



BOARD OF ELECTIONS MINUTES

Tuesday, April 6, 2021, 11:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

Virtual – [BlueJeans](#)

I. CALL TO ORDER

The public meeting of the Centre County Board of Elections was convened at 11:01 AM by Chair of the Board, Commissioner Steven Dershem.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Elections Coordinator Jodi Nedd, Voter Registration Coordinator Latisha Stefanko, Executive Office Supervisor Natalie Smith and Staff Assistant Jillian Savage.

Media present included Marley Parish.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MINUTES

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve the minutes of the Board of Elections meeting held on Tuesday, March 30, 2021.

IV. NEW BUSINESS

A. Ordering of Ballots for the Municipal Primary

Jodi Nedd reported a spreadsheet was distributed via email to the Board outlining the number of ballots ordered by party, as well as absentee mail-in and provisionals. The Department of State, through Act 77, provides a formula to determine the amount of ballots the County is required to order for in-person voting on election day. The amount of mail-in, absentee, and provisional ballots ordered is estimated by taking into consideration the number of registered voters and past requests for these ballots in each precinct.

Action: *On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve order of vote-by-mail ballots, same day ballots, and provisional ballots for the 2021 Primary Election.*

B. Elections –Latisha Stefanko introduced an agreement with Pitney Bowes for the purchase of a Relay3500 Folder/Inserter including years 2-5 of equipment maintenance. The purchase price for the Relay3500 is \$12,008.46. Equipment

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maintenance cost is free for the first year, then \$1,122.00 per year for year 2 through year 5. Equipment maintenance includes replacement parts and labor. Agreement totals \$16,496.46 and will be paid for 100% by grant funds through the Center for Tech and Civic Life grant – Dept. 131.

***Action:** On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to recommend entering into the agreement with Pitney Bowes to the Board of Commissioners at the Thursday, April 8, 2022 meeting.*

V. DISCUSSION ITEMS

Ballot Return and Collection Plan

Commissioner Pipe reported that last year the Board approved a Ballot Collection Plan for the General Election. Two minor adjustments are being made to the plan. There will not be a Satellite Elections Office for the Primary. Voters will be accommodated at the Elections Office using a similar online scheduling platform used for the Bryce Jordan Center last year, as well as this year for candidates running for local office. Additionally, the secure ballot drop box located in Stenner Hall will be moved outside to make all the drop boxes available any time. Action will be taken at the Thursday Board of Elections meeting.

VI. ELECTION ANNOUNCEMENTS

Monday, May 3, 2021

Last day to REGISTER before the Primary.

Tuesday, May 11, 2021

Last day to apply for a mail-in or civilian absentee ballot.

Tuesday, May 18, 2021

MUNICIPAL PRIMARY

Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 PM).

VII. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to move into executive session for personnel matters at 11:13 AM.

The meeting was adjourned at 11:23 AM.

Respectfully submitted:

Jillian Savage
Staff Assistant, Commissioners' Office