



THE COUNTY OF CHESTER



COMMISSIONERS
Marian D. Moskowitz
Josh Maxwell
Michelle Kichline

OFFICE OF THE COMMISSIONERS
313 W. Market Street, Suite 6202
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West Chester, PA 19380-0991
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AGENDA BOARD OF ELECTIONS

September 22, 2020

1. CALL MEETING TO ORDER
2. MINUTES OF PREVIOUS MEETING
3. PUBLIC COMMENT ON AGENDA
4. OLD BUSINESS
5. NEW BUSINESS
 - a. **Resolution 34-20**
Resolution of the Chester County Board of Elections authorizing the appointment of Chief Clerk of the Election Board.
 - b. **Resolution 35-20**
Resolution of the Chester County Board of Elections authorizing drop off locations for collection of mail-in and absentee ballots for the 2020 General Election.
 - c. **Resolution 36-20**
Resolution of the Chester County Board of Elections authorizing Satellite Election Offices for the 2020 General Election.
 - d. **Resolution 37-20**
Resolution of the Chester County Board of Elections authorizing West Chester University's Ehinger Gymnasium as the site for the computation for the 2020 General Election
 - e. **POLLING PLACE DISCUSSION & APPROVAL OF ACCESSIBILITY CERTIFICATE**
6. PUBLIC COMMENT
7. ADJOURNMENT



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BOARD OF ELECTIONS MINUTES

July 27, 2020

1. CALL MEETING TO ORDER

Chair Marian D. Moskowitz of the Chester County Board of Commissioners called the Board of Elections Meeting to order on Monday, July 27, 2020 at 11:05 AM via teleconference. Commissioner Josh Maxwell was also present.

CALL TO ORDER

2. MINUTES OF PREVIOUS MEETING

Commissioner Maxwell made a motion to approve the Board of Elections minutes from the last two meetings on May 4, 2020 and May 31, 2020. Chair Moskowitz seconded the motion. After a roll call vote, all were in favor and unanimously approve the minutes from the May 4, 2020 and May 31, 2020 Board of Elections Meetings.

MINUTES APPROVED

3. RESOLUTION No. 28-20

Commissioner Maxwell made a motion to approve Resolution 28-20 authorizing the purchase of election equipment. Chair Moskowitz seconded the motion. After a roll call vote, all were in favor and unanimously approved Resolution 28-20.

RESOLUTION 28-20

4. PRE-PAID BALLOT RETURN ENVELOPES

Commissioner Maxwell made a motion to approve the use of pre-paid ballot return envelopes. Chair Moskowitz seconded the motion. After a roll call vote, all were in favor and unanimously approved the use of pre-paid ballot return envelopes.

**PRE-PAID BALLOT
RETURN ENVELOPES**

5. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

6. ADJOURNMENT

Commissioner Maxwell made a motion to adjourn, which was seconded by Chair Moskowitz. After a roll call vote, all were in favor and approved the motion to adjourn the meeting. Meeting adjourned at 11:14 AM.

ADJOURNMENT

**COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION NO. 34-20**

**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS
AUTHORIZING THE APPOINTMENT OF CHIEF CLERK OF THE ELECTION
BOARD**

WHEREAS, the Chester County Board of Elections is authorized, *inter alia*, pursuant to the Pennsylvania Election Code (25 P.S. § 2641, *et seq.*) to take action deemed appropriate to conduct the election process within Chester County; and

WHEREAS, pursuant to the Pennsylvania Election Code (25 P.S. § 2643(b) the Chester County Board of Elections may appoint a chief clerk, who shall have authority to administer oaths and to sign vouchers, and conduct all other activities as the Board may deem necessary to carry out the provisions of the election code; and

WHEREAS, Robert Kagel was previously appointed as the Chief County Administrator with the all of the responsibilities and duties of the County's Chief Clerk; and

WHEREAS, the Chester County Board of Elections has determined that Mr. Kagel, shall also additionally fulfill all of the required duties and responsibilities of the Chief Clerk for the County Election Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS that Robert Kagel be hereby appointed Chief Clerk of the Chester County Board of Elections to act in such capacity and to have all the powers, duties and obligations of the Chief Clerk of the County Election Board until such time as this appointment is revoked, rescinded or otherwise terminated consistent with this Resolution's directives.

THIS RESOLUTION, adopted by the Chester County Board of Elections this ____ day of _____, 2020.

BOARD OF ELECTION MEMBERS:

Marian D. Moskowitz, Member

Josh Maxwell, Member

Michelle Kichline, Member

ATTEST:

Robert J. Kagel, Chief Clerk

**COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION NO. 35-20**

**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS
AUTHORIZING DROP OFF LOCATIONS FOR COLLECTION OF MAIL-IN AND
ABSENTEE BALLOTS FOR THE 2020 GENERAL ELECTION**

WHEREAS, the Chester County Board of Elections is authorized, *inter alia*, pursuant to the Pennsylvania Election Code (25 P.S. § 2641, *et seq.*) to take action deemed appropriate to conduct the election process within Chester County; and

WHEREAS, pursuant to Article XIII-D of Act 77 of 2019, and applicable to the 2020 General Election, the Pennsylvania Election Code authorizes and encourages registered voters to apply to vote by mail-in ballot; and

WHEREAS, in view of the Pennsylvania Supreme Court's ruling in the *Pennsylvania Democratic Party, et al. vs. Boockvar, et al.*, 133 MM 2020, as well as in consideration of the ramifications of the COVID health crisis; and

WHEREAS, given significant amount of mail-in ballot applications already verified and further anticipated, the Chester County Board of Elections desires to maximize and ensure the secure collection of mail-in and absentee ballots to assist voters in meeting the ballot receipt deadline of 8:00PM in the office of Voter Services for the November 3, 2020 General Election; and

WHEREAS, in furtherance thereof, the Chester County Board of Elections hereby determines to add ten (10) additional mail-in/absentee ballot drop off return sites which will be accessible beginning October 13, 2020 from 9:00AM to 7:00PM, running Mondays through Fridays, and from 10:00AM to 2:00PM on Saturdays and Sundays at the following locations:

- 1) Avon Grove Library –117 Rosehill Ave., West Grove, PA 19390
- 2) Chester County Library – 450 Exton Square Pkwy., Exton, PA 19341
- 3) Coatesville Area Public Library - 501 Lincoln Hwy E., Coatesville, PA 19320
- 4) Downingtown Library - 122 Wallace Ave., Downingtown, PA 19335
- 5) Easttown Library and Information Center - 720 First Ave., Berwyn, PA 19312
- 6) Honey Brook Community Library - 687 Compass Rd., Honey Brook, PA 19344
- 7) Kennett Library - 216 State St., Kennett Square, PA 19348
- 8) Parkesburg Free Library - 105 West St., Parkesburg, PA 19365
- 9) Phoenixville Public Library - 183 2nd Ave., Phoenixville, PA 19460
- 10) Spring City Free Library - 245 Broad St., Spring City, PA 19475

WHEREAS, additionally in furtherance thereof, the Chester County Board of Elections hereby determines to also add one (1) additional mail-in/absentee ballot drop off location which will operate 24 hours a day seven (7) days a week until 8:00PM on November 3, 2020 at the following address:

The Government Services Center – 601 Westtown Rd., West Chester, PA 19382

WHEREAS, Voter Services is hereby directed to utilize eleven (11) secure ballot drop boxes, deployed and secured by designated County staff at the above listed locations and be continuously staffed by at least one employee stationed at each drop box for the entire times designated; and

WHEREAS, each designated staff member stationed at the secure ballot drop off boxes will be responsible to:

- Ensure no one attempts to move, tamper with, remove, or retrieve the box or ballots in the box;
- Ensure that each person depositing a ballot will only deposit one ballot;
- Ensure the security and safety of the location and that the boxes are under their constant control and supervision; and

WHEREAS, at the conclusion of each day for the times designated above, the Board of Elections appoints and authorizes, individuals as determined by Voter Services, to act in daily relieving each designated stationed employee and in furtherance of assuring the chain of custody, in recovering the ballots deposited in each drop box. Once the boxes have been securely locked nightly, the voted ballots will be immediately taken to the Chester County machine warehouse in the Government Services Center having County personnel take custody of the voted ballots; and

WHEREAS, the above described process will be repeated day-to-day from the date that the secure ballot drop boxes are first deployed until 8:00PM on November 3, 2020 with clear enforcement directives that no ballots will be deposited after the times designated.

NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS that Voter Services is hereby authorized to implement and effect the requisite process and procedures for the secure drop box locations and collection consistent with this Resolution's directives.

THIS RESOLUTION, adopted by the Chester County Board of Elections this ____ day of _____, 2020.

BOARD OF ELECTION MEMBERS:

Marian D. Moskowitz, Member

Josh Maxwell, Member

Michelle Kichline, Member

ATTEST:

Robert J. Kagel, Chief Clerk

**COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION NO. 36-20**

**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS
AUTHORIZING SATELLITE ELECTION OFFICES FOR THE 2020 GENERAL ELECTION**

WHEREAS, the Chester County Board of Elections is authorized, *inter alia*, pursuant to the Pennsylvania Election Code (25 P.S. § 2641, *et seq.*) to take action deemed appropriate to conduct the election process within Chester County; and

WHEREAS, pursuant to Article XIII-D of Act 77 of 2019, and applicable to the 2020 General Election, the Pennsylvania Election Code authorizes and encourages registered voters to apply to vote by mail-in ballot; and

WHEREAS, in view of the Pennsylvania Supreme Court's ruling in the *Pennsylvania Democratic Party, et al. vs. Boockvar, et al., 133 MM 2020*; and

WHEREAS, given significant amount of mail-in ballot applications already verified and further anticipated, the Chester County Board of Elections desires to assist duly qualified voters in obtaining their paper ballots and facilitating their compliance with the ballot receipt deadline of 8:00PM in the office of Voter Services for the November 3, 2020 General Election; and

WHEREAS, in furtherance thereof, the Chester County Board of Elections hereby determines adding two (2) satellite election offices will assist duly qualified voters in both obtaining their paper ballots for execution as well as the safe and expedited return of voted paper ballots for the November 3, 2020 General Election. The two (2) satellite election offices are identified immediately below, as are their corresponding hours of operation:

- 1) Henrietta Hankin Library - 215 Windgate Dr., Chester Springs, PA 19425
 - Hours of Operation for the Henrietta Hankin Library Satellite Election Office are:
Monday - 9:30AM-5:00PM
Tuesday – 9:30AM-8:00PM
Wednesday – 9:30AM-5:00PM
Thursday – 9:30AM-8:00PM
Friday - 9:30AM-5:00PM
Saturday - 9:30AM-1:00PM
Sunday – Closed

- 2) Oxford Public Library – 48 S. 2nd St., Oxford, PA 19363
 - Hours of Operation for the Oxford Public Library Satellite Election Office are:
Monday – 10:00AM-5:00PM
Tuesday – 1:00PM-8:00PM
Wednesday – 10:00AM-5:00PM
Thursday – 1:00PM-8:00PM
Friday - 10:00AM-2:00PM
Saturday - 9:00AM-1:00PM
Sunday – Closed

WHEREAS, Voter Services is hereby directed to utilize the above listed two (2) satellite election office locations which are to be continuously staffed by at least one employee for the entire times designated; and

WHEREAS, each designated staff member stationed at the aforementioned locations will be responsible to:

- Provide paper ballots to duly qualified voters as applicable;
- Ensure no one attempts to move, tamper with, remove, or retrieve the deposited voted ballots;
- Ensure that each person surrendering a voted ballot will only deposit ballots as legally permitted;
- Ensure the security and safety of the location and that the deposited ballots are secured and under their constant control and supervision; and

WHEREAS, the above described process will be repeated in accordance with their hours of operation detailed above from the date that the satellite offices are first opened for processing until November 3, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS that Voter Services is hereby authorized to utilize the above locations as Satellite Election Offices until November 3, 2020 consistent with this Resolution's directives.

THIS RESOLUTION, adopted by the Chester County Board of Elections this ____ day of _____, 2020.

BOARD OF ELECTION MEMBERS:

Marian D. Moskowitz, Member

Josh Maxwell, Member

Michelle Kichline, Member

ATTEST:

Robert J. Kagel, Chief Clerk

**COUNTY OF CHESTER
COMMONWEALTH OF PENNSYLVANIA
RESOLUTION NO. 37-20**

**RESOLUTION OF THE CHESTER COUNTY BOARD OF ELECTIONS
AUTHORIZING WEST CHESTER UNIVERSITY'S EHINGER GYMNASIUM AS THE
SITE FOR THE COMPUTATION FOR THE 2020 GENERAL ELECTION**

WHEREAS, the Chester County Board of Elections is required pursuant to the Pennsylvania Election Code (25 P.S. § 3153(a)) to arrange for the computation and canvassing of the returns of votes cast during the November 3, 2020 General Election; and

WHEREAS, the Pennsylvania Election Code (25 P.S. § 3153(a)) further requires the Chester County Board of Elections to identify a location for the computation to take place at a convenient location within the County Seat that also has adequate accommodations for designated observers and attorneys; and

WHEREAS, given the spacing constraints necessitated by the COVID-19 virus, combined with the increased interest in the outcome of the 2020 General Election as evidenced by the significant surge in voter registration requests, together with the numerous mail-in ballot application requests already received by the Chester County Department of Voter Services as well as those that are further anticipated, the Chester County Board of Elections desires to select a larger than normal venue within the County Seat in order to adequately accommodate the requisite equipment and individuals necessary to conduct the official computation of the November 3, 2020 General Election; and

WHEREAS, West Chester University's Ehinger Gymnasium is a large, convenient and open venue located within the County Seat; and

WHEREAS, upon request by designees of the Chester County Board of Elections, West Chester University has agreed to host the Chester County Board of Elections computation of the November 3, 2020 General Election at its Ehinger Gymnasium location day to day until the computation is completed.

NOW, THEREFORE, BE IT RESOLVED BY THE CHESTER COUNTY BOARD OF ELECTIONS that West Chester University's Ehinger Gymnasium shall be used day to day from the initial pre-canvass through the final computation of the November 3, 2020 consistent with this Resolution's directives.

THIS RESOLUTION, adopted by the Chester County Board of Elections this ____ day of _____, 2020.

BOARD OF ELECTION MEMBERS:

Marian D. Moskowitz, Member

Josh Maxwell, Member

Michelle Kichline, Member

ATTEST:

Robert J. Kagel, Chief Clerk

