COUNTY COUNCIL OF CECIL COUNTY
WORK SESSION MINUTES
October 21, 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: Bob Meffley, Rebecca Hamilton, Al Miller, Donna Culberson and Dawn Branch; Council Manager L. Michelle Henson; Council 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 Vice President Meffley, the Council moved to approve the minutes of the Council Work Session of October 7, 2025. The motion passed unanimously.

Presentation
County Website Launch – Director of Information Technology, Dave Warnick
Director of Information Technology (IT) Dave Warnick provided an overview of the County's new website, stating that it provides a streamlined, user-friendly format, adding that IT is transitioning data from the current site to new site.
Discussion ensued regarding the improved efficiency of the new website.
Vice President Meffley queried if the process for permit application will be streamlined on the new site. Director Warnick stated that he and his staff will review the procedure to improve the user experience on the new site.
Councilwoman Culberson stated that the Commission on Veterans Affairs is compiling a list of resources for Veterans and queried if the information could be placed on the new site. Director Warnick answered in the affirmative.
Councilwoman Hamilton requested placement of a link to the County's application for Boards and Committees under the "Residents" tab.
Councilwoman Branch noted the improved efficiency of the new website.
Director Warnick stated users can provide input on the site via sitefeedback@cecilcountymd.gov, noting that information received will be utilized to improve the user's experience.

Review of Legislative Agenda
President Miller requested Council's approval to amend the agenda by moving item 6. New Business Cecil County Public Schools Budget Amendment #141 to the beginning of the Review of Legislative Agenda.

On a motion made by Councilwoman Branch, seconded by Vice President Meffley, the Council moved to amend the Review of Legislative Agenda. Councilwoman Culberson opposed the motion.
Roll Call Vote: Hamilton – Y, Culberson – N, Branch – Y, Meffley – Y, Miller – Y
The motion was approved 4-1.

New Business
6. Cecil County Public Schools Budget Amendment #141

Cecil County Public Schools (CCPS) Chief Financial Officer (CFO) Denise Sopa stated Budget Amendment #141 provides an overview of amendments regarding the month of September, showing a total increase in revenues and expenses of $634,526.
CFO Sopa reviewed the Restricted Other Revenue report, which includes grants from community organizations and the Unrestricted Other Revenue report, which provides information regarding funds carried over from Fiscal Year 2025 (FY25) to Fiscal Year 2026 (FY26).

CFO Sopa stated that Community Use Funds are generated from groups that lease CCPS facilities, adding that the funds are used to offset maintenance and other expenses.

Vice President Meffley, referring to the use of Community Use Funds for bleacher repairs, queried the location of the equipment. CFO Sopa stated the bleacher repairs occurred at various schools.

CFO Sopa stated that the information on pages 2-4 of Budget Amendment #141 provided data in multiple formats to illustrate the year-to-date Budget activity listed on page 5, adding that the report on page 6 provided 3-year trends for CCPS.

Councilwoman Branch queried the increase in expense for Health Education. CFO Sopa stated the amount of the increase indicated that the expense may have been budgeted to an incorrect account, which will be corrected in a subsequent Budget Amendment.

Councilwoman Culberson requested details regarding the Health Education expense item to which Councilwoman Branch referred. CFO Sopa stated she would provide details.

Councilwoman Culberson queried the status of line items that indicated over 90% of their budget had been used. CFO Sopa stated that the balances include encumbrances for expenses such as costs associated with use of Fair Hill Nature Center, as well as budgets that provided upfront funding for purchases at the start of the fiscal year, such as supplies.

Councilwoman Hamilton queried the status of the Business Services item indicating that 79% of the budget had been expended. CFO Sopa stated that the Business Services account funds CCPS audits, etc.

Councilwoman Culberson questioned if salaries were expensed for the entire year. CFO Sopa stated that salaries are encumbered at the beginning of the year.

Vice President Meffley questioned the unused balance in the Early Childhood account. CFO Sopa stated that the funds would likely be expended relatively soon, as purchase orders for furniture, supplies and other related expenses to that account are being processed.

a. Introduction of Bills

1) Bill No. 2025-10 – Amendment – Cecil County Code – Chapter 39, Ethics – Additions Required by Maryland Legislation

Director of Administration Dan Schneckenburger stated that County Attorney Keith Baynes reviewed and updated the current County's Ethics Code to align with State of Maryland requirements.

County Attorney Keith Baynes stated the County's current Ethics Code had been out of date since 2017. He stated that the amendments to the document were distributed to Council along with the current Code, which was edited to illustrate where amendments were inserted. He noted that a draft of the updated Code was reviewed and approved by the State Ethics Commission.

Attorney Baynes stated that most of the State-required updates related to lobbying activities. He added that the Financial Disclosure reporting parameters for staff were amended to include employees whose positions are classified as grade 108 and above and who have supervisory authority, and noted that all Elected Officials and members of Boards and Committees are required to complete Financial Disclosure forms.

b. Introduction of Resolutions

1) Resolution No. 58-2025 – Supplemental Appropriation – Grant Funds – Community Services – Community Partnerships Division AS AMENDED

Council Manager Henson stated that on October 7, 2025, Council approved Resolution 58-2025. The 2 grants recognized in this Resolution totaled $184,386.68 however the amount was incorrectly recorded as $186,386.68. She stated that the individual grant amounts are correct. Council Manager Henson requested expedited legislation for Council to approve the amended Resolution during the Legislative Session.

Director of Administration Schneckenburger stated that Administration had no issues with the correction, stating it was a clerical error.

2) Resolution No. 67-2025 – Appointment – Police Accountability Board – Jamila Mettee

Director of Administration Dan Schneckenburger stated that Resolution No. 67-2025 provides for the reappointment of Ms. Jamila Mettee to the Police Accountability Board.

3) Resolution No. 68-2025 – Appointment – Administrative Charging Committee – Michael Dawson and William Cain

Director of Administration Schneckenburger stated that Resolution No. 68-2025 provides for the appointments of 2 members to fill vacancies on the Administrative Charging Committee.
Councilwoman Hamilton queried if Michael Dawson previously served on the Police Accountability Board prior to his proposed appointment to the Administrative Charging Committee. Director of Administration Schneckenburger answered in the affirmative.

4) Resolution No. 69-2025 – Adoption – Solid Waste Management Plan 2026-2035

Director of Public Works Scott Flanigan, P.E., provided an overview of the history and State-mandated requirements regarding the Cecil County Solid Waste Management Plan (the Plan), a copy of which was placed in the record of the minutes. Director Flanigan stated the updated plan is based upon Cecil County's projected population and waste generation for the next 10 years. He stated the Plan includes updates regarding household and commercial waste, recycling, and medical waste generation and disposal. Director Flanigan noted that medical waste and certain industrial waste is taken to facilities outside of Cecil County by privately contracted haulers.

5) Resolution No. 70-2025 – Operation Green Light for Veterans

Director of Administration Schneckenburger stated that Resolution No. 70-2025 provides for recognition of Operation Green Light for Veterans during November 1-22, 2025.
Councilwoman Culberson requested Expedited Legislation in order to approve the resolution during the Legislative Session.

6) Resolution No. 71-2025 – Supplemental Appropriation – General Fund – Department of Parks and Recreation – Design Phase of Indoor Recreation Center

Director of Administration Schneckenburger stated that Director of Parks and Recreation (P&R) Clyde Van Dyke, Director of Finance Raymond Hamm and Deputy Director of Finance Andrew Ondish were present to answer Council's questions.
Director Van Dyke stated Resolution No. 71-2025 provides for funding to initiate the design phase of a planned 65,500 square-foot (sf) indoor recreation facility on County-owned property adjacent to Calvert Regional Park. He stated the recreation center, which would be modeled after a facility in Rockingham County, Virginia, would be designed to accommodate indoor track and field events, volleyball, pickleball and basketball. He added that the facility would include common space, offices, with space that would accommodate Cecil County Public Schools graduation ceremonies.
Director Hamm stated Resolution No. 71-2025 is the first in a 2-step process through which a firm will be engaged to provide the design of the facility. He stated the design phase will provide a more accurate cost of construction of the facility, which, as the second step in the process, will be included in the FY27 Capital Improvement Program (CIP).
Director Hamm stated preliminary estimates indicate that construction of a 65,500-sf facility would cost between $12 and $15 million. He stated the project is feasible, adding that the County's current $3.4 million in Project Open Space (POS) funds and future POS Funds will be utilized for construction. He noted that projects including Southfields and Bainbridge will exceed the 5-year average annual transfer tax revenue of approximately $779,000, noting the additional funds can also be used for construction of the facility. He stated that the Finance Department considered several funding scenarios and determined that Paygo funds could be utilized to complete the project if needed.
Director Hamm stated annual operating costs, including insurance, are estimated at $77,000 - $80,000, noting that there are no plans to hire additional staff. He noted that Cecil Arena generates $85,000 in revenue annually.
Director Van Dyke provided an overview of the planned amenities, reiterating that the facility would accommodate High School graduation ceremonies, negating the costs associated with renting indoor facilities. He added that the proposed facility would accommodate 2,500 – 3,000 guests.
Director Van Dyke stated the proposed facility would accommodate State and Regional Sporting events, generating sports tourism revenue. He added that the proposed facility would provide indoor recreation for county residents, including indoor walking areas for seniors and other users.
Councilwoman Branch queried where the facility will be located. Director Van Dyke stated the facility will be located at an open area currently identified as Field No. 2 at Calvert Regional Park, adding that this location would be visible from Route 272.

Councilwoman Culberson queried if there would be adequate parking once the proposed facility was constructed. Director Van Dyke answered in the affirmative.
Councilwoman Culberson queried the County's current POS fund balance. Director Van Dyke stated there is currently $3.4 million in POS funds, adding that the County receives an annual allocation from the State of Maryland.
Councilwoman Culberson expressed support for utilizing the facility for High School graduation ceremonies.
President Miller expressed support for an indoor track and field facility, adding it will be an asset for the County.
Councilwoman Culberson stated her agreement that the various activities conducted at the facility would cover operating costs and added her concerns that the State would continue the trend of passing additional costs to the County.
Director Van Dyke reiterated that the facility would be located on County-owned property.
Vice President Meffley expressed concerns regarding the lack of water and sewer infrastructure in the area.
Director Hamm stated infrastructure needs will be determined during the design phase of the project.
Councilwoman Branch queried the anticipated timeframe for completion. Director Van Dyke stated the anticipated timeframe for construction is approximately 12 – 15 months.
Councilwoman Hamilton noted that the project had not been included in the FY26 Budget or previously submitted CIP and expressed concerns that construction costs could escalate after the County's initial investment for the design phase. She noted that Council had not yet seen the final fund balances regarding the FY25 Budget and reiterated her concerns regarding the addition of funds for a project without having complete data.
Director Hamm stated that the project will be designated as a CIP once the cost of construction is determined.
Director Hamm noted that the State has indicated that the County's current POS funds will be rescinded if not utilized, adding that the proposed facility is the best deployment of the funds.
Councilwoman Culberson queried the timeframe for delivery of final reports for FY25 and 1st quarter reports for FY26. Deputy Director Ondish stated that the Finance Department will provide an update on November 4th.
Councilwoman Hamilton expressed her desire for the County to capitalize on sports tourism activities, including hotels, restaurants, etc.
Councilwoman Culberson expressed agreement with Councilwoman Hamilton regarding the pursuit of businesses which support tourism.
Councilwoman Hamilton, noting that the use of the proposed facility would be desired by CCPS and sports leagues, queried if citizens would have access to the facility as well. Director Van Dyke stated use of the facility would be run in the same manner as other County P&R facilities, adding that residents always come first.
Director Van Dyke stated that P&R has an active Memorandum of Understanding (MOU) with CCPS for cooperative use of facilities.
Discussion ensued regarding the potential economic impact of the proposed facility.

7) Resolution No. 72-2025 – Supplemental Appropriation – Special Projects – Department of Land use and Development Services – Zoning Ordinance Enforcement

Director of Administration Schneckenburger stated that the Department of Land Use and Development Services (LUDS) and the County's Legal Department have been addressing many properties that are in poor condition. Director of Administration Schneckenburger, citing a precedent property, stated the County, after issuing multiple violations and subsequently taking the owner to Court, obtained, cleaned and subsequently sold the property to a neighbor. He stated the sale resulted in the return of the County's costs involved in cleaning the property.
Director of LUDS Stephen O'Connor stated Resolution No. 72-2025 provided funds for the County to initiate a program through which LUDS will address and direct cleanup of dilapidated properties. He added that once a property has been addressed, the County's costs will be levied as a lien against the subject property. He stated if the lien is not satisfied, subsequent sale of the property will return the County's investment.
Councilwoman Hamilton queried if the lien would cover associated Court costs. Director O'Connor stated the lien would cover the costs of property cleanup.

Councilwoman Hamilton queried the number of properties that will fall within this program. Director O'Connor stated LUDS has identified 6 properties.
Discussion ensued regarding the process of selling a property via tax sale.
Vice President Meffley commended LUDS for initiating this program.
Director of Administration Schneckenburger stated the goal of the program is to address health and safety issues as well as protecting the value of neighboring properties.
Councilwoman Hamilton queried if funds received after a tax sale under this program will be returned to the County General Fund or returned to the program. Director of Administration Schneckenburger stated that a line item may be created for LUDS to administer the funds.

c. Consideration of Resolutions

1) Resolution No. 58-2025 – Supplemental Appropriation – Grant Funds – Community Services – Community Partnerships Division AS AMENDED

President Miller stated that Resolution No. 58-2025, as amended, will be introduced and considered at the Legislative Session as previously discussed.

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

Director of Administration Schneckenburger stated that Resolution No. 63-2025 fills 2 vacancies on the Agricultural Preservation Advisory Board, adding that the Board will be complete with the final appointment, which is required to be a farmer.

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

Director of Administration Schneckenburger stated that Resolution No. 64-2025 provides for the reappointment of Ms. Dianne Fox to the Adult Public Guardianship Review Board.

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

Director of Administration Schneckenburger stated that Resolution No. 65-2025 provides for the appointments of 3 of 5 members, which will provide a quorum for consideration of an upcoming appeal. He added that the remaining 2 vacancies will be filled to complete the Board.

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

Director of Administration Schneckenburger stated Ms. Justus serves as the Executive Director of the Susquehanna Workforce Network.

6) Resolution No. 70-2025 – Operation Green Light for Veterans

Council Manager Henson noted that Resolution No. 70-2025 will be added for consideration during the Legislative Session.

Old Business

a. REZONING FILE: 2025-04 Applicant : Morris & Ritchie Associates, Inc. PROPERTY LOCATION: 64 Ephrata Avenue, Elkton, Maryland 21921 ELECTIONJ DISTRICT: 5, TAX MAP: 026G, PARCELS: 0256, 0276 and 0332. PROPERTY OWNER: MARYLAND SAND GRAVEL & STONE CO. PRESENTLY ZONED: Residential Mixed Use (RMU) PROPOSED ZONING: Business General (BG) and Heavy-Industrial District (M-2).

Director of Administration Schneckenburger stated that Administration had no additional comments.

Council Manager Report

Council Manager Henson stated the report was included in the Council's meeting packet.

Council Member Items

Council deferred Council Member Items to the Legislative Session.

Adjournment

President Miller requested a motion to adjourn the Work Session.
Councilwoman Branch made motion to adjourn the Work Session, which was seconded by Councilwoman Culberson.
President Miller adjourned the work session at 6:33 pm.

The next County Council Work Session will be held on Tuesday, November 4, 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:

Al Miller, Council President

L. Michelle Henson
Council Manager