



Cecil County Board of Elections

April 10, 2025

MINUTES

PUBLIC NOTICE OF THE MEETING

Public notice of the Board meeting was provided by displaying the meeting information and agenda on the bulletin board in the lobby of the Cecil County Administration Building, and by posting on the Election agency website and Election agency social media platforms. A copy of the agenda was made available.

MINUTES of the Cecil County Board of Elections meeting held on the April 10, 2025, in the Northeast Room on the 1st Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Public viewing of this meeting was available in person. Board member attendance was in person, as noted below.

ATTENDEES

Stephen Stiles	Vice President
Krista Moretz	Secretary
Eunice Grant	Board Member
Holcombe Grier	Board Member
Gary Holmes	Director
Karen Benecewicz	Deputy Director
Sheri Woodruff	Election Supervisor
Mary Nelson	Public
Jeff Sellers	Realtor

DECLARATION OF QUORUM

The meeting was called to order by Vice President, Stephen Stiles at 3:05 pm. Quorum was established with four (4) of the five (5) Board Members present.

AGENDA

See attached agenda and presentation.

DIRECTOR' S REMARKS

The sole purpose of the meeting was to gather ideas and brainstorm points that should be presented to the County Representatives (Adam Straight, Dan Schneckburger etc) at the upcoming April 16, 2025, board meeting relating to Cecil County Board of Elections needing a new location.

The current office configuration is not conducive to growth, especially with 2 new staff members starting in the next 40 days. There are new warehouse regulations that need to be addressed – where are we not in compliance and the potential penalties that come with that. Other elements that play into the need for a new space are: anticipated growth of the county (how to estimate the projected number of voters in the years to come), as well as that in 2028 we are due to have voting equipment upgraded. We have no way of knowing until the state chooses the new equipment whether or not we will need additional space to accommodate it.

The warehouse has issues that have needed to be address on an ongoing basis, including roof leaks and rodent infestation. In addition, the warehouse lacks adequate storage for supplies and record retention. There is a lack of workspace when it comes to mandated work on the

equipment. It is hard to move around when the equipment is out and when it is there is no set work area.

Areas addressed and justification for the following:

Having the warehouse and office under one roof is a time saving effort and just makes things that much more efficient and less prone to errors. Having a kitchen/kitchenette because of the hours we put in during an election, the days are long, and it is sometimes difficult to step out. We can be in as early as 5:30am to as late as 2:00am. Other areas we would like included in the new space would be a server room attached to warehouse, for uploading and downloading information that comes from the election equipment that is returned to the warehouse. A ballot storage room for both voted and unvoted ballot organization.

We need to consider that when we hold trainings, canvassing, audits, or meetings as well as Early Voting that we must request a room from the county. At times, this has been difficult and required adjustments. With a new location, a multipurpose room would eliminate that issue.

We would have space to accommodate those events without issue.

Other considerations that were addressed include: location (prefer Elkton), accessibility to the public, parking, ADA compliance, costs, funding, timelines, and participants involved in location search and decision. In addition, there are security issues, cameras, internet connections that would need to be addressed once a location is selected. How much of the funding can come from grants, who can assist us with getting grants? What, if any, is the split in costs between the state and the county when it comes to purchasing or leasing space?

Realtor

Jeff Sellers is a local commercial real estate agent who would like to become a representative for the Board of Elections when it comes to looking at properties. He has visited both the office and the warehouse and attended the meeting to hear our needs and concerns. He stated that there are 3 keys things to take under consideration:

1. Funding – knowing what the budget is and if we have it secure before we talk to a prospective seller. The price of what we want to acquire is approximately \$15 per sq ft, leased monthly \$ 30,000 - \$35,000. Purchased outright \$3-3.5 million.
2. Availability -- There are not many properties in Elkton that meet our specifications. Things to consider would be taking an existing office and adding a warehouse or an existing warehouse and adding an office -- in addition to any other upgrades the site would require.
3. Timing – Knowing when the move could be done. (Non election year 2025, 2027, 2029)
 - a. Letter of Intent 30-60 days
 - b. Contract 90-120 days
 - c. Settlement
 - d. Construction

The projected time from once we find a location...to having what we want...would be a year or more.

ADJOURNMENT

Holcombe Grier, Member Cecil County Board of Elections motioned to adjourn the meeting.

The motion was seconded by Stephen Stiles, President Cecil County Board of Elections.

The meeting adjourned at 4:25 pm.