



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes August 17, 2022

Present

Board

Griffith Manahan, President, in person
Samuel Foster, Vice-President, in person
John Woodley, Secretary, in person
Carol Coley, in person
Harvey Tegeler, in person
Jay Gullo, Attorney, by virtual

Staff

Katherine Berry, Election Director, in person
Erin Perrone, Deputy Director, in person

Call to Order & Declaration of Quorum

Mr. Manahan called the meeting to order at 10:02 am and declared that a quorum was present.

Welcome

Mr. Manahan welcomed those in attendance.

Additions to the Agenda

Mr. Manahan asked if any there were any additions to the agenda. Ms. Perrone stated that the minutes from the July 19, 2022 meeting should have been added to *Section IV – Approval of Meeting Minutes*.

Approval of Minutes

The Board approved the minutes from the June 15, 2022 meeting on a motion from Mr. Woodley, seconded by Mr. Foster. The motion carried unanimously.

The Board approved the minutes from the July 19, 2022 meeting on a motion from Ms. Coley, seconded by Mr. Woodley. The motion carried unanimously.

Public Comments

No members of the public were in attendance.

Correspondence

Ms. Berry reported that a PIA request was received to get video footage from the last day of early voting at the South Carroll Senior Center. The request was fulfilled on July 30th.

Attorney Report

Mr. Gullo stated that a confidential voter request was received. The voter is a member of police/law enforcement. The Board approved the confidential status for the voter on a motion from Ms. Coley, seconded by Mr. Tegeler. The motion carried unanimously.

Mr. Gullo reminded the Board about reporting voting irregularities by a candidate to the State Prosecutor as voted by the Board of Canvassers. In response to a question, Mr. Gullo stated that there are not sanctions in State regulations regarding candidates who provide misinformation or fraudulent information when filing for candidacy.

Mr. Gullo presented a revised PIA request form for those who ask for information. The purpose of the revised form is to include information outlined in State law. For instance, the form includes details regarding the costs (first 2 hours are free and an estimate of the hourly cost after the first 2 hours), statutes of non-PIA information, and ways to pay for the service. Mr. Gullo asked the Board to adopt the form and allow the office to “fine tune” the form to be used in the future. After a discussion, the Board asked that two grammatical errors be fixed:

- A grammatical error in the second paragraph above the signature line
- A charge of .25 cents per page

The Board approved the revised PIA request form on a motion from Mr. Tegeler, seconded by Mr. Woodley. The motion carried unanimously.

Election Director's Report

Correspondence

A list of correspondence was included on the report.

Important Meetings

A list of meetings was included on the report.

Voter Registration

Ms. Berry reported that the monthly statistical reports are available on the website. The link to the report is <https://elections.carrollcountymd.gov/monthlyStats.aspx>.

Staff are busy processing the backlog of voter registration applications since the close of registration for the primary election.

The close of registration for the general election is Tuesday, October 18th.

Ballots & Mail-in Voting

Ms. Berry stated that the State Board of Elections (SBE) will send mail-in ballot applications to new registered voters and voters who recently moved to Carroll County in September.

The ballot drop boxes will be available approximately 45 days before election day. Ms. Berry asked the Board to send to her their schedule to help with picking up ballots.

Ballot proofing for the general election is expected to begin around September 1st. The recounts at various local boards may impact the schedule for proofing ballots. There will be 50 ballot styles.

Mail-in ballots requested by overseas and military voters will be sent in mid-September.

Election Judges & Polling Places

Ms. Berry stated that election judge training will begin in late-September. Chief judges, provisional/check-in judges and election field support will be required to attend training in-person.

All polling places used for the primary election will be the same for the general election. The Board discussed experiences from the polling places during their visits.

- Oklahoma Road Middle School – Most of the parking is by the main door of the school, but the entrance to the voting room is not the main door. Need more signs (VOTE HERE with arrows) along the sidewalk to show voters which doors to use to get to the voting room.
- Taneytown Elementary School – May need additional signs.
- Manchester Valley High School – Damage may have been made to the gym floor.
- Liberty High School – A cover was used over the gym floor.
- Sandymount Elementary School – The side entrance was designated at the ADA entrance, but a greeter may need to be assigned to the door to reduce confusion.

Ms. Berry started the discussion about relocating an early voting center from the North Carroll Senior Center to the North Carroll High School Complex in the old library. Ms. Berry, Mr. Woodley and staff visited several locations including unused storefronts, North Carroll Library, and Manchester Town Office. Each site was evaluated using the early voting center guidelines from SBE and it was determined that the North Carroll High School Complex Library fulfills the requirements. It was reminded that this site is not a permanent solution because it will not be available for the 2024 elections. The Board approved relocating the early voting center from the North Carroll Senior Center to the North Carroll High School Complex Library on a motion from Mr. Woodley, seconded by Ms. Coley. The motion passed unanimously.

The Board approved Ms. Berry to reserve the Manchester Activities Building for the 2024 early voting periods on a motion from Ms. Coley, seconded by Mr. Woodley. The motion passed unanimously.

IT/Warehouse

Ms. Berry reported property damage at the Winfield Fire Department. Supposedly, the damage was done by the black supply carts when the election judges moved the carts from one room to the voting room.

Logic & Accuracy testing will begin in late-September.

Personnel & Budget

Ms. Berry reported that Ms. Perrone attended a meeting with county representatives regarding the CIP Budget. Ms. Perrone stated that the county representatives know and understand that more space is needed for the office and warehouse. Approval from the County Commissioners is needed before action can be taken.

2022 Board Meeting Schedule

Ms. Berry reviewed the dates of future Board meetings.

- September 14, 2022 – Swearing-in of the Board of Canvassers
- October 5, 2022
- December 7, 2022

There is a one-day MAEO Conference that will be held on Thursday, September 22nd at the Anne Arundel County Board of Elections. Board members should contact Ms. Berry if they are interested in attending in-person or virtually.

2022 General Election Dates

- October 27 – November 3, 2022 – Early Voting
- November 8 – Election Day
- November 10 and 18, 2022 – Mail-in Ballot Canvass
- November 16, 2022 – Provisional Ballot Canvass

Unfinished Business

Mr. Manahan stated that there is no unfinished business.

New Business

The relocation of the early voting center from the North Carroll Senior Center to the North Carroll High School Complex Library was discussed and approved by the Board under the *Election Director's Report* section of the minutes.

Mr. Gullo stated that he will present an amendment to the by-laws to indicate that the president and the vice-president of the Board can be from either party while still having the president from one party affiliation and the vice-president from another party affiliation. The amendment would counter SBE's recommendation, but the amendment would provide more options for the Board.

Ms. Coley discussed the possibility to provide cases of water to the election judges at each polling place. The cost should not come out of the office budget. After discussion, Ms. Coley withdrew her suggestion.

Disclosure of Campaign Contributions

Mr. Tegeler reported a campaign contribution of \$350.00 to Dan Cox and \$100.00 to Doug Mastriano.

Date of Next Meeting

The next board meeting will be held on Wednesday, September 14th, 2022 at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Mr. Tegeler, seconded by Mr. Foster at 11:38 am. The motion passed unanimously.