

BOARD OF TOWN COMMISSIONERS

WORK SESSION – VIA TELECONFERENCE

January 12, 2021 5:15 P.M.

PRESENT: Commissioner Amy G. Chmielewski, Chair
Commissioner Kevin M. Bianca
Commissioner Erin S. Hughes
Commissioner Donna L. Kahoe
Commissioner Patrick T. Richards
L. Jesse Bane, Town Administrator
Trish Heidenreich, Director of Economic Development
Stephen Kline, Director of Public Works
Michael Krantz, Director of Administration
Lisa Moody, Director of Finance
Charles Moore, Chief of Police
Patti Parker, Community & Public Relations Coordinator
Kevin Small, Director of Planning
Kevin Karpinski, Karpinski, Cornbrooks & Karp. P.A

OTHERS: Joan Suitt, Recording Secretary

CALL TO ORDER:

Chair Chmielewski advised the objective of the teleconference is to conduct normal business of the Town of Bel Air during the COVID-19 pandemic we all are experiencing. A teleconference allows us to comply with social distancing, as recommended by the Centers for Disease Control and Prevention, and the Maryland Open Meetings Act.

Meeting Etiquette/Protocol

Chair Chmielewski reviewed the protocol for the meeting and reminded those in attendance to identify themselves before speaking.

Roll Call

Chair Chmielewski conducted the roll call. Those present are listed above. Joining the teleconference was Elizabeth. No other callers identified themselves.

APPROVAL OF AGENDA:

Chair Chmielewski called for approval of the agenda.

Commissioner Bianca moved and Commissioner Kahoe seconded the motion to approve the agenda as written.

Ayes: Commissioners Bianca, Hughes, Kahoe, Richards and Chmielewski

Nays: None

The motion carried.

CLOSED SESSION:

Chair Chmielewski advised a Closed Session is on the agenda and the Board of Town Commissioners will return to open session to finish the agenda.

Chair Chmielewski called for a motion to open the Closed Session.

At 5:18 p.m. Commissioner Bianca moved and Commissioner Kahoe seconded the motion to close this meeting under the provisions of the Maryland Open Meetings Act General Provisions Art. § 3-305(b) (7) in order to consult with counsel to obtain legal advice regarding referendum petitions, types of referendums, collective bargaining, methods of dispute resolution, related legal requirements, processes and protocols.

Ayes: Commissioners Bianca, Hughes, Kahoe, Richards and Chmielewski

Nays: None

The motion carried.

RETURN TO REOPEN WORK SESSION:

At 6:00 p.m. Commissioner Bianca moved and Commissioner Kahoe seconded the motion to reopen the Work Session.

Ayes: Commissioners Bianca, Hughes, Kahoe, Richards and Chmielewski

Nays: None

The motion carried.

TOWN ADMINISTRATOR'S REPORT:

2021 Retreat

The Town Administrator advised no date, location or agenda for the retreat has been set but he is leaning toward a live retreat at the Armory in February. The Town Administrator requested items for the agenda be sent by Friday, January 15th.

The Director of Planning will make a presentation regarding the Police building during the retreat.

Also, during the retreat, the Community and Public Relations Coordinator will conduct a visioning exercise for the Town.

Chair Chmielewski requested the Armory be placed on the retreat agenda and the possible new opportunities for the Police station. The Town Administrator has checked out the possibilities of buildings being vacated or for sale and found they are not available.

COVID-19 UPDATE

The Town Administrator informed deep cleaning is being completed on a weekly basis and recently three police vehicles received cleaning. This deep cleaning is expensive but our employees are our priority and our goal is to keep them healthy.

The Town Administrator advised the CARES Act expired the end of December. The FFCRA, a federal law about dealing with COVID-19 and employee issues, is not part of the new CARES Act. Therefore, the ten days employees did not have to use if contracting COVID-19 or had to self-quarantine has expired. Currently, any employee who contracts COVID-19 or self-quarantines for any reason will have to use his/her own leave. The Town Administrator stated there are concerns about employees who do not have the leave to take.

The Town Administrator notified our DPW staff are essential employees and not in the first group 1A to be vaccinated but the Police Department employees are. The DPW staff are in group 1B and the Health Department feels it will be at least February before they are eligible to receive the vaccination.

The Town Administrator advised the Grant Coordinator position was offered to a candidate pending a background check, a physical and a drug screen.

TENTATIVE AGENDA FOR TOWN MEETING TELECONFERENCE (Tuesday, January 19, 2021)

New Business:

Resolution 1158-21 - Town Fee Schedule Amendments - Sewer Fees- Harford County System Development Fee

The Director of Finance advised this is a change in the sewer fees the Town collects for Harford County. The change is from 6% to 4.5%.

The Director of Finance reminded the increase was approved in May/June, 2020, and became effective July 1st. The check sent to Harford County in December was returned because of being too much money. The Director of Finance stated last February/March Harford County reduced the sewer fee and their fee chart now goes to 2045. Unfortunately, no one informed the Town of the change.

The new Fee Schedule will come before the Commissioners for approval.

Approval of Bank Financing for FY21 Vehicles and Equipment

The Director of Finance informed letters went out to thirteen banking institutions in December and the RFP is due January 13th. The vehicles being financed are:

- 3 police vehicles - in the budget
- DPW utility tractor - in the budget
- DPW leaf vac truck - in the budget
- DPW dump truck - in the budget
- Parking Enforcement vehicle (hybrid)- not in the budget

STAFFING UPDATE:

The Director of Administration notified:

- Grants Coordinator - under consideration
- DPW Laborers (2)- extended offers
- Police Department Support Technician - background review
- Crossing Guard - on hold with school not in session

CALENDAR:

January, February, March, 2021 calendars were emailed. Contact Ruth Seitler with additions/changes.

MISCELLANEOUS:

Commissioners Report

The Director of Finance emailed the report to the Commissioners and reviewed the items.

PUBLIC COMMENTS:

None.

COMMISSIONER'S COMMENTS:

Commissioner Richards saw the request from Liriod for the sewer hook-ups and asked about the next step in the process. The Director of Public Works received the letter from the counsel for Liriod requesting information on what was needed for hook-up to the Town's water and sewer system. The Director of Public Works responded with the requirements of:

- Submit site plan indicating where the sewer would connect into the Town's system
- Profile of the depth of the system to connect
- Size of the line to connect

Chair Chmielewski advised the Rockfield Foundation made the decision not to have the 100-year party in June and will begin to get creative with marketing. There is hope the event will happen in June, 2022 to be the 100-year + 1 event. Pictures throughout the last 100-years of the Rockfield property will be requested to share.

Commissioner Hughes asked if anyone wanted to share about Winter Wonderland. The Community & Public Relations Coordinator sent out a video today. Ms. Parker advised the event went well and the Town's partners were happy. Each member of the Winter Wonderland Board put in over 10 hours of work in four weeks. The Community & Public Relations Coordinator thanked everyone for their support.

The Director of Planning commented it was a huge success. The Director of Public Works watched the video and is looking forward to a successful event next year.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 6:25 p.m.

Approved: January 19, 2021

Signature on file
Amy G. Chmielewski, Chair
Board of Town Commissioners

Signature on file
Michael L. Krantz, Town Clerk