

MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

July 9, 2002

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board

Richard L. Coss, President

Marianne Schneider, Democratic Member

Charles Mobley, Jr., Republican Member

Eileen Wiggins, Democratic Alternate

Dorothy Waters, Republican Alternate

Staff

Dorothy M. Kaetzel, Election Director I

Kaye E. Robucci, Election Deputy Director I

Richard Coss called the meeting to order at 2:05 PM. All members were present, constituting a quorum. Roger Schlossberg, Attorney, was absent.

**Approval of Minutes of June 11, 2002:** President Richard Coss asked if the board had any corrections or modifications to the minutes of the June 11 board meeting. Charles Mobley recommended the following amendment (amendment in bold).

Page 4 – Scheduling of the next meeting:

The next meeting of the Washington County Board of Election will be **June 9, 2002** at 2:00 PM at the board office. **July 9, 2002**

Charles Mobley made a motion to approve the minutes as amended; Marianne Schneider seconded the motion and all were in favor.

**Additions/Changes to the Agenda:** President Richard Coss called for any additions or changes to the agenda. Dorothy Kaetzel asked that the distribution of the SBE Handbook be added to New Business. There were no other requested changes to the Agenda.

Correspondence:

The 2001 law books were distributed to the Board and Attorney.

A. Maintenance

Memo from Tim Augustine regarding the Support and Maintenance Contract with ES&S. There will be no increase in the support and maintenance costs to the counties but there is a reduction or elimination of some of the support services.

B. Schools

Letter to Jeffrey Harr, Administrative Assistant-Operations at Board of Education, regarding the use of 26 schools during the primary and general elections. Dorothy Kaetzel requested the use of South Hagerstown High School for a second polling place 10-4. She also requested an additional table and 2 chairs for each location to accommodate provisional voting.

C. MAEO By-Laws

Distributed MAEO By-Laws to each board member.

D. SBE Employee Handbook

Distributed SBE Employee Handbook to each Board member. They signed that they received the handbook.

**Reports:** There were no reports

**Old Business:**

A. Communication Problems on Election Day

Jim met with David Munday with the Board of Education. Ron Whitt, Director IT, had given Mr. Munday the layouts for each of the schools. The Board of Education will provide a phone jack in each polling room at each school. Mr. Munday will indicate on the layout where the phone jack is located and will provide a phone number for use on election day. The election board will need to supply the phones. The Board discussed the number of phones needed and whether to lease or purchase. The phones can be analog. Charles Mobley has setup a meeting with Ron Whitt on Wednesday, July 10, 2002 at the Election Office to discuss the additional communication problems at 5 locations. Those locations are:

Potomac Towers	03-1
Old Downsville School	20-0
Little Antietam Community Center	19-0
Big Pool Community Center	15-0
Ringgold Ruritan Building	14-1

Dorothy Kaetzel spoke with Ted Shankle, Director of Potomac Towers, he will check if there is a phone jack in the voting area. Dorothy Waters volunteered to check the Old Downsville School regarding a phone jack in the room.

B. Redistricting Resolutions

1. Election District 13-0 and 23-0

New court ordered legislative order expands District 1C to Conococheague Creek thereby splitting District 13-0.

Recommendation: Change Precinct lines of District 13-0 and 23-0 to conform to new legislative boundary.

Dorothy Waters made a motion to approve the recommendation; Marianne Schneider seconded the motion and all were in favor.

2. Election Districts 10-2, 24-1, 24-2, 26-1 and 26-2

District 10-2: Correction due to Legislative Order from Court of Appeals June 21, 2002 which makes 10-2 now in Legislative 2A instead of 2B.

Districts 24-1 and 24-2: Recommendation from consultant with the Maryland Office of Planning to change Precinct lines for District 24-1 and 24-2.

District 26-1 and 26-2: Corrections due to Legislative Order from Court of Appeals June 21, 2002 which now places 26-1 and 26-2 in the same Legislative District 2A. Small part of District 26-2 is no longer contiguous to the rest of the district and District lines for 26-1 were changed to include this section (Approved at April 9, 2002 Board meeting).

Dorothy Kaetzel informed the board that we do not have any updated maps. It will be sent out for bids.

C. Redistricting Notifications

The 23,000 Redistricting Notifications will be sent out this week.

D. Training Letters

Training Letters for Election Workers were sent last week. There will be 4 classes:

August 6, 2002	Statutory Class for all veteran workers
August 8, 2002	Class for all new workers
August 19, 2002	Class for all new workers
August 21, 2002	Class for those who have worked only 1 or 2 elections

E. Chewsville Community Center

Charles Mobley talked with Joe Beach and requested that the meeting scheduled at the Community Center on election night be rescheduled.

**New Business:**

A. Chewsville Community Center

Kaye Robucci received a complaint regarding how cold it was in the building and that there were individuals in the polling place that should not have been there. The Board recommended reminding the Chief Judges that no one should be in the voting room unless they are a voter or have a signed certificate as a Challenger and Watcher.

Marianne Schneider will have surgery on August 7 and will be unavailable until after the Primary election.

Richard Coss will be away July 21 – August 5, 2002. Eileen Wiggins will pick up the MVA work on July 22 & July 29, 2002.

Dorothy Kaetzel and Kaye Robucci will be at school from July 13 – 20, 2002.

B. Training Class

There will be a board meeting on July 31, 2002 at 2:00 PM to discuss the schedule for election workers school. Richard Coss will come in August 5 to receive the schedule.

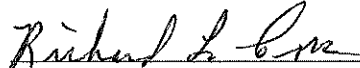
**Scheduling of the Next Meeting**

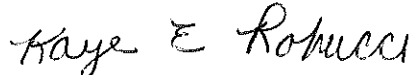
The next meeting of the Washington County Board of Elections will be August 13, 2002 at 2:00 PM at the board office.

**Adjournment:**

There being no further business to come before the Board at this meeting, a motion was made by Charles Mobley; seconded by Marianne Schneider to adjourn at 3:25 PM. Unanimously approved.

Respectfully submitted,

  
Richard L. Coss, Board President

  
Kaye E. Robucci  
Election Deputy Director I