

COUNTY COUNCIL OF CECIL COUNTY

WORK SESSION MINUTES

July 8, 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: Robert Meffley, Al Miller, Donna Culberson and Dawn Branch; L. Michelle Henson, Council Manager; Christine Palmer, Council Assistant, members of County Administration and members of the public. Councilwoman Rebecca Hamilton was not in attendance.

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 Work Session of July 1, 2025. The motion passed unanimously.

President Miller stated that the Work Session agenda was amended by adding Monthly Review of Contracts for June, 2025, adding that this review will complete monthly contract review for Fiscal Year 2025. It was the consensus of the Council to amend the Work Session agenda.

Presentations

1. Monthly Review of County Contracts – May and June 2025

Finance Deputy Director Andrew Ondish presented the Monthly review of County Contracts in excess of \$100,000 for the months of May and June 2025. He stated that the Dell Marketing LP expense listed in the May 2025 report was for equipment and support associated with IT equipment. Councilwoman Culberson queried if the \$162,782 expense covered May 1, 2025 – June 30, 2025. Deputy Director Ondish answered in the affirmative.

Deputy Director Ondish stated the K and A Coatings expense listed in the June 2025 report was for safety upgrades for the shower facilities at the detention center.

Discussion ensued regarding the process of receipt, review and award of bids. Deputy Director Ondish stated that the Finance Department is currently updating the County's Purchasing Manual to include information regarding approved contractors and vendors.

2. Financial Update – 3rd Quarter FY25

Deputy Director Ondish stated that the 3rd Quarter Fiscal Report for FY25 provided the County's financial position as of March 31, 2025. He noted that the reports were generated using the County's new system, adding that the information will be posted on the County's website.

Deputy Director Ondish stated the reports indicate that Real Property Tax revenue receipts are recognized in a relatively short amount of time, while Personal Property Tax revenue receipts are expected within the next couple months.

Deputy Director Ondish noted that activity regarding recordation of expenses and revenues increases at the end of the Fiscal Year.

Discussion ensued regarding the process of organization and assignment of expenses and revenues per department.

Deputy Director Ondish stated that the 4th Quarter report will contain the final expense and revenue data for FY25.

Deputy Director Ondish stated Video Lottery revenues will likely continue to decrease due to the increase in online gaming.

Discussion continued regarding revenues and expenses associated with Enterprise Funds, including Landfill Services and Wastewater Services. Deputy Director Ondish stated that Enterprise Fund are trending as budgeted.

Deputy Director Ondish stated that the North East Middle and High Schools Project and the Sheriff's Office Training Center Project are included in the Fund Balance.

Finance Director Raymond Hamm stated that FY25 has unfolded as anticipated, adding that revenues are tracking as budgeted.

Director Hamm, referring to Bill No. 2025-08 – Bond Authorization – General Obligation Project Bonds, was originally scheduled for Public Hearing on July 15th but was being rescheduled for August

5th. He stated the reason was that the public notice of the hearing could not be published in the Cecil Whig for the required dates, due to the July 4th holiday and the Whig's amended publication schedule. He stated Bill No. 2025-08 will be scheduled for consideration on August 19th.

Council Manager Report

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

Council Member Items

There were no comments offered by Council.

Adjournment

Councilwoman Culberson made a motion to adjourn the Work Session meeting, which was seconded by Councilwoman Branch. President Miller adjourned the work session at 5:10 p.m.

The next County Council Work Session will be held on Tuesday, July 15, 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