

**TOWN OF ELSMERE  
BOARD OF ELECTION  
MINUTES  
DECEMBER 11, 2015  
COUNCIL CHAMBERS – 6:30 p.m.**

**CALL TO ORDER:** Chairman Eric Scott Thompson called the meeting to order at 6:30p.m.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Chairman Eric Scott Thompson – Present  
Ruthie Drummond-Parson – Present  
Claire Shelton - Present

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Minutes from the April 24, 2015 Board of Elections Meeting, Minutes from the April 25, 2015 Absentee Ballot Committee Meeting and Minutes from the October 31, 2015 Board of Elections Meeting.

**ACTION:** A motion was made by Chairman Eric Scott Thompson to approve the minutes of the April 24, 2015 Board of Elections Meeting, April 25, 2015 Absentee Ballot Committee Meeting and October 31, 2015 Board of Elections Meeting. The motion was seconded by Claire Shelton.

**VOTE:** 3-0 All-in-favor Motion carried

**OLD BUSINESS:** None

**NEW BUSINESS:**

The Board will review the candidate filing forms and confirm that all candidates have met the filing requirements.

Town Manager John Giles presented the filing form and stated that it has been confirmed with the State of Delaware that all 4 candidates have filed the required paperwork with the State.

Chairman Eric Scott Thompson read the names of the 4 candidates for the record:

Randall Hedrick  
Richard Herold  
Brian Hurst  
Claire Johnston

**ACTION:** A motion was made by Claire Shelton to confirm that the 4 candidates for the 6<sup>th</sup> District Special Election have filed the appropriate paperwork and are officially candidates. The motion was seconded by Chairman Eric Scott Thompson.

**VOTE:**            3-0                    All-in-favor                    Motion carried

The Board will appoint Absentee Election Judges (who handle the counting of Absentee Ballots)

Town Manager John Giles stated that he would recommend that the Board appoint Mr. Ronald Russo, Ms. Carol Manual and Ms. Krista Faulk as Absentee Election Judges for the December 29, 2015 Special Election for the 6<sup>th</sup> District.

**ACTION:** A motion was made by Chairman Eric Scott Thompson to appoint Mr. Ronald Russo, Ms. Carol Manual and Ms. Krista Faulk as Absentee Election Judges. The motion was seconded by Ruthie Drummond-Parson.

**VOTE:**            3-0                    All-in-favor                    Motion carried

The Board will set a meeting time to open absentee ballots on election day.

Town Manager John Giles stated that typically the ballots are opened around 5:00pm on Election Day that way the mail has been processed for the day and is close to the close of polls.

**ACTION:** A motion was made by Claire Shelton to call a meeting of the Town of Elsmere Absentee Ballot Committee on December 29, 2015 at 5:00pm for the purpose of counting the absentee ballots. The motion was seconded by Ruthie Drummond-Parson.

**VOTE:**            3-0                    All-in-favor                    Motion carried

Town Manager John Giles presented the following items for the Boards review:

1. The Legal Notice regarding the Election that was printed in the Wilmington News Journal that will print an additional 2 times.
2. The Public Notice that was posted within the 6<sup>th</sup> Council District, on the Town's website, a Reverse 911 call went out regarding the election as well as an additional call will go out prior to the election.
3. The Official Absentee Ballot and the Official Machine Ballot for the election. All candidates appear in alphabetical order by last name.
4. The Election Workers for the election along with the date of their required training Friday, December 18, 2015 at 3:00pm which is the same date and time where at least one member of the Board of Elections must attend and certify the machines. In addition, the times, salary and requirements are listed.

Town Manager John Giles asked if Chairman Eric Scott Thompson and Ruthie Drummond-Parson would be available the entire day of the election because unfortunately Claire Shelton is unable to attend on Election Day.

**ITEMS SUBMITTED BY BOARD OF ELECTIONS MEMBERS:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

**ACTION:** A motion was made by Chairman Eric Scott Thompson to adjourn the meeting. The motion was seconded by Ruthie Drummond-Parson.

**VOTE:** 3-0 All-in-favor Motion carried

At this time the meeting was adjourned.

**These minutes summarize agenda and other issues discussed at this Board of Elections Meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tapes may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.**

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**ERIC SCOTT THOMPSON  
CHAIRMAN**