

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

May 10, 2005

35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board

Charles Mobley, Jr., President
Eileen Wiggins, Democratic Member
John Barr, Republican Member

Staff

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

Charles Mobley called the meeting to order at 2:10 PM. Clyde Tate, Republican Member, and Gregory Bannon, Attorney, were absent. There was a quorum present.

Approval of Minutes of April 12, 2005

Charles Mobley asked if the Board had any corrections or modifications to the minutes of the April 12, 2005 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the MAEO Agenda be discussed under Correspondence and the Cost of the General Election be discussed under Reports.

Correspondence:

A. State Board Meeting – March 22, 2005

Minutes of the March 22, 2005 State Board Meeting were distributed.

B. Election Directors Meetings – March 29, 2005

Minutes of the March 29, 2005 Election Directors Meeting were distributed.

C. MAEO By-Law Amendments

Proposed amendments to the MAEO By-Laws were distributed. They will be voted on at the MAEO Meeting in June.

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D. MAEO – June 5-8, 2005

Memo from Barbara Fisher, President MAEO, regarding the upcoming MAEO conference. An updated agenda was received.

E. Confidentiality of Personal Information

Memo from Terry Harris, SBE, regarding confidentiality of personal information. Due to the violence against judges, SBE has notified judges that they qualify under COMAR 33.04.02 to have their personal information made confidential on all candidate and voter registration records. We received confidentiality request forms from Frederick Wright, Donald Beachley and R. Noel Spence. John Barr made a motion to make the records of all Circuit and District Court Judges in Washington County confidential and to secure their records; Eileen Wiggins seconded the motion and all were in favor. Dorothy Kaetzel will inform SBE that in addition to the judges listed above we have also made the records of W. Kennedy Boone, John McDowell, M. Kenneth Long, and Ralph France confidential.

F. Board of Education

Follow-up letter was received from Paul Bailey, Board of Education, regarding the meeting on April 11, 2005.

G. Voter Registration Challenges

Revised Voter Registration Challenge procedures were received from SBE. The Board will review the procedures for the June Board Meeting

H. Release of Voting System

The voting units used in the November 2, 2004 General Election have been released

I. Post Election Maintenance Plan

We will perform the required maintenance on the voting units in September 2005. Do we want help from SBE?

J. MAEO Meeting – May 12, 2005

The agenda for the May 12, 2005 MAEO Meeting was distributed.

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Reports:

A. Voter Registration System

Dorothy Kaetzel reported the staff will attend a demonstration of the new voter registration system on May 23, 2005 at Frederick Community College. Audrey Coffelt will staff the office.

B. Cost of Election

Dorothy Kaetzel reported on the cost of the November 2, 2004 General Election. To date the cost is \$2.23 per voter. This does not include all of the cost associated with the new voting system. Dorothy Kaetzel will also revise the cost of the primary election.

Old Business:

A. City of Hagerstown Election

Dorothy Kaetzel informed the Board of the following:

- L&A was performed on May 5, 2005
- The City Board met on May 9, 2005
- Connie Martin, Democratic Member, resigned due to health reasons
- Sharon Washington is the new Democratic Member
- Sharon Mackereth and Sherrie Bonebrake will be away the week of May 16-20. They will be attending CERA Classes in Auburn, AL
- Charles Mobley and Eileen Wiggins will assist with the absentee ballot canvass on May 19, 2005. The absentee procedures will be reviewed at 8:30 AM on May 19, 2005 and counting will begin at 9:30 AM.
- The City of Hagerstown will be invoiced for Charles Mobley and Eileen Wiggins at \$25.00/hour

B. Voter Registration Projections & Polling Places

Districts 27-1, 27-2, 14-1 and 14-2 will be reviewed in 2005.

New Business:

A. Final Plans for MAEO

Final plans for MAEO were discussed. The staff will be leaving on Sunday, June 5, 2005. John Barr will be arriving late on Sunday evening. Greg Bannon may be unable to attend the attorney breakout session on Monday, June 6.

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B. Mock School Elections

Rebecca Leverett, Quest Teacher – Washington County Public Schools, has requested the use of the voting equipment for a mock election being held at Maugansville Elementary and Conococheague Elementary Schools. Because the elections are not real, they will be handled as demonstrations.

Maugansville Elementary School - May 25, 2005 from 11:00 AM – 1:00 PM.
Carroll Earp and Audrey Coffelt will assist.

Conococheague Elementary School – June 2, 2005 from 11:00 AM – 1:00 PM.
Charles Mobley and Emily Knode will assist.

C. Municipal Election Information

Gregory Bannon, Attorney, is reviewing the Municipal Election Information. The Board would like to develop a model contract to be used for the municipal elections. The contract would include a rate schedule.

D. Polling Place Pay

Charles Mobley made a motion to increase the fee to private facility polling places to \$50.00 per election beginning in 2006; John Barr seconded the motion and all were in favor.

E. Change of Precinct Line

The precinct line between 14-1 and 14-2 currently follows the Appalachian Trail. John Barr made a motion to move the precinct boundary from the Appalachian Trail to the Western Maryland RR; Eileen Wiggins seconded the motion and all were in favor. This change will affect about 50 people. They will be sent a voter notification card with their new polling information.

Members Remarks:

No remarks at this time

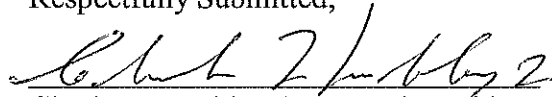
Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held June 14, 2005, at 2:00 PM at the Board Office.

Adjournment:

There being no further business to come before the Board at this time. John Barr made a motion to adjourn at 3:25 PM; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President 6/14/05
Date


Kaye E. Robucci, Election Deputy Dir, I 5-12-05
Date