

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

October 8, 2002

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

#### Board

Richard L. Coss, President

Charles Mobley, Jr. Republican Member

Marianne Schneider, Democratic Member

Eileen Wiggins, Democratic Alternate

Dorothy Waters, Republican Alternate

#### Staff

Dorothy M. Kaetzel, Election Director II

Kaye E. Robucci, Election Deputy Director I

Richard Coss called the meeting to order at 2:05 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present. Richard Coss welcomed Marianne Schneider back. Marianne had back surgery and was recuperating for several weeks. Richard Coss thanked Eileen Wiggins for filling in while Marianne was absent and he thanked everyone for all of their hard work during the primary election.

**Approval of Minutes of September 3, 2002:** President Richard Coss asked if the board had any corrections or modifications to the minutes of the September 3 board meeting. Charles Mobley moved for approval of the minutes as presented; Marianne Schneider seconded the motion. The motion carried unanimously and Richard Coss, President, signed the minutes.

**Addition/Changes to the Agenda:** President Richard Coss called for any additions or changes to the agenda. Charles Mobley requested that the canvass of provisional ballots be added under Old Business. There were no other requested changes to the agenda.

#### Correspondence:

##### A. Release of Voting Machines

Memo from Linda Lamone, SBE Administrator, announcing the release of the voting machines.

##### B. State Board Minutes

Minutes of the August 14, 2002 State Board meeting were distributed.

**Correspondence**

C. Election Reform Legislation

On October 4, 2002; the conference committee reached an agreement on HR 3295. The Election Center is requesting that for those in support of the bill to contact their Senators and Congressmen asking for complete funding of the 3.9 billion.

D. Disaster Recovery and Incident Management Plan

SBE is recommending that the plan be tailored to each jurisdiction. The Board will read over the plan and will discuss it at the January 2003 Board Meeting. Appendix B, Polling Place Contingency Plan, was given to the Chief Judges for the Primary Election.

E. Polling Place Evaluation Form

Charles Mobley distributed a revised Polling Place Evaluation Form. The Board reviewed the form and Marianne Schneider made a motion to approve the use of the form; Eileen Wiggins seconded the motion and all were in favor. The revised form will be used for the November 5, 2002 Election. Charles Mobley will write a memo to Tim Augustine and send a copy of the evaluation form.

**Reports**

A. Primary Election – September 10, 2002

The Board discussed the primary election and noted the following suggestions for the general election:

**17-1 Washington County Library:** Handicapped signs and "Vote" signs are needed. Dorothy Kaetzel talked to Debbie Williams regarding the "Do Not Enter" signs currently posted at the back entrance to the library. Caused some confusion with the voters.

**26-1 Lincolnshire Elementary School:** Handicapped signs are needed.

**10-2 & 10-4 South Hagerstown HS:** Directional signs needed for each precinct. Large signs on easels are to be inside the building.

**11-2 Potomac Valley Fire Hall:** Phone issue. No way to reach them on election day. They have access to a phone to call the office. Send a beeper in the general election.

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**Reports**

**Back Lot:** Have no more than 6 boy scouts assisting with the transfer cases. Dorothy Kaetzel will contact the scout leader.

Lack of air conditioning was a problem in the primary but should not be an issue in November.

**Old Business:**

A. Communication Problems on Election Day

Charles Mobley reported on the communication issues on election day. Some phones at the schools were not hooked up to the proper jack and election workers did not know what number to dial to get an outside line. These issues were corrected by mid-morning. Charles Mobley recommended that the office call those polling places that were issued cell phones on election morning to ensure that everything is fine with the phones.

B. Nursing Homes

The Board signed up to assist with the absentee voting at the nursing homes.

C. Provisional Ballot Canvass Procedures

Charles Mobley requested a list of the mandated voter registration agencies and that it be made part of the canvass procedures.

Books close for registration on Tuesday, October 15, 2002. Richard Coss will pick up the work from the MVA at 4:30 PM that day. The van is reserved for Monday, October 21 for Richard Coss and Charles Mobley to pick up the election work. Eileen Wiggins will pick up the work from the MVA on October 21, 2002.

**New Business:**

A. Doris James will be off over the election due to having surgery

Dorothy Kaetzel informed the Board that Cindy Russell will be assisting Audrey Coffelt with the packing of the supplies.

B. Final Plans for Election Day

Dorothy Kaetzel distributed copies of the election day schedule. The Board swears in at 9:00 AM on election day. We will have a cold cut tray for lunch and order chicken for dinner. Richard Coss will pick up the chicken from Martins at 5:00 PM.

**New Business**

C. Christmas Party

The Board and Staff Christmas Party will be held Tuesday, December 17 at 6:00 PM at the Fireside Restaurant.

**Scheduling of the Next Meeting**


The next meeting of the Washington County Board of Election will be November 12, at 2:00 PM at the board office.

**Adjournment**

There being no further business to come before the Board at this meeting, a motion was made by Marianne Schneider; seconded by Eileen Wiggins to adjourn at 4:25 PM. Unanimously approved.

Respectfully submitted,

  
Richard L. Coss, Board President

  
Kaye E. Robucci  
Election Deputy Director I