COUNTY COUNCIL OF CECIL COUNTY
WORK SESSION MINUTES
November 4, 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.cecilcountymd.gov

PRESENT: Council Members: Bob Meffley, 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 p.m. and announced that there were four Council Members present which constitute a quorum.

Approval of Minutes
On a motion made by Vice President Meffley, seconded by Councilwoman Culberson, the Council moved to approve the minutes of the Council Work Session of October 21, 2025. The motion passed unanimously.

Presentations
Monthly Review of County Contracts – August, 2025 (County Charter Section 516)
Monthly Review of County Contracts – September, 2025 (County Charter Section 516)
Monthly Review of County Contracts – October, 2025 (County Charter Section 516)
Director of Finance Raymond Hamm, Deputy Director of Finance Andrew Ondish

Deputy Director of Finance Andrew Ondish provided the Monthly Review of County Contracts in excess of $100,000 for August, September and October, 2025. Copies of the reports were reviewed and placed in the record of the minutes.

1. Monthly Review of County Contracts – August, 2025
Deputy Director Ondish stated that fees associated with E-plus Technology were pursuant to installation and maintenance of the County's Open Gov software, adding that the credit of $30,724.21 was issued pursuant to pre-payment of fees.
Councilwoman Culberson, referring to expenses recorded under Atlantic Tactical, queried if seized and relinquished funds were utilized to fund the purchase of firearms and related ammunition for the Sherrif's Department. Deputy Director Ondish answered in the affirmative.
Director of Administration Schneckenburger stated that the funds were seized during law enforcement operations.
Councilwoman Culberson queried if the expense listed for Motorola Solutions, Inc. was the annual cost for the 10-year contract. Deputy Director Ondish answered in the negative, adding that the contract provided maintenance and ongoing testing of software related to equipment used by the Department of Emergency Services.
Vice President Meffley, referring to Purfoods, LLC d/b/a Mom's Meals, questioned the note stating Meals on Wheels does not service Cecil County. Deputy Director Ondish stated the Department of Community Services operates a food bank in Cecil County but does not provide meals to homebound seniors, hence the agreement with Mom's Meals, which operates in Cecil County. He stated that County Administration is monitoring food delivery services provided by the Federal government, adding that Administration is ready to assist in the event funding for these services is cut.

2. Monthly Review of County Contracts – September, 2025
Deputy Director Ondish, referring to the cost associated with the Community Fire Company of Perryville, Truck 661, stated the expense was budgeted in Fiscal Year 2024 (FY24) however assembly of the equipment was a lengthy process.
Vice President Meffley queried charges associated with American Ramp Company. Director of Parks and Recreation Clyde Van Dyke stated that the fees were for planning and construction of

a bicycle park that will offer various skill levels for 5 – 12-year-old children. He added that the park will feature all natural surfaces with no concrete.
Councilwoman Culberson questioned if fees associated with Serenity Health were related to helping detainees to break drug addiction. Deputy Director Ondish answered in the negative, stating the fees are associated with medical assistance for detainees.

3. Monthly Review of County Contracts – October, 2025
Deputy Director Ondish stated the costs associated with Iron Bow Technologies were pursuant to an agreement for provision of enhanced technology assistance to 911 dispatchers during emergency calls.
Deputy Director Ondish stated the costs associated with Upstate Wholesale Supply, Inc. were pursuant to provision of body cameras for all Officers at the Detention Center.
Vice President Meffley queried why the County sold retired emergency response vehicles to an outside vendor vs. transfer within Fire Companies. Director of Administration Schneckenburger stated that, according to a member of the Fire Company's Board of Trustees, current regulations state that if a piece of equipment is declared out of service by one company then another company may not utilize it.

Financial Update – 1st Quarter Fiscal Year
Deputy Director Ondish presented the 1st Quarter Fiscal Report for Fiscal Year 2026 (FY26), which provided the County's financial position as of September 30, 2025. A copy of the report was reviewed and placed in the record of the minutes.
Deputy Director Ondish stated that the 4th Quarter Fiscal Report for Fiscal Year 2025 (FY25) will be presented upon the close of FY25.
Deputy Director Ondish stated that the County's new Open Gov financial reporting system provides current fiscal information which is updated each evening at 11:04 pm.
Deputy Director Ondish, referring to the last column of the report which indicates year-to-date (YTD) activity for FY26, stated that the reason for 96% YTD Revenue for Real Property Taxes is due to budgeting of the State's accrual of anticipated tax revenue at the beginning of the Fiscal Year.
Deputy Director Ondish stated the Department of Human Resources (HR) Expense Budget indicated 47% YTD expenditure due to payment of the County's liability and cyber insurance coverages, adding that these fees are paid from HR's budget under Risk Management.
Deputy Director Ondish stated the Department of Economic Development Expense Budget indicated 33% YTD expenditure due to the costs associated with the Five Star event.
President Miller queried the 36% expenditures related to the Department of Emergency Services. Deputy Director Ondish stated the costs were associated with purchases of ambulances.
Councilwoman Culberson queried the 99% expenditures related to Grants to Municipalities. Deputy Director Ondish stated the costs were for grants to municipalities for crossing guards and are dispersed at the beginning of the fiscal year.
Councilwoman Culberson queried if the budget reports will be available to individual County Departments. Deputy Director Ondish answered in the affirmative.
Director of Finance Raymond Hamm stated that the reports will be reviewed each month with his staff and with Departments as needed.
Deputy Director Ondish stated his recommendation that Council receive training on the system to view real-time budget data.
Deputy Director Ondish reviewed Video Lottery Terminal (VLT) and Enterprise Fund revenues.
Director Hamm stated the Open Gov system draws data for financial reports directly from the County's Munis Financial system.

Review of Legislative Agenda
a. Introduction of Resolutions
1) Resolution No. 73-2025 – Appointment – Commission on Veterans Affairs – Dylan R. Griffith
Director of Administration Schneckenburger stated that Resolution No. 73-2025 provides for the appointment of Dylan Griffith to replace Raymond Coger on the Commission of Veterans Affairs. He added that Mr. Griffith is a veteran and is employed by the County's Department of Emergency Services.

2) Resolution No. 74-2025 – Appointment – Board of Electricians – Joshua A. Huegel
Director of Administration Schneckenburger stated that Resolution No. 74-2025 provides for the appointment of Joshua Huegel to the Board of Electricians.

b. Consideration of Resolutions

1) Resolution No. 67-2025 – Appointment – Police Accountability Board – Jamila Mettee
Director of Administration Schneckenburger stated that Resolution No. 67-2025 provides for the reappointment of Jamila Mettee to the Police Accountability Board.

2) 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 reappointment of Michael Dawson and the appointment of Wiliam Cain to the Administrative Charging Committee.

3) 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 Resolution No. 71-2025 provides for a budget amendment to allow Administration to move forward with a design and cost estimate for an indoor recreation facility, which will be designated as a future Capital Improvement Project (CIP). He 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.
Councilwoman Branch queried if a firm has been chosen to construct the facility. Director of Administration Schneckenburger answered in the negative, stating construction of the facility will be put to bid.
Councilwoman Branch queried if the funds provided by Resolution No. 71-2025 will be used for design of the facility. Director of Administration Schneckenburger answered in the affirmative, stating that water, sewer and related infrastructure costs will be included in the CIP.
Councilwoman Branch queried if allocation other than Calvert would be considered for construction of the facility. Director of Administration Schneckenburger answered in the affirmative.
Director of Administration Schneckenburger noted that the design phase would be sole sourced to an entity whose expertise included design of this specific type of project.
Councilwoman Branch, noting that Director Van Dyke and County representatives traveled to Rockingham, Virginia to view a similar project, questioned if there were similar projects in Wilmington or other nearby locations. Director Van Dyke answered in the negative.
Vice President Meffley expressed his desire for design and construction of an 80,000 square foot (sq ft) facility. Director of Administration Schneckenburger stated the design phase will provide estimates for a 60,500 sq ft facility as well as an 80,000 sq ft facility.

4) Resolution No. 72-2025 – Supplemental Appropriation – Special Projects – Department of Land use and Development Services – Zoning Ordinance Enforcement
Director of Administration Schneckenburger stated that Resolution No. 71-2025 provides for an allocation of $200,000 to clean properties that are in gross violation of County Ordinances. He stated that 4 properties have been identified that will be cleaned and subsequently placed under a lien to recoup County funds expended in the cleanup process.
Vice President Meffley expressed his appreciation to Administration regarding initiation of the program.
Councilwoman Culberson echoed Vice President Meffley's 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 Culberson made motion to adjourn the Work Session, which was seconded by Councilwoman Branch.
President Miller adjourned the work session at 5:40 pm.

The next County Council Work Session will be held on Tuesday, November 18, 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.cecilcountymd.gov

Approved:

Al Miller, Council President

L. Michelle Henson
Council Manager