

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

The Board of Election Supervisors for Washington County held its regular monthly meeting on Tuesday, November 9, 1993 at the Board Office. The meeting was called to order at 2:00 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President
Daris A. Phillips, Democrat Member
Jason A. Malott, Democrat Alternate
Charles L. Mobley, Jr., Republican Alternate
Mark P. Brugh, Attorney
Jean D. Calhoun, Administrator
Dorothy M. Kaetzel, Chief Clerk I

MINUTES: Motion made by Jim, seconded by Daris, that the minutes of the meeting held on October 12, 1993 be approved as submitted.

PERSONNEL: Copies of updated rosters for the office and SABEL distributed by Jean.

CORRESPONDENCE: A note from students at Boonsboro Middle School expressing their thanks and appreciation for providing a voting machine to be used for their school election read to Board members. Copies of letter to Rev. Mark Sandell regarding using St. Andrew Church for a polling place for district 26-3 distributed to Board members.

OLD BUSINESS: Jean distributed copies of the Resolutions for districts 26-3 and 10-3.

As of this date, no meeting held yet regarding the adoption of an open meeting policy. Attorney Mark Brugh discussed the open meeting policy with Board members and following discussion, decision made to adopt a policy similar to Prince George's County Board of Supervisors of Elections. Mark will edit Prince George's County's open meeting policy for Washington County and same will be adopted at next meeting.

Attorney Mark Brugh discussed with the Board members some questions that had been posed concerning liability for accidents in privately owned polling places. The Board's liability to election judges and other employees Workmen's Compensation will cover. When renting a privately owned polling place, the landlord's liability to the Board members is to inform them of any dangerous conditions that exist and Board members' liability to the voter would be to see the voter is likewise informed of any dangerous conditions. The Board could get a blanket liability policy to cover for any election related use of a privately owned building. To assume premise liability not advisable for this Board. After discussion, decision made to write a letter to Rev. Sandell of St. Andrew's Church, advising him that the Board cannot indemnify the Church from all their liability. The Board will have insurance to cover anything that election people are responsible for but cannot indemnify the Church from all other liability.

Mark distributed copies of the Open Meeting Policy. Motion made by Jason that the Board adopt Open Meeting Policy, seconded by Jim.

Motion made by Jason to adopt St. Andrew Presbyterian Church as the polling place in 26-3, seconded by Jim.

Survey forms for accessibility of polling places were distributed. Four polling places need to be surveyed: District 12 will be surveyed by Richard, District 26-3 by Jason, and Districts 21-2 and 11-2 by Mark.

Polling place progress report:

27-2 - Jim will investigate the use of Paramount Baptist Church or Paramount Brethren in Christ Church.

22-2 - Jim mentioned the option of combining several precincts within District 22, if no barrier free polling place is found.

14-1 - Richard will contact Arthur Bayer

Survey from other county boards regarding custodian pay was distributed. It was decided to table this decision until a future time.

Mark reported that he had spoken with Robert Cochran, concerning the quote for Commercial General Liability Insurance. Mark feels the coverage would suit our needs but would like a second quote for comparison. Jean will work on getting a second quote. Mark will talk to Ralph France, to see if we are currently covered by a blanket policy.

NEW BUSINESS: Jean distributed copies of the survey on State funding of Election offices. Nine out of 37 states are funded by their state.

Jean reported that the annual efficiency rating forms had been completed and returned to SABEL.

Christmas trip to SABEL, Thursday December 16, finalized. We have obtained the use of the county van and will leave at 8:45.

Next Board meeting scheduled for January 11, 1994 at 2:00 P.M.

Jim motioned, seconded by Jason, meeting be adjourned at 3:10 P.M.

Respectfully submitted,

Kaye E. Robucci

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Registrar