



Minutes of the Board of Elections Meeting Monday, May 11, 2015

1. Call Meeting to Order

Mayor Krause called the May 11, 2015 Board of Elections Meeting to order at 6:00 pm in the upstairs meeting room of the Slaughter Beach Memorial Volunteer Fire Company. Council members present were Mayor Bill Krause, Vice Mayor Amy Parker, Secretary Glenn Stieffenhofer, and Councilperson Kathleen Lock. Treasurer Jackson Gingrich joined the meeting at 6:50 pm. Community members in attendance are shown on the attached sign-in sheet.

2. Opening Comments

All volunteers are welcome and more are needed. We have our three BOE members. Howard Sipple and Nancy McNeela have agreed to be Election Officers but we are still in need of (at least) one more.

3. Swear in BOE Members

Jane Hargrove Brown was sworn in as a Board of Elections member by taking a verbal and written oath.

4. Appointing of the E.O. Inspector

Brenda Dejardins is willing to serve as the third Election Officer with Howard Sipple and Nancy McNeela.

Motion: A motion was made by Amy Parker to appoint Nancy McNeela as the Election Officer Inspector. Kathleen Lock seconded the motion. **Motion carried unanimously, 5 – 0.**

5. Impact of Charter Change, if and when signed by the Governor

Senate Bill 35, to update the Slaughter Beach Charter, sponsored by Sen. Simpson, was signed by the Governor on April 30. The updates do the following:

Section 1 updates the municipal election procedures to better conform to the Delaware Municipal Election Laws. Among other things, this section addresses and clarifies voter qualifications, election procedures and required notices, procedures for resolving challenges regarding voter qualifications, absentee ballot voting qualifications, procedures for establishing the Board of Elections, and the minimum polling hours.

Section 2 clarifies that newly elected members of Council cannot be sworn in until at least seven days have transpired from the date of the election certification and revises the notice procedures pertaining to different actions taken by the Town.

6. BOE Procedures for Absentee Ballots

a. Plan Process

Any individual wishing to vote by absentee ballot must request a ballot by filing an affidavit of qualifications with the Town no later than 12:00 pm (noon) July 3. An affidavit to request an absentee ballot is available on the Town of Slaughter Beach website at www.slaughterbeach.delaware.gov under the Town Election Information tab. It may also be requested by sending an email to townofsllaughterbeach@comcast.net or in writing to the Town at 357 Bay Ave, Slaughter Beach, DE 19963-4909 or by telephone at (302) 424-7659. (Please leave a message.) When the affidavit is received, a ballot will be mailed to you. For all voters who have returned their affidavits to the Town, the absentee ballots will be mailed no more than twenty-seven (27) days (June 8th) and no less than four (4) days (June 29th) prior to the day of the election (July 4th). For affidavits received after 12:00 pm (noon) on June 29, the individual filing the affidavit will be responsible for picking up the absentee ballot from the Town in person. The ballot must be filed with the Town no later than 12:00 pm (noon) on the day of the election. In addition, the Town Office will be open every Saturday in June from 10:00 a.m. to 12:00 pm (noon.) A qualified absentee voter may pick up an affidavit during those hours. He or she may also complete the absentee ballot affidavit, show identification, and complete an absentee ballot at that time. If you request an absentee ballot, you must use it to vote. You will not be permitted to vote by machine on the day of the election.

There was a lengthy discussion regarding the process for a renter that qualifies to vote by absentee ballot. We will need to consult the town attorney for clarification to be sure we don't have a lower standard of proof of residency for a renter if that renter votes by absentee ballot.

Regarding the absentee balloting envelopes – Mary Lyde said the BOE knows what the envelopes need to look like and they have a sample. We need to order the printed envelopes and get the “holding” envelope.

Regarding notary services – There are two notaries at the Cedar Creek Marina and the cost is \$5.

b. Who is responsible for documenting process and requests?

The Town Clerk is responsible for documenting process and overseeing requests.

c. Secure mailbox for incoming ballots

We need to upgrade the Town mailbox since our current mailbox is not secure. This will be discussed at the 7pm meeting.

d. BOE – oversight and procedures, or okay to delegate?

No discussion.

e. Who/when are the absentee ballots counted?

Mary Lyde said that Jean Turner instructed her that the Election Officers count the absentee ballots. Amy Parker thought it was the BOE members.

Mayor Krause read from Delaware Code - Section 5510: COUNTING PROCEDURE FOR ABSENTEE BALLOTS which states “At any time between the opening and the closing of the polls on an election day, absentee election judges within each county, selected by the administrators of the department of elections for that county, shall count absentee ballots at the department's offices

in the county as follows..." See more at:

<http://codes.lp.findlaw.com/decode/15/55/5510#sthash.XRfiW1jZ.dpuf>.

Mary Lyde said the BOE would be happy to be responsible for counting absentee ballots. Ken Lewis suggested that the public meeting to open absentee ballots be held at 11 am on the day of the election.

f. Other

Ken Lewis asked if the public meeting to count absentee ballots has to be noticed. Amy replied that it does need to be noticed one week.

There are two notaries at the Cedar Creek Marina and the cost is \$5.00.

7. Election Day Procedures

a. Opening the polls

The polls will be open from 8 am – 12 pm (noon).

b. Verifying voters

Pre-established by Sussex County tax list, supplemental list, approved documents brought in on the day of election or sign an affidavit. Kathleen Lock noted that we have already made some changes to the Sussex County list based on properties sold that were not reflected on the list from Sussex County. The updated information was taken from the paperwork received by the Treasurer from the Sussex County Realty Transfer Tax.

c. Challenges or disputes

Election Officers can call on the BOE to help them settle a challenge or dispute.

d. Counting and adding the absentee ballots

Done above with 6e.

e. Announcing winning candidates

Amy Parker researched this and said that she read that when the election is over, people can stand inside and wait to hear the results.

f. Other

8. Training

Ken Lewis has confirmed that training for the BOE will be held in Georgetown on Tuesday, June 9, 2015. Training for the Election Officers is supposed to happen on the day of the election by the person that delivers the voting booths. The BOE will be responsible to train the Election Officers on the process prior to Election Day and also said that the Election Officers are welcome to attend the more detailed training in Georgetown on Tuesday, June 9th.

9. Status of Election Process

We are on target according to timelines prepared by Barrett Edwards and Kathy McFadden.

10. Other Topics as Required

None.

11. Adjournment

The meeting adjourned at 7:00 pm.

Respectfully submitted,

Glenn Stieffenhofer

Glenn Stieffenhofer
Secretary

SLAUGHTER BEACH TOWN MEETING

Board of Elections Meeting, 6 PM and Regular Town Meeting, 7 PM

May 11, 2015

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Marry Walsh			
Bj Bjander	451 Bay		
Becky Craft	571 Bay		
Drew Gost	307 Bay		
Cynthia Lujan	525 Bay		
David Wasilowski	559 Bay	122 0828	
John Foley	450 Bay		