

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

November 12, 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 II

Kaye E. Robucci, Election Deputy Director I

Guest

Scott Butki, Herald Mail

Richard Coss called the meeting to order at 2:00 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Richard Coss thanked everyone for their hard work preparing for the election and their willingness to work late to get all of the work completed.

**Approval of Minutes of October 8, 2002:** President Richard Coss asked if the board had any corrections or modifications to the minutes of the October 8 board meeting. Charles Mobley recommended the following amendment (amendment in bold).

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Add the heading **D. General Election Preparations** prior to the paragraph “Books close for registration....”

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

**Addition/Changes to the Agenda:** President Richard Coss called for any additions or changes to the agenda. Dorothy Kaetzel asked that the letter from the City of Hagerstown be added in Correspondence. There were no other requested changes to the Agenda.

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**Correspondence:**

**A. City of Hagerstown**

The Board discussed the letter received from William Nairn, Attorney, City of Hagerstown. The letter was received just prior to the Board meeting. The City of Hagerstown is asking that the Board make a formal decision regarding the solicitation of voters to sign a petition on November 5, 2002. Also, the City of Hagerstown is asking that the Board make a decision regarding this same activity in future elections. Marianne Schneider made a motion to delay any action until Roger Schlossberg, Attorney, is present. Charles Mobley seconded the motion and all were in favor. The Board will discuss this at the December 10, 2002 Board meeting.

**B. Canvass of Absentee and Provisional Ballots**

Memo from Judith Arnold, Office of the Attorney General, regarding the canvass of absentee and provisional ballots.

**C. Election Judges**

Memo from Judith Arnold, Office of the Attorney General, regarding election judges as employees. The State Board does consider election judges as public employees and therefore their home addresses and telephone numbers are protected from disclosure.

**D. Polling Place Evaluation Program**

Letter from Charles Mobley to Timothy Augustine regarding Washington County's revised Polling Place Evaluation Form. In a letter from Timothy Augustine to Charles Mobley, dated October 21, 2002 approval was received to use the revised form. Tim Augustine is still asking that the results from the surveys be compiled so that the state may analyze the results.

**E. Republican Pre-Printed AB Applications**

Memo from Donna Duncan, SBE, regarding the pre-printed AB Applications from the Republican State Party. The applications could not be accepted as an informal, written request because of COMAR 33.11.02.03A(2). (It does not contain the voter's date of birth and it is made on a preprinted form not authorized by Regulation 33.11.02.02.) We were directed to send a letter and the correct application to those individuals who sent in the incorrect application. Letters and applications were sent to 417 individuals.

Memo from Judith Arnold, Office of the Attorney General, regarding the request of the Republican Party to have access to the names and addresses of those who submitted the incorrect absentee ballot applications. The party was given permission to have access to the names and addresses. Several individuals came to the office to review the applications.

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F. Minutes Director's Meeting

Minutes of the October 11, 2002 Director's meeting were distributed.

G. Election Judge letter

The Board received a letter from an election judge at District 18-1, Chewsville Community Center. The Election Judge complained about the behavior of Morris Lay, overseer of the building. A meeting was scheduled in the kitchen of the Community Center at 6:00 PM election night. The kitchen door was locked preventing the election workers from getting their food and belongings. The election workers called the sheriff. The sheriff reported but by then the door had been unlocked. Charles Mobley informed the Board that the overseers are appointed by the Circuit Court. Charles Mobley made a motion to send a letter to Judge Wright along with the election worker letter. Marianne Schneider seconded the motion and all were in favor. Charles Mobley also suggested getting a copy of the sheriff report.

H. Election Judge Letter

An election judge made several suggestions to the procedures for the Return of Supplies on Election Night. The Board decided to defer this for consideration until the new board is appointed in July 2003.

**Reports**

A. Election Day

Praises:

- Voter turnout was 55%. Washington County was the first county in the tri-state area to have their results in.
- Only one machine was swapped - Northern Middle School
- Cindy Russell worked in the office because Doris James is still recuperating. Cindy is a very good worker.
- City of Hagerstown provided parking places for the Board. Richard Coss suggested sending a thank you to the Mayor of Hagerstown.
- Carolyn and Wendy, the helpers at the Agricultural Center, are very good workers. They appreciated the letter that Dorothy Kaetzel sent after the Primary Election.

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Problems:

- Parking at South Hagerstown High School.  
Cars were initially routed in and out the same way and at least one traffic accident resulted. Area was then closed off and voters had to park further away. Final surface is not on road at handicapped area resulting in uneven area.
- Light bulbs  
Had many complaints of burned out light bulbs in voting booths. Sent replacement bulbs but many did not work. ES&S needs to be informed.

Suggestions:

- Preparation of Election Worker Supplies  
Supply more "I Voted Stickers" especially to larger election districts.
- Specimen Ballots  
Place the times that the polls are open on each page of the specimen ballot.
- Absentee Ballots at Nursing Homes  
The staff thanked the Board members for assisting with the absentee ballots at the nursing homes. Additional help will be needed in the future. The Board discussed several options such as the League of Women Voters, Nursing Home Directors and Election Workers.

The Board meeting was recessed from 2:45 – 3:00 PM while Richard Coss spoke to Roger Schlossberg by phone. Roger Schlossberg recommended that the Board go into closed session on December 10, 2002, to discuss the requests from the City of Hagerstown.

**B. Absentee Ballots**

The deadline for the overseas absentee ballots is November 15, 2002. At this time, those ballots held back, any timely overseas ballots and provisional ballots would be counted. Process will start at 10:00 AM.

**Old Business:**

**A. Communication Problems on Election Day**

Most of the communication problems have been solved! The phones in the schools worked well. There was a problem with the phone at the library and a cell phone was sent out. Christ Lutheran Church needs own phone because the office is too far away from the voting room.

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B. Provisional Ballot Canvass and Certification

This will take place at 10:00 AM on November 15, 2002.

C. Christmas Party

The Christmas Party will be held December 17, 2002 at 6:00 PM at the Fireside Restaurant.

**New Business**

A. Post Election Activities

Thank you letters will be sent to Ron Whitt, David Munday and Bob Foltz for their assistance in improving the communications from the polling places to our office.

B. Election 2004 & Future

- Have all of the staff report at 6:00 AM on Election Day to help answer the phones.
- Check all communications to and from each polling place and the office
- What schools will be consolidated?

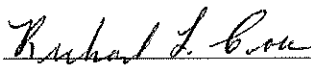
**Scheduling of the Next Meeting**


The next meeting of the Washington County Board of Election will be December 10, 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 Marianne Schneider; seconded by Charles Mobley to adjourn at 3:30 PM. Unanimously approved.

Respectfully submitted,

  
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Richard L. Coss, Board President

  
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Kaye E. Robucci  
Election Deputy Director I