

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

January 7, 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, 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 Councilwoman Hamilton, the Council moved to approve the minutes of the Council work session of December 17, 2024, as presented. The motion passed unanimously.

Transfer of Property

Cecil County, Maryland to Town of Chesapeake City, Maryland of 214 Third Street, Chesapeake City, Maryland 21915

Director of Administration Dan Schneckenburger noted that this is the site of the former Chesapeake City Elementary School. County Attorney Keith Baynes noted on October 24, 2024 the deed to the property was transferred from the Board of Education to Cecil County. He noted the intention to transfer the property to Chesapeake City as is and at no cost. Vice President Meffley noted this will have a positive impact on Chesapeake City. President Miller inquired on the process to transfer and Attorney Baynes reviewed the Code requirements. Councilwoman Culberson inquired on the deed and Attorney Baynes provided a copy of the deed for review. Councilwoman Branch hopes Chesapeake City can use the building and Councilwoman Hamilton inquired on the status of the building. Attorney Baynes noted it will be up to Chesapeake City and Director Schneckenburger noted it will most likely be redeveloped. Vice President Meffley noted that it may become 45 homes or a boutique hotel. Councilwoman Hamilton inquired if the land would be purchased by a developer and Attorney Baynes noted that would be Chesapeake City's decision. Councilwoman Branch noted that the County would not be financially responsible for the upkeep or operation of building after the transfer and that would help reduce County costs. Councilwoman Culberson inquired if the building was still usable, and Attorney Baynes noted it was still functionable to the best of his knowledge. Councilwoman Hamilton inquired if this required further Council action and Attorney Baynes noted it did not.

Review of Legislative Agenda

- a. Introduction of Resolutions
 - 1. Resolution 01-2025 - Supplemental Appropriation – General Fund Balance – Department of Information Technology – ISF – Budget Amendment

Acting Director of Finance Andrew Ondish reviewed the IT ISF Fund 740 and the fund discrepancies in the FY25 Budget. He noted \$665,169 would cover the remainder of the FY25 IT cost while \$51,590 would cover cell cost and \$8,000 would cover the copy cost for a total of \$724,759. He noted that much of these costs were partially covered by the CARES Act funding, however, that funding has expired and the costs were not added back to the FY25 budget by the former administration as requested by IT. He noted that IT has been doing internal transfers to cover vendor costs up to this point.

Councilwoman Hamilton inquired if the original request by IT included the additional funds to cover the expiring CARES Act money and Acting Director Ondish noted it did but was not added to the Budget present to Council on April 1. Councilwoman Culberson inquired if all the Departments budget reflected the correct cross charges and Acting Director Ondish noted going forward the cost would be correctly allocated to each Department since the IT funds have not been reconciled for several fiscal years. Councilwoman Culberson inquired on the shortage in FY24 and where the funds were located in the budget and Acting Director Ondish noted that the fund was short and not reconciled but CARES funding was being utilized and that was noted in each Department budget or

the General Fund. Councilwoman Hamilton inquired if each Department would be properly charged to reconcile the account in future budgets and Acting Director Ondish noted that is how the future budgets will function. Councilwoman Hamilton inquired if the amendment would give sufficient funding to IT for the remainder of FY25 and Acting Director Ondish noted that it would cover the FY25 costs. Councilwoman Culberson inquired if this would reconcile previous fiscal years and Acting Director Ondish noted this would reconcile FY25 and allow them to properly budget IT cost in future fiscal years. Councilwoman Culberson inquired if the cost adjustments were being properly made and Director of IT David Warnick noted that previous years did not always account for increased costs. Councilwoman Culberson inquired how previous years addressed the rising costs and Director Warnick noted that internal transfers were made to cover costs. Councilwoman Culberson inquired if this was only vendor costs or did this include salary and Acting Director Ondish noted only vendor costs. Councilwoman Culberson inquired if this will be corrected in FY26 and Acting Director Ondish noted this will be correctly allocated going forward. Councilwoman Branch commented that correcting these errors is critical for IT and President Miller noted that the costs appear to be under control. Councilwoman Hamilton inquired if this issue was noted to the incoming administration and Director of Administration Dan Schneckenburger noted it was not in the transition documents. Director Warnick noted that it was a known problem since the adoption of the FY25 Budget since costs were increasing for software renewals and the IT Budget request did reflect these costs but were reduced. Councilwoman Culberson requested confirmation that this amendment would cover the FY25 costs, and Acting Director Ondish noted that it would cover IT for FY25. Councilwoman Hamilton and Vice President Meffley both noted that the FY26 Budget needs to show actual costs and Acting Director Ondish noted that it will be accurate.

2. Resolution 02-2025 - Appointment - Bainbridge Development Corporation Board of Directors – Martha Barchowsky, Mario Gangemi, David Rudolph, Carl Roberts, James Reynolds, Raymond Hamm Jr, Joseph Brant, and Robert Ashby

Director of Administration Dan Schneckenburger noted these appointments were recommended by the Bainbridge Development Corporation, the Town of Port Deposit and the Maryland House of Delegates. Councilwoman Hamilton inquired if they were all reappointments except Robert Ashby and Director Schneckenburger noted that was correct.

b. Consideration of Resolutions

1. Resolution 60-2024 - Supplemental Appropriation – Grant Funds – Office of Economic Development – MARBIDCO – Agriculture Microgrant Program.

Director of Administration Dan Schneckenburger noted this is one of the Agricultural Microgrant program. President Miller noted the value of this program.

2. Resolution 61-2024 - Supplemental Appropriation – Grant Funds – Office of Economic Development – Upper Shore Regional Council – Agricultural Microgrant Program

Director of Administration Dan Schneckenburger noted this is the Upper Shore Regional Council grant to the microgrant program.

3. Resolution 62-2024 - Supplemental Appropriation – Grants – Economic Development – Supplement Marketing Costs

Director of Administration Dan Schneckenburger noted that this grant goes to the Office of Tourism for marketing and economic development opportunities. Councilwoman Hamilton inquired how is the money utilized and Director of Economic Development Sandra Edwards noted for marketing and advertisements. Councilwoman Hamilton inquired if this helps offset the cost of the Cecil magazine and Director Edwards noted that it does help with the costs.

4. Resolution 63-2024 - Supplemental Appropriation – Grant Funds – Department of Information Technology – State and Local Cybersecurity Grant Program

Director of Administration Dan Schneckenburger noted this is the second grant received to help implement the Maryland cybersecurity standards.

5. Resolution 64 -2024 - Supplemental Appropriation – Grant Funds – Community Services – Opioid Affected Youth Initiative Grant

Director of Community Services David Trolio noted this grant is from the Department of Justice and will run for three years.

6. Resolution 65-2024 - Supplemental Appropriation – Motor Vehicle Fund – Cecil Transit

Councilwoman Hamilton requested verification that this is for the purchase of four vehicles, three small busses and a utility vehicle for Cecil Transit and Director of Community Services David Trolio noted that was correct.

7. Resolution 66-2024 - Supplemental Appropriation – Grant Funds – Community Services – Cecil Transit Division – American Rescue Plan Act (ARPA)

Councilwoman Hamilton requested verification that this could be allocated through FY29 but was being front funded in case the federal government recalled the funding and Director of Community Services David Trolio noted that is correct. Councilwoman Hamilton also requested verification this cannot supplant funding and Director Trolio noted it cannot supplant County funding but can be used to cover costs.

8. Resolution 67-2024 - Grant Application – Community Development Block Grant – Recovery Housing Program – Voices of Hope, Inc.

Councilwoman Hamilton inquired if Voices of Hope will run the program and Director Trolio noted they will have a subrecipient agreement to do so as part of the grant. Councilwoman Culberson requested confirmation if Voices of Hope would operate the facility under a contract with Cecil County and Director Trolio noted the process and that a contract on the operation would need to be signed with Voices of Hope in accordance with the grant agreement.

9. Resolution 68-2024 - Supplemental Appropriation – Grant Funds – Sheriff's Office – Medication Supported Recovery Project

Director of Administration Dan Schneckenburger noted this grant to the Sheriff's Office Correctional Facility for the recovery program.

10. Resolution 69-2024 - Supplemental Appropriation – Grant Funds – Sheriff's Office – MOUD in Detention Centers

Director of Administration Dan Schneckenburger noted this grant to the Sheriff's Office Correctional Facility is also for the recovery program but relates to the opioid settlement.

Council Manager Report

Council Manager Culver noted the updated Council Manager report is in the packet. President Miller noted that the the Young Farmer Breakfast was moved to January 13 at 7:30 at the Calvert Grange because of the snow event. Councilwoman Hamilton noted the CE Town Hall Budget Discussion was scheduled for January 16.

Council Member Items

Council members deferred comments to the Legislative Session of January 7, 2025.

Adjournment

Councilwoman Culberson made a motion to adjourn, which was seconded by Councilwoman Hamilton. President Miller adjourned the work session at 5:31 pm.

The next County Council Work Session will be held on Tuesday, January 14, 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



David M. Culver
Council Manager