City of Salisbury Election Board - Minutes

Tuesday, June 20, 2023

Wicomico County Board of Elections

Members Present: Susan Carey, Chair and Harry Basehart, Secretary.

Others Present: Kim Nichols, City Clerk, Julie English, Assistant City Clerk. From the Wicomico County Board of Elections (WCBE): Dionne Church, Election Director; Bill Blockston, Deputy Director; Jocelyn Abbott Montgomery, Election Supervisor; and Veronica Fox, Election Program Assistant, and Judi East, Election Judge Coordinator.

**Call Meeting to Order**

Susan Carey (participating by phone), Chair of the Salisbury Election Board, called the meeting to order at 10:05 A.M.

**Minutes of April 25, 2023**

* Approved.

**Wicomico County Election Board Items – Ms. Church**

* 2013 City Election Timeline Review.
* Election equipment lease will be signed June 21 after the swearing-in of the new Wicomico County Board of Elections.
* Specimen ballots will be approved in June and then quotes for printing will be requested.
* Street files have been approved by the Salisbury City Clerk, Ms. Nichols.
* Paper quote for VNCs is $2,353. VNC’s will notify approximately 9,250 city voters that their current residence is in a different district then in the 2019 election. These changes were caused by line changes (redistricting) or voters moving to different residences within the city. Printing will be in-office and mailing will be outsourced and quotes will be requested.
* 2013 Election Judge Manual is complete and cheapest vendor quote is $1,765 from Minuteman Press. Printing will be in early July.
* E S & S (Election Systems & Software). Official ballot Printing ($8,804) preparation will occur in July/August. Ballots will be printed after the filing deadline of August 22.
* Specimen Ballot printing and mailing will be put out for bid. Estimates are $4,400 for printing and $10,000 for mailing, approximately 18,000+ registered voters for city election.
* Certificate of Insurance for liability/property protection at all polling places is required for both boards. Ms. Nichols and Ms. Church will discuss this further.
* City of Salisbury Staff Hours Update. As of this date, WCBE staff has worked 149.5 hours on the city election. At this point in time, this is about the same number of hours as in the 2019 election.
* Election Judge positions are fully staffed and training is scheduled.

**City Clerk and/or Salisbury Election Board Items**

* All but one of five rental agreements with polling places have been signed. Agreement with Wicomico Presbyterian Church (District 4) has been delayed because of personnel changes in the church office.
* A draft budget amendment to cover the cost of a tied election or a recount will be prepared for city council approval before the election.
* Candidate filings as of June 13: Mayor - Jack Heath, Jermichael Mitchell; District 1 - April Jackson, Von Siggers; District 2 - Muir Boda, D’Shawn Doughty; District 3 - Megan Outten; District 4 - no filings; District 5 - no filings. Deadline is Aug. 22.

**Miscellaneous**

* Written suggestions for the City’s Election Page/links were distributed to City Clerk and committee members by email.
* Next meeting is scheduled for 2:00 P.M., Tuesday, July 25 at HQS Building conference room on South Division St.

**Meeting adjourned at 11:10 A.M.**

Harry Basehart, Secretary

Minutes approved July, 25, 2023.