

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

November 14, 2023

**OPEN SESSION – Elk Room
6:20 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 Jackie Gregory; David Culver, Council Manager; Terry Hale, Council Assistant, members of the administration and members of the public.

Call to Order

Council President Gregory called the meeting to order at 6:20 pm and announced that there were five Council Members present, which constitute a quorum. President Gregory noted that the Cecil County Board of Health Meeting preceded this meeting.

Approval of Minutes

On a motion made by Vice President Meffley, seconded by Councilwoman Culberson, the Council moved to approve the minutes of the Council work session of November 7, 2023, as presented. The motion passed 5 to 0.

Presentations

a. Cecil County Public Libraries

Morgan Miller, Executive Director of the Cecil County Public Libraries, thanked the Department of Health for its presentations during the Board of Health Meeting and noted that the libraries also participated in many of the programs that were outlined. She also noted the Maryland Agriculture Showcase "Museum on Wheels" will be at the Rising Sun Library from November 14 to 16 and Councilman Miller will be bringing a cow for the event. She also discussed the success of the Maryland STEM Festival that was held from October 13 to November 11 and noted over 100 children participated in this event. Director Miller reviewed the FY22 to the FY23 library user numbers and showed significant increases in visits, outreach programs and attendees, community meetings and attendees and study room usage.

Director Miller reviewed the CCPL newly adopted FY24 to FY26 Strategic Plan. The Plan was based on surveys, focus groups and community usage and comments on the libraries. The Plan outlined the mission, vision and values of the CCPL and has four core components on Services, Spaces, Staff and Support. For "Services" the library will continue to adjust to changing social needs and events, solutions and experiences. For "Space" she noted the library will continue to evaluate every branch and make improvements and adjustments as needed for the library patrons. She noted the Perryville branch renovation will begin in the near future and how it will create more teen space and study area. She noted the Elkton branch will be the next building that will need major renovations since it is now 40 years old. For "Staff", she noted that the library employees are highly trained and they will continue to work to retain employees. For "Support" she noted the libraries will continue to support its users and will seek new partnerships and opportunities to serve the community. Director Miller also noted they are relaunching the volunteer opportunities to include branch buddies, reading buddies and teens give back programs.

Councilwoman Culberson inquired about the Perryville renovation and how it is a great resource for children. Director Miller noted that the renovation plans were greatly influenced by the community and the needs of the children who use this branch. Vice President Meffley commented that the Strategic Plan was well done and the Perryville renovations will be a great improvement. President Gregory inquired about the fund balance being used at the Perryville branch and the fundraising efforts and Director Miller noted they do have the fund balance to do the renovations and the Friends Foundation are raising funds to purchase new furniture. Director Miller also noted that they received a grant to assist them in training the staff to help when a patron displays mental health issues while at the library. Councilwoman Culberson noted if they will assist or refer them to other agencies and Director Miller noted they will do both. Councilwoman Hamilton inquired on the Elkton branch renovations and Director Miller noted it will be included in the next CIP request. She also noted that they would apply for a State grant that could cover 60% of the cost and the Friends Foundation would also raise funds for furniture. Councilman Miller thanked the libraries for the service they provide.

b. FY24 1st Quarter Review

Shon McCollum, Director of Finance, presented the First Quarter of FY24 budget. He noted that the revenue and expenses are both on target for FY24. He noted that we are 25% into this fiscal year and most items are on target. He noted the revenue for property taxes is trending higher this year and income tax should exceed the budget amount. He did note that charges for services and recordation fees are lower year over year but is still on target for the budgeted amount. President Gregory inquired about the discount on property tax and Director McCollum noted the budget amounts and how this is noted. Director McCollum also noted major expenses and that depending on when items are payable, such as insurance premiums or software licenses, the amount may already exceed the 25% expenditure but may reflect the expenditure for the year. Director McCollum also reviewed the fund balances and noted what was assigned, unassigned and committed. He also noted the annual audit is nearly completed and should be available by the end of December. Councilman Miller noted that the audit would be done by that time and requested it be sent to Council as soon as it is completed. County Attorney Scott noted the audit will be done and posted as soon as possible. Councilwoman Hamilton noted the fund balance and the lower revenue amount year over year for the State income tax and Director McCollum noted that income tax revenue is a timing issue on when the State sends the funds to the counties.

Council Manager Report

Council Manager Culver noted the updated Council Manager report is in the packet. He noted that numerous event invitations are being received and please respond to them as soon as possible so we can send notice on attendance. He noted that the Lower Susquehanna Heritage Greenway presentation has been rescheduled for November 28 Work Session as well as an update from Christiana Care. He also noted that the registration for the MACo Winter Conference has been completed.

Council Member Items

President Gregory noted she will defer comments until next Legislative Session but noted the Cecil County Animal Shelter is very full and encouraged people to adopt.

Vice President Meffley noted the Chesapeake City pet contest is on November 18, 9:30 am and encouraged people to attend. Pets can be dressed in costumes for this contest.

Councilwoman Hamilton noted the Rising Sun Children Business Fair is also this Saturday and encouraged people to attend.

Councilman Miller noted he will defer comments until the next Legislative Session.

Councilwoman Culberson noted she will defer comments until the next Legislative Session

President Gregory announced that no further items are on the November 14, 2023 Work Session agenda.

Adjournment

Councilwoman Culberson made a motion to adjourn, which was seconded by Councilman Miller. Council President Gregory adjourned the work session at 7:20 pm.

The next Council work session will be held on Tuesday, November, 21, 2023, at 4:30 pm in the Elk Room of the County Administration Building. The session will also be livestreamed on the County Council's webpage at www.ccgov.org/council.

Approved:


Jackie Gregory, Council President



David M. Culver
Council Manager