

PROCEEDINGS  
SUPERVISORS OF ELECTIONS  
FOR  
WASHINGTON COUNTY  
COUNTY OFFICE BUILDING  
33 W. WASHINGTON ST.  
HAGERSTOWN, MARYLAND 21740  
Phone: (301) 791-3030

The meeting was called to order by President Bartles at 1:00 o'clock P.M. on July 12, 1977, at Washington County Office Building, Hagerstown, Maryland.

The following were recorded present:

Albert H. Bartles, Sr.  
J. Dennis Koogle  
Charles L. Downey  
John E. Corderman  
William F. Dunham, Jr.  
Dorothy M. Waters

Proceedings of the preceding meeting held June 1977 were read and on motion of Mr. Koogle and Mr. Downey were approved as read. Motion carried.

ROSTER OF EMPLOYEES

BOARD MEMBERS

Albert H. Bartles, Sr., President  
668 Highland Way  
Hagerstown, Md. 21740  
Phone: (301) 733-0476

J. Dennis Koogle, Vice-President  
1112 Rose Hill Avenue  
Hagerstown, Md. 21740

Charles L. Downey, Secretary  
Route 2, Box 380  
Williamsport, Md. 21795

OFFICE PERSONNEL

Dorothy M. Waters (Office Manager)  
Route 3, Box 263  
Williamsport, Md. 21795

Daris A. Phillips (Assistant Office Manager)  
410 St. Paul St., Apt. 4  
Boonsboro, Md. 21713

SUBSTITUTE BOARD MEMBERS

John E. Corderman  
102 Heth Road  
Williamsport, Md. 21795

Donald V. Diehl  
1 Van Lear Drive  
Williamsport, Md. 21795

ATTORNEY

William F. Dunham, Jr.  
117 W. Antietam Street  
Hagerstown, Md. 21740

ROSTER OF EMPLOYEES (Cont.)

PART-TIME EMPLOYEES

Jean D. Calhoun  
1323 Oak Hill Avenue  
Hagerstown, Md. 21740

G. Elaine Rose  
207 West Side Avenue  
Hagerstown, Md. 21740

Anita L. Olden  
1131 Outer Drive  
Hagerstown, Md. 21740

Lois F. Whisner  
1173 Potomac Avenue  
Hagerstown, Md. 21740

Chief Judges - 156  
Machine Judges - 216  
Guards - 63

MACHINE CUSTODIANS

Richard M. Long  
817 Hamilton Boulevard  
Hagerstown, Md. 21740

William E. Dorsey  
28 Greenberry Road  
Hagerstown, Md. 21740

Joseph Weaver, Ass't.  
453 Clarendon Avenue  
Hagerstown, Md. 21740

ORDER OF BUSINESS

1. Call to order
2. Record those present
3. Read proceedings of previous meeting
4. Reports not related to regular business
5. Communications
6. Unfinished Business
7. New Business
8. Closing

OFFICE RULES AND REGULATIONS

1. Manager - Shall schedule work, that manager or assistant is available in the office during office hours. When absent for any reason, a temporary vacancy will exist, one of the part-time employees will be ordered to cover the vacancy, representing the party where the vacancy exists. It being understood that at least one employee representing the majority party and principle minority party must be available during office hours.
2. The Manager shall keep an accurate record of all proceedings, receive all communications, keep an accurate log regarding long distant telephone calls.
3. The Manager shall place all matters to be considered by the Board on the regular meeting agenda scheduled for the second Tuesday of each month, starting at 2:30 P.M. Public notice will be given of all regular meetings.

4. Any matter requiring prompt attention by the Board, the Manager shall notify the President, who shall schedule a special meeting giving at least twenty-four (24) hours' notice.
5. After approval: all proceeding shall be distributed to the office of the State Administrator of Election Laws, Chairman and Secretary of the County Central Committees, members, substitutes, and attorney of the County Election Board.
6. The Board shall upon request, furnish a list of the names, addresses, and party affiliations, by street and precinct in the limits of the City of Hagerstown, with the understanding that provisions of the Maryland Code, Article 33 - section 3-22 prevail.

#### UNFINISHED BUSINESS

1. Question on the proposed contract for the new calculator. Board took no action on this at this time.
2. Question concerning water proofing walls at County Roads Dept. where voting machines are stored. Motion by Mr. Downey and seconded by Mr. Koogle that we proceed with this project. Motion carried. Letter to be sent to Mr. Wolford at the Roads Department to have this done.
3. Mrs. Waters gave a detailed report on the Board of Directors meeting of the Maryland Assoc. of Election Officials that she attended in Prince George's County on June 22.
4. Comments and suggestions solicited from those present, concerning ideas for new legislation. There were none at this time.
5. Mandatory meeting in Ocean City scheduled for October 16 was discussed. The following will be attending: Bartles, Koogle, Downey, Corderman, Waters, and Phillips.
6. Ocean City meeting. Letter to be sent to Mr. Morris requesting a spot on the agenda for questions and proposals concerning State Merit System.
7. Comments: New Laws to be discussed by Attorney. Hold for August meeting.
8. The decision regarding letterhead and envelopes was sent to the County Commissioners advising them that we would abide by their decision to use standard form.

#### NEW BUSINESS

1. Inventory list of equipment and supplies to be prepared.
2. Form for use in mileage claims only:

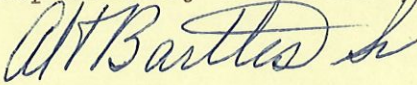
ODOMETER READINGS

Starting \_\_\_\_\_  
 Ending \_\_\_\_\_  
 Total Miles \_\_\_\_\_  
 Miles claimed \_\_\_\_\_  
 Date \_\_\_\_\_ Signed \_\_\_\_\_

3. For all other expenses receipts shall be obtained.
4. Conforming with the provisions of Article 33, section 2-7, a list of the Judges representing the majority party and principle minority party for each precinct shall be prepared for consideration.
5. Conforming with the provisions of Article 33, Section 2-8, a guard shall be considered the substitute. If any guards shall not be available a list of substitute judges shall be considered.
6. The position of guards shall be discontinued after careful consideration and only through attrition.
7. Question: Polling places that are barrier free.
8. Date for special charter election should be set.
9. Question: Replacing large record books used at the Polling places on Election day.

Koogle and Downey moved the above rules, regulations, format and changes be adopted. Motion carried.

The President declared the Board stands adjourned at 2:10 P.M. until 2:30 P.M. on August 9, 1977.

Respectfully submitted,  


Albert H. Bartles, Sr., President