

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS  
FOR WASHINGTON COUNTY

The Board of Election Supervisors for Washington County held its regular monthly meeting on Thursday, November 3, 1994 at the Board Office. The meeting was called to order at 2 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President  
Daris A. Phillips, Democrat Member  
Charles L. Mobley, Jr., Republican Member  
Jason A. Malott, Democrat Alternate  
Dorothy M. Waters, Republican Alternate  
Mark P. Brugh, Attorney  
Jean D. Calhoun, Election Director II  
Dorothy M. Kaetzel, Deputy Election Director I  
Kaye E. Robucci, Election Registrar

MINUTES: Daris motioned, seconded by Jason, that the minutes of the meeting held on October 13, 1994, be approved as submitted.

PERSONNEL: Jean distributed copies of the memo she had written to the Board members advising them of her retirement date effective 1/1/95.

Copies of job specification sheets for Election Director I, II, III & IV, Election Deputy Director I, II and III and Election Registrar distributed to Board members. Richard stated they would have a closed meeting after this regular meeting to discuss procedures for replacing Jean.

CORRESPONDENCE: Board members were given copies of letter from Wayne Gersen, Superintendent of Schools, to the candidates regarding campaign signs on Board of Education property; also, copies of memo sent to candidates and Central Committees regarding electioneering activity. Memo was prepared by Mark, Board Attorney, and mailed out on October 31, 1994.

Memo from Gene Raynor, Administrator SABEL, regarding "Ballot Security" Measures distributed to Board members and Attorney. Attached to the memo was a copy of a letter from Attorney General J. Joseph Curran which outlines the legal ground rules for challengers and watchers at the polling places. Discussion took place regarding candidates going into the polling places to check and see how many people have voted and to greet the election judges. There have been some complaints received pertaining to campaign signs that were posted at the Army Reserve Center in the primary being taken down by personnel at the Reserve Center. Mark stated this was not the Board's responsibility and complaints should be placed with Army Reserve personnel.

Jean reviewed with Board members the letter received from Dennis Bengtson, Business Records Corp., regarding the schedule of events between Washington County and BRC.

Jean stated that the shelves in our cage in the basement had been completed and all is ready to store our election supplies and equipment that stays here after the election.

Jean reviewed the delivery schedule for the voting equipment. Three delivery routes went out on this date and the other one will go tomorrow.

Richard said that he and Jim Mobley went to Annapolis on October 18 and picked up the election materials.

OLD BUSINESS: Copies of the Check List, a list of things for poll workers to remember, distributed to Board members. Board members reviewed same and approved with the addition of adding key envelope to be placed in printout binder case.

At 4:30 P.M. on Monday, Nov. 7, Kay Banzhoff will meet some of the Board members at the Funkstown Fire Hall with the key to admit them so bingo tables can be taken down and the room set up for voting. On Wednesday, some of the Board members will return to the Funkstown Fire Hall and put the tables back up. Jim will be able to get someone to help for Monday. Jean also advised the Board members that they will have to go to Potomac Towers and move voting equipment from the office it is secured in and into the voting room. Jim or Richard will go to do this.

Someone at City Hall will post the signs for election day that need to be put out. Richard will take cones to Bethel Gardens and pick up signs to post on meters in the back of the office.

NEW BUSINESS:

Election Schedule -

Sat., 11/5 Jason, Jim and several men Jim has lined up to load poll worker supplies  
Kaye and Sharon do AB and help with pollworkers  
Jean and Dorothy distribute binders and bags to chief judges

Richard suggested that we make a check list showing precincts and number of cases they should pick up.

Election Night - decision made to read sub-totals as soon as we have them

Wed. - 8:00 Board members set up chairs and tables at Funkstown  
9:30 Swear in  
Count write-ins and do verification  
4:00 AB counting

Thurs. - 9:00 canvass tapes to Aero printouts

Friday, 11/18 - Extended deadline AB's

Monday, 11/21 - Sign canvass sheets

Jean showed Board members the canvass sheets from SABEL that will enable us to enter vote totals and transmit to SABEL.

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Board members will supply chicken for election night.

Office will be closed on Nov. 11.

Polling place visits - Board members will visit same ones as during the Primary.

Richard motioned to adjourn meeting at 3:40 and Jason seconded.

Respectfully submitted,

*Dorothy M. Kaetzel*

Dorothy M. Kaetzel  
Deputy Election Director I