



BERLIN BOARD OF SUPERVISORS OF ELECTIONS

Meeting Agenda

Berlin Town Hall

10 William Street

Tuesday, September 29, 2020

EFFECTIVE 9/14/20:

Limited public attendance at Mayor and Council and Board and Commission Meetings will be permitted based on Governor Hogan's September 1, 2020 Executive Order. These guidelines allow up to 50 percent capacity for indoor venues, with appropriate social distancing and face coverings for all attendees.

The Town of Berlin will implement these guidelines as follows:

1. In addition to Town officials and staff, up to 16 seats will be available to presenters, members of the public and the press.
2. Doors will be opened 15 minutes before the designated start time of the meeting and seating will be first-come, first-served.
3. At the start of the meeting, or when capacity has been reached, the doors will be locked to entry from the outside.

LIVE STREAMING WILL CONTINUE with the same conditions as have been in place during the pandemic:

- Meeting packets will be posted by 5:00 p.m. on the Wednesday before the meeting.
- Written questions will be accepted up to 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: mbohlen@berlinmd.gov; please use Meeting Comments as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: M. Bohlen, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off at Town Hall or in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar.

No response will be given to questions and comments submitted via Facebook during a regular meeting.

PUBLIC HEARINGS: If a public hearing is scheduled, questions will also be taken via Facebook during the Public Hearing portion of that meeting. A staff member will monitor the questions for duplicates, language and appropriateness to the Public Hearing topic. Depending on the volume of questions, we may not be able address everyone.

Responses will be given out loud via the live stream; they WILL NOT be responded to via the comments on Facebook.



BOARD OF ELECTIONS SUPERVISORS AGENDA

September 29, 2020, 5:30 PM
Town Hall Council Chambers

1. Selection of Chair
2. Approval of Minutes of September 8, 2020
3. Review of 2020 Election Schedule:
 - a) September 29, 2020 – Deadline for Absentee Applications by mail, Write-In Candidate Filing, Withdrawal of Candidacy
 - b) October 1, 2020 – Deadline for mailing Absentee Ballots
 - c) October 2, 2020 – Deadline for Submission of Absentee Application in person
 - d) October 6, 2020, 7 AM-7 PM – Election Day
4. Updates/Additions to Guidebooks
5. Review/Certification of Write-In Candidates (if applicable)
6. Election Day Training
7. Assignment of Polling Place
8. General Discussion

ELECTION DAY: Tuesday, October 6, 2020, 6:30 AM (Polls open 7 AM – 7 PM)

**TOWN HALL
10 WILLIAM STREET
2nd FLOOR COUNCIL CHAMBERS**

Board of Elections Supervisors
September 8, 2020

A Meeting of the Board of Supervisors of Elections was held on Tuesday, September 8, 2020 at 5:30 PM. Board members Linda Bowen, Nicky Chavis and Steve Frene were present as well as Deputy Town Administrator Mary Bohlen and Town Administrator Jeff Fleetwood. Board Members Tony Bowen and Preston Whaley, as well as Managing Director Kelsey Jensen were absent.

Mr. Frene moved to approve the Minutes of the July 14, 2020 Meeting and approval was unanimous.

Ms. Bohlen noted that the deadline to register to vote was Friday, September 4, 2020, therefore persons who had not registered to vote by that date would not be able to vote in the October 6, 2020 Municipal Election. She also reminded the Board that the deadline for Write-In filing was September 29, 2020 and that the Board would meet that evening to certify any write-in candidates and to train for Election Day. Ms. Chavis asked about the requirements for write-in candidates and Ms. Bohlen indicated that they were the same as regular filing but would not be listed on the ballot.

The Board members reviewed the documentation for the individual who had filed since the July 14, 2020 meeting. All candidates were certified for inclusion on the ballot.

Ms. Bohlen provided updated materials for the Board members Guidebooks. She also explained that more stringent procedures were in place for Absentee Ballot handling such as the use of tamper-evident paper for both Absentee and Regular Ballots and the inclusion of a number label on all absentee ballots. She noted that the numbers were not recorded in association with the voter.

Ms. Bohlen noted that extra poll workers were being hired to assist with handling the expected higher turnout of voters on Election Day and to help assure social distancing and face coverings. The workers would attend the September 29, 2020 meeting to receive training.

Ms. Bohlen also informed the Board that an Ethics Complaint had been filed regarding campaign materials and that it would be addressed by the Ethics Commission.

Ms. Chavis asked what the responsibilities of the Board Chair were, and Ms. Bohlen indicated that the primary responsibility was to sign off on the certified Election results.

Without formal motion or vote the Meeting adjourned at approximately 5:50 PM.

Respectfully submitted,



Mary T. Bohlen
Deputy Town Administrator