

**Butler County Board of Elections
Board Meeting Minutes
October 16, 2023**

The Butler County Board of Elections met on Monday, October 16, 2023, at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member mariann penska, Member Todd Hall, Director Nicole Unzicker, Deputy Director Eric Corbin, Butler County Resident Gale Neiderlehner, and Poll Worker Administrator/Executive Assistant Melissa Trotta.


Chairman Cloud presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member penska. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.



Regular Board Meeting Bills
Butler County Board of Elections


Chairman


Director

Grand Total \$ 29,805.82

Account / Vendor / Description	Amount
520000 - OFFICE SUPPLIES	
ODP BUSINESS Solutio	
OFFICE SUPPLIES	\$105.28
ODP BUSINESS Solutio Total	\$105.28
520000 - OFFICE SUPPLIES Total	\$105.28
524000 - GAS/FUEL/OIL	
VOYAGER FLEET SYSTEM	
FUEL SUPPLIES	\$35.57
VOYAGER FLEET SYSTEM Total	\$35.57
524000 - GAS/FUEL/OIL Total	\$35.57
525100 - SOFTWARE/HARDWARE EQUIP	
ERIC A CORBIN	
MS OFFICE LICENSE	\$161.69
ERIC A CORBIN Total	\$161.69
525100 - SOFTWARE/HARDWARE EQUIP Total	\$161.69
529000 - OTHER MATERIALS/SUPPLIES	
AMAZON CAPITAL SERVI	
ELECTION SUPPLIES	\$375.55
BOXES FOR KIDS BALLOTS	\$59.99
AMAZON CAPITAL SERVI Total	\$435.54
INTAB	
ELECTION SUPPLIES	\$180.72
INTAB Total	\$180.72
JOS BERNING PRINTING	
291 KIDS VOTING BALLOT NOTEPADS	\$1,025.00
JOS BERNING PRINTING Total	\$1,025.00
KIRSTEN KALUGYER	
PEO APPRECIATION DAY	\$58.25
KIRSTEN KALUGYER Total	\$58.25
MELISSA TROTTA	
PEO APPRECIATION DAY	\$113.94
MELISSA TROTTA Total	\$113.94

Bills

Account / Vendor / Description	Amount
MENARDS	
ELECTION SUPPLIES	\$31.96
MENARDS Total	\$31.96
ODP BUSINESS Solutio	
ELECTION SUPPLIES	\$42.00
ODP BUSINESS Solutio Total	\$42.00
PITNEY BOWES	
EZ SEALS	\$224.07
PITNEY BOWES Total	\$224.07
QUALITY PUBLISHING C	
46,000 INSERTS TO RECRUIT PWKERS	\$852.26
QUALITY PUBLISHING C Total	\$852.26
TOTAL OFFICE SOURCE	
PROVISIONAL ENVELOPES	\$1,883.75
5000 VOTER REGISTRATION CARDS	\$825.00
TOTAL OFFICE SOURCE Total	\$2,708.75
ULINE INC	
ELECTION SUPPLIES	\$720.00
ULINE INC Total	\$720.00
US BANK	
PEO APPRECIATION MEAL	\$173.80
US BANK Total	\$173.80
529000 - OTHER MATERIALS/SUPPLIES Total	\$6,566.29
530000 - EQUIP/BLDG MAIN & REPAIR SVC	
WHITAKER BROTHERS BU	
TIME STAMP REPAIR	\$412.97
WHITAKER BROTHERS BU Total	\$412.97
530000 - EQUIP/BLDG MAIN & REPAIR SVC Total	\$412.97
530075 - TECHNOLOGY SUPPORT	
DELL MARKETING LP	
WINDOWS ENTERPRISE RENEWAL	\$7,977.02
DELL MARKETING LP Total	\$7,977.02
ESSVR LLC	
AUG VOTER FILE SUPPORT	\$7,749.19
ESSVR LLC Total	\$7,749.19
OPEX CORPORATION	
YEARLY MAINTENANCE SUPPORT	\$2,130.00
OPEX CORPORATION Total	\$2,130.00
530075 - TECHNOLOGY SUPPORT Total	\$17,856.21
530500 - TRAVEL & TRAIN EXPENSE	
ERIC A CORBIN	
MEAL AND MILEAGE DIMS CONFERENCE	\$542.64
USPS CONFERENCE REGISTRATION	\$80.00
ERIC A CORBIN Total	\$622.64

Bills

Account / Vendor / Description	Amount
JOSEPH P ANDREWS	
MEALS DIMS CONFERNECE.9.11-9.13	\$137.20
JOSEPH P ANDREWS Total	\$137.20
NICOLE UNZICKER	
MEALS DIMS CONFERNECE.9.11-9.13	\$137.20
NICOLE UNZICKER Total	\$137.20
STEPHANIE WEBB	
MEALS DIMS CONFERNECE.9.11-9.13	\$137.20
STEPHANIE WEBB Total	\$137.20
US BANK	
HOTEL, DIMS CONFERENCE	\$359.84
US BANK Total	\$359.84
530500 - TRAVEL & TRAIN EXPENSE Total	\$1,394.08
530550 - EMPLOYEE JOB RELATED MILEAGE	
ERIN CLENDENIN	
EMPLOYEE JOB MILEAGE.9.13.23	\$10.00
ERIN CLENDENIN Total	\$10.00
KATHARINE TURNER	
NURSING HOME MILEAGES.9.13.23	\$20.76
KATHARINE TURNER Total	\$20.76
530550 - EMPLOYEE JOB RELATED MILEAGE Total	\$30.76
536000 - OTHER CONTRACT SVCS	
BRITTON AND ASSOC	
BOARD MEETING COURT REPORTER	\$474.00
BRITTON AND ASSOC Total	\$474.00
ERIC A CORBIN	
AUG BOUNCIE/CANVA PRO SERVICES	\$127.40
ERIC A CORBIN Total	\$127.40
FEDEX	
AUG SHIPMENT	\$5.38
FEDEX Total	\$5.38
MILLENNIUM BUSINESS	
FLEX COPIES.8.15-9.14	\$582.07
MILLENNIUM BUSINESS Total	\$582.07
MR TIRE AUTO SERVICE	
REPAIR VAN - BRAKES	\$990.58
MR TIRE AUTO SERVICE Total	\$990.58
ROBERT HALF INTERNAT	
TEMP AGENCY, W-E 09.15.23	\$1,063.54
ROBERT HALF INTERNAT Total	\$1,063.54
536000 - OTHER CONTRACT SVCS Total	\$3,242.97
Grand Total	\$29,805.82

Chairman Cloud presented Document 2, the minutes of the August 29, 2023, meeting. Member penska moved to approve August 29, 2023, meeting minutes on Document 2; seconded by Chairman Cloud. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	abstained
Member Wunnenberg	absent

All in favor; motion carried.

Chairman Cloud presented Document 3, the minutes of the September 6, 2023, meeting minutes. Member penska moved to approve September 6, 2023, meeting minutes on Document 3; seconded by Chairman Cloud. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	abstained
Member Wunnenberg	absent

All in favor; motion carried.

Chairman Cloud presented Document 4, the minutes of the September 11, 2023, meeting minutes. Member penska moved to approve September 11, 2023, meeting minutes on Document 4; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

Director Unzicker acknowledged receipt of the following directives:

- 2023-18 Revised Form of the Ballot for the November 7, 2023 General Election

- 2023-19 November 7, 2023 General Election Canvass Instructions

Under New Business, Deputy Director Corbin presented Document 5, Voting Machine Allocation and Polling Places for the November 7, 2023, General Election. Deputy Director Corbin stated that the allocation of machines did not change from the original board approval. However, Fairfield Senior High will be moved to Fairfield Compass, which is directly across the street from Fairfield Senior High School. Deputy Director Corbin stated the new polling location will be permanent. Member Hall moved to Allocate Voting Units and Polling Places for the November 7, 2023, General Election as listed on Document 5; seconded by Member penska. Chairman Cloud asked if there were any comments or questions. Member penska asked when will the voters be notified. Director Unzicker stated that the polling location notifications have been mailed. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

Director Unzicker presented Document 6, Election Day Ballot Order for the November 7, 2023, General Election. Director Unzicker stated the ballot order did not change from the original board approval. Member penska moved to Allocate Paper Ballots for the November 7, 2023, General Election as listed on Document 6; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

Deputy Director Corbin presented Document 7, Candidates to be Certified to the March 19, 2024, Primary Election. Deputy Director Corbin stated the candidates have met the statutory requirements to appear on the ballot. Member Hall moved to certify the candidates as listed on Document 7; seconded by Member penska. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.



March 19, 2024 Primary Election
Board Certification

Candidate

The following candidates have met the statutory requirements.

Certified MY 10-16-23
Admin. Sign & Date

Judge of the Court of Common Pleas (Full term commencing 1/1/2025)

- Keith M. Spaeth - Republican

Prosecuting Attorney

- Michael T. Gmoser - Republican

County Engineer

- Gregory Wilkens - Republican

Coroner

- Lisa K. Mannix - Republican

Director Unzicker presented Document 8, Expediting Election Night Results. There was a discussion about finding methods to expedite the reporting of election night results. Director Unzicker stated the staff has looked into different options and has some recommendations. She said the recommendations include additional upload stations, Driving Judges, and targeted Location Supervisor support. Director Unzicker explained the additional upload stations will

allow for faster upload of results once returned from the polling locations. Location Supervisors will have the flexibility to close the polling location and send two bipartisan Precinct Election Officials back to the Board Elections with all required materials. Director Unzicker stated that targeting Location Supervisors who may need additional support on Election Night while closing the polls will help expedite their return.

Deputy Director Corbin presented Document 9, RC-2 Certificate of Records Disposal that list eligible records for destruction. Member penska moved to approve the RC-2 Certificate of Records Disposal on Document 9; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

Under Old Business, Director Unzicker presented Document 10, Availability of Public Terminal for Signature Verification. Chairman Cloud moved to accept the Availability of Public Terminal for Signature Verification as listed on Document 10; seconded by Member Hall. Chairman Cloud stated he is still concerned about a staff member being available during busy times of the year.

Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

Chairman Cloud gave Ms. Gale Neiderlehner the opportunity to speak. Ms. Neiderlehner presented a document to board members about various topics.

With no further business, Chairman Cloud moved to adjourn the meeting; seconded by Member penska. Roll call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	absent

All in favor; motion carried.

The meeting was adjourned at approximately 9:39 a.m.

Frank Cloud, Chairman

Nicole Unzicker, Director

Absent

Todd Hall, Member

Chris Wunnenberg III, Member

mariann penska, Member