



ELECTION COMMISSION MEETING
July 7, 2022 at 8:15 a.m.

The meeting will be held at the City of Northville Municipal Building, Council Chambers, 215 W. Main Street, Northville, Michigan, 48167, (248) 349-1300.

AGENDA

- 1. Call to Order**
- 2. Citizen Comments** – limited to matters not on the agenda
- 3. Approve Agenda**
- 4. Approve Minutes**
- October 18, 2021
- 5. New Business**
 - A. Establish the Use of Absent Voter Counting Board
 - B. Appointment of Election Inspectors and Receiving Board Members
- 6. Discussion**
 - A. Public Accuracy Meeting Date / July 20 at 8:15am
- 7. Adjournment**

Respectfully submitted,

Dianne Massa, CMC, MiPMC, City Clerk
Election Commission Chairperson

**City of Northville
ELECTION COMMISSION
MEETING MINUTES
October 18, 2021**

A meeting of the Election Commission of the City of Northville, Michigan, was held at the City of Northville Municipal Building, Council Chambers, 215 West Main Street, Northville, Michigan, at 8:15am at which time and place the following Commission members were present:

Present: Dianne Massa, City Clerk/Chairperson
Robert Marzano, City Attorney
Councilmember Barbara Moroski-Browne

Absent: None

Also Present: None

Citizen Comments

None

Approval of the Agenda

Motion Marzano, seconded by Moroski-Browne to approve the agenda as presented. **Motion carried unanimously.**

Approval of the Minutes

Motion Marzano, seconded by Moroski-Browne to approve the September 28, 2021 meeting minutes as presented. **Motion carried unanimously.**

New Business

A. Public Accuracy Test

The Election Commission tested the scanner for Precinct 2. The public accuracy test was conducted, the test ballots were tabulated, and the results matched the predetermined results. The scanner was reset to zero. The test ballots, public accuracy test results, and corresponding paperwork were placed under seal.

B. Clerk Status Report

Election Worker Changes

Precinct 2 inspector Paula Neys canceled. She was to work a half-day. Patrick Collins was originally scheduled to work a half-day and will instead work a full-day

Absent Voter Ballots

As of now, approximately 1,350 AV ballots have been issued, and about 37% have been returned. The Absent Voter Counting Board will begin processing at 10am (moved up from Noon).

Precinct Ballots (Election Day Ballots – approximate)

Pct. 1: 1,000

Pct. 2: 1,000

Extended Hours

The Clerk’s office is open Saturday, October 30 from 8am to 4pm for in-person AV ballots and voter registrations. This information is published on the State’s website, City’s website, City News, and social media.

Precinct supplies and forms

The precinct kits and supplies will be completed by October 30. PPE, along with hand sanitizer and disinfecting wipes will be provided to the poll workers. Back up Precinct Lists will be printed on October 30. Equipment delivery and polling place set up will be done November 1. Electronic Poll Books will be downloaded after 4pm, November 1.

Voting Booths

State law requires a minimum of one voting station for every 300 registered voters, less the number of AV ballots issued. Numbers are to be adjusted as necessary for anticipated voter turnout. The following depicts the number of voting booths assigned to each precinct.

<u>Precinct</u>	<u>Estimated Reg Voters</u>	<u>Reg Voters Less AV +/-</u>	<u>Minimum</u>	<u>Adjusted</u>
1	2,511	1,851	6	12
2	2,743	2,053	7	12

Motion Moroski-Browne, seconded by Marzano to accept the Clerk’s status report. Motion carried unanimously.

Discussion

The Election Commission thanked the City Clerk for the work involved in administering the City’s elections.

Being no further business to come before the Election Commission, the meeting was adjourned.

Adjournment: 8:35a.m.

Dianne Massa, City Clerk
Chairperson

CITY OF NORTHVILLE

DATE: July 7, 2022
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk
RE: Board of Election Inspectors and Receiving Board
August 2, 2022 Primary Election

Summary

State law requires the Election Commission to appoint the election inspectors and receiving board. When possible, an equal number of inspectors from each major political party are assigned to each precinct.

Precinct 1

Wendy Gutowski, Chair	D
Janiece Paver	D
Andrew Daily	D
Michelle Avallone	R
Lou Avallone	R
Angel Castro	R

Precinct 2

Jo Ellen Hyatt, Chairperson	R
Paula Neys	R
Maureen Travelini	R
Sarah Keys	D
Hollis Witkowski	D
Linda Bastien	D

Absent Voter Counting Board 1AV

Edith Wittekindt, Chairperson	D
Douglas Neumann	D
Roberta Miller	R
Jeanne Whitens	R

Absent Voter Counting Board 2AV

Mike Hyatt, Chairperson	R
Alice Fleck	R
Elizabeth Sdao	D
Curt Perry	D

Receiving Board

Sandi Wiktorowski	D
Cindy Kushner	R

Recommendation: Move to appoint the Election Inspectors and Receiving Board Members for the August 2, 2022 Primary Election as presented. Further, the City Clerk is authorized to make additional appointments as necessary to ensure sufficient staffing at each Polling Place, AVCB, and Receiving Board.

CITY OF NORTHVILLE

DATE: July 7, 2022
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk
RE: Establish Use of Absent Voter Counting Board

Summary

In accordance with state law, the Election Commission is responsible for establishing the use of an Absent Voter Counting Board to process absentee ballots.

Since November 2012, the City of Northville has used an Absent Voter Counting Board to process and count the absent voter ballots. It is recommended the City continue this practice for the August 2, 2022 Primary Election.

Recommended Motion: Move to establish the use of an Absent Voter Counting Board for the August 2, 2022 Primary, with a start time of 12:00pm. Further, the City Clerk is authorized to move the start to an earlier time if needed, in order to timely process the absentee ballots issued and received for this election.