



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS May 13, 2014

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

Present:

Board

John Benchoff, President
Carroll Earp, Vice President
Tammy Downin, Secretary
William Blazes, Member
Roger Schlossberg, Attorney

Staff

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

Visitor

Mary Ann Weber, Deputy Clerk of Court
Peter Perini, President, Democratic Central Committee
Stephen Showe, President, Republican Central Committee

Mary Ann Weber, Deputy Clerk of Court, Washington County, is present today to do the swearing in of the Board Members and the Board Attorney for the 2014 Primary Early Voting, beginning June 12, 2014. The separate forms for each member were signed. Ms. Weber then swore in the Board Members and Board Attorney, as per Maryland Election Laws. Board Member, Bruce Field, may go to the Clerk of Courts' office any time between 9:00 am and 4:00 pm to be sworn in.

John Benchoff, Board President
Carroll Earp, Board Vice President
Tammy Downin, Board Secretary
William Blazes, Board Member
Roger Schlossberg, Board Attorney

Opening

John Benchoff, President, called the meeting to order at 2:10 pm; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Bruce Field, Assistant Secretary, was absent. There was a quorum.

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Approval of Minutes of April 8, 2014:

John Benchoff asked if the Board had any corrections or modifications to the minutes of April 8, 2014, Board of Elections meeting. The following corrections will be made -

- 1) Page 3, first sentence delete the second "on". "The Board members reported on their breakout meeting regarding the new voting system."
- 2) Page 4, "B. City of Hagerstown, Possible Question on Ballot." Second sentence, "It is an issue between the City of Hagerstown and the City Firefighters in reaching an agreement; this would mean a change to the City Charter."

Approved with corrections by Carroll Earp; seconded by Tammy Downin. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

Addition/Changes to the Agenda:

As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3. Kaye Robucci, Director, requested additions under –

Correspondence – Letter from Rick Urps, SBE, regarding training.

New Business – Survey Potomac Heights Elementary School, May 14, 2014.

St. Maria Goretti luncheon at Beaver Creek Country Club, May 22, 2014.

Correspondence

A. Memo from SBE regarding the On-Line Ballot Marking Tool – E-mailed to the Board.

The On-Line Ballot Marking Tool is not operating as intended and the State Board voted to not allow the use of it for the 2014 Gubernatorial Elections.

B. Memo from State Ethics Commission – E-mailed to the Board.

The Board requested this to be tabled until the June 10, 2014 meeting.

Reports

A. Election Director's Meeting, April 17, 2014 -

Kaye Robucci, Director, reported on the meeting with minutes from SBE.

Registration - 16 year olds can now be registered and made "Active" on MD Voters Registration System, but they will not be allowed to vote. In the past they were made Pending – Underage. The Election Management module in MD Voters will not include underage voters when programming an election.

Absentee Ballots - Runbeck Election Services processes and mails absentee ballots to voters in Maryland. For the 2014 Gubernatorial Elections absentee ballots will be mailed to Maryland voters from Arizona (which is their main base of operations).

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New Legislation – SBE will provide a memo to LBE's summarizing new legislation that will impact elections. This includes the requirement that LBE's have to retain Voter Authority Cards from each election for 36 months (3 years), changing it from 22 months. This would mean more storage space will be needed. It is possible to scan them for an electronic image, but this is tedious and time consuming work.

Old Business:

- A. 2014 Early Voting Site – update (installation of accessibility ramp, signage, lights and neighbors)

A month from today we will be in the middle of Early Voting. We received the quote for the ramp to be installed at our Early Voting polling place - \$3,800 per election. It will be installed at the main entrance on the side of the building facing Radio Shack, on June 11th and removed on June 20th.

Lighting along the walkway will be installed and large feather flags have been purchased to direct voters to that entrance. Digital signs from the County and State Roads Dept. will be used and placed at locations along Rt. 144/WM Parkway and at the corner of Nottingham Rd/W. Franklin St. The digital signs will direct voters to get into the left lane and two signs for voters coming from the west and from the east. We should have as many as four digital signs. We should look into rentable digital signs – Ted Rent-It or Paul Crampton.

The State Roads Dept. instructed us to keep all signs back behind the telephone pole line. Does that also mean the digital signs?

Our Board Attorney, Roger Schlossberg, recommended we call Doug Mullendore, Sheriff, about the signs, for our concerns need to be expressed to him.

Most voters will come from I70 to Interstate 81 to Rte. 40. The Board agreed that the signs should be placed at the most visible locations.

- B. Early Voting Agreement –

Roger Schlossberg, Attorney, informed the Board that he has been in communication with John Martirano, County Attorney, regarding an Early Voting agreement.

- C. City of Hagerstown, Charter Amendment – Firefighters' Association -

The process of handling this petition would be the responsibility of the City of Hagerstown, City Council and Clerks' office. The proposal, at the base of this, would go to the City Council, and if they voted it down then it can be petitioned and go to referendum. This office will provide whatever the City Clerks' Office would need to verify names. The City Council will decide which election the question would appear on the ballot.

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The petitioners called this week saying they are bringing the petition to us for verification. The Director informed the petitioners that they are to take it to Hagerstown City Hall. Within sixty days after the petition has been presented to the legislative body and if there are enough signatures, the legislative body shall specify by resolution:

- 1) the day and hours for the referendum; and
- 2) the exact text that is to be placed on the ballot.

The legislative body may schedule the referendum for the next regular municipal general election or at a special election.

If the legislative body schedules a special election, it shall be held not less than 40 days or more than 60 days after the resolution scheduling the referendum is adopted.

This could mean a special election by September, 2014. The Director will let them know that we cannot have a special election before spring 2015.

- D. Polling Places, re-survey 27-1 Fountaindale Elementary, 18-1 Bethel UMC, and 17-1/17-2 Bester Elementary School.

The Director informed the Board that there are several polling places that need to be re-surveyed for several reasons – “New” Bester Elementary School has two polling places 17-1 and 17-2. 27-1 Fountaindale Elementary School and 18-1 Bethel United Methodist Church have minor issues to be inspected.

- E. Phones for Election Day (another phone line for South High Gym?)

Another phone will be needed in the gymnasium at South High HS. John Benchoff, President, will contact Larry Messer, Board of Education.

- F. 2014 Election Worker Training – comments, suggestions

We have finished our scheduled 30 classes and scheduled two more. Any help the Board Members can offer would be appreciated. The final classes will be held May 21, 2014, at 5:00pm to 9:00pm; May 27, 2014, 9:00am to 1:00pm. The election workers in these classes will be a combination of Chief, Check-In and Unit Judges and they have been assigned. The majority of these workers are totally new. Comments and suggestions are welcomed.

- G. County Commuter Schedule & Community Action Council Van

The County Commuter west end run Rt. #333, stops at Walmart and W. Washington St. Our Director, Kaye Robucci will have a meeting with Jackie Crabtree, Community Action Council, to discuss how we can make use of the Community Action Council van.

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New Business:

A. Review Polling Place Evaluation Form & schedule of sites to visit.

The Polling Place Evaluation Form has been revised and it will be used for the Early Voting and Election Day. The form itself has been shortened and only 50% of the polling places have to be surveyed on Election Day, although all of them need visited. John Benchoff, Board President, will develop the list.

B. Promote Early Voting -

Today we are to begin promoting Early Voting, with using The Herald-Mail back page ad, pop ups on local TV stations, and press releases. The Director asked if the Board had any thoughts or suggestions. The County has a new PR Dept., we need to contact them. WHAG TV has a crawler on the Weather Station channel. County Commuter has a service for 3 months advertizing on the buses – a moving billboard.

C. L & A Schedule -

Logic and Accuracy schedule was discussed. Cindy Russell will be available to assist; Bruce Field, Board Member, will not be able to help this year.

D. Power Management Plan -

The Power Management Plan was established by the State Board to ensure that all voting system equipment can continue to operate in event of lose of commercial power. The Director has to provide information to SBE regarding the status of the power management of the e-poll books and the voting units, as far as what program is in place. Director will have it completed by the end of the month.

E. Election Day –

1. Parking for Board Members – parking passes; on Election Day they will have a parking space behind this building.
2. Return of Supplies – helpers out back will be needed in the evening. Jack Coffelt will be there and 2 helpers from Angie Helfrick's office.
3. Election Day Food – sandwiches for lunch and hot food for dinner.

F. Surveying Potomac Heights Middle School, District 21-1 –

Re-modeling of the front entrance will be going on this summer at District 21-1, Potomac Heights Middle School. There is a possibility we will have to move to the gymnasium, for the 2014 Primary, as the polling room.

