



Somerset County Board of Elections

11916 Somerset Avenue, Room 103

P.O. Box 96

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Somerset County Board of Elections Board Meeting

NOTICE OF BOARD OF ELECTIONS QUARTERLY MEETING

DATE: August 21, 2025

From: Board of Elections

SUBJECT: Quarterly Board Meeting

The Somerset County Board of Elections will hold their quarterly board meeting on Monday, September 8, 2025 at 10:00 A.M. located at Somerset County Office Complex in the County Commissioners Meeting Room, 11916 Somerset Avenue. Princess Anne, Md 21853. If you would like to add to the agenda, please place a call to the election office 410-651-0767.

The link for the virtual meeting is

www.youtube.com/@ElectionsSomersetCoMD

You can also reach this site through the Somerset County Website click on Board of Elections and follow QR code or link.



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AGENDA

Somerset County Board of Elections Board Meeting

Monday, September 8, 2025

10:00 AM

- A. Call Meeting to Order**
- B. Declaration of Quorum Present**
- C. Lord's Prayer and Pledge of Allegiance**
- D. Approval of Minutes June 2, 2025**
- E. Election Director/Election Program Supervisor 1 Report**
- F. Early Voting Center, Polling Centers, Drop Boxes Approval**
- G. Public Comments**
- H. Date of Next Board Meeting – December 1, 2025**
- I. Adjournment**
- J. Closed Session Confidential Personnel and Legal Advice**

Additional items may be added to this agenda prior to meeting.

MINUTES

Somerset County Board of Elections

11916 Somerset Avenue, Room 216

Princess Anne, MD 21853

June 2, 2025

Present Board Members

Ernest R. Satchell, Board President
Stephen Flaherty, Board Vice President- Via Phone
Clarice Mathies, Board Secretary
Joy Hall, Board Member
April Tyler, Board Member

Board Attorney:

Kristin Gilbert

Staff

Julia Cox - Director
Brenda Powell- Election Program Supervisor I

Public

None

Meeting called to order:

The Somerset County Board of Elections meeting was called to order by Board President Ernest Satchell on June 2, 2025 at 10:06 am, members established a quorum. Clarice Mathies, Board Secretary led us in prayer and all present recited the Pledge of Allegiance.

Minutes:

Minutes of the March 3, 2024 meeting were read silently. Motion by Stephen Flaherty to accept the minutes as written, April Tyler seconded and the motion was carried.

New Business:

Open Meetings Act

Kristen Gilbert asked the Board President Ernest Satchel to give a summary of the opinion of the State of Maryland Compliance Board on the Somerset County Board of Elections. Ernest Satchel

asked Clarice Mathies, Board Secretary to give the summary. The Open Meeting Compliance Board issued an opinion finding the Somerset County Board of Elections in violation of the Open Meeting Act by failing to post meeting agendas and minutes online. The State did commend the Board for establishing a plan, moving forward, that will permit Board staff to post meeting agendas and minutes online without needing to go through the County's information technology department.

Julia Cox, Director stated that the Elections office has corrected the violations' issue and will continue to post online in the future.

Election Director and Program Supervisor Reports

Brenda Powell gave her Election Supervisor 1 report. Brenda Powell gave each member the updated numbers that were processed thru MDVoters for March through May 31st of 2025. Save the date cards are completed and are to be mailed to Election Judges. Letters of Intent are completed and to be mailed to Election Judges. A tentative training schedule was given to begin in September 2025. Updated forms for Election Judge Recruitment are done. Training manual updates from the state for virtual meetings. Training Curriculum packets organization has started. The Election office will set up a booth at the Somerset County Fair on July 25-26, 2025 to register persons to vote or make changes to existing voter registration information and to recruit new election judges. The Board was given sample Election Judge application.

Julia Cox gave her Director's Report: We do not have an IT person yet; Brenda Powell and Heather Insley were trained on PEM (Post Election Maintenance) by IT personnel from Talbot and Worcester County. They completed the maintenance for the Pollbooks through the first week in March.

Brenda Powell and Heather Insley were also trained on the PEM for DS200's and BMD's by various IT persons from Talbot, Wicomico, Worcester, and Lynnette Cottman-our election support and Paul Nornbrock SBE Regional Manager.

The gym was secured for all the equipment. Brenda and Heather cleaned and organized the warehouse which was a huge undertaking. On April 30th, 2025, Brenda, Heather, and Lynnette started the inventory of the equipment and moved all equipment and carts back into the warehouse.

With the help of the County IT Brenda set up our website and is maintaining it until our IT position is filled. Brenda has also set up the Youtube for the meeting site.

The interview process for a new IT person begins on June 9, 2025.

Julia Cox handed out the Gubernatorial Election Calendar.

Joy Hall asked if you had already completed a Direct deposit form does it have to be done again Julia Cox responded- No.

Board President Ernest Satchel noted that there were no public present for comment.

Ernest Satchel asked for a motion to end our regular session meeting and a motion to go into closed session. Motion made by Joy Hall and 2nd by April Tyler.

Motion was made to go into closed session at 10:16. Motion was made by Joy Hall and seconded by April Tyler. All were in favor, motion carried.

Next Scheduled Board Meeting

Should be September 8, 2025 at 10:00 am, at 11916 Somerset Avenue, Princess Anne, MD 21853.

Respectfully submitted,

Ernest Satchell, President

Clarice Mathies, Secretary



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The following is the list of sites that have been used in the past for the Early Voting Site, Election Day Polling Sites and Drop Boxes in Somerset County. We propose that all sites remain the same for the upcoming 2026 Gubernatorial Election.

Early Voting Site:

Somerset Technical High School – Meeting Room
All Precincts
Westover, Maryland

Election Day Polling Places:

Greenwood Elementary School - Gym
Precincts: 01-001 – 01-002 – 01-003
Princess Anne, Md

Princess Anne Elementary School – Gym
Precincts: 02-001 – 05-001
Princess Anne, Md

Deal Island Elementary School – Gym
Precincts: 09-001 – 11-001 – 12-001
Deal Island, Md

Washington High School – Cafeteria
Precincts: 04-001 – 15-001 – 15-002 – 15-003
Princess Anne, Md

Somerset Technical High School – Meeting Room
Precincts: 03-001 - 06-001 – 13-001 – 13-002 – 13-003
Westover, Md

Crisfield High School – Cafeteria
Precincts: 07-001 – 08-001 – 08-002 – 12-001
Crisfield, Md

Smith Island Elementary School – Library
Precincts: 10-001 – 10-002
Smith Island, Md

Drop Boxes:

Woodson Elementary School
Crisfield, Md

Somerset Technical High School
Westover, Md

Somerset County Office Complex
Princess Anne, Md