

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION July 8, 2008

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, Attorney

Staff

Dorothy Kaetzel, Director  
Kaye E. Robucci, Election Deputy Director, I

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

#### **Approval of Minutes of July 8, 2008**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the June 10, 2008 Board Meeting. Approved as submitted.

#### **Addition/Changes to the Agenda:**

There were no additions or changes to the agenda.

#### **Correspondence:**

A. Warehouse Lease – Letter from SBE

Memo from Matthew Libber, SBE, regarding the warehouse leases. Our lease with Todd Baer expires October 31, 2008. SBE is requesting each county to decide on one of the following options:

1. To continue with the current model whereby requiring the voting system contractor to lease a warehouse, or
2. Create a new model wherein each county is responsible for securing a warehouse. Half of the cost of the warehouse would continue to be paid by the State.

Dorothy Kaetzel informed SBE that we are interested in option #2 and requested they send a letter to our County Administrator, Gregory Murray, on behalf of the office. Matthew Libber replied that a letter from Linda Lamone, SBE Administrator, would be sent to Mr. Murray.

**Washington County Board of Elections  
July 8, 2008 Board Minutes (Continued)  
Page 2**

**B. Warehouse Lease – Letter to County Administrator**

Letter from Linda Lamone, SBE Administrator, to Gregory Murray, County Administrator, regarding the warehouse lease. Linda Lamone is requesting the county to locate county owned warehouse space within 10 miles of our office within the next 60 days.

**C. Voting Units**

Letter from Delegate Sheila Hixson to Linda Lamone, SBE Administrator, regarding the high voter turnout expected in the upcoming general election. Delegate Hixson is requesting that SBE consider using paper ballots instead of purchasing additional touch screen voting units.

Response from Linda Lamone, SBE Administrator, to Delegate Hixson. Linda Lamone clarified that SBE would be leasing not purchasing additional touch screen voting units. She also pointed out the problems associated with using paper ballots in lieu of the additional voting equipment.

**D. Election Worker**

Letter to Ronald Nunamaker thanking him for his service as an election judge.

**E. FY07 Billing**

Letter from the Frederick County Commissioners to Linda Lamone regarding their displeasure with the late FY07 billings.

**F. COMAR Regulations**

Proposed COMAR Regulations were distributed to the Board. The deadline to comment is July 21, 2008. The Board discussed the following:

- Chapter 01 Open Meetings – Requires the local board meetings to be held in a room accessible to the public. Dorothy Kaetzel will reserve the first floor conference room each month in case a larger room is need for the board meeting.
- Chapter 3 #5 - Requires the local boards to provide election judge training between a gubernatorial primary and general election. Currently there would not be sufficient time to conduct training during this time. Dorothy Kaetzel will send a comment regarding this item.

**G. 2008 Legislative Changes**

The 2008 Legislative Changes were distributed to the Board.

**Washington County Board of Elections  
July 8, 2008 Board Minutes (Continued)  
Page 3**

**Reports:**

There were no reports

**Old Business:**

**A. Election Judges**

Letters were sent to the election workers regarding the upcoming open house training during the month of September.

During the June Board Meeting, the Board discussed two election workers and whether they should continue as election workers. Roger Schlossberg informed the Board that according to the Registration and Election Laws of Maryland, Section 10-203(c) The term of office for an election judge continues until the Tuesday that is 13 weeks before the next statewide primary election unless:

- (1) the local board excuses the person for good cause; or
- (2) a special election is held during the election judge's term of office and the state Board determines that a local board may not need the service of all of the appointed election judges.

One election worker was dismissed (see Correspondence #D). Roger Schlossberg recommended that the second election worker in question, be returned to the substitute worker list. He originally was on the substitute list and temporarily filled in during the primary election. The Board approved this recommendation and a letter will be sent to this worker.

**B. City of Hagerstown Elections**

Dorothy Kaetzel informed the Board that the new Pangborn and Maugansville Elementary Schools will be open by August 2008. The addresses will remain the same for the schools. Dorothy Kaetzel asked Tony Mayhugh, Administrative Assistant, Operations, if the schools would be available for use during 2009 City of Hagerstown Elections. Mr. Mayhugh indicated that his boss would need to make that decision. Dorothy Kaetzel has sent the draft calendar to Donna Spickler, Clerk, City of Hagerstown.

**C. Picnic**

The office picnic will be held Friday, August 15, 2008 at 6:00 PM at the home of John and Helen Benchoff. We will order chicken and everyone will bring a dish. Directions will be forthcoming.

**New Business:**

No new business.

Washington County Board of Elections  
July 8, 2008 Board Minutes (Continued)  
Page 4

**Member Remarks:**

No remarks at this time

**Executive Session:**

John Benchoff made a motion to go into executive session at 2:50 PM to consult with counsel; Carroll Earp seconded the motion and all were in favor. Regular session resumed at 3:20 PM.

**Adjournment:**

The next Board Meeting will be August 12, 2008.

There being no further business to come before the Board at this time, John Benchoff made a motion to adjourn at 3:30 PM; Sharon Washington seconded the motion. Unanimously approved.

Compiled by Kaye E. Robucci  
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins  
Eileen Wiggins, Board President

8/12/08  
Date

Carroll H. Earp  
Carroll Earp, Board Secretary

8/12/08  
Date