

COUNTY COUNCIL OF CECIL COUNTY

WORK SESSION MINUTES

October 7, 2025

OPEN SESSION – Elk Room

4:30 P.M.

NOTE: The recording and transcription of this meeting are available on the County website at www.ccgov.org/council

PRESENT: Council Members: Robert Meffley, Rebecca Hamilton, Al Miller, Donna Culberson and Dawn Branch; Council Manager L. Michelle Henson; Council Executive Assistant Christine Palmer; members of the Administration and members of the public.

Call to Order

President Miller called the meeting to order at 4:30 pm and announced that there were five Council Members present which constitute a quorum.

Approval of Minutes

On a motion made by Councilwoman Culberson, seconded by Councilwoman Branch, the Council moved to approve the minutes of the Council Work Session of September 16, 2025. The motion passed unanimously.

Director of Information Technology David Warnick advised Council that the new Cecil County website is now live at www.cecilcountymd.gov, adding that a full demonstration of the site is scheduled for the October 21st Work Session. He stated the new site was designed with a focus on improved usability.

Review of Legislative Agenda

- a. Public Hearing – Rezoning File 2025-04: APPLICANT: Morris & Ritchie Associates, Inc. Property Location: 64 Ephrata Avenue, Elkton, Maryland 21921. Election District: 5, Tax Map: 26G, Parcels: 256, 276 and 332. Property Owner: Maryland Sand, Gravel and Stone Company. Presently Zoned: Residential Mixed Use (RMU). Proposed Zoning: Business-General (BG) and Heavy Industrial (M-2)

Department of Land Use and Development Services (LUDS) Director Stephen O'Connor stated that the applicant will present Rezoning File 2025-04 during the Public Hearing which was scheduled for the upcoming Legislative Session, adding that the Planning Commission and LUDS Staff recommended approval of the rezoning request based on the applicant's demonstration of a mistake in the zoning classification during the County's Comprehensive Rezoning of 2011.

b. Introduction of Resolutions

1. Resolution No. 63-2025 – Appointment – Agricultural Preservation Advisory Board – John Tosh, Jr. and Anthony Vlamis

Director of Administration Schneckenburger stated that the appointments fill two of three remaining vacancies on this Board.

1. Resolution No. 64-2025 – Appointment – Adult Public Guardianship Review Board – Dianne Fox

Director Schneckenburger stated that this appointment leaves one vacancy on this Board, adding that the next appointment is required to be from a non-profit which represents Social Services.

2. Resolution No. 65-2025 – Appointment – Building Board of Appeals – Michael Downes, Patrick Conway and Theresa Jackson

Director Schneckenburger stated that this has been non-functioning board during the recent past, adding that the three appointments this evening will provide a quorum to conduct a meeting regarding a recently filed appeal. He added that two additional appointments will be made to complete the Board with five members.

Councilwoman Hamilton queried the duties of the Building Board of Appeals. Director O'Connor stated that the Building Board of Appeals hears appeals to decisions/denials from Permits and Inspections based upon building, zoning, energy and commercial and related codes.

Councilwoman Hamilton queried if the board met only in the event of an appeal. Director O'Connor stated that was the case previously, adding that the board will meet at a minimum of once per year to review applicable codes.

Vice President Meffley queried if the board would assist citizens with obtaining permits. Director Schneckenburger answered in the negative, stating the board is tasked with considering appeals to decisions, typically denials, from Permits and Inspections.

3. Resolution No. 66-2025 – Appointment – Economic Development Commission – Kimberly Justus

Administrator Schneckenburger stated that Ms. Justus is the Executive Director of the Susquehanna Workforce Network.

Councilwoman Culberson queried if Ms. Justus was an out-of-county appointee. Director Schneckenburger stated the Susquehanna Workforce Network maintains an office in Elkton.

c. Consideration of Resolutions

1. Resolution No. 55-2025 – Annexation – Town of Elkton – 253 Maloney Road (Tax Map 033F, Parcel 1035)

Director Schneckenburger stated that Administration offered no additional comments.

2. Resolution No. 58-2025 – Supplemental Appropriation – Grant Funds – Community Services – Community Partnerships Division

Director Schneckenburger stated that Resolution Nos. 58-2025, 59-2025 and 60-2025 recognized the receipt of grant funds obtained by Director of Community Services David Trolio.

Director Trolio stated that Resolution No. 58-2025 recognized the receipt of grants from the Maryland State Department of Education and the Governor's Office for Children.

3. Resolution No. 59-2025 – Supplemental Appropriation – Grant Funds – Community Services – Community Partnerships and Community Wellness Division

Director Trolio stated that Resolution No. 59-2025 recognized the receipt of grants from the Cecil County Health Department.

4. Resolution No. 60-2025 – Supplemental Appropriation – Grant Funds – Community Services – Cecil Transit Division

Director Trolio stated that Resolution No. 60-2025 recognized the receipt of grant funds from the Opioid Restitution Trust Fund and the Rural Maryland Council.

President Miller noted that Resolution Nos. 58-2025, 59-2025 and 60-2025 did not impact the County's Fund Balance.

5. Resolution No. 61-20205 – Appointment – Commission on Veterans Affairs – John E. Dixon, III

Director Schneckenburger stated that the appointment of Mr. Dixon fills a vacancy on the Commission on Veterans Affairs.

Councilwoman Culberson queried if Mr. Dixon is a Veteran. Director Schneckenburger answered in the affirmative.

6. Resolution No. 62-2025 – Supplemental Appropriation – Grant Funds – Department of Land Use and Development Services – Department of Natural Resources Critical Area Commission for the Chesapeake & Atlantic Coastal Bays

Director O'Connor stated that Resolution 62-2025 recognizes the receipt of a grant from the State of Maryland Department of Natural Resources for the purpose of updating the County's Critical Area Program.

Councilwoman Branch queried if bids from potential contractors regarding performance of the updates had been received. Mr. O'Connor answered in the affirmative, adding that an announcement regarding the awarded bidder will be forthcoming.

Council Manager Report

Council Manager Henson stated the report was updated by Council Executive Assistant Christine Palmer and was distributed prior to the Work Session.

Council Member Items

Council deferred Council Member Items to the Legislative Session.

Adjournment

President Miller requested a motion to adjourn the Work Session.

Councilwoman Culberson made motion to adjourn the Work Session, which was seconded by Councilwoman Branch.

President Miller adjourned the work session at 4:49 pm.

The next County Council Work Session will be held on Tuesday, October 21, 2025 at 4:30 pm in the Elk Room of the County Administrative Building. The session will be livestreamed on the County Council's webpage at www.ccgov.org/council.

Approved:



L. Michelle Henson
Council Manager



Al Miller, Council President