



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS March 11, 2014

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

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Tammy Downin, Secretary  
Bruce Field, Assistant Secretary  
William Blazes, Member

**Staff**

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

**Visitor**

Stephen Showe, Republican Central Committee  
Peter Perini, Democratic Central Committee

John Benchoff, President, called the meeting to order at 2:00 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Roger Schlossberg, Attorney, was absent. There was a quorum present.

**Approval of Minutes of February 11, 2014:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of February 11, 2014, Board of Elections meeting. Approved as submitted by Carroll Earp; seconded by Bruce Field. 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 an addition under – **Correspondence** – MAEO Entertainment flyer.

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### Correspondence

A. MAEO Final Preparation Memo - E-mailed to the Board.

Three door prizes are required from each county present at MAEO Conference. John Benchoff, President, and Carroll Earp, Vice President, have agreed to provide cheese and wine, which is so well received at the conference. The staff will provide additional items for the baskets. The cost will be split equally.

B. MAEO Agenda - E-mailed to the Board.

The agenda was discussed.

C. MAEO AB Application from Jeff Stevens, Baltimore County, - E-mailed to the Board.

Applications for absentee ballots are due by Friday, March 14, 2014.

D. New Voting System Replacement Project Information.

The Board discussed the information sheet regarding the new voting system. This sheet provided by State Board of Elections (SBE) is very helpful in understanding "Why" this replacement of equipment is necessary. Bruce Field, Board member, question – "Does it seem possible to have a new voting system in place for the 2016 Presidential Elections?" The whole process has started – with the release of the Request for Proposals in May 2014 and with the final approval in December 2014. It will be a task, considering the beginning of same day voter registration during the 2016 Presidential Elections.

E. Memo to County Commissioners and County Administrator regarding status of the Administrative Office Areas – at the Washington County Early Voting Center – E-mailed to the Board.

The Director, Kaye Robucci, and Board Member, Carroll Earp, attended last week's County Commissioners meeting and came away feeling that our use of the warehouse for 2014 questionable. Sheriff Doug Mullendore presented to the Commissioners his plans for a Day Reporting Center for the warehouse. This prompted our Director to send a memo to the Commissioners reminding them of our verbal agreement for the use of the warehouse.

F. Articles regarding the Filing Deadline.

Articles from The Herald-Mail newspaper were shown to the Board. These articles were to inform possible candidates of the deadline date for filing a candidacy.

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G. Entertainment Committee at MAEO -

The MAEO Entertainment Committee sent us a flyer to inform us of all the activities.

**Reports**

A. Report of the County Commissioner's Meeting on February 25, 2014.

Request for additional funds for our Attorney was not recommended, at this time. The Commissioners did not ask any questions and it was removed from our budget. If litigation is needed by our attorney, above his regular duties, the County will pay.

B. Open Meeting Training – Kaye.

Kaye Robucci, Director, completed the Open Meeting Training course and received a certificate. Kaye confirmed that we follow the recommended policy for Open Meetings.

**Old Business:**

A. 2014 Early Voting Site – update -

Good news. The Director of Facilities, Jim Sterling, had his crew clean the floors and plug all the holes in the tiles at the warehouse. About 75 tiles, out of the high traffic areas have been repaired. The handicap sidewalk access will be repaired by the end of the month and additional lighting outside along the sidewalk needs to be completed.

Table and chairs can be purchased at Sam's with the County Card. Our Board Attorney recommended contacting Cochran Auctioneer to see if they have chairs for rental. We have not heard from them yet. The Director received a price of \$16.00 per chair or with padding \$20. A cart for stacking of the tables and chairs is needed. Tammy Downin, Board Member, suggested Laber's Furniture Store. We would need at least 60 to 75 chairs. Ted's Rent It Company was suggested but we would need them for so long the price would be outrageous. If we purchased them – we would need to store them. Bill Blazes, Board Member, suggested the State Use Industries (Maryland Correctional Enterprises) that the prisons use for furniture. Kaye will look into this as a possibility.

Question arose regarding the main entrance to the building, and after a second look, it is realized that it is too steep for an accessible ramp.

The Director informed the Board that we had a weather proof sign made for the building - Washington County Early Voting Center.

Nightly cleaning of the facility could be rather expensive. During the training sessions it would only need to be cleaned once a week. But, during the eight early voting days – it would need cleaned more often – every other day.

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- F. Notification Cards were sent to voters in 10-1 (moved to SHHS), 3-5 and 25-3 (new precincts) -

Voter Notification Cards sent to voters who live in the annexed areas and those voters who live in Dist\Prec. 10-1 voting at South Hagerstown HS.

**New Business:**

- A. Election Workers who worked 2012 have been appointed.

The deadline to appoint is March 25, 2014.

- B. 2014 Election Worker Training Schedule.

The training schedule was discussed. The Director asked the Board when they would be available to either be a trainer or an assistant. Dean Robucci and Shafiq Satterfield will be doing the tech training. John Benchoff and Bruce Field will be available the full time; Tammy Downin – on weekends and evenings; Carroll Earp and Bill Blazes will let the Director know by Friday, March 14, 2014.

- C. Roundabout planned at MD 144 & Western Maryland Parkway.

County has planned a roundabout to be built at the intersection at Western MD Parkway and MD 144. This could present a problem during Early Voting. The Director will check with County Commuter bussing routes and inquire about a possible detour around Route 40.

**Members Remarks**

Carroll Earp, question - regarding of the date of the primary election being moved. The Director stated that the primary election date had to be moved to allow for absentee ballots for the general election to be sent as per the requirement of 45 days to UOCAVA (Uniformed and Overseas Civilians Absentee Voting Act) voters.

**Scheduling of Next Meeting**

The next meeting of the Washington County Board of Elections will be held on April 8, 2014. The location is Washington County Board of Elections, 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A)8.

**Distributed Information**

2014 Election Training Schedule  
Candidate Listing

Adjournment:

There being no further business to come before the Board at this time Tammy Downin made a motion to adjourn at 3:02PM; Carroll Earp seconded the motion. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)10.

The Bylaws, with advice of counsel, shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Sharon C. Mackereth  
Election Deputy Director, I

Respectfully Submitted,

  
\_\_\_\_\_  
John Benchoff, Board President      4-8-14      Date

  
\_\_\_\_\_  
Tammy Downin, Secretary      4/8/14      Date