

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

The Board of Election Supervisors for Washington County held its regular monthly meeting on Thursday, October 13, 1994 at the Board Office. The meeting was called to order at 2:05 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President
Daris A. Phillips, Democrat Member
Charles L. Mobley, Jr., Republican Member
Jason A. Malott, Democrat Alternate
Dorothy M. Waters, Republican Alternate
Mark P. Brugh, Attorney
Jean D. Calhoun, Election Director II
Dorothy M. Kaetzel, Deputy Election Director I

MINUTES: Jim Mobley motioned, seconded by Daris, that the minutes of the meeting held on September 8, 1994, be approved as submitted.

CORRESPONDENCE: Jean distributed copies of the thank you letters that were sent to Scout Troop 4, Terry Brewer, and William Henry, thanking them for their assistance in moving poll worker supplies before and after the Primary Election.

Copies of memo to Dennis Bengston regarding the OPTECH III P-Eagle evaluation given to Board members. Jean advised members that the broken transfer cases would be replaced at no cost to the Election Board.

Richard read the note from Mabel Basore, Program Chairman, Church of the Brethren, thanking Richard and Sharon for the excellent demonstration of the new voting equipment done for their senior citizen group.

Memo from Alan Davis, Personnel Director for the County, to Bonnie Monninger, Budget and Grant Analyst for the County, regarding the Election Board Budget, distributed. Request was being made that appropriate funds be transferred to the Election Board account to allow the Board Members and Attorney to receive their pay for the 1994 elections.

Letter from Faith Mentzer, registered voter, read to Board members by Richard. M's Mentzer was voicing her objection to the new voting system. The Board members felt that there were very few complaints received regarding the new system and that the OPTECH III P-Eagle was accepted very well by the voters.

OLD BUSINESS: Changes to Certificates #1 and #2 had been tabled from last meeting. After discussion, decision made to wait until after the General Election before revising these two certificates.

The additional certification sheets for the Primary Election that had not been received from SABEL with the others, were completed and signed.

NEW BUSINESS: Copies of the Instructions for Write-in Voting distributed to Board members.

Jean distributed copies of the memo from Barry Teach, County Administrator, regarding requests for legislation for the 1995 session of the General Assembly, to Board members.

Richard informed Board members that he had been contacted by Ron Bowers, County Commissioner, regarding the poll workers' checks not having gone out yet. Richard told Ron that the problem was with the County payroll department and not this office. Jean stated that she was advised the checks were being mailed this week.

Copies of memo, with invoice from Bell Atlantic attached, from officials at the Army Reserve Center, one of the polling places in the County, distributed to Board members. Memo stated that since Election Board had used the classroom which caused the attached bill to be incurred, they should be liable for the expenses. Jean talked with Joyce Perkins, billing department at Bell Atlantic, and she will keep track of the transaction and the fee will be charged to the Election Board's phone bill and not the Army Reserve account.

Copies of letter received from Patty Johnston, Recording Secretary, Funkstown Fire Co., distributed. Decision made that some of the Board members will go to the Fire Hall on Monday before the November election and take down the bingo tables to get the room ready for voting. Mr. Iseminger of the Fire Department was advised that for the 1996 elections the Funkstown Elem. School would be used for voting instead of their facility.

Jim Mobley reviewed the layouts at several of the polling places he had visited on election day. At Sharpsburg Fire Hall, 8' tables had been used which took up too much space. He suggested we take another look at the Sharpsburg Fire Hall and do another layout since the current one is not satisfactory.

District 12 Ruritan Building - did not like our layout - did their own which was fine.

At Downsville there were chairs in an area where they should not have been. Need to check outlets there, also.

Signs are needed for directions to Little Antietam Community Center in Keedysville.

Need to consider using the middle school or elementary school in Boonsboro instead of the high school for elections in 1996. Too many events at the high school which probably makes it not a good choice as a polling place.

Jean suggested, also, that the St. Andrew Presbyterian Church used in 26-3, is probably too small a polling place for that precinct and need to search for something else for 1996.

The minister of the Paramount Brethren in Christ Church, 27-2 polling place, advised Jean that no political signs could be

placed on the church property. Mark will go to the polling place and talk with the minister as well as measure the 100' radius for no electioneering since his opinion is that the entire property is within the 100' where no electioneering would be allowed by law.

Dorothy explained the complaint from Larry Vaughn regarding a Democrat poll worker in election district 25-3 who has Republican campaign signs in her yard. Board members will take this under advisement.

Richard stated that the Bethel Gardens polling place will need two cones as well as the signs election day.

A letter of instructions to the chief judges advising what supplies are to be packed in the binder cases as well as the transfer cases to return to election office on election night. Also, a listing of what needs to be done when voters arrive at the polling places, with a reminder that voters need to stay back six feet from voting booth when voting booth is being used. Advise on listing that all ballots still wrapped in plastic do not need to be put in bottom of transfer cases. This information should be listed on one sheet titled - Check List.

Williamsport poll workers need to be advised to park their cars in front parking lot on election day to conserve the spaces at side lot for voters.

Ballot delivery date: Absentee Ballots delivered on 10/4/94.
Regular ballots delivered on 10/12/94.

Equipment delivery date: 10/18/94

L & A test date: 8:30 A.M. on 10/27/94. Public testing same day at 4:30 P.M.

Terry Brewer will be able to assist with giving poll worker transfer cases on Saturday, Nov. 11 from 8:30 A.M. to noon. Jean contacted the Detention Center but there would not be anyone there responsible for the people through the court.

Christmas Party: December 8, 1994 - Fireside Restaurant - 6:15 P.M.

Jean advised Board members that the ballot will be in the paper on October 28. They will swear in on November 9 at 9:30 A.M.

Election supplies will be ordered on Friday, October 14. Someone will need to pick them up on either Monday or Tuesday. Jim will go on Monday if they're ready.

Election Day menu reviewed.

Next Board meeting scheduled for Nov. 3 at 2 P.M.

Jason motioned, seconded by Jim, that the meeting be adjourned at 4:05 P.M.

Respectfully submitted,

Dorothy M. Kaetzel

Dorothy M. Kaetzel
Deputy Election Director I