COUNTY COUNCIL OF CECIL COUNTY
WORK SESSION MINUTES
August 19, 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: Rebecca Hamilton, Al Miller, Donna Culberson and Dawn Branch; L. Michelle Henson, Council Manager; Christine Palmer, Council Assistant; 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 four 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 August 12, 2025. The motion passed unanimously.

Presentation
Cecil County Public Schools – Update – Small Capital Project Requests pursuant to Resolution No. 09-2025, approved on February 4, 2025.
Cecil County Public Schools (CCPS) Superintendent Dr. Jeffrey Lawson, CCPS Chief Financial Officer Denise Sopa and Director of Facilities Charles Simpers provided an update regarding Small Capital Projects and associated funding that was requested and approved via Resolution No. 09-2025, dated February 4, 2025. The CCPS update was provided via a Power Point Presentation, a copy of which was placed in the record of the minutes.
Director Simpers reviewed projects including repairs to sidewalks, parking areas, infrastructure and interior projects at specific schools and administrative buildings, as well as project status and budgeted expenditures.
Councilwoman Hamilton queried if asbestos-remediation projects received financial support via grants. Mr. Simpers answered in the negative.
Councilwoman Culberson queried if paving projects were complete. Superintendent Lawson answered in the negative, stating that areas requiring immediate attention were paved while crush and run gravel was used in other areas.
Discussion ensued regarding projects, the scope if which required re-evaluation and subsequent re-bidding.
Chief Financial Officer (CFO) Sopa, referring to projects that were completed under budget, requested that the balances be utilized to complete the remaining projects that were approved via Resolution 09-2025.
Discussion ensued regarding the budget shortfall after a required change in project scope to replace the boiler at Cecilton Elementary School.
Discussion continued regarding the process of estimating project costs when preparing bids.
Councilwoman Branch queried if the listed project balances would provide funding to complete the outstanding projects. CFO Sopa answered in the affirmative.
Discussion ensued regarding completion of outstanding projects and associated budgeted funds.
Discussion continued regarding the repaving of the Rising Sun Elementary School parking lot and associated stormwater management as well as improvements to Hopewell Road adjacent to the school. Director of Administration Schneckenburger noted that a water line replacement may be added to this project, which would result in resubmittal as a new Capital Improvement Project (CIP).
Director of Finance Raymond Hamm stated that as Fiscal Year 2025 (FY25) transactions are completed, funds that were budgeted but not utilized in FY25 will appear as Fund Balance. Using the example of a law enforcement vehicle that was budgeted and ordered in FY25 but not received until FY26, Director Hamm stated the funds would be drawn from the unexpended but budgeted funds in the Fund Balance. He stated that the Finance Department will provide details

associated with the Fund Balance line item, adding that this process was more efficient than numerous budget amendments and associated Resolutions.

Review of Legislative Agenda, as amended
President Miller requested approval to amend the agenda by moving item e. New Business Cecil County Public School Budget Amendments #137 and #138 to the beginning of the Review of Legislative Agenda.

On a motion made by Councilwoman Hamilton, seconded by Councilwoman Branch, the Council moved to amend the Review of Legislative Agenda. The motion passed unanimously.

New Business
e. Cecil County Public Schools Budget Amendment #137
   Cecil County Public Schools Budget Amendment #138

CFO Sopa stated Budget Amendment #138 contained information identified in #137, which was drafted on July 17, 2025 but not submitted.
CFO Sopa reviewed restricted and unrestricted revenue which included donations from Susquehanna Workforce Network, Calvert Elementary PTO, Great Wolf Lodge and Band Boosters.
CFO Sopa stated that page 4 provided summaries of unrestricted and restricted funds, and page 7 contained 3-year budget trends.
Councilwoman Culberson, referring to page 4 Expenditures, queried if additional invoices were expected for the remainder of FY25. CFO Sopa answered in the affirmative.
Discussion ensued regarding outstanding expenditures for FY25.
Discussion continued regarding unrestricted fund balances regarding Blueprint. CFO Sopa stated that Blueprint funds are designated "Unrestricted" because they are not grant funds.

a. Public Hearing – Bill No. 2025-09 – Amendment – Cecil County Code – Chapter A385 – Purchase of Development Rights Program and Fund

Director of Land Use and Development Services (LUDS) Stephen O'Connor stated his availability to answer any questions regarding Bill No. 2025-09 during the Public Hearing.
President Miller stated Bill No 2025-09 is drawing interest from farmers and expressed his desire to continue assisting the Ag community.
Councilwoman Hamilton noted that during a recent Planning Commission meeting, an applicant for a solar array permit downsized their planned array output due to Delmarva Power's limited transmission capacity in the infrastructure to which the array would be connected.

b. Introduction of Resolutions
   1) Resolution No. 50-2025 – Appointment – Commission on Veterans Affairs – Shawn Branch

Administrator Schneckenburger stated Mr. Branch was nominated to the Commission on Veterans Affairs to fill a vacancy left by a member's relocation out of state.
Councilwoman Branch stated that, for purposes of transparency, she and Mr. Branch were formerly married, adding that Mr. Branch is well-qualified to serve the Commission on Veteran Affairs due to his extensive military and civil service experience.

   2) Resolution No. 51-2025 – Appointment – Property Tax Assessment Appeal Board – Dale DeWeese and Steven Pearson

Administrator Schneckenburger stated that applications for the Property Tax Assessment Appeal Board are submitted to and approved by the Governor of Maryland.

   3) Resolution No. 52-2025 – Supplemental Appropriation – Grant Funds – Office of Economic Development – Upper Shore Regional Council – Rural Maryland Economic Development Grant Fund

Cecil County Office of Economic Development Director Sandra Edwards stated Resolution No. 52-2025 provided for the acceptance and use of a $100,000 grant from the Upper Shore Regional Council (USRC) to fund the Business Development Specialist position, which works with CCPS to connect businesses with apprentices enrolled in school programs.

Councilwoman Culberson queried if the Business Development Specialist position was new. Director Edwards stated the position will perform the tasks associated with the original Economic Development Coordinator position as well as educational and technical duties in coordination with CCPS.
President Miller expressed his support for the apprenticeship program.
Councilwoman Hamilton queried if the position aligned with the CCPS Apprenticeship Program. Director Edwards answered in the affirmative.
Councilwoman Branch expressed support for the position.

4) Resolution No. 53-2025 – Approval – Application – Enterprise Zone Expansion

Administrator Schneckenburger stated the Town of Elkton requested expansion of the existing Enterprise Zone to add properties on Belle Hill Road and Maloney Road.
Director Edwards stated the request includes approximately 9 acres on Belle Hill Road and the remaining acreage on Maloney Road, adding that the property which abuts the Elkton Commerce Center Business Park is currently undergoing annexation into the Town of Elkton.
Councilwoman Culberson questioned if the parcels that are not already within Elkton's municipal limits are being annexed. Director Edwards answered in the affirmative.
Councilwoman Culberson queried the extend of the County's Enterprise Zone. Director Edwards stated the County's Enterprise Zone is comprised of 8,140 acres which include property within the towns of Elkton, North East, Perryville and Port Deposit.
Councilwoman Hamilton questioned if the Maloney Road property's current residential zoning designation excluded it from the Enterprise Zone. Director Edwards answered in the affirmative, stating the Maloney Road property owner will request BG designation upon annexation.
Administrator Schneckenburger asked Council Manager Henson to invite Town of Elkton Planning Director Jeanne Minner to the upcoming Public Hearing regarding Resolution No. 53-2025.

5) Resolution No. 54-2025 – Budget Amendment – Capital Improvement Program – Improve Irishtown Road/MD 272 Intersection

Director of Public Works Scott Flanigan stated construction of the North East Middle and High School on Irishtown Road and over 700 residences at the Chesapeake Club development will result in substantial impacts to the intersection of Irishtown Road and MD272. He stated traffic impact studies affirmed the need to improve the intersection with signalization, lengthening of the existing left turn lane from southbound MD272 to Irishtown Road and addition of a right turn lane from Irishtown Road to northbound MD272.
Director Flanigan stated the project is estimated to cost $2 million, adding that the developer of Chesapeake Club is expected to contribute 1/3 of the expense based upon the residential development's proportionate traffic impact, adding that the developer's responsibility for payment will be formalized via written agreement.
Director Flanigan stated the County will fund its share of the project via existing bond funds that are remaining from completed Capital Improvement Program (CIP) projects.
Director Hamm stated there are currently 25 CIP projects that have been completed or designated inactive, amounting to $4.5 million in available general obligation funding, which he stated the $2 million can be utilized to complete the project. He added that the Chesapeake Club developer will be required to reimburse the County, adding that the required payment will be guaranteed by surety such as a Bond or Letter of Credit.
Councilwoman Branch stated that the Wilmington Area Planning Council (WILMAPCO) recommended construction of a roundabout at the intersection. Administrator Schneckenburger noted that the State Highway Administration (SHA) did not recommend a roundabout, adding that the planned improvements would be approximately one half of the cost.
Discussion ensued regarding the proportionate share of costs. Director Flanigan stated that a traffic impact study indicated that the school construction will result in 2/3 of the increase in traffic at the intersection, particularly during the morning and afternoon peak traffic periods.
Director Flanigan stated that the Cecil County Planning Commission is required to review the proposed CIP, which is scheduled for the Commission's September 15th meeting, adding that Council's consideration of Resolution No. 54-2025 will be rescheduled to September 16th.
Councilwoman Culberson queried if SHA has any financial responsibility toward the project. Director Flanigan stated SHA is not building the school nor the development, therefore no financial responsibility toward the project.
Councilwoman Branch queried if the State of Maryland contributed toward the cost of the school construction. Director Flanigan answered in the affirmative.

Councilwoman Hamilton queried the status of the agreement with the developer. Director Flanigan stated the agreement is not yet executed, adding that it will be completed prior to Council's consideration of Resolution No. 54-2025.
Councilwoman Hamilton queried if a Public Hearing is required for Resolution No. 54-2025. Director Hamm answered in the negative, stating that the project is a reallocation of existing funds.

c. Consideration of Resolutions

Resolution No. 49-2025 – Appointment – Board of Appeals – Mark Saunders, Donald Harmer, Jr., Norman Anderson and Jennifer Callighan

Administrator Schneckenburger stated Resolution No. 49-2025 provided for the reappointments of Mark Saunders and Norman Anderson, and new appointments of Donald Harmer, Jr. and Jennifer Callighan.
Councilwoman Hamilton expressed her desire to publicize vacancies on Boards and Commissions to reach new applicants.

d. Call for Final Reading of Bills

Bill No. 2025-08 – Bond Authorization – General Obligation Project Bonds

Director Schneckenburger stated that Bill No. 2025-08 provided for the County's bi-annual bond offering.

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

Council Member Items
Council Member items were deferred to the Legislative Session at 7:00 p.m.

Adjournment
Councilwoman Culberson made a motion to adjourn, which was seconded by Councilwoman Branch. President Miller adjourned the Work Session at 6:06 p.m.

The next County Council Work Session will be held on Tuesday, August 26, 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.ccgove.org/council.

Approved:

Al Miller, Council President

L. Michelle Henson
Council Manager