

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION
January 13, 2009

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

Dorothy Kaetzel, Director I
Sharon Mackereth, Election Supervisor II

Eileen Wiggins called the meeting to order at 2:00 PM. Roger Schlossberg arrived at 2:11 PM. There was a quorum present.

Approval of Minutes of December 9, 2008:

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the December 9, 2008 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following changes to the agenda:

Additions: Correspondence: Letter from Dr. Elizabeth Morgan, Board of Education;
Copy of a request from the City Board of Elections to the City Mayor and Council of Hagerstown.

Correspondence:

A. Letter from Dr. Elizabeth Morgan, Superintendent of the Board of Education –

Dr. Morgan sent a letter regarding the discussions between the Hagerstown City Council and this office. Dr. Morgan wanted to inform us of her concerns about the use of schools for polling places. Her main concerns are with the increased security measures in all of its buildings and the issues with voting while students are in attendance. The county has used schools before, when they were in session.

- B. Copy of a letter sent to the City of Hagerstown Mayor and Council –

Eve McGrory of the City Board of Elections gave Dorothy Kaetzel a copy of a request that was sent to the City of Hagerstown. This was a request to be placed on the agenda of the January 20, 2009, meeting of the Mayor and City Council. We now know that they will be on the agenda for January 27, 2009.

- C. Copy of a letter from Wicomico Co. Board of Elections to Linda Lamone, SBE –

Regarding the “furlough days” being put on State employees and the fiscal crisis the State is in. Request was made to reconsider the acquisition of a new voting system. The State Delegation should be the recipient of this letter.

- D. Letter to Anthony Mayhugh, Board of Education, thanking him for the cooperation on Election Day.

- E. MAEO agenda for meeting on January 13, 2009.

MAEO Agenda was e-mailed to the Board.

- F. E-mail from Rick Urps, SBE –

In response to the e-mail from Rick Urps, SBE, the Board reiterated a concern with the audits they have to do on their visits to assigned polling places. Suggestion was made to shorten the audit form and maybe ask the League of Women Voters to help with completing the audits. Dorothy mentioned Guy Mickleys’ request for issues to take up with the State, maybe this is one we could pass on to MAEO and get the form condensed.

Reports:

- A. Memorandum of Understanding -

A copy of an e-mail from the office of Risk Management Administrator for the County requesting Dorothy Kaetzel, Election Director to sign a Memorandum of Understanding. Since the County is providing us with space to house the voting equipment, the State requires insurance certificates.

Roger Schlossberg, Board Attorney directed Dorothy Kaetzel not to sign anything until the County provides us with space that meets specifications - which is required. Space needs to conform to security and environmental requirements.

Dorothy informed the Board that this office will not have space for election worker training at the new warehouse as we first were told. The Sheriff's office wants more of the space – space that we were told we could use as election worker training space.

The invoices to upgrade the locks and for additional electrical lines was given to Dorothy to pay out of this year's budget. We had to get out of the Baer Warehouse, as per the State. The contract between Premier Election Solutions and Todd Baer Warehouse was up at the end of the year.

Eileen Wiggins, Board President, will contact John Barr; President of County Commissioners that we were offered space for training and now we are being told the space will not be available for this purpose.

Old Business:

A. Contract with the City of Hagerstown to lease DRE's for 2009 Elections –

The contract for the City of Hagerstown to lease DRE's for the upcoming City elections was reviewed and approved. John Benchoff made a motion to accept the contract; Clyde Tate seconded the motion and all were in favor. The contract will be submitted to Mayor Bob Bruchey for signature.

The City will have a separate contract with Premier Election Solutions, Inc.

New Business:

A. FY 2010 Budget –

Dorothy Kaetzel informed the Board of several issues that affect some costs

- Some costs are down, because there are no county wide elections in 2009.
- We have been informed by the State that workstations, a large printer and Dymo Label printers need to be replaced.
- At this time the contract will not cover repairs to the current equipment.
- New equipment will have warranties

The State has released the Request for Proposals for the new voting system – nothing has been selected at this time.

Eileen Wiggins asked for someone to make a motion to accept the FY 2010 Budget – Clyde Tate made the motion; and Carroll Earp seconded the motion and all were in favor.

B. The yearly MAEO meeting is – June 7 through June 10, 2009; at Rocky Gap, in Allegany County. Our monthly Board meeting held the second Tuesday each month will be held at Rocky Gap. The MAEO meeting is not mandatory.

Member Remarks:

No remarks at this time.

Adjournment:

The next Board Meeting will be February 10, 2009 at 2:00 PM.

There being no further business to come before the Board at this time, John Benchoff made a motion to adjourn at 2:55 PM; and Clyde Tate seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth
Election Supervisor, II

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

2/10/09
Date

Carroll Earp
Carroll Earp, Board Secretary

2/10/09
Date