

**MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTION**

**August 10, 2010**

**35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050**

**Present:**

**Board**

Eileen Wiggins, President  
John Benchoff, Democratic Member  
Clyde Tate, Republican Member  
Sharon Washington, Democratic Alternate  
Carroll Earp, Republican Alternate  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Acting Director, I  
Sharon Mackereth, Election Supervisor, II

Dennis Weaver, County Clerk of Court, was present to swear in the Board Members for Early Voting. Those sworn in were – Eileen Wiggins, Board President, Clyde Tate, John Benchoff, Carroll Earp and Sharon Washington.

Eileen Wiggins called the meeting to order at **2:05 PM**. There was a quorum present.

**Approval of Minutes of July 13, 2010:**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the July 13, 2010 Board Meeting. Approved as submitted.

**Addition/Changes to the Agenda:**

No Addition or Changes to the Agenda.

**Correspondence:**

A. MAEO Agenda for July 16, 2010 meeting -

E-mailed to the Board.

B. Minutes of MAEO meeting held May 6, 2010 -

E-mailed to the Board.

C. News Release from Norman Bassett regarding partial closing of Wareham Place alley. The alley can still be used for accessing the parking lot behind the Early Voting site.

E-mailed to the Board.

D. Memo from Mary DePelteau, Calvert County regarding election lapel pins -  
The Board decided to not order the pins.

E. Voting Supplies Check list -

Motion was made by John Benchoff to approve the supply list; seconded by Clyde Tate. All approved.

**Reports:**

A. Election Worker Training Classes –

Kaye Robucci reported on the training classes and thanked everyone for doing a wonderful job. Mr. Tate compiled a list of people that we should send “Thank you” notes.

B. Phones at the Schools –

John Benchoff reported on his conversations with Larry Messer, Board of Education, on the availability of phones in schools. Mr. Messer did not know that we were using both locations at Bester Elementary School but he will check on the phones in those areas. He will also check the numbers at Maugansville and Pangborn schools and will be supplying extension cords. After the election, leave the phones at the polling place and they will be picked up the next day. We do collect cell phones numbers from workers as a backup phone.

**Old Business –**

A. Early voting Agreement –

Roger Schlossberg, Board Attorney, reviewed the status of negotiations with the Board of County Commissioners for Washington County regarding the proposed lease for the former PNC Bank located in downtown Hagerstown. Upon that review, the Board took no further action on the subject.

B. Alternate Site for Early Voting -

No official approval or rejection from SBE.

C. Office Picnic -

September 29<sup>th</sup> at 6:00 PM at Doubs Woods Pavilion off of Maryland Ave there will be no charge to use the pavilion.

D. Early Voting – Public Information Plan

Kaye Robucci reported on the office plans to inform the public of Early Voting. She informed the Board of the things we have implemented – Early Voting notice on voter notification cards being mailed out, a pamphlet provided by SBE, doing voter outreach at the Valley Mall, purchased a colored banner with Early Voting logo, Public Service Announcements and a interview with Norman Bassett, Director, of Disability Issues/Public Information office.

New Business –

A. Ballot Proofing –

Kaye Robucci reported that we are in the process of proofing the ballot, with minor issues that the State corrected.

B. Specimen Mailer –

A copy of the specimen mailer was passed around to the Board. The mailers will go out in the mail August 25<sup>th</sup> from the printer, Copy Quik.

C. Newspaper Ads for Election –

The Board discussed the running of the newspaper ads. Do the voters really take notice of these small ads that are so costly? Voters do get a specimen mailer with election and polling place information. The Board decided to not place back page ads in the paper for the Primary Election.

D. Parking for Board Members –

Designated parking for Board members will be requested from the City. Election night Rochester Alley would need to be closed and Fire Police supplied for giving directions.

E. Early Voting schedule –

Board Members were asked to pick a day of Early Voting to make an appearance at the Early Voting polling place. Just to see if everything is running smoothly and if the workers needed anything in the way of supplies. The members agreed to this schedule-  
John Benchoff – Friday, Sept 3; Sharon Washington – Saturday, Sept. 4; Eileen Wiggins – Monday, Sept. 6; Clyde Tate – Tuesday, Sept. 7; Roger Schlossberg – Wednesday, Sept. 8; Carroll Earp – Thursday, Sept 9. The time of day would be whatever fits their schedule.

F. Election Schedule -

- Logic and Accuracy Test (L&A) – September 23 through September 27; Cirdan team will be here for 3 days. Board member Eileen Wiggins, Clyde Tate, and John Benchoff will be assisting Cindy Russell and Damien Reisch from the IT department. The General Election L&A dates are October 14, 15, 18 and 19. (Eileen Wiggins will not be able to help on October 14 and 15)
- Parallel and Public test will be 10:00 AM, September 20 - you will be notified who is needed.
- Election Day schedule – Kaye Robucci will email the Board with a full schedule for Election Day, starting at – 6:00 AM.
- Menu for Election Day – Chicken, Clyde Tate will pick up the chicken.
- Post Election duties and Manual verification process will be in the Election Schedule.
- Absentee Canvass – on Thursday, September 16 after the election.
- Provisional Canvass – Wednesday, September 22, 2010.

John Benchoff made a motion to move into Executive Session at 3:13 PM, Sharon Washington seconded. All were in agreement.

John Benchoff made a motion to close the Executive Session at 3:27 PM, Sharon Washington seconded. All were in agreement.

**Member Remarks:**

Eileen Wiggins distributed a list of polling places for the Board Members to visit on Election Day.

**Adjournment:**

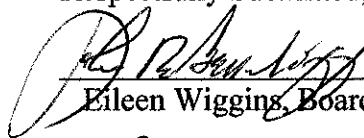
John Benchoff made a motion to cancel the next Election Board meeting to be held on September 14, 2010, and Clyde Tate seconded. Unless the Board is needed to make a decision then everyone will be called to return to the office. All were in agreement.

There being no further business to come before the Board at this time, motion was made to adjourn by Clyde Tate at 3:32 PM; John Benchoff seconded the motion. All were in agreement.

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Washington County Election Board Minutes  
August 10, 2010

Compiled by Sharon C. Mackereth  
Election Supervisor, II

Respectfully Submitted,

 (FOR)  
\_\_\_\_\_  
Eileen Wiggins, Board President

10/12/2010  
Date

  
\_\_\_\_\_  
Carroll Earp, Board Secretary

10/12/10  
Date