



Townsend Board of Elections Meeting Minutes
February 2nd, 2024 @ 10:00 am
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734

10:00 am Townsend Board of Elections (BOE) Meeting

- I. Call to Order: 10:00 a.m.
- II. Roll Call
 - a. BOE member Gerald Dove, BOE member Patricia Cobourn, TC Rivera, and TM Tantillo. BOE member Terry Mobley – absent.
- III. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance
- IV. Visitor Acknowledgement
 - a. Bruce Russell – resident of Townsend seeking to fill the open BOE member seat.
- V. Scheduling of 2024 Town of Townsend Municipal Election
 - a. TC Rivera confirmed per Article 5.2 of the Charter there shall be two seats filled on even years and three seats on odd years: each term being for two years. Noting, as this is an even year two seats are up for election for a two-year term. TC Rivera confirmed the seats to be filled are for current CM Mertz and Mayor Lobdell whose terms are expiring this year.
 - b. TC Rivera noted a revised Charter was approved by the State of Delaware on August 31st of last year via House Bill No. 139 as amended by House Amendment No. 1. TC Rivera advised she will highlight changes that affect the Town’s Elections as the election schedule is discussed.
 - c. TC Rivera advised the BOE that copies of the Charter are available upon request, noting the changes are reflected on the Town’s Municipal Code (TMC) website.
 - d. TC Rivera advised beginning in the month of February, posting notice regarding the solicitation of candidates will be made on the 16th and a reminder posting on the 27th. TC Rivera explained the postings will advise residents packets will be made available on March 5th and must be returned by April 5th 4:30 p.m.; granting potential candidates more than enough time than required per Delaware Code and the Town’s Charter.
 - e. TC Rivera advised a posting will be made on March 5th announcing that candidate packets are available for pickup. TC Rivera explained the packet items include:
 - i. Cover Sheet for Candidate Packets
 - ii. Candidate Filing Form
 - iii. Candidacy Petition – which requires 10 Town of Townsend registered voters.
 - iv. Candidates must file either a Certificate of Intention or a Statement of Organization with the State – TC Rivera noted a link for the certificate of intention will be provided to potential candidates. Additionally, interested candidates may provide proof of submission in any form. TC Rivera confirmed she will verify with the State as well.
 - v. Affidavit Regarding Eligibility
 - vi. Valid Identification Copy.

- vii. Background check – TC Rivera noted this is now required per the Town’s Charter.
- f. TC Rivera advised the Article 5.3.2 Qualifications for the Mayor have been added. TC Rivera explained the mayor is elected by their fellow Councilpersons and must have served for a minimum of twelve (12) consecutive months and shall meet all qualifications for office.
- g. TC Rivera advised she will reach out to the BOE to schedule the BOE training in March. Noting, the proposed training will be held the week of April 15th – 26th. Ms. Coburn advised she would be unavailable on Thursday’s. TC Rivera advised more details on the training will be provided as the date approaches.
- h. TC Rivera confirmed residents must register to vote by April 29th, and a posting will be made on March 28th with voter registration information per the TMC 2.20.030.
- i. TC Rivera noted Article 5.5.1 of charter has been revised to have voter qualifications be in accordance with the Delaware Code Title 15 Ch 75 Section 7554. TC Rivera explained this is something that the Town follows, and it requires persons appearing to vote shall present proof of identity and address. Furthermore, the identification shall be one or more of the following items that individually or together show the identity and address of the person, such as:
 - i. A current State of Delaware driver’s license or ID card;
 - ii. A uniformed service ID card;
 - iii. A current photo ID issued by the State of Delaware; U.S. Government; the voter’s employer, high school or higher education institution;
 - iv. A current utility bill, bank statement, credit card statement, a paycheck or pay advice, or another type of bill or statement.
 - v. A lease
 - vi. Any other documentation that a person can reasonably and commonly accept as proof of identity and address.
 - vii. Personal recognition by a majority of the Election Officers in the polling place can attest to a voter’s identity and address.
- j. TC Rivera noted absentee ballot requests are due by May 3rd at 12 p.m.
- k. The BOE confirmed they will hold the BOE Candidate Certification meeting to certify the packets received, on April 8th at 11 a.m.
- l. TC Rivera noted training for BOE, or any election workers will be held between April 15th – 26th.
- m. The BOE confirmed further discussion regarding “Meet the Candidate Night” will be held during the BOE Candidate Certification meeting. TC Rivera noted the BOE members and current Council members are not required to attend, however highly encouraged. TC Rivera explained, the event will be for residents to meet the candidates who are running for election or candidates who will be in office. Furthermore, the “Meet the Candidate Night” will still be held if there is no election.

VI. Review of Election Procedures

- a. TC Rivera confirmed per the TMC Chapter 2, polls are open from 8 a.m. to 6 p.m., noting votes will be cast by voting machines provided by New Castle County (NCC). TC Rivera confirmed the machines will be delivered by May 3rd.
- b. TM Tantillo confirmed the date of election will be May 4th.

- c. TC Rivera advised a machine certification must be scheduled within two weeks of the election. TC Rivera noted once the date for certification is received, she will notify the BOE. TC Rivera confirmed the dates requested to NCC are between April 29th – May 2nd.
- d. TC Rivera confirmed further details regarding the election procedures will be discussed during the BOE Candidate Certification meeting.
- e. TC Rivera advised unofficial results of the election will be posted the same day of election, May 4th.
- f. TC Rivera confirmed BOE members are required to be present one hour before the polls open. TC Rivera advised BOE members are not required to be present during the time when the polls are open, however their presence is encouraged. TC Rivera advised BOE members who leave while the polls are open will be required to return prior to 6 p.m. and remain until all votes are counted.
- g. The BOE confirmed they will discuss the time of the meeting for the BOE Certification of Election, that will be held on May 8th, during the BOE Candidate Certification meeting.
- h. TC Rivera noted background checks for the candidate are due by the reorganization meeting; explaining, a vacancy will result should the elected candidate not pass the background check. TC Rivera advised the vacancy will be filled by the next highest elected candidate. TC Rivera noted should there not be an available candidate to fill the vacancy, then the council member whose term is expiring must remain on Council until the vacancy is filled. Additionally, further information regarding vacancies will be found within the Charter.
- i. TM Tantillo confirmed the Town will provide background check information to registered candidates.

VII. Adjournment

- a. The BOE meeting adjourned at 10:16 a.m.