

Reviewed by: _____

ELECTION BOARD MINUTES
February 24, 2011

Those present at the Election Board meeting held in Room 103 of the Courthouse Annex:

Craig Adams, Chair of Election Board
Eleanora Miller, Election Board
Lisa Mumford, Admin. Asst.
Amber Kistler, Clerk
Fred Weaver, Taxpayer

Martha Breene, Vice-Chair of Election Board
Denise Jones, Chief Clerk
Gerry McGuinness, Voter Registration Coordinator
Michael R. Hadley, Esq.
Commissioner Vince Witherup

Craig Adams called the meeting to order at 5:31 p.m. The meeting began with a public prayer given by Craig Adams. Craig Adams then led the group in the Pledge of Allegiance.

ELECTION OF CHAIR AND VICE-CHAIR:

Martha Breene made a motion to appoint Craig Adams the Chairman of the 2011 Election Board, seconded by Eleanora Miller, aye all.

Craig Adams made a motion to appoint Martha Breene the Vice-Chairman of the 2011 Election Board, seconded by Eleanora Miller, aye all.

PUBLIC COMMENTS ON AGENDA:

Chief Clerk Denise Jones questioned item #5-A on the agenda – Appointing Special Counsel. The Board advised that in addition to the services of its County solicitor, they find it necessary to carry out the provisions of the Election Code to have the independent professional expert advice and services of Special Counsel to assist the Board in the preparation of comprehensive rules, regulations, policies, and procedures governing the conduct of elections and election-related activities in the County.

DISCUSSION AND ADOPTION OF RESOLUTIONS:

The Board of Elections had seven (7) resolutions to present for adoption. They are follows:

Craig Adams presented **Resolution VCBE-2011-01** – Appointing Special Counsel. Michael R. Hadley, Esq. will be appointed to serve as special counsel for the Election Board for the year 2011. Michael R. Hadley will be paid a retainer in the amount of \$5,000 to cover the first 40 hours of work and then be paid \$125 per hour after that. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

Craig Adams presented **Resolution VCBE-2011-02** – Appointing Chief Clerk of Election Board. Denise Jones was designated as Chief Clerk of the Board of Elections of the County of Venango. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

Craig Adams presented **Resolution VCBE-2011-03** – Rescinding previous actions, policies. The Board of Elections will develop and implement new, amended or restated policies and procedures governing the conduct of the election in the County of Venango. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

Craig Adams presented **Resolution VCBE-2011-04** – Purchasing One sets of the Election Code. The Chief Clerk will purchase one (1) set of Purdon’s Statures Annotated, Title 25, known as the Election Code. This cost this set is estimated to be approximately \$400. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

Craig Adams presented **Resolution VCBE-2011-05** – Directing a member of the Board of Elections and special counsel to prepare new proposed Election Policies and Procedures, and a new proposed updated comprehensive Poll Worker Manuel. Martha Breene was designated to work with Special Counsel for the Board to prepare rules. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

Craig Adams presented Resolution **VCBE-2011-06** – Adoption of a meeting schedule for the work sessions and public meetings of the Board of Elections. The Board shall meet at 6:00 p.m. in Room 103 of the Venango County Court House Annex on the following dates in 2011:

March 7, 14, 21, 28
April 4, 11, 18, 25
May 2, 9
September 5, 12, 19, 26

The Board will meet at 1:00 p.m. in Room 103 of the County Court House Annex at 1:00 p.m. for the public testing on Friday, May 13th and Friday, November 4th, 2011. The Board will meet at 7:00 a.m. on the elections which are Tuesday, May 17th and Tuesday, November 8th, 2011. Craig Adams made a motion to approve the resolution, seconded by Eleanora Miller, aye all.

The last resolution presented by Craig was Resolution **VCBE-2011-07** – Direct a member of the Board of Elections and special counsel to review, define, and/or negotiate or renegotiate the terms, responsibilities, and costs of the service provider for programming and operational analysis of all electronic voting machines utilized by the County of Venango. Martha Breene will report her findings to the Board of such review, discussions and proposed revisions, if any, to the aforesaid agreement with Terry Williams. Craig Adams made a motion to approve the resolution, seconded by Martha Breene, aye all.

OTHER COMMENTS:

Both Martha Breen and Eleanora Miller expressed what a privilege it is to serve on the Election Board and welcomed everyone.

Martha Breene made a motion to adjourn the meeting at 6:35 p.m., seconded by Eleanora Miller, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.