

MINUTES
WASHINGTON COUNTY BOARD OF ELECTION
May 13, 2003
35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board

Richard Coss, President
Marianne Schneider, Democratic Member
Charles Mobley, Republican Member
Eileen Wiggins, Democratic Member
Dorothy Waters, Republican Alternate

Staff

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

Guest

Senator Donald Munson
John F. Barr, New Board Member

Senator Donald Munson presented a proclamation to Richard Coss for his years of service to the Election Board and the Citizens of Washington County.

Richard Coss called the meeting to order at 2:00 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Approval of Minutes of April 8, 2003: Richard Coss asked if the board had any corrections or modifications to the minutes of the April 8, 2003 board meeting. There being no changes, Charles Mobley motioned and Marianne Schneider seconded the motion and all were in favor.

Addition/Changes to the Agenda: Marianne Schneider requested that the minutes of the November 5, 2002 minutes be voted upon.

Approval of Minutes of November 5, 2002: Richard Coss asked if the board had any corrections or modifications to the minutes of the November 5, 2002 board meeting. There being no changes, Marianne Schneider motioned and Dorothy Waters seconded the motion and all were in favor.

Richard Coss read aloud two thank you notes: donation to St. Mary's Catholic Church in memory of Oscar Spigler and the donation to Hospice in memory of Virginia Coss.

Correspondence:

A. Legislative Requests for 2004

All Legislative Requests for 2004 are due to the Delegation by November 3, 2003.

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B. State Board Minutes – March 12, 2003

The board discussed the following:

- Renewal of Voting Equipment Contract
- HAVA - the Preliminary State Plan has been reviewed and approved by the Governor's office
- List of standardized web links have been received from SBE
- Joe Torre reported on the 15% Minority Business Enterprise subcontracting goal included in the contract with Diebold Election Systems Incorporated (DESI). Currently the Minority Business Enterprise subcontracting amounts to only 2.12%.
- Request to close the Campaign Fund Account of Andrew Humphreys due to lack of activity

C. Recognized Political Parties in Maryland

Memo from Mary Wagner, SBE, indicating the 3 recognized political parties and contact names.

D. Budget Request 2003-2004

Letter from the Board to Greg Snook, President County Commissioners, explaining the reasons for the increases in compensation for the substitute board members, attorney and extra staff.

E. COMAR – Administrative Complaint Procedures

Under HAVA, SBE is required to establish uniform, nondiscriminatory state-based administrative complaint procedures. The State Board adopted new regulations under COMAR 33.01.05 on January 22, 2003. The regulations were published in the Maryland Register on April 18, 2003. Any comments should be sent to Joe Torre by May 19, 2003.

F. MAEO - Proposed Amendment

One proposed amendment to the MAEO Constitution will be voted on at the MAEO meeting in June.

G. MAEO – Absentee Voting

Deadline to vote by absentee ballot is June 4, 2003.

H. MAEO – Biographies of Candidates

Biographies of the candidates running for office were distributed.

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I. Phase II - Voting System Implementation and Warehousing

The State is moving forward with the implementation of the touch-screen voting systems for the remaining 19 counties. SBE is requesting assistance with locating warehouse space for the equipment. Dorothy Kaetzel is working with Jim Sterling, Facilities Director, to locate available space. Space needed for Washington County is 1,051 square feet. On Thursday, May 15, 2003 at 1:00 PM, several board members and staff will survey two available warehouses. One is located at the airport and the other on Governor Lane Blvd. The warehouse survey is due to Joe Torre by May 23, 2003.

J. MAEO – Board Member Attendance

Memo from Linda Lamone, Administrator SBE, reminding the counties that the Board members taking office as of June 1, 2003; should be encouraged to attend MAEO. Former Board members may continue as associate members in MAEO but all costs associated with the membership and attendance is the responsibility of the member and not the county.

John Barr is unable to attend MAEO. Kaye Robucci will cancel his room and meal package.

Reports:

A. Chewsville Community Center

Dorothy Waters reported on her conversation with Morris Lay regarding the Chewsville Community Center. Mr. Lay will be sending a letter to the Board explaining what happened on election day.

Old Business:

A. Guidelines for Board Attorney

The Board reviewed the "Draft Position Criteria" for the Board Attorney. Charles Mobley made a motion to approve the Position Criteria as amended; Dorothy Waters seconded the motion and all were in favor.

B. Court Case - City of Hagerstown

The City of Hagerstown and the Landlord and Property Owners Association have been trying to come to an agreement. The Landlord and Property Owners Association may drop its lawsuit if the City of Hagerstown reduces the cost of the rental registration.

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C. ES&S – Extension Agreement

The Board discussed the Extension Agreement from ES&S. There is a 10% increase in the cost. Dorothy Kaetzel sent a copy of the agreement to Karen Luther, Purchasing Director. Karen Luther requested that the printing cost of .13 per ballot be included in the extension agreement. Marianne Schneider made a motion to accept the contract as written; Eileen Wiggins seconded the motion and all were in favor.

New Business:

A. Purchase of Supplies

Dorothy Kaetzel informed the Board that she purchased twenty “No Electioneering Signs” for \$1.00 each. She asked the Board for approval to purchase sixty, vinyl register cases for a cost of \$840.00. The cases would replace the brown, paper cases.

B. CERA Classes

Sharon Mackereth and Sherrie Bonebrake will be attending CERA Classes, July 12 – 19, 2003. The classes are held in Portland, OR. Dorothy Kaetzel and Kaye Robucci will be attending their last CERA class on May 18 – 20, 2003 in Auburn, AL.

C. June Board Meeting

The June Board meeting will be held on the third at 2:00 PM. The Board members will also be sworn-in if their commissions are received. Richard Coss will let us know if he is available to come into the office on June 3, 2003.

D. MVA

Charles Mobley will let us know if he will be picking up the work from the MVA on a weekly basis. Richard Coss offered to pick up the work from the MVA on June 9, 2003.

E. MAEO

Audrey Coffelt will be working in the office June 9 – 11, 2003.

F. Office Picnic

Tentative date for the office picnic is July 14, 2003. Charles Mobley will check if the Elks Picnic Grounds are available.

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G. Additional Comments

Charles Mobley informed the board that Ralph Wachter has been re-appointed to the State Board.

Dorothy Kaetzel presented a recap of the April Director's Meeting

- Legislation
 - Bills submitted to change the age of a child in the voting booth - none passed
 - Bill allowing State workers to work as election judges and not lose a day - passed
- 13 million dollars is available through HAVA for polling place accessibility. Dorothy gave this information to Jeff Harr and to Norman Bassett. The requests must be from schools or governments. Private places cannot apply for it.
- 2004 Election Calendar will be completed soon

Scheduling of the Next Meeting

The next meeting of the Washington County Board of Elections will be June 3, 2003, at 2:00 PM at the Board Office.

Richard Coss thanked John Barr for attending the meeting. Richard thanked the board and staff for their hard work and dedication over the years. Richard was a member of the board for 14 years (10 as president) and will be greatly missed.

Adjournment

There being no further business to come before the Board at this meeting, a motion was made by Marianne Schneider to adjourn at 3:50 PM; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

Richard L. Coss
Richard L. Coss, Board President

5-19-03
Date

Kaye E. Robucci
Kaye E. Robucci, Election Deputy Dir., I

5-16-03
Date