

Approved \_\_\_\_\_, 2024

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**CORNWALL BOARD OF CIVIL AUTHORITY**  
**Regular Meeting Minutes**  
**Location: via Zoom and at Town Hall**  
**September 17, 2024**

**MEMBERS PRESENT:** Tanya Byker, Don Burns, John Roberts, Shawn Fetterolf, Brian Kemp, Marge Drexler, Gary Margolis

Recording of meeting—announced

The Meeting was called to order by Town Clerk Laura Fetterolf at 6:30pm.

**MOTION:** Marge D MOVED / John R SECONDED a motion to appoint the Town Clerk the chair for this meeting only.

**QUORUM**—established

**AGENDA** – Tanya B. MOVED / Brian K. SECONDED a motion to approve the agenda

**PUBLIC COMMENTS** – none.

**OLD BUSINESS** – none.

**NEW BUSINESS:**

- **Approve polling place guidelines** – John R MOVED / Gary Margolis SECONDED a motion to approve the guidelines with the following amendments:
  - 1) split the document into two separate documents – one covering politicking in the polling place and one covering Poll watcher guidelines;
  - 2) addition of “due to space constraints, the number of pollwatchers will be limited to no more than 4 at any one time” within the Pollwatcher guidelines.

**Motion passed**—7 in favor, 0 opposed.

- **Approve early ballot processing** – Tanya B MOVED / Brian K. Seconded a motion to approve the early processing of returned ballots to take place on Monday, November 4, 2024.

**Motion passed**—7 in favor, 0 opposed.

- **Approve election worker wage** – after discussion of “wage” vs “honorarium”, Brian K MOVED / Shawn F. SECONDED a motion to approve election worker pay with the

following amendment: An honorarium of \$13/hour will be paid to each election worker for their time.

**Motion passed**—7 in favor, 0 opposed.

- **Grant authority to Town Clerk to appoint Election Officials as necessary – John R**  
MOVED / Gary M. SECONDED.

**Motion passed**—7 in favor, 0 opposed.

**ADJOURNMENT:** Shawn F. MOVED / Gary M. SECONDED a motion to adjourn the meeting.

**Motion passed**—7 in favor, 0 opposed.

The meeting was adjourned at 6:43 pm.

Submitted by Laura Fetterolf, clerk of the Board of Civil Authority.