

**BERKS COUNTY BOARD OF ELECTIONS
MEETING MINUTES
September 4, 2025 – 11:00 A.M.**

Michael S. Rivera, Chair
Christian Y. Leinbach, Vice Chair – Virtual
Dante Santoni, Jr., Commissioner
Anne Norton, Chief Clerk
Christine M. Sadler, County Solicitor – not present
Cody L. Kauffman, First Assistant County Solicitor

CALL TO ORDER 11:00 A.M.

APPROVAL OF THE MINUTES

The Board approved the minutes from the August 7, 2025, Election Board meeting as presented.

PUBLIC COMMENT ON AGENDA ITEMS

None.

AGENDA ITEMS

1. Election Day Additional County Staff Workers

Ms. Norton said Election Services is requesting the Board's approval for 100 County staff to work Election Day, processing mail-in/absentee ballots, answering phones and working as rovers. Compensation rates for these workers have not changed from past elections.

On the motion of Commissioner Santoni, seconded by Commissioner Leinbach, the Board approved the compensation and shifts for additional County staff workers for Election Day for the Municipal Election on November 4, 2025.

2. Early Processing of Mail-in and Absentee Ballot Applications

Commissioner Rivera introduced a request from Election Services to begin processing mail-in and absentee ballot applications earlier than the statutory 50 days before an election, due to operational needs.

On the motion of Commissioner Santoni, seconded by Commissioner Leinbach, the Board authorized the Office of Election Services to begin processing mail-in and absentee ballot applications as they are received, due to operational need.

3. PA Liquor Control Board Questionnaire

Ms. Norton stated that there are no referendum questions related to retail liquor licenses, retail dispenser, wholesale distributor licenses, PA liquor stores, etc., that will appear on the 2025 Berks County Municipal Election ballot.

On the motion of Commissioner Leinbach, seconded by Commissioner Santoni, the Board authorized Election Services to execute the PA Liquor Control Board Questionnaire.

4. Poll Worker Training and Poll Worker Pay

Ms. Norton said that the poll worker training class dates and compensation rates for the November election are set. Election Day pay and training pay rates will not change for the Municipal Election.

On the motion of Commissioner Santoni, seconded by Commissioner Leinbach, the Board approved the poll worker training schedule and compensation rates for the November 4, 2025, Municipal Election.

Commissioner Rivera pointed out that training is updated for every election, based on feedback that is received from poll workers.

5. Proposed Ballot Drop Box Schedule

Commissioner Rivera explained that the drop box schedule for the Municipal Election covers the same timeframe as prior elections and the boxes will be located at the Services Center, South Campus and Reading Regional Airport.

On the motion of Commissioner Santoni, seconded by Commissioner Leinbach, the Board approved the ballot drop box schedule for the 2025 Municipal Election, as follows:

DROP BOX SCHEDULE	
Locations: Services Center, South Campus and Reading Regional Airport	
NOVEMBER 4, 2025 – MUNICIPAL ELECTION	
DATE	HOURS
MONDAY - 10/20/25	8 AM - 5 PM
TUESDAY - 10/21/25	8 AM - 5 PM
WEDNESDAY - 10/22/25	8 AM - 5 PM
THURSDAY - 10/23/25	8 AM - 5 PM
FRIDAY - 10/24/25	8 AM - 5 PM
MONDAY - 10/27/25	8 AM - 5 PM
TUESDAY - 10/28/25	8 AM - 5 PM
WEDNESDAY - 10/29/25	8 AM - 5 PM

THURSDAY - 10/30/25	8 AM - 5 PM
FRIDAY - 10/31/25	8 AM - 5 PM
SATURDAY - 11/1/25	8 AM - 1 PM
SUNDAY - 11/2/25	12 PM - 4 PM
MONDAY - 11/3/25	8 AM - 6 PM
TUESDAY - 11/4/25	7 AM - 8 PM

6. Executive Order Update

First Assistant County Solicitor Cody Kauffman provided a recap and update on the “Preserving and Protecting the Integrity of American Elections” executive order issued on March 25, 2025, specifically regarding voting systems and the use of barcodes. Mr. Kauffman explained that the proposed revisions to the Voluntary Voting System Guidelines (VVSG) are still being reviewed/discussed by the Election Assistance Commission’s (EAC) Technical Guidelines Development Committee, which does not affect the County’s ability to use its current voting systems for the November election. Mr. Kauffman indicated that the EAC’s formal adoption of any revisions to the VVSGs is a lengthy process.

7. Undated and Incorrectly Dated Ballot Litigation Discussion

Mr. Kauffman shared that the Third Circuit Court of Appeals recently ruled on the Eakin v. Adams County case. The Third Circuit’s ruling affirmed the previous decision by the Western District, which found the dating requirement to be unconstitutional under the 1st and 14th amendments of the United States’ Constitution. Mr. Kauffman confirmed that the Third Circuit’s ruling does not affect the County’s handling of undated/incorrectly dated ballots, as the County was already following the Western District’s decision.

ELECTION DIRECTOR’S REPORT

Ms. Norton noted that Berks County celebrated National Poll Worker Recruitment Day with a press conference featuring Secretary of State Al Schmidt and local poll workers who shared their experiences. The event generated new poll worker interest.

In response to a question from Commissioner Rivera, Ms. Norton stated that Election Services is always recruiting poll workers. If anyone is interested, they should reach out by phone or email to the Election Services office.

GENERAL COMMENTS FROM THE BOARD REGARDING CURRENT ELECTION-RELATED ISSUES

None.

PUBLIC COMMENT

Jeffrey Wolfe, of Brecknock Township, shared his support for recent federal efforts to strengthen election integrity.

ADJOURNMENT 11:26 A.M.

Respectfully Submitted,



Anne Norton, Chief Clerk