

**WASHINGTON COUNTY BOARD OF ELECTION**  
**June 7, 2011**

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

**Present:**

**Board**

John Benchoff, Board President  
Carroll Earp, Republican Member  
Eileen Wiggins, Democratic Member  
Tammy E. Downin, Democratic Member  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Deputy Director, I

John Benchoff called the meeting to order at 2:25 PM. Clyde Tate, Republican Member, was absent. There was a quorum present.

**Approval of Minutes of May 17, 2011:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of the May 17, 2011, Board Meeting. Motion was made by Tammy Downin and seconded by Carroll Earp to accept the minutes as submitted.

**Addition/Changes to the Agenda:**

Kaye Robucci requested an addition under - **Reports** – Early Voting site survey with Julie Barr-Strasburg, Director, Red Cross.

**Correspondence:**

None

**Reports -**

A. SB167 Higher Education Tuition Petition Verification process.

Kaye Robucci, Director, gave a quick update on petition verification of approximately 3300 signatures to verify in Washington County. We should be finished by the end of this week. The whole process is easier with the form available on the internet for the public. This process pre-prints the voters information on the form, all the voter needs to do is sign the form. The requirement of the voter is to sign their signature just as on their voter registration.

- B. Kaye Robucci reported on a visit to the Red Cross Building with John Benchhoff, to have a meeting with Julie Barr-Strasburg, Director, Red Cross. In that meeting, Kaye Robucci was able to provide more information on how and when we would be requiring the room. We are considering this location for Early Voting in 2012. Ms. Barr-Strasburg was under the impression we would only use this room for regular voting (one day in April, 2012 and one day in November, 2012). Ms. Robucci informed her that we would require the facility for six days of Early Voting for both the Primary and General Elections. This is a great location for Early Voting it has everything we would require. Compensation to the Red Cross would be a \$500 donation for each election, taking in consideration of the utilities used during this time.

The Board discussed the use of an off duty Deputy Sheriff for security, if needed. Roger Schlossberg, Board Attorney, commented that some Deputies work off duty at a rate of \$35.00 to \$40.00 an hour. Kaye Robucci stated that there are funds in the budget to cover such expenses.

Julie Barr-Strasburg suggested we get an agreement settled by July 1, 2011, because there will be changes to this facility at that time. Red Cross will change from county to more regional management. Ms. Barr-Strasburg reminded them that the Red Cross is used as an Emergency Shelter at times of a disaster and this would have to be stated in the agreement. Ms. Robucci would need a Certificate of Insurance from the county. Roger Schlossberg stated that in 2010 Early Voting was in a County owned building and the need for a Binding Letter of Intent was not needed. If this is the location we use in 2012 we would need a Binding Letter of Intent established with the Red Cross. The Board agreed to have John Benchhoff, Board President, Kaye Robucci, Director, and Roger Schlossberg, Board Attorney, draft an agreement – Binding Letter of Intent. Carroll Earp, Board Vice-President, asked if there was a possibility that the new management would cancel the agreement once it is established. Ms. Barr-Strasburg did not feel this would be an issue we would have to consider.

Roger Schlossberg, Board Attorney, had to leave the meeting and requested to address the Board. Mr. Schlossberg stated that whatever the outcome of the Executive Session he wanted us to know that he enjoys working with the Election Board and that he does not do this for the money. He apologized for having to leave at 2:45PM.

John Benchhoff asked if someone would make a motion to move into Executive Session. Tammy Downin made a motion to move into Executive Session at 2:45PM, Carroll Earp seconded. All were in agreement.

Tammy Downin made a motion to close the Executive Session at 2:53PM, Eileen Wiggins seconded. All were in agreement.

**Old Business –**

A. Schedule Survey of Substation 8-0, Antietam Academy and South Hagerstown High School.

Kaye Robucci requested that we schedule a date and time to do these surveys, possibly sometime in mid June after the MAEO Conference. John Benchoff and Carroll Earp both suggested the week of June 20<sup>th</sup> not the last week in June, agreement was made for Wednesday, June 22, 2011. Kaye informed the Board that June 22, 2011 is the day that we would like to take Sharon Washington to lunch. Maybe we could do these surveys in the morning and join with the staff at a luncheon for Sharon.

B. Election Worker Training Dates and Location – update.

Kaye Robucci informed the Board that she contacted Emmanuel United Methodist Church at the corner of Summit and Howard Streets. Kaye e-mailed Pastor Randy Reid about the possibility of using his Church for election worker training in January and February 2012. She is waiting for his reply.

C. Polling Place Parking signs.

We will table this issue until Clyde Tate returns.

D. City of Hagerstown Elections.

The next work session for the Hagerstown City Council Meeting is June 14. We will be at the MAEO Conference. Roger Schlossberg, Board Attorney, will attend the work session on our behalf. The Mayor and Council are still discussing what type of election to hold.

E. MAEO Plans.

Carroll Earp informed the Board that he will be attending the Conference alone and would like to travel with someone. John Benchoff offered transportation. It was decided that we leave Hagerstown at 11:00AM and meet at the Fisherman's Inn Restaurant for lunch at about 12:30PM.

**New Business:**

A. Red Cross Voting – motion to proceed with site for Early Voting.

Kaye Robucci asked the Board for a formal motion to proceed with obtaining the Red Cross facility for an Early Voting site. Eileen Wiggins made a motion to accept this site and Tammy Downin seconded. All were in favor.

B. New Polling Place for 24-1.

Kaye Robucci informed the Board that before each election cycle she sends a letter requesting the use of the facility. Horst Fencing, District 24-1, returned their letter stating "No" we cannot use the facility. The Board agreed that it is a poor location with several issues. Carroll Earp stated that he visited Horst Fencing on Election Day, 2010 and did not see or notice any particular problems. They did not report anything at that time.

It could be difficult to find another location in District 24 for there are very few facilities. John Benchoff suggested our Warehouse. Kaye stated that there are issues with the Library being there. They are very protective about where we can go and not go. With the public coming in, it could be a problem. We would definitely have to have a discussion with them first. Tammy Downin suggested the empty store fronts off of 40 West or the Wacohu Grange Hall at Huyetts Crossroads and the Old Washington St. School was mentioned. By State Law, polling places have to be designated 13 weeks before the Primary Election. When we change a polling place – we are required to send voters a new Voter Notification Card as a way of notifying them of the change. There are a few polling places we have not heard from, as yet.

**Members Remarks**

Tammy Downin expressed her excitement and is looking forward to being part of this Board.

Eileen Wiggins thanked everyone for their help in the years she was president of the Board.

She apologized for any hard feeling she might have caused.

John Benchoff said he is sorry her term ended like it did, but he is looking ahead to the new term.

As president of the Board if anyone has any issues they want to discuss – please express your feelings at any time.

Carroll Earp expressed his concerns regarding doing our duties as a non-partisan board and acting in a professional manner.

**Scheduling of Next Meeting**

The next meeting of the Washington County Election Board will be held at 2:00pm on July 12, 2011.

**Distributed Information**

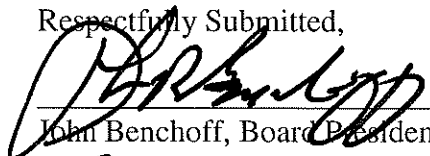
1. Statutory Duties of Election Board Members
2. Maryland Public Ethics Law Summary
3. Ethics and Standards for Election Officials and Employees
4. Statutory Duties of the Election Directors
5. Constitution and By-Laws of the Maryland Association of Election Officials
6. List of Polling Places
7. Citizens Guide

**Adjournment:**

There being no further business to come before the Board at this time, Tammy Downin made a motion to adjourn at 3:35PM; Carroll Earp seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

  
\_\_\_\_\_  
John Benchoff, Board President

7/2/2011  
Date

  
\_\_\_\_\_  
Carroll Earp, Board Vice-President

7/12/2011  
Date