement.

B. Polling Location Permanent Changes

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the permanent change of location for Precincts #49 and #50.

- i. Precinct #49 Ferguson Northeast 1 which had previously been at The Heights is moving permanently the location used in the past 3 elections - Discovery Space at 1224 North Atherton Street.
- ii. Precincts #50 Ferguson Northeast 2 which had previously been at Mike's Appliance is moving permanently to The Rivet at 1224 North Atherton Street.

C. Penn State Update for the Vote by Mail Center

Beth and John Franek visited the Penn Stater and found two conference rooms that are side by side and can be used for the Vote by Mail Center. A media room and third room will be available to use for CNET and food/refreshments.

VI. OLD BUSINESS

VII. ELECTION ANNOUNCEMENTS

Tuesday, February 15, 2022

First day to circulate and file nomination petitions

Tuesday, March 8, 2022

Last day to circulate and file nomination petitions

Wednesday, March 9, 2022

First day to circulate and file nomination papers

Wednesday, March 23, 2022

Last day for withdrawal by candidates who filed nomination petitions

VIII. EXECUTIVE SESSION REPORT

IX. QUESTIONS FROM THE PRESS

X. ADJOURN

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn at 1:25 PM.

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Respectfully submitted,
Natalie Smith
Executive Office Supervisor