

**COUNTY COUNCIL OF CECIL COUNTY
WORK SESSION MINUTES**

December 10, 2024

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; David Culver, 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 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 December 3, 2024, as presented. The motion passed unanimously.

Presentation

a. Overview of Salesforce – Sandra Edwards, Director of Economic Development

Director of Economic Development, Sandra Edwards, gave an overview of the Salesforce software. She noted this system was data driven and performs functions such as managing customers, contact information and sending e-mails on events. Director Edwards also noted the software is mobility friendly and allows input to be entered from the field.

Councilwoman Culberson inquired if the data from this software would be part of the economic development study and Director Edwards noted this is a data entry system for business contacts but is not capable of analyzing the data. Councilwoman Culberson inquired what the economic study would achieve, and Director Edwards noted the study will update the previous study and will analyze the current economic trends in Cecil County and the region and help to create a 5-year strategic plan for growth and development. She also noted this will allow the County to be proactive and not reactive in the changing economy and will help in the effort to diversify our local economy. Vice President Meffley inquired if the study would identify our strengths and weakness and Director Edwards noted that would be one aspect of the study. Councilwoman Culberson and Vice President Meffley both noted the importance of the apprenticeship program with the schools and Director Edwards noted they are working to strengthen our ties with this program. President Miller noted it is critical to work with the current businesses and the challenges they are facing and Director Edwards noted that would also be a priority of the Department. Councilwoman Hamilton inquired if the municipalities would be partners in the study and if grant funding is available. Director Edwards noted they will be working with the municipalities, and they will also look at other funding sources. Vice President Meffley inquired on the current vacancies in the Department and if they reach out to businesses. Director Edwards noted two vacancies currently exist and they do reach out to businesses. Councilwoman Hamilton inquired if they reach out to businesses that considered to locate in Cecil County but did not offer feedback on our weaknesses and Director Edwards noted they do try to do follow up. She noted that Maryland is ranked on the low end of the business-friendly scale and the proposed study will look at our strengths, weakness, opportunity, and threats (SWOT). Director Edwards also noted the use of Placer AI to track cell phone data during events and how it develops reports to help businesses. Councilwoman Hamilton inquired if this is a subscription service and does the Chamber utilize this or similar technology. Director Edwards noted this is a subscription service and they do work with the Chamber and other business partners with software programs. Councilwoman Culberson noted the various programs are valuable to our business community.

b. Monthly Review of County Contracts (section 516)

Budget Director Tony Prattico reviewed the contracts for September. He noted five contracts met the Charter threshold. He noted three were for Public Works and two for the Sheriff's Office. He noted three were renewal contracts, one for the Sheriff's Office for methadone treatment with Cecil Community Recovery Center and two were for Public Works for the Phase 6 of the Sheriff's

Office with Bignell Watkins Hasser Architects and Task 8 on the Route 40 interceptor design with Hazen and Sayer. He noted the other contracts were for the Sheriff's Office for pre-trail testing with Avertest, LLC and for Public Works with Clean Harbors for the household hazardous waste collections event in the Fall and Spring.

Councilwoman Culberson inquired if grant funding was used to help fund the Recovery Center contract and Budget Director Prattico noted it did cover part of the costs. President Miller inquired on the use of piggy backing on state bids and Budget Director Prattico noted that the state bids does help keep the costs lower.

For October, Budget Director Prattico noted seven contracts met the threshold, four were for Public Works, two were for IT and one was for Land Use. He noted two contracts were renewals for IT services, one contract was the renewal of the body cameras for the Sheriff's Office and the other renewal was for Rubrick annual software agreement. The Land Use contract was for the matching portion of the Land Preservation Program. For Public Works he noted two contracts were with Allan Myers, one for the asphalt overlay project on Liberty Grove Road and one for West Shady Beach Road sewer low pressure project. The other contracts were with Verizon for the Oldfield Point Road Project and with Nowland Associates for the upgrades at the solid waste facility.

Councilwoman Hamilton inquired if the report could be expanded to include if the contract was part of the Capital Budget and add the project numbers and Budget Director Prattico noted that would be added. Councilwoman Hamilton also inquired if the overlay project was part of the overall allowance approved by Council and Budget Director Prattico noted it was included in the Council approved road projects. President Miller inquired on the landfill project and Budget Director Prattico noted it was for the building project. Councilwoman Hamilton also inquired on the ag preservation contract and Budget Director Prattico noted that is part of the agreement with the State for the program.

c. Fund Balance Update

Deputy Director of Finance Andrew Ondish noted that he began with the Finance Department on December 9 and they are working on completing the FY24 ACFR. He noted that the Department will be updating all accounts and preparing reports for Council. He requested that they be added to the January 14 Work Session to review the FY24 ACFR and the updated fund balances. Councilwoman Branch inquired if this would give them a year-to-date snapshot and Deputy Director Ondish noted it would and will help Council with the upcoming FY26 budget. Budget Director Prattico noted they hope to have the FY23 and FY24 actuals from the ACFR along with the FY25 projections. Councilwoman Culberson noted that would be helpful to have these figures and Councilwoman Branch also noted the complete picture would be helpful. Deputy Director Ondish noted they will have a better projection of the fund balance once the audited numbers are added to the report. Vice President Meffley noted they need better numbers and not ballpark figures and thanked the Deputy Director for working on this issue.

Council Manager Report

Council Manager Culver noted the updated Council Manager report is in the packet. He also noted the upcoming MACO conference.

Council Member Items

Councilwoman Branch noted that she may have some conflicts with the Council Boards and Commission assignments to the Early Childhood and Infant and Toddlers programs and requested other Council members discuss them with her so they may change some of the assignments. Councilwoman Culberson noted she would work with her on this. She also noted that the North East Christmas Parade was December 7 and was a well-attended event and thanked those who judged and organized the event.

Vice President Meffley noted he attended the YES Christmas Fundraising celebration on December 4 and it was well done. He noted he attended the York Building Products Open House at Principio on December 6 and was able to discuss permitting and development issues with several builders and developers at the event. He noted that he attended the Cecilton Open House on December 5. He also attended the Lighting of the Boats Parade in Chesapeake City. He also noted the North East

Parade was well done. He also noted he would be at the MACO Winter Conference from December 11 to 13.

Councilwoman Culberson reviewed the intel numbers for the previous week and noted that Cecil County did have one overdose death. She also noted that she was unable attended several events last week due to the death of a family friend who was 23 years and was a 2019 graduate of Perryville High School. She noted that this type of tragedy reenforces her belief in working together to make this world a better place.

Councilwoman Hamilton noted she also attended the Principio Open House and thanked the sponsors for showcasing this venue. She also noted the North East Parade was well done and that being a judge is fun but challenging since everyone did such a fantastic presentation. She also attended the Lighting of the Boats Parade. She also noted she attended a performance by the Cecil County Choir, and they gave a wonderful performance. She also noted the Elkton Presbyterian Church will be hold a festival on December 14.

President Miller noted he also attended the YES event and that they do a wonderful job. He also thanked the organizers of the Principio Open House. He also noted the Janes Church in Rising Sun will have a live nativity scene on December 13 and 14. He also noted the Tractor Parade in Rising Sun on December 14. He also will be attending the Sheriff's Award Banquet on December 14 that will honor our Deputies and Correctional Officers.

Adjournment

Councilwoman Culberson made a motion to adjourn, which was seconded by Councilwoman Branch. Council President Miller adjourned the work session at 5:19 pm.

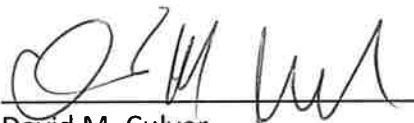
The next County Council Work Session will be held on Tuesday, December 17, 2024 at 4:30 pm in the Elk Room of the County Administrative Building. The session will be livestreamed on the County Council's webpage at www.ccgov.org/council.

Approved:



Al Miller

Council President



David M. Culver

Council Manager