

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION September 10, 2013

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

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Tammy Downin, Secretary  
Bruce Field, Member  
William Blazes, Member  
Roger Schlossberg, Attorney

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I

**Visitor**

Peter Perini, Democratic Central Committee, Member

John Benchoff, President, called the meeting to order at 2:06PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. There was a quorum present.

**Approval of Minutes of August 13, 2013:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of August 13, 2013 Board of Elections meeting. Approved as submitted by Carroll Earp; seconded by Tammy Downin. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

**Addition/Changes to the Agenda:** As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3.

Kaye Robucci, Director, requested the following additions –

**New Business:** Alternate Early Voting Site for 2014.

**Correspondence:**

A. Memo from Nikki Charlson, State Board of Elections, regarding General Assembly Report.

SBE is working in conjunction with the University of Baltimore Schaefer Center studying some issues such as – extending the Early Voting period to the Sunday before Election Day; maximum wait time at Early Voting and polling places; accessibility and usability of the Online Ballot Marking Tool; security of the online delivery, marking and return of absentee ballots.

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The Director has spoken with Jim Sterling, County Facilities Director, regarding the use of the administrative side of the warehouse.

Mr. Sterling gave us approval for the use of the warehouse for Early Voting for 2014, with the stipulation that if a catastrophic incident would happen in one of the other County Departments – we would have to vacate immediately.

Taking everything into consideration should we contact the State Board of Elections for assistance in providing some pressure in obtaining a suitable location?

Another issue to consider is – “How do we advertise the new Early Voting polling place?” – Western Maryland Parkway, behind the County Detention Center. The use of the large flashing Roads Department signs on Route 144 would be a major help in directing voters back to 101 Tandy Drive, Building 2. The Director reminded the Board of the need for public transportation and the County Commuter does not travel back the Western Maryland Parkway. The Director informed the Board of the possibility of using the Community Action Council to provide handicap accessible transportation to the Warehouse Early Voting site. Hopefully we could work out a schedule with the Community Action Council but there would be a charge.

We would require a written agreement between us and the County for the use of the warehouse for Early Voting. The County will not want to get into anything extensive. The statutes require a signed contractual agreement. The County will not want an agreement because of the Indemnification clause. They refused to sign one when we used the PNC Bank Building in 2010.

The question to the Board at this time is “Are there any major reasons not to use the warehouse?” None was stated. A motion was made by Carroll Earp for us to go forth and plan to use the Warehouse as our Early Voting polling place and training facility for the election workers; Bruce Field seconded. All were in favor.

A few minor issues to consider – fixing a curve at the main entrance making it handicap accessible, signs for direction and additional lighting outside the building. There is a generator outside that the Library used – is it going to stay? The library is the hub for all internet service for the Washington County Government. The warehouse does have internet connection and this would be a plus if we were to lose wireless connection during Early Voting. The warehouse is a County building any improvements for our use would benefit them.

### B. Early Voting Site for 2016 and beyond -

The Board agreed to table this discussion until the next Board meeting in October, 2013. A motion was made by Tammy Downin to table until the next meeting; Bruce Field seconded. All were in favor.

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### C. Polling Place Agreement –

The Director presented to the Board a revised Polling Place Agreement short version for consideration. The form needs a simple question of - Can we use your facility for a polling place for the 2014 elections? We would like to have the agreement signed and returned by the facility for documentation. The deadline for changing a polling place is March 25, 2014.

A question was put to the Board regarding candidate campaign signs at polling places. Can you force a church to allow the candidates to setup campaign signs? With guidance from Counsel – “Yes”. If they agree to allow us to use their facility as a polling place and have signed an agreement. Candidates would be allowed to post campaign signs. The Director asked that the agreement be finalized at the October, 2013 Board meeting.

### D. City of Hagerstown Annexations –

The Director informed the Board that there are still some areas around the City of Hagerstown city limits that are an issue with the Legislative lines. These small areas have been annexed into the city limits but not included inside the City of Hagerstown's Legislative District. The Legislative lines did not move to encompass these areas. Basically it means a different Ballot Style. This situation is all the way around the boundary of the City Limits. The other option is to make a new precinct such as 3-5. We received the latest shape map from Nasrin Rahman, State Dept. Planning. This issue did not come up when she was here going over the redistricting. We will have to notify these voters. Resolutions will be done later and we will contact Donna Duncan, SBE, for guidance. Deadline to change precinct lines or create new precinct is March 25, 2014. The Board suggested tabling additional discussion until the next Board meeting. A motion was made by Tammy Downin to table any further discussion; Bruce Field seconded. All were in favor.

### E. Social Media Agreement -

A motion was made by Tammy Downin to table this, as per Director's recommendation; Bruce Field seconded. All were in favor.

### F. Review of Polling Places (3-1, 10-1, 23) -

E. Russell Hicks Middle School will be under repairs during summer vacation in 2014. Our 2014 Gubernatorial Primary is June 24, 2014. South Hagerstown High School is one of our largest polling places as far as space. A possible solution is E Russell Hicks Middle School 10-1 and South Hagerstown High School 10-2 to use the gymnasium at South High.

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It was reported that the partition in the gym was in need of repair during the 2012 Elections. The Director will contact Mark Mills, BOE, Director of Facilities, and ask if the partition was fixed.

The Director informed the Board that a survey was done at District 3-1 Potomac Towers. There is another room of equal size behind the small area that we currently use as the voting area. This was reported by Roger Schlossberg during his 2012 Evaluation Survey. The Director made an inquiry about being able to use this back room to enlarge the voting area. Potomac Towers has given permission to use both rooms. The partition that is used to divide these rooms from the public Lunch Room is not secure and because of this, the voting equipment should not be set up until Election Day morning.

The status of Districts 17-1 and 17-2 Bester Elementary School is still in question with the construction of the new facility. Also, District 23 Conococheague Elementary School with no air conditioning would require the rental of large portable air conditioning units. A motion was made by Tammy Downin to table further discussion; Bruce Field seconded. All were in favor.

### G. Redistricting Resolutions -

A motion was made by Tammy Downin, to table this matter until the next meeting; Bruce Field seconded. All were in favor.

### H. Picnic, September 19, 2013 at 6:00PM at Roger and Mel Schlossberg's home.

### New Business:

#### A. 2014 Legislative Requests, from the County due September 13, 2013. Annexation Issue?

The Director inquired about the request from Kirk Downey, Deputy County Attorney, for any issues that need to be submitted for Legislative action.

The question of Annexation came up – could this be put to the State Legislature. The general consensus of the Board is – that municipalities would not give this up.

Could the "No Electioneering Zone" be extended to 300ft.? No interest.

What of the issue with vendors inside the 100ft. "No Electioneering Zone"? Kaye Robucci, Director, will inform Kirk Downey that we have no 2014 Legislative requests.

#### B. Location for Election Worker Training Classes -

The Warehouse would be an ideal location for Election Worker training. Training would be conducted during April, 2014. The Director is going to meet with Pastor Randy Reid with Emmanuel United Methodist Church for us to tentatively get on their schedule for training.

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**C. Alternate Early Voting Site –**

The Alternate Early Voting site for 2012 was the Emmanuel United Methodist Church. The new voting hours during Early Voting are longer on Sunday – 10:00AM until 8:00PM, which would conflict with the use of the parking areas. The Director will contact the Airport Fire Station for the possible use as an alternate site. A motion was made by Bruce Field to pursue the Airport Fire Station as our alternate site, contingent upon availability; Bill Blazes seconded. All were in favor.

**Members Remarks**

None

**Scheduling of Next Meeting**

A motion was made by Carroll Earp to move the next Election Board meeting from October 8, 2013 to October 15, 2013; Bruce Field seconded. All were in favor.

The next meeting of the Washington County Board of Elections will be held on October 15, 2013. The location is Washington County Board of Elections, 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A)8.

**Distributed Information**

Candidate List – as of September 10, 2013.

**Adjournment:**

There being no further business to come before the Board at this time, Tammy Downin made a motion to adjourn at 3:38PM; Bruce Field seconded the motion. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)10.

The Bylaws, with advice of Counsel, shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Sharon C. Mackereth  
Election Deputy Director, I

Respectfully Submitted,

*Carroll Earp*

Carroll Earp, Vice President

*10/15/13*

Date

*Tammy E. Downin*

Tammy Downin, Secretary

*10/15/13*

Date