



ELECTION COMMISSION MEETING
October 26, 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 14, 2022
- 5. New Business**
 - A. Public Accuracy Test – November 8, 2022 General Election
 - B. Clerk Status Report
- 6. Discussion**
- 7. Adjournment**

Respectfully submitted,

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

City of Northville
ELECTION COMMISSION
MEETING MINUTES
October 14, 2022

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 8:19am at which time and place the following Commission members were present:

Present: Dianne Massa, City Clerk/Chairperson
Robert Marzano, City Attorney
Councilmember John Carter

Absent: None

Also Present: None

Citizen Comments

None

Approval of the Agenda

Motion Marzano, seconded by Carter to approve the agenda as presented. **Motion carried unanimously.**

Approval of the Minutes

Motion Marzano, seconded by Carter to approve the July 20, 2022 meeting minutes as presented. **Motion carried unanimously.**

New Business

A. Establish Use of Absent Voter Counting Boards and Start Time

In accordance with State law, the Election Commission is responsible for establishing the use of an Absent Voter County Board (AVCB). Since 2012, the City of Northville has used an Absent Voter Counting Board to process and count absent voter ballots. It was recommended the City continue this practice for the November 8, 2022 General Election. Once processing begins, the AVCB is sequestered until 8pm.

Answering questions, the Clerk outlined the application process and how election workers are assigned to AVCBs and polling places. Each election worker has an application on file, and all will attend state-mandated certification training before Election Day.

Motion Marzano, seconded by Carter to establish the use of an Absent Voter Counting Board for the November 8, 2022 General Election, with a start time of 10:00am. Further, the City Clerk is authorized to move the start time if needed, in order to timely process the absentee ballots issued and received for this election. **Motion carried unanimously.**

B. Appoint Board of Election Inspectors

The Commission reviewed the proposed Board of Election Inspectors and Receiving Board members. When determining the number of precinct board inspectors, factors taken into consideration include the type of election, ballot contests and proposals, previous voter turnout, and the estimated turnout for the upcoming election. Applications are on file for each inspector. All election inspectors will attend State-mandated certification training prior to Election Day.

Precinct 1

Wendy Gutowski, Chair	D
Janiece Paver	D
Andrew Daily	D
Robert Ajlouny	D
Michelle Avallone	R
Lou Avallone	R
Angel Castro	R
Kathy Mastantuono	R
Phyllis Schoenherr	R

Precinct 2

Jo Ellen Hyatt, Chairperson	R
Maureen Travalini	R
Karren Yurgalite	R
Simone Mastantuono	R
Sarah Keys	D
Hollis Witkowski	D
Linda Bastien	D
Mary Starring	D
Douglas Coates	D

Absent Voter Counting Board 1AV

Edith Wittekindt, Chairperson	D
Douglas Neumann	D
Bomar Sprauer	D
Roberta Miller	R
Jeanne Whitens	R
Yvonne Galan	R

Absent Voter Counting Board 2AV

Mike Hyatt, Chairperson	R
Alice Fleck	R
Doreen Tietjen	R
Elizabeth Sdao	D
Patrick Collins	D
Jennifer Wisinski	D

Receiving Board

Sandi Wiktorowski	D
Cindy Kushner	R

Motion Marzano, seconded by Carter to appoint the Election Inspectors and Receiving Board Members for the November 8, 2022 General Election as presented. Further, the City Clerk or designee is authorized to appoint on call and emergency election workers as needed to ensure sufficient staffing at each Polling Place, AVCB, and Receiving Board. **Motion carried unanimously.**

Discussion

The next Election Commission meeting will be held October 26, 2022 at 8:15am, and the public accuracy test will be conducted at this meeting.

Being no further business to come before the Election Commission, **Motion Carter, seconded by Marzano** to adjourn the meeting. **Motion carried unanimously.**

Adjournment: 8:28am.

Dianne Massa, CMC, MiPMC, City Clerk
Chairperson

CITY OF NORTHVILLE

DATE: October 21, 2022
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk
RE: Public Accuracy Test
November 8, 2022 General Election

Summary

In accordance with state law, at an open meeting, the Election Commission conducts the public accuracy test. The Election Commission meeting was posted in accordance with the Open Meetings Act and published in the Northville Record.

The City Clerk created the chart of predetermined results and marked the test ballots as printed by Inland Printing (Wayne County printer) and Printing Systems Inc. (Oakland County printer).

Logic testing was conducted using the *Test Procedure Manual for Tabulators and Voter Assist Terminals (VAT) – January 2019*, as published by the Michigan Bureau of Elections.

Tabulator logic testing was conducted with no issues. Logic test results matched the predetermined results. In addition, Voter Assist Terminal (VAT) ballots were printed and tabulated using the precinct-based tabulator. There were no issues with VAT logic testing.

Following logic testing all test materials were sealed in an approved storage container. At the Election Commission meeting, the test materials will be available for review. The precinct-based tabulator for Precinct 2 will be tested at the public accuracy test.

CITY OF NORTHVILLE

DATE: October 21, 2022
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk
RE: November 8, 2022 General Election Update Report

Election Worker Changes

No changes to report.

Absent Voter Ballots

As of now, approximately 1,900 AV ballots have been issued, and about 38% have been returned.

Precinct Ballots (available for Election Day voters)

Pct. 1: 1,200

Pct. 2: 1,400

Extended Hours

The Clerk's office is open Saturday, November 5, 2022, 8am to 4pm for in-person AV ballots and voter registrations. This information is published on the Secretary of State website, City website, City News, and social media.

Precinct Supplies, Equipment, and Polling Place Set Up

The precinct kits and supplies will be completed by November 5th. Back up precinct Lists will be printed November 5th. Equipment delivery and polling place set up will be done November 7th. Electronic Poll Books will be downloaded after 4pm, November 7th.

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 Est AV +/-</u>	<u>Minimum</u>	<u>Adjusted</u>
1	2,525	1,616	16	25-30
2	2,723	1,753	17	25-30

Recommendation: Move to accept the Clerk's report.