

BOARD OF TOWN COMMISSIONERS

WORK SESSION TELECONFERENCE

February 15, 2022 - 5:15 P.M.

PRESENT: Commissioner Kevin M. Bianca, Chair
Commissioner Mary F. Chance
Commissioner Paula S. Etting
Commissioner Erin S. Hughes
Commissioner Donna L. Kahoe, Vice-Chair
L. Jesse Bane, Town Administrator
Trish Heidenreich, Director of Economic Dev.
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
Kevin Small, Director of Planning

OTHERS: Joan Suitt, Recording Secretary

CALL TO ORDER:

Protocol/Roll Call

Chair Bianca reviewed the protocol for the meeting and reminded to identify yourself before speaking.

Chair Bianca conducted the roll call. Those present are listed above. Julia Potler, Events Manager, joined the meeting.

APPROVAL OF AGENDA:

Chair Bianca called for additions/corrections to the agenda.

The Director of Finance has not received the addendum from Harford County regarding the Town of Bel Air Sewer Service Agreement and requested this item be removed from the agenda under New Business.

The Town Commissioners approved the agenda as revised.

TOWN ADMINISTRATOR'S REPORT:

The Town Administrator notified virtual meetings will return to in-person effective March 1, 2022. Daytime meetings with staff will be held at the Armory in the 2nd floor conference room. Town Board and Budget/Work Session meetings will be held at Town Hall.

TENATIVE AGENDA FOR TOWN MEETING (February 22, 2022 at 7:30 p.m.)

Presentations:

Award - OFC Nicholas Rhodes from the American Legion

The Chief of Police advised a representative of the American Legion will present OFC Rhodes with an award.

Public Hearing:

Ordinance 807-22 Amending Town Code Chapter 397. Sewers Article I. Sewers and Sewage Disposal § 397-18. Sewer service rate determination - adding Sewer Base Meter Sizes

The Director of Finance informed no changes have been made since the Ordinance was introduced.

Chair Bianca asked if concerns have been raised. The Director of Finance has not received inquiries.

Unfinished Business:

Ordinance 807-22 Amending Town Code Chapter 397. Sewers Article I. Sewers and Sewage Disposal § 397-18. Sewer service rate determination - adding Sewer Base Meter Sizes

The Town Commissioners will vote to approve Ordinance 807-22.

New Business:

Resolution 1180-22 Amending Bel Air Armory Rental/Lease Fees

Ms. Potler, Events Manager, looked at comparisons between other venues near or similar to the Town and found the Town's current rates are much lower. Ms. Potler advised the Town's venue has gotten very popular since the renovations in 2020. The rates were adjusted two years ago.

Ms. Potler advised the current rental Monday - Thursday for everyone is \$50 per hour. The current Friday - Sunday for Government/Non-Profit is \$75 per hour and Individual/Business is \$125 per hour.

Proposed Changes:

- To include Thursday in the weekend rental for Individual/Business and Government/Non-Profit.
- Raise weekday rental Monday - Wednesday to \$75 per hour for everyone.
- Raise weekend rental Thursday - Sunday for Government/Non-Profit to \$100 per hour.
- Raise weekend rental Thursday - Sunday for Individual/Business to \$150 per hour.

Chair Bianca inquired if the number of individual/business and government/non-profit are being tracked. Ms. Potler stated tracking has not been done but believes it is now 50/50.

Ms. Potler reviewed other venues in Harford County. There were no further questions about rates.

- **Grounds** - Frederick Ward Park/Armory Park may not be used/reserved when the Armory is rented/leased or otherwise committed or under contract with another party.
- **Security Deposit** - Security Deposit may be used for cost including but not limited to damage, cleaning, and/or overages above contracted rental/lease hours.

Ms. Potler notified of a recent wedding that went over two hours and when this happens Town staff covering the event are paid overtime. Ms. Potler stated this statement will make things clearer.

- **Refunds** - All fees/payments are non-refundable.
- **Rental/Lease Date Change Requests** - All original rental/lease fees paid shall be forfeited. A 25% discount will be applied to the new rental/lease agreement.

Currently there is a 50% deposit to rent the site and the balance due 90 days prior to the event. Ms. Potler recommends the fees

not be refunded because other sites by comparison have more rigid refund policies and it is hard to rebook an event.

Commissioner Kahoe asked has there been a situation when someone cancels within 90 days and we were able to rent again. Commissioner Kahoe feels with a similar event, a refund could be possible. Ms. Potler stated the Town could go that route but has nothing to compare because of COVID.

Commissioner Kahoe asked what would happen with damages or overages because the \$250 does not seem sufficient. Commissioner Kahoe suggested changing language saying the security deposit may be used towards costs. The Director of Administration advised the Certificate of Insurance would cover more serious damage. Commissioner Kahoe wants to make sure the Town is recouping whatever is lost.

Commissioner Etting stated the Certificate of Insurance would cover damages but not cover overtime.

Chair Bianca asked if there has been issues where people cancelled for other reasons than COVID. Ms. Potler advised there have been a lot of changes because of COVID. The Director of Administration stated the cancellation clause is still in effect and has not been removed as the pandemic numbers have come down.

Chair Bianca has less of a problem with the rate increase but is hesitant about non-refundable.

Commissioner Etting understands the reasons behind the changes and suggested considering only the rate increases.

The Director of Administration recognizes the concern for the non-refundable clause and will implement the rate changes.

Ms. Potler asked if the Commissioners concur on the shift of Monday -Wednesday as weekday and Thursday - Sunday the weekend for rental purposes.

Chair Bianca agreed with the weekday/weekend change and requested, if negative feedback is received, especially from non-profits, to keep the Commissioners informed.

Commissioner Hughes agrees with the rate changes and the switching of the days. Commissioner Hughes feels it is too early to do a change on refunds and reminded this can be brought up later.

The Town Administrator informed prior to Ms. Potler coming on board there were terrible losses at the Armory and she has done an outstanding job in bringing funds into the Town.

The Director of Administration advised changes will be made and the Resolution will be introduced with a public hearing scheduled March 7th.

STAFFING UPDATE:

The Director of Administration reported:

- Deputy Chief - going through a large number of applicants.
- Dispatcher positions - received over 100 applications.

The Chief of Police scheduled three interviews and only one showed.

- Equipment Operator, Construction Worker, Laborer - 2 candidates have been recommended for hire.
- Equipment Operator II - position to be posted.

CALENDERS:

Contact Ruth Seitler with additions/corrections on the calendars.

The Director of Planning advised the Planning Commission now meets at 6:30 p.m.

MISCELLANEOUS:

Comprehensive Plan Update

The Director of Planning advised changes need to be discussed during the next two Work Sessions. Anything proposed the night of the hearing would need a motion to change. The Director of Planning sent out recent zoning maps to the Commissioners.

Changes to Land Use Plan

1. Corner of Maulsby and Mast

Commissioner Chance asked for more information on the new homes located on the corner. The Director of Planning advised there are two new single family homes and one older home closer to Main Street. The land use designation would become mixed-use but if it was felt to remain residential, that could be done. Commissioner Chance recommends not changing the designation.

Commissioner Kahoe advised the two newer homes are occupied and the older home is currently a residence. Commissioner Kahoe does not recommend changing occupied residential to commercial.

Commissioner Hughes stated the two new homes do not lend themselves to office use but can see the older home being changed. The Planning Commission is recommending changes for some residential areas to be Overlay or Mixed-use.

Chair Bianca does not see the need to change the area at this time. Chair Bianca clarified being okay with the change to the older home.

The Commissioners agreed to change the older home to commercial and keep the two new homes residential.

2. Corner of Williams and Broadway

One property zoned B-3A and two properties zoned R-1.

Commissioner Kahoe asked if these properties could be mixed-use. The Director of Planning stated more of a flexible land use designation and looking at residential with an Overlay.

Commissioner Kahoe inquired about the two properties possibly becoming a parking lot. The Director of Planning informed there was talk over two years ago and highly doubts this will happen because people are working from home. The owner would have to request rezoning on the corner lot.

The Town Administrator advised at one time Harford County was interested in the property for parking near the Ma & Pa Trail.

Commissioner Chance suggests before making changes the Town needs to consider the discussions between the owner and Harford County.

The Director of Planning will reach out to the owner but feels they want it designated commercial. If this property becomes a higher density zone a buffer could be created along Williams.

Commissioner Hughes does not have concern with the change to mixed-use or overlay because further down the properties are being used as offices that co-exist with a few residential.

The Director of Planning stated he will go forward with the Planning Commission recommendation.

3. Broadway Land Use behind ShopRite

The Director of Planning stated most of these properties are in transition and not good examples of residential architecture.

Commissioner Chance wanted clarification that these homes are behind ShopRite. The Director of Planning advised the change of designation is one house behind ShopRite to B-3A and the rest will stay as they are. Mixed-use is extending up and down Broadway because it reflects what currently exists.

Commissioner Chance commented across the street two homes were removed for the Jewish Temple and wanted more information on the next house. The Director of Planning advised the home closer to the Episcopal Church, an Assisted Living, would change designation. The Director of Planning informed anything across from ShopRite would change to commercial.

Commissioner Kahoe is concerned with a residential home in between the apartment complex and the Assisted Living. The Director of Planning advised the designation would not change. The change will be from the Chabad back toward the three parcels by the church. Commissioner Kahoe asked for clarification on the other side of the street to Franklin. The Director of Planning advised mixed-use. Commissioner Kahoe inquired if ShopRite expanding its loading dock area. The Director of Planning stated its intention is to expand into the one parcel and demo the other for a service area.

The Commissioners had no further questions.

4. Archer Street and George Street

Currently both sides of Archer, Western Alley, and both sides of George Street are residential. The Director of Planning sees most of the properties between Western Alley and Archer Streets staying residential. Other residential units at the corner of George and Archer are mostly commercial. There are three parcels between the east side of Archer Street as commercial and all the rest are residential.

Commissioner Hughes walked George Street looking at the current uses and has no problem. Commissioner Hughes believes the section highlighted in yellow, the side of George Street closer to Baltimore Pike, would be reasonable for an Overlay or Transition. Commissioner Hughes believes the lots on Archer in between George and Thomas are not quite ready. The Director of Planning asked if she was thinking anything north of George Street would stay residential and south of George mixed-use. Commissioner Hughes agreed.

The Director of Planning informed there is a lot of pressure from people on the east corner of George and Archer. There is a natural progression of commercial uses that back up to the current residential uses on George. The Director of Planning agrees with Commissioner Hughes.

Chair Bianca and Commissioner Kahoe agree with the recommendation from Commissioner Hughes.

The Director of Planning will send out the changes to the Commissioners before the end of the week and requested getting back with any other issues soon. The Director of Planning asked if there were any other questions on the Comprehensive Plan.

Commissioner Etting stated there is a specific location for a homeless shelter in the plan and words providing a shelter close to the high school. Commissioner Etting stated there are already homeless resources and is concerned for the Town to take on such a giant expense. Commissioner Etting suggests some language to

the effect that the Town looks to serve the homeless by facilitating resources and not planning an actual shelter.

Commissioner Chance agrees and feels claiming this on the map is premature. Commissioner Chance understands the most important thing is transportation and counseling for the homeless.

The Director of Planning stated it will be removed from the map and no longer be a priority. The language will change from homeless shelter to homeless services.

The final version of the Comprehensive Plan will be provided to the Commissioners.

Chair Bianca wanted to clarify the public hearing is March 7th and if the Commissioners can close the hearing or keep it open. If kept open it makes the process harder. The public hearing can be closed and not voted on for more time to discuss. The Comprehensive Plan would come before the Commissioners at a later date. The Director of Planning stated that is accurate.

COMMISSIONER' S REPORT:

Chair Bianca informed the Town of Bel Air has been designated a Tree City USA. The Town will receive a plaque and a Proclamation.

Chair Bianca advised the Farmers Market opening day is Saturday, April 9th and the hours are 8:00 a.m. to 12 noon. The annual tree give away will take place April 9th.

Commissioner Kahoe attended the Appearance & Beautification Committee meeting and heard about many initiatives. Commissioner Kahoe is looking forward in getting more involved.

Commissioner Hughes informed the Board of Appeals and Historic Preservation Commission did not meet.

Commissioner Chance reported the Economic & Community Development Commission is working on several ideas and will report at the next Work Session.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 6:45 p.m.

Approved: February 22, 2022

Signature on file
Kevin M. Bianca, Chair
Board of Town Commissioners

Signature on file
Michael L. Krantz, Town Clerk