

**MINUTES  
SPECIAL MEETING  
WASHINGTON COUNTY BOARD OF ELECTIONS  
April 23, 2012**

**Present:**

**Board**

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

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I  
Dean Robucci, County Technician  
Pam Byrd, Election Supervisor, II

John Benchoff called this meeting to order at 2:35 PM. There was a quorum present.

Polling Place Evaluation Form 2012

The Board requested that we proceed with this meeting by going down through the District/Precincts one at a time and the person (or evaluator) give a synopsis on any issues they observed on Election Day at the polling places they visited. Using the "Polling Place Evaluation Form 2012" from SBE, state whether the judges need assistance in setting up the equipment in the 2012 Presidential General in November.

PRIMARY ELECTION, APRIL 3, 2012 –

Election Day Issues observed on Election Day.

District 1 – Sharpsburg Elementary School – Roger Schlossberg

- **Accessible entrance needs marked more clearly.** It is not easily seen and requires the voters to go search for an accessible entrance. There should be more signage pointing to the accessible entrance. This should also be shown on Polling Place Layout drawing.
- The room is not set up in a way to protect the Provisional Ballot table. Chief Judge and Provisional tables should be separate, **the layout drawing needs revised**

District 2 – Williamsport High School – John Benchoff

- Williamsport HS is a large room with the voting units so far away that the voters would go to a voting unit themselves, without assistance from the unit judges. The judges used the blue tape, provided in the supplies, to map out a path to the voting units. This helps guide the

voters to the unit judges' station point. **Need additional unit judge for the General Election.**

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District 3-1 – Potomac Towers – Sharon Mackereth

- **Potomac Towers requires assistance on Election Day to setup.** They are not allowed to setup Monday night because of security issues. Because of the time restraints, they were not able to get everything in place by 7:00AM, the sample ballot was the only sign posted. **Limited wall space – need Totem Poles for signs.**

District 3-2 – Emmanuel United Methodist Church – Kaye Robucci

- Emmanuel United MC was great, everything in place.

District 3-3 – Emma K. Doub Elementary School – John Benchoff

- Emma K. Doub ES was great, everything in place.

District 3-4 – Girl's Inc. – Sharon Mackereth

- Girl's Inc. was great, everything in place.

District 4 – Clear Spring High School – Carroll Earp

- Issue with one of the E-Poll Books and it was taken off line. Everything else was in place.

District 5 – Hancock Middle-Senior School – Carroll Earp

- There were several people waiting to use the VIBS unit. A spare set is included in the supplies, for the purpose of setting up another VIBS station.

District 6-1 – Boonsboro High School – Roger Schlossberg

- **Handicap parking spaces not marked. Need signs to clearly mark these spaces.**

District 6-2 – Boonsboro Middle School – Roger Schlossberg

- **The polling place layout needs re-designed. Handicap parking spaces need clearly marked.**

District 7-1 – Smithsburg Elementary School – Tammy Downin

- The chief judge and provisional tables were too close to the exit door. Ballots could intentionally be taken. **Layout needs re-designed.** Evaluator not impressed with Tech Judge but Chief Judges were very good.

District 7-2 – Smithsburg Middle School – Tammy Downin

- **Issue with handicap entrance** – not sure if a wheelchair could get in - not an automated door. Provisional booth not used. General complaint too much supplies for Republican Judges to handle.

District 8 – Rohrersville Sub-Station 8 – Roger Schlossberg

- Great location but the **polling place layout needs changed. The parking lot needs to be more defined,** once the fire trucks are moved out from the building the front can be used more efficiently. But, where do they put the fire trucks?

**Evaluator suggested another trip to Sub-Station 8. Oley Griffith, Fire Chief, could meet us there with suggestions. Also, we need a large sign at the old polling place,** telling voters of the move to Sub-Station 8. Maybe have county personnel deliver the signs. Judges complained about the ink pens we sent.

District 9 – Leitersburg Fire Co. – Tammy Downin

- **Judges requested more “Vote Here” signs.** The area was congested with campaign signs. Evaluator saw VAC’s that were not completed correctly – called this to the unit judges’ attention - corrected. The room layout was great considering the size of the room.

District 10-1 – E. Russell Hicks Middle School – John Benchoff

- **They need a Tech Judge** – they had issues with the actual setup. The power strip was not on - both CJs were not sure of setup procedures. There was a problem with privacy in the way the machines were setup. **The layout needs looked at.**

District 10-2 – South Hagerstown HS – John Benchoff

- There were problems with the location of the polling area - **we need to move the polling area or get away from South HHS.** Because of the accessibility issues – the ramp is too long and steep. Also, there is too much glare on the TS units. We might try the new school around the corner – Antietam Academy on Oak Ridge.

District 10-3 – Eastern Elementary School – Bruce Field

- No signs posted in polling room, the Evaluator got them out and helped post them.

District 10-4 – Washington County Tech Center – John Benchoff

- They were great – no issues.

District 11-1 – Pleasant Valley Elementary School – Roger Schlossberg

- They had issues with the Tech Judge. **No name tags for Tech judge.** There were **some issues with layout** - they moved the tables out into the room for more security. **Need more “Vote Here” signs.**

District 11-2 – Potomac Valley Fire Station – Roger Schlossberg

- There were problems in the past with setup but that has been resolved.

District 12 – Fairplay Fire Company – Roger Schlossberg

- **Need accessible signs** – Great workers.

District 13-1 - Maugansville Elementary School – Carroll Earp

- Provisional tables too close to the exit - not secure - **room layout issues.** They had an issue with a poll book freezing up. Chief Judge spoke with Dean Robucci, County Technician - solved the problem. No outlets along the one wall because of a curtain dividing the room – need to run an extra extension cord.

District 13-2 - Maugansville Ruritan Club – Carroll Earp

- Their layout was great – CJ table on opposite side of the room with the Provisional table in behind – making it secure. Evaluator saw VAC's with no unit number – corrected. Set up Monday night. **Evaluator – please put on Polling Place Evaluation Form 2012 – if they set up the night before.**

District 14-1 – Ringgold Community Center – Tammy Downin

- Great layout with it being a small space – CJ table blocked the provisional table. **Parking lot is a problem** – the lot is not big and cars had to park in the grass and handicap parking is a major issue. Because of parking lot - judges should park away from the front spaces.

District 14-2 – Cascade School – Tammy Downin

- No issues there – good crew work well together. **CJ and provisional tables should be moved back from entrance. Layout needs looked at.**

District 15 – Big Pool – Carroll Earp

- **We need to find another location as a polling place in this district.** We had new movers and they did not know the layout of the building. They carried the equipment in piece by piece – did not use the ramp. The Hub was not connected and the poll books were not synchronized. CJ table right inside – but provisional table was back.

District 16 – Greenbrier Elementary School – Bruce Field

- **Need a few more “Vote Here” signs** – need directed to the correct parking spaces – entrance not easily seen. Did not turn on the UPS and in the morning the poll books were dead or very low. They turn the UPS on and by the time Evaluator got there the power was up. VIBS not working correctly – possibly operator error but the judges could not hear the ballot being read. Second set for VIBS sent in supplies. **Need to review the use of the Audio ballot.** Maybe use some type of fluorescent paper to draw their attention. **Need to Re-visit this issue.**

District 17-1 – Bester Elementary School - Gym – Kaye Robucci

- The large windows in the school caused a glare issue on the screens of the e-poll books. The poll book legs were extended out far. VIBS unit was pointed out into the room. **VIBS placement was corrected.**

District 17-2 – Bester Elementary School - Café – Kaye Robucci

- The Cafeteria was great, everything in place. Judges complained about the cheap name badges – otherwise OK.

District 18-1 – Chewsville Community Center – Tammy Downin

- Had the room reverse with the tables backwards – but it worked – the provisional table was positioned right. Room was just reversed. VIBS was backwards but the voting units were positioned correctly. There was a printer not plugged in – **they cannot setup Monday night – would like to move to a church close by.**

District 18-2 – Maranatha Brethren Church – Tammy Downin

- Once there, found it difficult to locate the polling place entrance it was not clearly designated. Not the most pleasant place. Signs posted in hallway – only visible from one direction. Evaluator did not see signs from the way she entered but were shown where they were. **Totem Poles would be great. Would our sandwich signs help in designating the entrance?**

District 18-3 – Hagerstown Community College – Tammy Downin

- CJ mention the issue of parking because of construction – handicap parking was a problem because of other people using the spots. **Need Handicap Voter Parking signs** – if they are in a wheelchair they need to park in another lot. Backing up the incline is an issue. When the construction is complete and the Senior Citizen Center is completed things will be better. Not a secure location at night.

District 19 – Little Antietam Community Center – Roger Schlossberg

- Little Antietam was great, everything in place. The judges were working well together. **Handicap signs needed. E-poll books Launched.**

District 20 – Downsville Community Center – Tammy Downin

- All in all they worked well together – sign issue but not much to do to correct it. Polling room was set up correctly. **E-poll books Launched.**

District 21-1 – Potomac Heights Elementary School – Bruce Field

- Potomac Heights polling room was setup correctly but the UPS was not on. **E-poll books Launched.**

District 21-2 – North Hagerstown High School – Bruce Field

- North Hagerstown HS was setup the best they could, considering the poor location. The VIBS unit was angled out into the room, Evaluator moved it. **The polling room layout needs revised.** The judges did not understand the layout. Wish the school could give us a better location for the polling location and not in the hallway.

District 21-3/28-1/28-2/28-3 – Northern Middle School – Bruce Field

- They blew two printers, they incorrectly connected them. No problem with the additional voters because of the annexation. A candidate showed up with a camera crew and did an interview in the polling place. Kaye Robucci, Director, contacted the media crew and they decided not to use the segment.

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District 22-1 – Trinity Lutheran Church - Bruce Field

- Trinity Lutheran CJ is very good but she did not have the Provisional bag open and ready for provisional voters.

**They need more “Vote Here” signs.**

District 22-2 – Pangborn Elementary School –

District 23 – Conococheague Elementary School –

District 24-1/24-2 WACOHU Grange Hall –

District 25-1 Bethel Gardens Community Center –

District 25-2 Winter Street Elementary School –

District 25-3/25-4 Western Heights Middle School – Bruce Field

- Western Heights MS had no problems with equipment. The judges requested **better ink pens and more “Vote Here” signs.**

**Need Totem poles. E-poll books Launched.**

- 26-1 St. Joseph Catholic Church –
- 26-2 Lincolnshire Elementary School –
- 26-3 Valley Grace Brethren Church –
- 27-1 Fountaindale Elementary School – Bruce Field  
Fountaindale had the equipment setup right except for the UPS wired incorrectly. The Tech judge, on duty, was not sure of self.
- 27-2 Paramount Elementary School -

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A request was made asking for a motion to accept these evaluations, Tammy Downin made the motion to accept and to complete this evaluation process at the next Election Board meeting on May 8, 2012; Carroll Earp seconded the motion. Unanimously accepted.

**Adjournment:**

At this time 4:10 PM Tammy Downin made a motion to adjourn; Bruce Field seconded the motion. Unanimously approved.

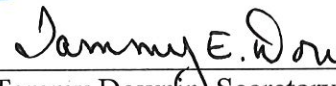
Compiled by Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

  
John Benchoff, Board President

6/12/12

Date

  
Tammy Downin, Secretary

6/12/12

Date