

Minutes of the Sussex County Board of Elections
Regular Meeting
Tuesday, January 13, 2026, 9:00 AM
83 Spring Street, Suite 305, Newton, NJ 07860
973-579-0950

CALL TO ORDER

Chairman Gerard Scanlan called the meeting of the Sussex County Board of Elections to order at 9:00 AM.

The Open Public Meetings Act Statement of Compliance was read by Secretary Damaris Lira, who also performed the Roll Call.

In attendance: Commissioner Rachel Alfaro, Commissioner Susan Berkley, Commissioner Howard Burrell, Commissioner Allen Langjahr, Commissioner Gerard Scanlan, Commissioner Damaris Lira, and Elections Chief Wendy Buccino.

REPORTS

None.

OLD BUSINESS

Approval of Minutes

MOTION to approve the December 9, 2025 Regular Meeting Minutes MADE by Commissioner Berkley and SECONDED by Commissioner Langjahr. The motion was put to a VOICE VOTE. **RESULT:** Motion PASSED with 5 Ayes, 0 Nays, 1 Abstention, and 0 Absent.

DISCUSSION regarding the status of the remaining 2024 Executive Board Meeting Minutes from previous Secretary Alfaro for the following meetings 3/14/24; 4/11/24; 4/16/24; 4/19/24; 4/23/24; 5/1/24; 5/14/24; 5/21/24; 5/28/24; 6/12/24; 6/17/24; 7/9/24; 7/18/24; 7/25/24; 8/13/24; 9/10/24; 10/15/24; 10/29/24; 11/18/24; and 12/10/24. All Executive Board Meeting Minutes except for 7/25/24; 8/13/24; 11/18/24; and 12/10/24 were forwarded by previous Secretary Alfaro this morning. Delay of receipt of 2024 Executive Board Meeting Minutes questioned by Commissioner Burrell. Motion to accept tabled to February meeting to allow the Board time to review.

Approval of Bills

MOTION to approve Invoice No. CD2136146 from Election Systems & Software for Equipment Warranty and Maintenance Fees for the 2026 in the amount of \$187,024.77 MADE by Commissioner Langjahr and SECONDED by Commissioner. The motion was put to a ROLL CALL VOTE: Chairman Scanlan – Yes; Secretary Lira – Yes; Commissioner Alfaro – Yes; Commissioner Berkley – Yes; Commissioner Burrell – Yes; Commissioner Langjahr – Yes. **RESULT:** Motion PASSED with 6 Ayes, 0 Nays, 0 Abstentions, and 0 Absent.

NEW BUSINESS

Board Discussions

DISCUSSION regarding Sparta voting districts in relation to Alpine School Polling Location. The Board discussed possible need for full municipal review due to reaching possible max limits in

District 12. Elections Chief Buccino to provide numbers and map of districts to February meeting. The Board tabled discussion of Alpine School's request to cease operating as a polling location to February meeting.

DISCUSSION regarding resignation of Commissioner Langjahr effective March 2026. Chairman Scanlan thanked Commissioner Langjahr for 16 years of service. The Board commented that Commissioner Langjahr was an asset to the County that will be sorely missed.

DISCUSSION regarding damaged drop box in Hopatcong. Commissioner Langjahr commented on need for visual inspection of all drop boxes for efficacy and adding possible need to replacements into next year's budget discussions.

DISCUSSION regarding the timing of receipt of election data from scanners to election software with regards to exporting results to the public. Chairman Scanlan commended Elections Staff on quick turnaround during the 2026 General Election. Commissioner Langjahr suggesting setting up a "dry run" to formalize the intervals of sharing results to the public. The Board agreed that first round of results should be shared with the public no later than 8:30 PM on election day. Testing procedure to be discussed to ensure timelines are feasible.

DISCUSSION regarding status of upcoming require hardware and software changes for upcoming elections. Commissioner Langjahr commented that this pending requirement will be a massive deduction to our budget. Chairman Scanlan and Elections Chief Buccino advised that this expense has been added as capital expenditure and that the Commissioners have been made aware at the last Budget Confirmation meeting. Commissioner Langjahr commented that the Commissioners should be advised periodically as a reminder.

DISCUSSION regarding the Board again commenting that we are in need of a Deputy Elections Clerk. Commissioner Langjahr advised that he was unsure why that position was eliminated. Chairman Scanlan and Commissioner Berkley noted that currently no one is adequately trained to be able to step into the role of Elections Clerk should anything happen to Elections Chief Buccino. Elections Chief Buccino commented that this is a necessary position and that similarly situated counties do have both roles.

OPEN PUBLIC MEETING TO THE PUBLIC

Chairman Scanlan read the Public Session Statement and opened the meeting to the public for comment at 9:30 AM.

Public Session Statements

1. Tracy Richardson, a resident of Andover and representing the League of Women Voters, discussed her concerns of the public being made aware of the new post office changes and how that might affect mail-in voters, specifically the need to educate voters to request a handstamp from the post office on their ballots. Ms. Richardson confirmed that the League of Women Voters will be preparing literature and doing Voter Rights campaigns to attempt to fill in the knowledge gap. The Board commended their diligence.

Chairman Scanlan closed the meeting to the public at 9:36 AM.

EXECUTIVE SESSION

The Board did not move to go into Executive Session.

BOARD COMMENTS

None.

NEXT MEETING

The next Regular Meeting is scheduled for Tuesday, February 10, 2026 at 9:00 AM and will be held in-person at the Office of the Sussex County Board of Elections, 83 Spring Street, Suite 305, Newton, New Jersey 07860.

ADJOURNMENT

MOTION to adjourn was MADE by Commissioner Langjahr and SECONDED by Commissioner Berkley at 9:36 AM. The motion was put to a VOICE VOTE. **RESULT:** Motion PASSED unanimously via VOICE VOTE.

Respectfully submitted,
Damaris Lira, Secretary