



# Frederick County Board of Elections

8490 Progress Drive, Frederick, Maryland 21701

FrederickCountyMD.gov/elections

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MINUTES of the  
June 11, 2025, Meeting of  
The Frederick County Board of Elections

The meeting was called to order at 2:07 p.m., in person and virtually, by Board President Mary Costello.

**PRESENT:**

Mary Costello, President	Kelly Foster, Self
Nathaniel C.W. Wilson, Vice President	Samantha Foster, Self
Shirley McDonald, Secretary	Patti Worsley, Self
Ted Neeves, Board Member	Vickie George, Self
Daniel B. Loftus, Board Counsel	Kat Harper, Self
Barbara Wagner, Director	Scott Beard, Self
Anthony Gutierrez, Deputy Director	Jean Benhoff, Self
Tom Coogan, Election Program Manager II	Michael Bunitsky, Self
Jeremy Levin, Election Program Manager I	Shelley Alois, FCRNC
Dan Callahan, VR Supervisor	Jay Kaminsky, Self
Marc Welsh, Special Projects Manager	Jean Struharik, Self
Sarah McAleavy, Election Program Specialist I	Jennifer Charlton, Self
Diane Zepp, Election Program Assistant II	Walter Charlton, Self
Brian Blakesley, Election Program Assistant I	Jolie McShane, Self
 	Marco Pizer, Self
Virtual:	Barbara Stadler, Self
Michael Sowell, Board Member	Kate V Taylor, Self
M. C. Keegan Ayers, County Council	

The Election Director, Barbara Wagner, read an announcement to all attendees regarding the new open meetings law. After the announcement, it was noted by the Election Director, that no one objected.

**APPROVAL OF BOARD MINUTES**

Mrs. McDonald made a motion to accept April 2, 2025, minutes as presented. Mr. Neeves seconded. The motion passed unanimously.

**COUNCIL LIAISON COMMENTS**

No report.

**BOARD COUNSEL REPORT**

Barbara Wagner, Election Director

Anthony Gutierrez, Deputy Director

Daniel Loftus, Board Attorney

Fax: 301-600-2344

TTY: Use MD Relay

Mr. Loftus reported on 2 lawsuits: one in federal court regarding lack of USPS equipment and improper USPS chain-of-custody of mail-in ballots, and one regarding using state funds for an election which does not allow Unaffiliateds to vote in partisan Primary elections.

## ELECTION DIRECTOR'S REPORT

June 2025

### Announcements and Important Meetings

- June Board meeting – per new E.L. 2-208, begin new Recording and Archiving process
- Fiscal 2026 Budget

The County Council adopted the Executive's proposed budget without changes in their May meeting. The budget for Elections in total grew by 14.3%. Seventy eight percent of the increase is due to State expenses for new development costs for the Voter Registration & Election Administration system, NCRIS, New voting system, and the Statewide Pollbook modernization.

Additional increases were seen in salary expense by adding one additional Early Voting Center, Printing, and Postage. State payroll remained flat.

The only Appeal Request approved for Elections was for Security items.

### 1. Voter Registration

<u>VOTER REGISTRATION STATISTICS REPORT</u>					<u>As of</u> <u>6/11/2025</u>
<u>TOTAL ACTIVE + PENDING:</u>		<u>208,863</u>			
<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>	
DEM	79,310	38	79,348	37.99%	
REP	69,933	28	69,961	33.50%	
LIB	1,145	1	1,146	0.55%	
UNA	56,209	47	56,256	26.93%	
OTHERS - TOTAL	2,149	3	2,152	1.03%	
	<u><b>TOTAL</b></u>	208,746	117	208,863	100.00%

<u>VOTER REGISTRATION TRANSACTIONS REPORT</u>	<u>May 2025</u>
Additions to County Registration	972
Subtractions from County Active Status	758
Party Affiliation Changes	239
Address Changes within Jurisdiction	931
Name Changes	442

- Pending status – identification has not been able to be verified by either MVA or the Social Security Administration.

CURRENT PENDING VOTERS As of 6/11/2025	
Reason	Number
Confirmation Mail process	1
ID Not Provided	12
ID Not Verified	93
Incomplete Application	12
<b>TOTAL</b>	<b>118</b>

## 2. Administration & Reception Division

Supporting the VR division in batch management and candidate filing as well as undertaking incoming and outgoing mailing procedures.

## 3. Voting Systems Division

The State Board of Elections, in coordination with ES&S, performed hardware cleaning and maintenance on designated SWEM workstations.

- Dust and debris were removed from internal components (fans, vents, keyboards, etc.) to prevent overheating and ensure longevity.
- Hardware components (memory, storage, connections) were checked for wear, damage, or loose connections.

ES&S successfully completed the CMOS Replacement Project, which involved replacing CMOS batteries in all Ballot Marking Devices (BMDs) and DS200 scanners to ensure continued system reliability.

Voting System Division staff has begun the second routine charging cycle of the year for all DS200 scanners and Ballot Marking Devices (BMDs) to ensure optimal battery performance for upcoming elections.

The Voting System Division, in coordination with SBE, has continued records retention processes and procedures for previous election data in compliance with state regulations and internal policies.

- Confirmed successful backups of all Voting System election data.
- Physical records organization, sorting and labeling.

## 4. Voter Registration Division

Completed May ERIC, COP Audit, DHMH Report, and AOC Report.

Staff is reviewing and updating SOPs as needed.

Attended MAEO MIB Committee meeting on June 5. Next meeting July 8.

Attended MAEO VR Committee meeting on June 5. Next meeting July 8.

Unofficially 9 people are signed up for candidate filing. See the State Board Website for all official candidate filings.

Finished printing VNCs for the City of Frederick which was the final step of the redistricting project.

#### **5. Mail-In Ballot / Official Ballot Drop Boxes Section**

As of June 10, 2025, there were 15 additional “untimely submitted” 2024 General election mail-in ballots received by our office.

#### **6. Election Judge Division**

The office will be holding some outreach events in the coming weeks, including an in-house Voter Registration Distribution training class in July as well as an Election Worker Appreciation Night at the Frederick Keys game including fireworks on July 12. We continue to process interest letters from prospective Election Judges for the 2026 elections.

#### **7. GIS and Special Projects**

The district implementation project for the City of Frederick’s new City Council Districts has been completed. New GIS election management tools are being implemented by County GIS. These tools will help improve processes and data collection for election operations, results and outreach. Initial project development and tasking for the Street Files Review, and the 2026 Election Plan projects are underway. The division continues to provide networking and technical support for office operations.

#### **8. Building Management**

Working with Frederick County Engineering on adding Board of Elections signage to local roads to allow residents to find our location easier.

Updating and training with staff on our Continuity of Operations plan.

Continuing to develop safety protocols for emergency situations and hold bi-monthly safety drills in accordance with County regulations.

### **OLD BUSINESS**

#### **A. FY26 Budget Report Review**

Budget has been completed and is available for review on County website.

#### **B. 2025 Legislative Update**

Mr. Levin reported 15 bills signed by Governor Moore.

### **NEW BUSINESS**

#### **A. Board of Canvassers- Recount Minutes submitted for approval. 2:18pm motion to close regular meeting and open Board of Canvassers meeting to approve canvass minutes. Motion by Shirley McDonald seconded by Ted Neeves. Motion passed unanimously.**

Motion to accept recount minutes as presented, by Shirley McDonald, seconded by Ted Neeves, motion carried unanimously.

Board of Canvassers meeting adjourned at 2:20 motion by Ted Neeves seconded by Shirley McDonald carried unanimously.

B. List Maintenance – Death Notification update

#### **DISCLOSURES**

Michael Sowell attended the Democratic Gala with an expense of \$90.

#### **NEXT MEETING**

The next scheduled Board meeting will be Wed, July 9, 2025, at 2:00 p.m. at 8490 Progress Drive.

#### **PUBLIC COMMENT**

*Per the board's by-laws, public comment is allowed after the request has been approved by the Board President.* And

Jay Kaminsky, Katja Harper, Patti Worsley, Kelly Foster and Jean Struharik spoke during public comment.

#### **ADJOURNMENT**

A motion to adjourn and move into the Executive Session was made by Mr. Ted Neeves and seconded by Mrs. Shirley McDonald. Motion passed unanimously. The meeting adjourned at 2:38 p.m. by Mrs. Costello.

#### **EXECUTIVE SESSION**

On June 11, 2025, at 3:00 The Frederick County Board of Elections met in Executive Session following the February Board meeting in the conference room at 8490 Progress Dr. Frederick, MD.

A motion to close the session was made by Mr. Neeves and seconded by Mrs. McDonald, the vote was unanimous. The meeting was held to approve the minutes of the April 2 meeting, to discuss a personnel issue and to obtain legal advice from counsel.

This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Sections §3-305. The session discussions pertained to the following subsections under this provision:

§3-305 (b)(1) to discuss the appointment, resignation, or performance evaluation of appointees, employees, or officials over whom this body has jurisdiction; any other personnel matter that affects one or more specific individuals.

§3-305(b)(7) to consult with counsel to obtain legal advice.

Mary Costello, President, present  
Nathaniel C.W. Wilson, Vice President, present  
Shirley McDonald, Secretary, present  
Ted Neeves, Board Member, present  
Michael Sowell, Board Member, absent  
Daniel B. Loftus, Board Counsel, present

The Board passed the amended minutes of the April 2 meeting, the motion to do so was made by Mr. Wilson and seconded by Mr. Neeves. The vote was unanimous, 4-0.

Two personnel issues were discussed. The Counsel's contract was extended for one year.

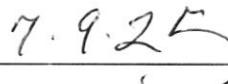
Motion made at 3:55 pm by Mrs. McDonald, seconded by Mr. Neeves for adjournment, vote was unanimous.

Respectfully submitted by Shirley McDonald, Board Secretary

Respectfully submitted by Sarah McAleavy, Election Program Specialist I.

Approved by:

  
\_\_\_\_\_  
Mary Costello, Board President

  
\_\_\_\_\_  
7.9.25  
Date