

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
June 12, 2019

Present:

Board

Griffith Manahan, President
John Woodley, Secretary
Harvey Tegeler
Samuel Foster

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Absent

Laura O'Callaghan, Vice President
Terry Berger, Attorney

Call to Order & Welcome:

Mr. Manahan, President, called the meeting to order at 10:02a.m. A quorum was present.

The following board members visited the Clerk of the Court's office to have the oath administered:

Griffith Manahan received the oath of office on June 3, 2019
Harvey Tegeler received the oath of office on June 5, 2019
Samuel Foster received the oath of office on June 6, 2019
John Woodley received the oath of office on June 6, 2019

Ms. O'Callaghan will have the oath administered the week of June 24, 2019.

Mr. Manahan thanked Ms. Berry for her assistance with getting the salary increases for the members of the board approved. He stated that the increases will be effective July 1, 2019.

Mr. Manahan recognized Ms. Berry on receiving the Robert J. Antonetti, Sr award at the MAEO conference. He felt it was well deserved and congratulated Ms. Berry on receiving the award.

Election of Officers:

Mr. Manahan stated that the first order of business is to organize the board. He requested a nomination for the office of President. Mr. Tegeler nominated Mr. Manahan as President; seconded by Mr. Foster. The nomination passed unanimously.

Mr. Manahan requested a nomination for Vice-President. Mr. Foster nominated Ms. O'Callaghan as Vice-President, seconded by Mr. Woodley. The nomination passed unanimously.

Mr. Manahan requested a nomination for Secretary. Mr. Foster nominated Mr. Woodley as Secretary, seconded by Mr. Tegeler. The nomination passed unanimously.

By-Laws:

A discussion was held on the board's by-laws. Mr. Tegeler made a motion to accept Section 4.2 - Political Activities B 3, 4, 5 and 6 as written; seconded by Mr. Foster. The motion passed unanimously. Mr. Tegeler made a motion to accept the by-laws as written; seconded by Mr. Woodley. The motion passed unanimously.

Approval of Minutes:

The Board approved the minutes from the meeting on May 1, 2019, on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

The Board approved the minutes from the closed meeting on May 1, 2019, on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

On May 6, 2019, Ms. Berry had a meeting with the County Attorney Tim Burke regarding an error made when the Maryland Department of Planning (MDP) drew the commissioner lines for the county. In order for the correction to be made Mr. Burke had to approve MDP to make the change. Mr. Burke approved the change and MDP delegated the responsibility to make the change to the county's GIS department.

On May 13, 2019, Ms. Berry and Ms. Troxell visited North Carroll Community School and Manchester Activities Building to determine the feasibility of using these facilities as a polling place and an early voting center, respectively.

On May 14, 2019, an election judge focus group that included 8 chief judges met with Ms. Berry and staff. The focus group was asked various questions to gather information on additional supplies they may need, what worked and didn't work in their polling places and to gather information on what the office could provide to them to help make their processes work better.

On May 15, 2019, Ms. Grooms attended a MAEO voter outreach committee meeting. She learned how other LBE offices conduct voter outreach. Ms. Grooms will be taking care of the office's social media and voter outreach events. Mr. Manahan asked if any new ideas for voter outreach were shared. Ms. Berry said there were no new ideas shared, but what was discussed was the problem with recruiting election judges and polling places being at capacity. She said recruiting enough election judges and finding polling places is an issue for every LBE office.

On May 16, 2019, Ms. Berry and Ms. Troxell attended the board meeting at SBE. Ms. Berry reported that SBE is trying to determine what the policy will be for using the Ballot Marking Device (BMD). LBE offices received a survey that had to be completed that contained questions regarding the use of the BMD. Ms. Berry stated that she will provide an update on the BMD policy at the July board meeting if a decision is made at the June SBE board meeting. Mr. Woodley asked why there is a problem with the current BMD policy. Ms. Berry explained that the ballot used for the BMD looks different from the preprinted ballots. The activist groups want the method of voting to be the same for everyone. They also stated that the State's BMD policy was not followed in all polling places across the state. Ms. Berry reminded the board of the BMD policy used in the 2018 election and how the office implemented that policy.

Ms. Berry reported that the salary increases and new job specifications is still on going and hopefully a decision will be made at the June SBE board meeting.

Ms. Berry shared information that she received at the MAEO conference. She explained that she attended an incident planning session and she will be conducting table top exercises for the staff, election judges and board members. Ms. Berry asked if anyone else that attended the conference would like to share information that they learned from the conference. Mr. Manahan stated that the "Recount Ready" session was very beneficial to him. He discussed what he learned in the session. Mr. Foster agreed with Mr. Manahan that the "Recount Ready" session was beneficial. Mr. Woodley asked where would a recount be held if the office had to conduct one. Ms. Berry stated it would depend on the size of the recount. If the recount was too large to conduct in our training room it would probably be held in the gym down the hall from our office. Ms. Troxell discussed the "Open Meetings" session and provided the board with some reminders about what is considered a "meeting".

Ms. Berry provided a copy to the board of the MAEO presentation on "Polling Place Surveys: Must Haves" and stated that this document would be reviewed closer to the primary election.

On May 22, 2019, Ms. Bartholow attended Maria Padula's recognition ceremony at Liberty High School to thank Maria for interning with our office in 2018.

Ms. Berry stated that she watched the “Kick-Off to Census” held by the Commissioners. She stated that the office will be implementing the redistricting in 2021. Ms. Berry reminded the board that they will need to appoint a member to the Commissioner Redistricting Committee at the end of next year.

On June 11, 2019, staff were given performance evaluations. The new SBE Human Resource Director, Shermaine Malcolm, and, Chris Lohr-Beatty, the Human Resource Administrator, visited the office to introduce themselves.

On June 13, 2019, Ms. Berry and Ms. Troxell will participate in the Election Director’s conference call.

On June 17, 2019, Ms. Berry will attend the MAEO meeting via a conference call.

On June 17, 2019, Ms. Berry will meet with the county to discuss a five-year plan for warehouse and office space needs.

On June 19, 2019, Ms. Berry and Ms. Troxell will attend the “National Table-Top” exercise that will be held at the office of the Anne Arundel County Board of Elections.

On June 20, 2019, Ms. Berry will attend the SBE Election Judge Workgroup meeting being held at the Howard County Board of Elections.

On June 25, 2019, Ms. Bartholow and Ms. Grooms will attend the Election Judge MAEO Committee meeting.

On June 27, 2019, Ms. Berry will attend the State Board meeting.

Ms. Berry reported that eight municipal elections have occurred. Voting history has been posted and the elections have been certified. She thanked Ms. Troxell for taking the lead on handling the municipal elections.

Ms. Berry received a call from the voter that she cancelled on the directive of SBE and the MD State Prosecutor’s Office for voting more than once in West Virginia and in Carroll County. The voter tried to vote in the Westminster municipal election and his name did not appear on the precinct register and he wanted to know why. Ms. Berry explained why he was not on the precinct register and instructed him to contact SBE. Mr. Manahan asked if he was threatening litigation. Ms. Berry said she didn’t know because he is working with SBE. She stated if more information becomes available she will inform the board.

Ms. Berry reported that 670 election judges will be needed for the 2020 election. That is an increase of 100 more judges than what was needed in 2018. She is placing at least one greeter at every

polling place to help with election day voter registration (EDR) and for line management. Ms. Berry stated that more election judges will be needed to hand out ballots.

Ms. Berry stated that she is adding additional voting equipment to some of the polling locations and money has been included in the FY20 budget to fund the additions.

The election judge manual is being worked on. There are several parts of the manual that cannot be completed until decisions are made by the State Board of Elections.

The new absentee ballot application is available on SBE's website.

Ms. Berry reported that a survey was sent to the LBE offices by SBE regarding networking at the polling places. When SBE provides procedures on how to conduct the network testing the staff will be deployed to conduct the testing at all of the polling places. She is hopeful the testing will begin in July.

Ms. Berry reported that Paul Aumayr, Voting Systems Director resigned. He has taken a position at the Election Assistance Commission (EAC).

Ms. Berry reminded the board that the Supreme Court decision regarding the emergency redistricting is due by the end of June.

Ms. Berry said that she was contacted by the Carroll County Public Library to participate in their "Essential Literacy Session". They would like the office to present an "election" series at all branches of the library. Ms. Berry is working with the library to outline how this request will be conducted.

Ms. Berry said that she asked the election judge focus group for suggestions on posting election results tapes at the polling places. The suggestions that were made were to use a magnet or painter's tape to hang the results tape. Ms. Berry has decided to use painter's tape to post the election results tape.

Ms. Berry reported that she has not been able to review the line management survey from the 2018 General Election. She will review the survey and report the results at the July meeting.

Ms. Berry reported to the board that the old New Windsor Middle School building currently occupied by Springdale Prep is owned by the county, but they are in a lease to purchase agreement. She stated that using this facility as a polling place may not be viable so the polling place will need to remain at the Old New Windsor Community Room.

Ms. Berry reported to the board that North Carroll High School is a county owned building, but they are in the process of selling it, so it is not a viable early voting center at this time.

Ms. Berry reported to the board that the Charles Carroll Community Center construction timeline has not been decided. This impacts the ability of the office to move election district 3 precinct 1 voters back to its original location and within the 3-1 district.

Ms. Berry explained that LBEs work to meet the requirement of polling places being within the designated election district. She offered an alternative new building to be able to move the 3-1 voters back into their district. She provided the board with a GIS map that showed where the North Carroll Community School is located within election district 3. She explained that an ADA survey was completed and the facility meets all the requirements to be used as a polling place. Ms. Berry stated that the school would not charge for use of their facility. She explained what the office would be required to do if a decision is made by the board to move election district 3 precinct 1 from Pleasant Valley Fire Company to this location. Ms. Berry mentioned that she spoke to Commissioner Wantz about this move and he supports the change to North Carroll Community School. He also informed Ms. Berry that when the community center is built, he expects the polling place to be moved to the community center. Mr. Woodley asked how effective the media is in supporting our efforts in notifying the public of a polling place change. Ms. Berry stated that the media is always willing to work with the office and will publish articles to notify the voters of the change. Mr. Manahan asked Ms. Berry if she could confirm with someone at the county what the estimated timeline may be for the completion of the Charles Carroll Community Center. Ms. Berry said that she would try again to confirm a timeline that the center may be completed.

Ms. Berry stated that she is providing information only in regards to election district 4, precinct 1 (Sandymount Elementary). She contacted Gerstell Academy and they were not interested in allowing the office to use their facility as a polling place. Ms. Berry also contacted Sandymount Methodist Church and they were willing to let the office use their facility, but they had a concern about securing the room and the voting equipment. She has reached out to Reese Fire Company and they have agreed to allow us to use their facility. Ms. Berry will be contacting Reese Fire Company to arrange a time that she can visit the facility. She provided a GIS map that showed the distance between Reese Fire Company and Sandymount Elementary. Ms. Berry explained that the board could opt to move the entire polling place or split the polling place keeping some voters at Sandymount while moving others to Reese. After a brief discussion, it was decided to wait until the July board meeting to make a decision on these two polling places. Ms. Berry reminded the board that they could ask for comments from the Central Committees or elected officials on the possible polling place changes. Ms. Berry reminded the Board that the concern with Sandymount is a lack of parking, the size of the voting room and amount of people who are assigned to vote there.

Ms. Berry explained that in August 2019, SBE will provide the number of active registered voters to the LBE offices. Carroll's active registered voters will be close to the 125,000 that is required by law to have three early voting centers. If Carroll meets the 125,000 active registered voters after the August deadline, an individual could challenge the office in not meeting the law requiring three early voting centers. Ms. Berry reviewed COMAR for early voting regarding the requirement of voters living within five miles of an early voting center. She provided and explained the radius map for the early voting centers that include North Carroll Senior Center and the Manchester Activities Building.

Ms. Berry said that the Manchester Activities building would charge for use of the facility. There is asphalt to park on around the building and additional parking would be available in the grass area. Ms. Berry explained that the room at the North Carroll Senior Center is small, but there would be no charge to use the facility. Mr. Woodley believes that the Manchester Fire Company may have a problem with voters parking on the grass. Mr. Manahan is also concerned about voters parking on the grass. Mr. Manahan asked where electioneering would occur if the North Carroll Senior Center was used. Ms. Berry provided a radius map on where the 100' no electioneering boundary would be located if the North Carroll Senior Center was used, as well as Manchester Activities Building. She will ask Manchester Fire Company about the grass parking especially during inclement weather. A suggestion was made to contact St. Bartholomew Church in Manchester to determine if this facility could be used as an early voting center. Ms. Berry said she will contact the church and provide an update at the July board meeting. The board decided not to make a decision on a third early voting center until the July meeting to allow Ms. Berry to provide the additional information the board has requested.

Ms. Berry explained that the board is required to approve the current early voting facilities or they can change the facilities for the 2020 election. Mr. Tegeler made a motion to readopt the use of the Westminster Senior Center and the South Carroll Swim Club as early voting centers to be used in 2020. Mr. Woodley seconded the motion. The motion passed unanimously.

Ms. Berry stated that an information session was held on June 11, 2019, regarding charter government. She has received several calls asking questions about charter government. Ms. Berry has consulted with Mr. Berger and SBE regarding this matter. She provided documents to the board and explained the process of establishing charter government.

Ms. Berry has been contacted by a guidance counselor at Liberty High School asking if the office would be interested in using high school interns. The high school interns would be used from February 2020 through to May 2020.

The office will be closed on July 4th, 5th and on July 12th, 19th and 26th the office will close at 3:00 p.m. The Commissioners are closing county buildings on July 5th and at 3:00 p.m. every Friday in July after July 5th.

Ms. Berry reminded the board that the biennial will be held on October 17, 2019 and if they are unable to attend they must send a letter to the State Administrator. In addition to October 17th, Ms. Berry and Ms. Troxell will be attending day two of the biennial on October 18, 2019.

Board Members Political Activities:

Mr. Tegeler has a Trump 2020 flag hanging at his home and a Trump 2020 sticker on his car.

Unfinished Business:

Ms. Berry will report the results of the line management survey.

Ms. Berry will confirm the 100' boundary for electioneering at the North Carroll Senior Center.

Ms. Berry will contact the Manchester Fire Company regarding their policy on parking on the grass especially during inclement weather.

Ms. Berry will contact St. Bartholomew Church in Manchester to determine if this facility could be used as an early voting center.

Ms. Berry will try to confirm a timeline for construction of the Charles Carroll Community Center.

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, July 17, 2019 at 10:00 a.m. There will be no August or September board meetings.

Adjournment:

The meeting was adjourned on a motion by Mr. Tegeler; seconded by Mr. Woodley to adjourn the meeting at 12:41 p.m. The motion passed unanimously.

Closed Meeting Held on May 1, 2019:

Mr. Tegeler made a motion to close the meeting, seconded by Mr. Shipley the members in favor: Ms. O'Callaghan, Mr. Foster and Mr. Manahan. The meeting was closed at 12:00 p.m. under General Provisions Article, §3-305(b)(1), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. The meeting was held at the office of the Carroll County Board of Elections, 300 S. Center Street, Room 215 in Westminster.

Present:

Board:

Griffith Manahan, President
Laura O'Callaghan, Vice President
Harvey Tegeler, Secretary
Samuel Foster, Member
Larry Shipley, Member
John Woodley, Newly Appointed Board Member effective June 3, 2019

Staff:

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Topic(s) of Discussion:

The Board discussed the contract and retention of the board attorney.

Closed Meeting Held on June 12, 2019:

Mr. Manahan requested a motion to close the meeting at 12:41 p.m. under General Provisions Article §3-305(b)(1), which exceptions permit closing a meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. The Board will close the meeting to continue the discussion from the May 1, 2019 meeting, on the contract and retention of the board attorney. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Woodley. The motion carried unanimously.

Present:

Board:

Griffith Manahan, President
John Woodley, Secretary
Harvey Tegeler
Samuel Foster

Staff:

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Absent:

Laura O'Callaghan