

New Castle City Board of Elections
Minutes
March 15, 2023 – 7:00 p.m.
1 Municipal Boulevard

Members Present: Marianne Caven, Chair
Connie Reese
Susan Hager
Rodney Pratt

Absent: Carolyn Travers

Also Present: Diane Delgado, City Absentee Ballot Clerk
Christopher Griffiths, Esquire, City Solicitor

Ms. Caven called the meeting to order at 6:33 pm. Roll call followed and a quorum to conduct business was declared.

Minutes

A motion to approve the minutes of the February 21, 2023, meeting as presented was made, seconded and unanimously carried.

General Discussion

Tasks Completed:

- Application for voting machines submitted.
- Insurance Rider submitted.
- Contract with the County for training was executed and submitted.
- Contract with the Senior Center was executed and submitted.
- Voter Registration List is presently in review with Mses. Reese, Caven and Delgado.
- Posters have been printed and will be distributed and posted around town.

Tasks to be completed the day before election:

- Voter registration lists to be broken down into three parts.
- The poll must be prepared in the afternoon or evening.

Election Day Procedures

Ms. Caven asked the Board members to review the Election Day Procedures. The Canvas of the Poll will be held a few days after the polls close.

Poll Worker Training

Training for election poll workers will be held at the County Election Warehouse on Lisa Drive in New Castle on April 10th at 10:00 a.m. All poll workers are required to attend training.

Absentee Ballots

Absentee Ballots are available at the City Office. Ms. Delgado explained how to obtain and complete an Absentee Ballot. Absentee Ballots can be obtained up until noon on the day before the election and they are due back to the City Office via mail or hand delivery no later than 4:30 p.m. the Friday before election day. Absentee Ballots can also be delivered

to the polling place on the day of the election up until the polls close. Ms. Caven added that Absentee Ballots are counted during the course of the day.

Review of Goods in City Administration Building

Ms. Caven noted that Mses. Reese and Hager both participated in the last election and recommended that one of them take a physical inventory of the Election Goods being stored in the City Administration Office.

Hospitality

Ms. Hager will coordinate hospitality for the day.

Miscellaneous

Candidate Meet-and-Greet – In response to a question from Ms. Hager, Ms. Caven opined that Board Members should not attend a candidate's home meet-and-greet; however she will check with the County and advise the Board at the next meeting.

Poll Workers – Ms. Hager noted that she is missing contact information for a number of previous poll workers. Ms. Caven will work with Ms. Hager.

Board Member Attendance at the Polling Place – Ms. Caven stated that it was not mandatory for all Board members to be present at the polling place on the day of the election; noting that detail could be worked out closer to the date.

Ms. Caven invited Mr. Griffiths to introduce himself and provide background on his experience. Mr. Griffiths stated that he will be available to be present on election day or can be reached by phone to answer any Board questions. He added that the State has an Election Hot Line to answer any questions as well.

Public Comment

Phil Gross – 1301 13th Street

Mr. Gross noted that Board members should not talk about specific candidates publicly.

Ms. Caven responded to a number of procedural questions posed by Mr. Gross. Mr. Griffiths explained the protocol for a pre-election issue that Mr. Gross questioned.

Michael Platt – 202 East 11th Street

Mr. Platt thanked the Board for volunteering to be members of the Board of Election.

Mr. Platt noted that Ms. Leary received her candidate packet through the mail, noting that most of the candidates picked their packet up at the City offices, and suggested that the Board ask Ms. Leary how things transpired.

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There being no further business to discuss Ms. Caven made a motion to adjourn. The motion was seconded and unanimously carried. The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Kathy Weirich
City Stenographer