



BOARD OF ELECTIONS MINUTES

Thursday, September 23, 2021, 1:30 P.M.

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

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I. CALL TO ORDER

The public meeting of the Centre County Board of Elections was convened at 1:31 PM by Chair of the Board, Commissioner Steven Dershem.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Elections Beth Lechman, Elections Coordinator Jodi Nedd, Voter Registration Coordinator Latisha Stefanko, and Executive Office Supervisor Natalie Smith.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes of the Board of Elections meeting held on July 27, 2021.

Action: *On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve the minutes of the July 27, 2021 Board of Elections meeting.*

V. NEW BUSINESS

a. Municipal Election – November 2, 2021

- i. Poll Worker Training to be held on October 6, 7 and 13 at The Penn Stater Hotel and Conference Center. The trainings will be held at 9:00 AM, 2:00 PM and 6 PM.

Jodi Nedd reported that the training is not mandatory since all judges are returning from the Primary Election. There are currently 46 poll workers signed up to attend these trainings. Commissioner Pipe asked that attendance be recorded for the trainings.

ii. Ballot Layout

Director Beth Lechman stated that the ballots will be laid out the same. The ballot type will be noted in the ballot's header. The reminder to turn the ballot over and warning are noted on both the mail-in and provisional ballots.

iii. Ballot quantities for mail-in, absentee and Election Day

Beth will order 20 provisional ballots per precinct. Commissioner Dershem requested that extra ballots be ordered for the HUB Precinct #24, considering the students will be present for this election day.

The amount of mail-in absentee ballots to be ordered is based on the number of current requests, with an additional 10%. Based on numbers for previous municipal elections, only 14 ballots should be ordered for the HUB Precinct #24, but 100 will be ordered.

The amount of election day ballots to be ordered is based on a 50% voter turnout, adjusted according to the number of registered voters. Commissioner Dershem asked that the ballots ordered be increased for the Bellefonte Area School District precincts because there are expected to be contested races. Commissioner Pipe suggested an additional 10% for all precincts, it was the consensus of the Board to order an additional 10% for all precincts except the Bellefonte Area School District, which will be an additional 20%.

There are no questions or referendums on the ballots other than the Superior Court and Commonwealth Court Retention questions.

When ballots are received from the printer, Commissioner Pipe suggested that citizens be given the opportunity to review what was ordered. Jodi suggested that the quantity ordered be posted online. Commissioner Higgins reiterated that roughly 50,000 ballots will be printed for election day with 13,000 printed for mail-in and absentee. Commissioner Dershem stressed the importance that poll workers notify the County immediately if ballots appear to be running low so that they can be printed and delivered promptly.

iv. PPE Supplies

Beth has confirmed with the County's Emergency Management Agency (EMA) that disposable masks are available. Supplies to be ordered include one box of gloves per precinct, one pen per person based on a 50% voter turnout, and one container of sanitizing wipes per precinct. Supplies on hand include sneeze shields for all tables, face shields for each poll worker, eight small hand sanitizers per precinct, and one box of 50 masks for small precincts and one box of 100 masks for larger precincts.

v. Elections - Function Agreement with The Penn Stater Hotel and Conference Center for the Vote by Mail Processing Room. The space will be provided as a Penn State In-Kind Service at \$3,000 per day for the period of November 1, 2021 through November 3, 2021 – Dept. 131.

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Commissioner Dershem asked if there is a way to increase public accessibility or visibility. Commissioner Pipe explained that you cannot be an observer in one place and see the entire process. The room will be viewable and televised.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the function agreement with The Penn Stater Hotel and Conference Center for the period of October 28 through November 3.*

The next Board of Elections meeting will be held on October 7, 2021 at 11 AM.

- VI. OLD BUSINESS
- VII. DISCUSSION ITEMS
- VIII. ELECTION ANNOUNCEMENTS

Monday, October 18, 2021

Last day to REGISTER before the November election

Tuesday, October 26, 2021

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

Tuesday, November 2, 2021

MUNICIPAL ELECTION

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

- IX. QUESTIONS FROM THE PRESS
- X. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 2:08 PM.

Respectfully submitted:

Jillian Savage
Staff Assistant, Commissioners' Office