

Town of Riverdale Park
Board of Elections Meeting Minutes
March 14, 2023

In Attendance

Sarah Zolad, Chief Election Judge
Kate Kelly, Deputy Chief Election Judge
Heather Cronk, Board of Elections member
Patti Doyen, Board of Elections member
Michael Lynch, Resident
Sheila Smith, Election Judge

Jessica Barnes, Director of Administrative Services

Absent

Jahera Otieno, Board of Elections member

Call to Order

Ms. Zolad called the Board of Elections (BOE) meeting to order at 7:18 p.m.

Approval of the Agenda

Ms. Kelly made a motion to approve the March 14, 2023, Board of Elections meeting agenda. The motion was seconded by Ms. Cronk. Vote: All in favor

Discussion:

There were no changes to the agenda or stated conflicts of interest.

Discussion Items

1. Town Election Information Sessions:
 - Saturday, March 18th from 2 p.m. to 3 p.m. at Town Hall
 - Monday, March 20th at 7:00 p.m. via Zoom

Ms. Doyen asked how the wards would be identified as the Street File Report had not been finalized yet and Ms. Kelly stated that a ward boundary map was available. Director Barnes discussed the list of properties in Town by ward which was provided by Mayor Thompson after the redistricting had been completed.

Ms. Kelly stated that Absentee (Mail-in) Ballot applications and voter registration forms would be needed for the March 18th Information Session. Director Barnes stated that the forms were available in a document holder outside of Town Hall.

Ms. Zolad stated that she hoped to create a Frequently Asked Questions (FAQ) list following the Information Sessions. Director Barnes stated that the FAQ list could be included on the Town website. Ms. Zolad discussed the recommendation that candidates get at least five additional signatures on their petition for elective office. Ms. Zolad and Ms. Kelly discussed the review of the candidate packets for previous elections. Ms. Doyen suggested that the recommendation to candidates be that they get more than the required number of signatures without recommending a specific number. Ms. Kelly noted

that it would be important for candidates to obtain more signatures than required due to redistricting.

Ms. Zolad stated that the virtual information session would include a brief presentation followed by questions and answers.

Director Barnes asked if the BOE was interested in having a table at the Farmers Market, perhaps on March 30th. The Board members discussed their schedules.

Ms. Kelly asked for additional information regarding the review of the Street Files Report and Director Barnes provided further instructions. Mr. Lynch asked about the address range 4701 to 4719 Rittenhouse Street and Director Barnes discussed using the list provided by Mayor Thompson, SDAT Real Property Search, Google Maps, and PGAtlas.

2. County BOE Street Files Report

Director Barnes stated that the revised Street Files Report was not ready for final approval, and she would review the feedback provided by the Board members by the end of the week.

3. Update on Town Election preparations

Director Barnes provided the following updates:

- The first candidate packet would be delivered on March 15th and there had been another inquiry regarding the candidate packets. Director Barnes noted that she was surprised to receive a completed candidate packet so quickly as the candidate packets were posted on March 10th.
- Three Absentee (Mail-in) Ballot applications had been received and one of the three was from the *Town Crier*. Director Barnes provided an overview of the process for Absentee (Mail-in) Ballot applications.
- Two hundred Election Notices would be distributed in food boxes for Riverdale Elementary School families.
- A mailing to voters on the Town's Supplemental Voter Registry (62 voters) would be completed by March 17th. Director Barnes noted that a memo, Election Notice, and Absentee (Mail-in) Ballot application would be sent to each voter.
- Received a list of voters who were registered with the County/State but are under the age of 18 years old as requested at the previous BOE meeting.

Mr. Lynch asked if the voters who were on the list provided by the County BOE and were under 18 years old could be automatically added to the Town's Supplemental Voter Registry. Director Barnes stated that she would follow up with the County BOE to determine if the voters would be included on the materials provided to the Town by the County. Director Barnes stated that the County's Municipal Survey Form asked if the Town allowed 16-year-olds to vote.

Next Meeting

Ms. Zolad asked when the BOE would like to meet again. Director Barnes suggested meeting on Monday, March 20th following the Information Session. Ms. Doyen discussed her schedule and Director Barnes recommended starting the BOE meetings at 7:30 p.m. moving forward to be

consistent with the start time of other Town meetings and to accommodate different schedules.
There were no objections.

Adjournment

The meeting was adjourned at 8:15 p.m.