



Frederick County Board of Elections

8490 Progress Drive, Frederick, Maryland 21701
FrederickCountyMD.gov/elections

301-600-VOTE (8683)
ElectionBoard@FrederickCountyMD.gov



MINUTES of the September 10, 2025, Meeting of The Frederick County Board of Elections

The meeting was called to order at 2:01 p.m., in person and virtually, by Board President Mary Costello.

PRESENT:

Mary Costello, President	M.C. Keegan-Ayer, Council Liaison
Nathaniel C.W. Wilson, Vice President	Mari Lee, FCDCC
Shirley McDonald, Secretary	Shelley Aloï, FCRCC
Michael Sowell, Board Member	Robert Callahan
Dan Loftus, Board Counsel	Shelly Foster
Barbara Wagner, Director II	Lauri Gross
Anthony Gutierrez, Deputy II	Jay Kaminsky
Ton Coogan, Prog. Manager II	Winston Mann
Jeremy Levin, Prog. Manager I	Deb Reynolds
Brian Blakesley, IT Specialist I	Jean Struharik
Sarah McAleavy, Specialist I	Demetrios Vlassopoulos
William Guzman, Assistant I	Marc Weinberg
	Virtual: Ted Neeves, Board Member

ADDITIONS/CHANGES TO THE AGENDA

New Business: Letter of Commendation

New Business: Board Response to public dialogue

New Business: Board Response to Presentation of Documents by Public

APPROVAL OF BOARD MINUTES

Mr. Sowell made a motion to accept August 6, 2025, minutes as presented. Ms. McDonald seconded. The motion passed unanimously.

COUNCIL LIAISON COMMENTS

Council is working on legislative requests for our local delegation as well as the FY27 budget, both of which our department is involved in as well, and the City Primary.

BOARD COUNSEL REPORT

De La Rosa case – both parties are filing briefs. Bryson case – SBE filed a motion to dismiss.

ELECTION DIRECTOR'S REPORT

September 2025

Announcements and Important Meetings

- September 3 – Director attended Frederick Rotary monthly meeting.

1. Voter Registration

VOTER REGISTRATION STATISTICS REPORT

As of
9/10/2025

TOTAL ACTIVE + PENDING:		208,916	-	-
<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>
DEM	79,270	41	79,311	37.96%
REP	69,499	26	69,525	33.28%
LIB	1,076	2	1,078	0.52%
UNA	56,720	51	56,771	27.17%
OTHERS - TOTAL	2,226	5	2,231	1.07%
<u>TOTAL</u>	208,791	125	208,916	100.00%

VOTER REGISTRATION TRANSACTIONS REPORT

August 2025

Additions to County Registration	1194
Subtractions from County Active Status	925
Party Affiliation Changes	278
Address Changes within Jurisdiction	1191
Name Changes	455

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

CURRENT PENDING VOTERS

As of 9/10/2025

Reason	Number
Confirmation Mail process	2
ID Not Provided	13
ID Not Verified	98
Incomplete Application	12
<u>TOTAL</u>	125

2. Administration Division

We will be recruiting 1 new IT employee this month and continue to take candidate filings until the Feb 2026 deadline.

Preparing for FY'27 Budget Talks

3. Voting Systems Division

The Voting System Division is current with the routine charging cycle of the year for all DS200 scanners, Ballot Marking Devices (BMDs), and Electronic Pollbooks to ensure optimal battery performance for upcoming elections. The third routine charging cycle of the year for all Electronic Pollbooks was completed in August. All DS200s and BMDs will be charged in the fourth week of September.

The Voting System Division has been working on supporting the documentation required for the presentation of the 2026 Polling Place Plan. These documents are required by SBE for their eventual consideration and approval. Additionally, the team is scheduling site visits and conducting ADA compliance surveys.

4. Voter Registration Division

Completed August ERIC, COP Audit, DHMH Report, and AOC Report timely

Staff are reviewing and updating SOPs as needed.

MAEO VR meeting scheduled for today.

Received MVA Surrender letters.

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

MAEO MIB meeting was held yesterday. Next one will be October 7.

Data Hygiene pull has been pushed back one week. It should be received by the end of the month.

6. Election Judge Division

The office has an upcoming outreach event at Frederick's "In the Streets" on September 13. We expect a large turnout again this year at this popular event.

Our next monthly Voter Registration Distribution (VRD) training course is scheduled for Wed, September 24 at 2 p.m. Interested persons can use the online portal on our website to sign up for a future training session.

We continue to process interest letters from prospective Election Judges for the 2026 elections as well as gathering information on our returning Judges and their availability. Now is the perfect time to contact us about serving as an Election Judge for the 2026 Gubernatorial elections.

7. GIS and Special Projects

The 2025 Street File Cleanup project launched on August 1, 2025. This project seeks to review and update street files to ensure address accuracy and verify residential status. The project involves reviewing street file records that touch or cross county boundaries, precinct boundaries, and the Pennsylvania state boundary. The project is scheduled to be completed by October 31, 2025, however, it is currently on hold due to ongoing VR activities, so that scheduling may be adjusted.

The 2026 EOC (Election Operations Center) project has begun and the initial planning meeting with leadership, supervisors and the project working group was held on September 8. The goals of the project include upgrading processes and technology to better manage election operations during the 2026 elections. This will include improving data presentation for better situational awareness during EOC operations, adding new GIS capabilities, and communications functions.

County GIS will be demonstrating the new election management suite of tools to the 2026 EOC working group in late September.

The division is working to develop a new tool to track resource requests, as well as upgrading the current staff in/out board, time-off request tracking and related office operations.

The division continues to provide networking and technical support for office operations.

8. Building Management

To ensure staff are prepared for any emergency, we are revising our standard operating procedures and conducting drills to keep their skills sharp.

The State COOP Plan is being updated to reflect new staff and protocols. Training sessions are being prepared to ensure staff understand the changes.

Mr. Wilson requested that the number of election judge applications with a party breakdown be added to the monthly Director's Report.

OLD BUSINESS

- A. 2026 Polling Place Plan- Public Comment – Election Program Manager Tom Coogan presented financial information requested by board members at the last meeting. Deputy Director Anthony Gutierrez read the public testimony submitted via the online portal and the office email account. Marc Weinberg and Mari Lee gave in-person public testimony.
- B. 2026 Polling Place Plan – Board discussion, request for approval – Mr. Wilson made a motion to accept the 2026 Polling Plan proposed at the August meeting with the exception of the proposed non-statutory required drop box at Wolfsville Elementary School, seconded

by Ms. McDonald, motion approved unanimously. Motion to accept a proposed new drop box at Wolfsville Elementary School by Ms. McDonald, second by Mr. Sowell, the vote was 4-0-1 with Mr. Wilson abstaining.

NEW BUSINESS

- A. Summary of Open Meetings Act Finding – Read by Board Secretary Ms. McDonald then a majority of the board signed it.
- B. Presentation of ERIC (Electronic Registration Information Center) Processing by Election Supervisor II Daniel Callahan.
- C. Board Members Dialoguing During Public Comment – The board and board counsel discussed dialoguing with meeting attendees during the public comment period.
- D. Presentation of Documents by Public – The board and board counsel discussed this item. Mr. Wilson requested to utilize the setup similar to canvass. The Director expressed concerns about displaying mal-, mis- and dis-information. The board requested that the office look into that and report back.

DISCLOSURES

No disclosures.

NEXT MEETING

The next scheduled Board meeting will be Wednesday, October 8, 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

Kelly Foster and John Kaminsky spoke during public comment.

ADJOURNMENT

A motion to adjourn the open meetings by Mr. Sowell and seconded by Mr. Wilson. Motion passed unanimously at 3:01 p.m. The meeting adjourned at 3:01 p.m. by Mrs. Costello.

EXECUTIVE SESSION

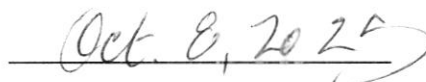
No Executive Session.

Respectfully submitted by Sarah McAleavy, Election Program Specialist I.

Approved by:



Mary Costello, Board President



Date



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August 11, 2025

Ms. Barbara Wagner
Director
Frederick County Board of Elections
8490 Progress Way
Frederick, MD 21701

Dear Barbara,

On behalf of the Board, I am writing to commend you and the staff for the time and effort spent working with Blessings in a Backpack to provide hunger-free weekends to Frederick children. When such efforts are planned in the future, I and other members of the Board would be pleased to join you.

This is yet another example of the commitment of each of you to serving the citizens of Frederick County. You continue to make us proud.

Sincerely,

Mary Costello
President
Frederick County Board of Elections



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Memo

To: Frederick County Board of Elections
From: Barbara Wagner, Director, Frederick County Board of Elections.
CC: File
Date: 09/03/2025
Re: Questions regarding costs associated with EV5 and Drop Boxes

Comments:

Question 1: What are the costs associated with the additional Early Voting Center #5?

According to Election Law Title 10, 10-301.1. (b).5 A county with at least 200,000 registered voters but fewer than 300,000 registered voters shall have five early voting centers established in the county.

Knowing the number of voters in 2024, we were able to adequately budget for this additional site in our FY 2026 County Budget. This would include additional polling place judges and office staff in support of this center to include the daily box pick up, as well as any building/property rental. Additional expenses would include the setup for one remote Drop Box Security Camera and installation.

The initial set up for the security cameras would run Approximately \$1500 as a one-time expense. Box delivery and pick-up would cost \$744. Staffing costs run \$16-\$18 per hour. Mileage would remain the same. The additional building rental fee for the 5th site is \$5,000 per election.

Question 2: What are the costs associated with the 2 additional Drop Boxes?

As mentioned in Q1, expenses would include Box P/U, Camera Equipment, and P/U and Delivery. These total \$3,944 for each Election.

WHICH STATES ARE MEMBERS OF ERIC?

Alaska
Arizona
Colorado
Connecticut
Delaware
Georgia
Hawaii
Illinois
Kentucky
Maine

Maryland
Massachusetts
Michigan
Minnesota
Nevada
New Jersey
New Mexico
Oregon
Pennsylvania
Rhode Island

South Carolina
Utah
Vermont
Washington
and Wisconsin

The District of
Columbia is also
a member.

ERIC: HOW DOES IT WORK?

At least every 60 days, each member submits their voter registration data and licensing and identification data from motor vehicle departments (MVD) to ERIC. ERIC refers to these data as Member Data. ERIC's technical staff uses powerful data matching software to compare Member Data from all member states, sometimes with data from other sources, to create the following four "list maintenance" reports.

1. **Cross-State Movers Report:** Identifies voters who appear to have moved from one ERIC state to another using voter registration data and MVD data.
2. **In-State Movers Report:** Identifies voters who appear to have moved within the state using voter registration and MVD data.
3. **Duplicate Report:** Identifies voters with duplicate registrations in the same state using voter registration data.
4. **Deceased Report:** Identifies voters who have died using voter registration data and Social Security death data known as the Limited Access Death Master File.

Source: <https://ericstates.org/how-does-it-work>

IN ADDITION, ERIC OFFERS THREE OTHER REPORTS:

1. **Eligible but Unregistered Report:** Identifies individuals who appear to be eligible but who are not yet registered by matching voter registration data against MVD data.
2. **National Change of Address (NCOA) Report:** Identifies voters who have moved using official data ERIC licenses from the US Postal Service.
3. **Voter Participation Report:** After each federal general election, states can request reports identifying potential illegal voting activity – voters who may have cast ballots in more than one state, more than one ballot in the same state, or who may have voted on behalf of a deceased voter.

Source: <https://ericstates.org/how-does-it-work>

Members must use the list maintenance reports to assist in maintaining accurate voter rolls. They must use the Eligible but Unregistered Report to provide basic voter registration information to unregistered individuals, including the legal requirements to register. Finally, members must review all possible cases of illegal voting identified in the Voter Participation Report and refer credible cases to law enforcement.

Members must act on all these reports in accordance with federal laws that protect the data contained within the reports, as well as with applicable state and federal laws regarding voter registration and voter list maintenance.