



BOARD OF ELECTIONS MINUTES

Thursday, October 5, 2023 at 1:00 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 1:02 PM by Chair of the Board Vicki Fong.

In attendance were Board Members Vicki Fong, Chris Fowler, Director of Elections Beth Lechman and Executive Office Supervisor Erin Good.

Guests present included Michelle Schellberg and Halie Kines.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

There were no comments received from the public.

IV. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

V. MINUTES

The Board will consider approving the minutes from the September 21, 2023 Board of Elections meeting.

Action: On a motion by Chris Fowler, seconded by Vicki Fong, the Board voted unanimously to approve the minutes as modified from September 21, 2023 meeting.

VI. NEW BUSINESS

A. Polling Location: Change of Polling Location for the November 7, 2023 Municipal Election

i. Precinct 91 Ferguson North Central from the Centre Dance Studio to Stepping Stone Community Church, located at 848 Science Park Rd, State College.

Beth Lechman stated the Centre Dance Studio was too small and could not accommodate voters. Beth stated there were a few minor corrections that were made that the church was worried about particularly with their parking lot. Beth stated a certificate of liability form was provided for them and they were pleased with that change.

Action: On a motion by Chris Fowler, seconded by Vicki Fong, the Board voted unanimously to approve the change in polling location for Precinct 91 for the November 7, 2023 Municipal Election.

B. Consider approval of the location for a function agreement with The Penn Stater Hotel and Conference Center for the Poll Worker Training. The estimated cost is \$5,380.00 which was budgeted for the period of October 23, 2023 to October 27, 2023.

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Beth Lechman said this cost is budgeted and the agreement was already signed.

Action: On a motion by Chris Fowler, seconded by Vicki Fong, the Board voted unanimously to approve the location of the function agreement with The Penn Stater Hotel and Conference Center for Poll Worker Training.

C. Consider approval of the location of a function agreement with The Penn Stater Hotel and Conference Center for the Vote by Mail Processing Room. The estimated cost is \$14,925.00 which was budgeted for the period of November 3, 2023 to November 9, 2023.

Beth Lechman stated this was also budgeted and the agreement was already signed.

Action: On a motion by Chris Fowler, seconded by Vicki Fong, the Board voted unanimously to approve the location of a function agreement with The Penn Stater Hotel and Conference Center for Vote-By-Mail processing.

D. The Centre County Board of Elections Ballot Return and Collection Plan for the 2023 Municipal Election

Beth Lechman distributed the Ballot Return and Collection Plan for the 2023 Municipal Election to the Board and she stated there were a few minor changes to the plan. Most of the changes were that the dates were changed to reflect this year's Election date. On page three, the date was changed to October 16th to reflect the date in which the Ballot boxes will be available. On page six, the "push here to insert" sign on the ballot box was changed a different color. On page seven, Beth changed the Board of Elections to the CCEO (Centre County Election Office) because the Board of Election won't know what staff will be out collecting, the Election Office staff will. The surveillance videos date was changed to January 8, 2024. Page eight, there was a change from CCBOE to CCEO.

On page nine, in section 3.3 the date for the closing of the ballot boxes was changed to Monday, November 6, 2023 at 9:00 AM. On page sixteen, the ballot return site was changed to reflect the current Board of Elections. On the closing form the date was changed to November 6, 2023. On the secure ballot box collection form, there was an addition to ballot retrieval team counting the ballots. Beth also added "other ballot count" and "other county ballot count" to the form, which is common during Presidential Elections.

Action: On a motion by Chris Fowler, seconded by Vicki Fong, the Board voted unanimously to approve the Ballot Return and Collection Plan for the 2023 Municipal Election.

VII. OLD BUSINESS

Beth Lechman stated the ballots went to the printer this morning and the company has 48 hours to get them out in the mail.

VIII. ELECTION ANNOUNCEMENTS

- o The next scheduled Board of Elections meeting is Thursday, October 19, 2023, at 2:00 PM at the Willowbank Building Room 146.

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURN

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On a motion by Chris Fowler seconded by Vicki Fong, the Board voted unanimously to adjourn the meeting at 1:17 PM.

Respectfully submitted,
Erin Good
Executive Office Supervisor