

BOARD OF TOWN COMMISSIONERS

WORK SESSION

March 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
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
Kevin Small, Director of Planning

OTHERS: Joan Suitt, Recording Secretary

APPROVAL OF AGENDA:

The Town Administrator requested additions or corrections to the Agenda. The Commissioners approved the Agenda as written.

TOWN ADMINISTRATOR'S REPORT:

The Town Administrator advised it has been reported that some of our buildings are in unsafe conditions. The Town Administrator advised no new legislation is needed as current legislation is in force. The Town is aware of the locations and the Director of Public Works will be moving forward shortly.

The Town Administrator met with two members of the Bel Air-Estonia Partnership regarding the Town's Sister City, Narva, Estonia. Meetings have not occurred the past two years because of COVID but monthly meetings will be back on track. Toivo Tagamets who is from Estonia and has family in Ukraine, wanted to assure the Town that all is well in Estonia because of being part of NATO. The Town Administrator informed the next meeting is

being planned for May and requested any Commissioner interested in attending to let him know.

TENTATIVE AGENDA FOR TOWN MEETING (March 21, 2022, 7:30 p.m.)

Presentation:

Kite Day Proclamation

The Director of Administration advised a Proclamation declaring April 9th as Kite Day in the Town of Bel Air will be read. Mr. Allen Ault, former coordinator of the event may be in attendance.

Promotion of Kevin J. Kadolph to Officer First Class

Promotion of Jordan J. Greene to Officer First Class

The Chief of Police advised two promotions to Officer First Class will be recognized.

Unfinished Business:

Resolution 1179-22 to Consider Adopting the 2022 Comprehensive Plan for the Town of Bel Air

The Director of Administration reminded Resolution 1179-22 Comprehensive Plan 2022 was tabled during the last Town Board meeting. The Commissioners will vote for approval.

The Director of Planning sent several emails to the Commissioners and requested contact with questions. A number of things were added with the bulk under the Housing element. Items concerning Water Resources have already been changed and some comments from the State of Maryland referred to Tables that no longer exist.

Other changes:

- Town was reluctant to include some statistics in the plan because it dated back to 2015-2019 but the State of Maryland advised to include it.
- Town's planning horizon is 2040. The State wanted it to go to 2045. The Director of Planning feels that change is not needed.

The Commissioners had no further questions.

New Business:

Resolution 1181-22 Fiscal Year 2022 Budget Amendment

The Director of Finance informed there were many changes and reviewed the following highlights of the General Fund.

Revenues

- Real Property Taxes - \$170,000 - received higher assessments than constant yield.
- Public Utilities - \$30,000 - higher assessments than budgeted.
- Income Taxes - \$145,000 - based on distributions received and updated projections.
- Highway User - \$33,234 - updated estimate per state highway.
- Public Works' Fees - \$20,000 - more permits than budgeted/reimbursed \$10,200 for demolishing cost.
- American Rescue Plan - \$149,500 - premium pay.

Working on acquiring a Consultant to advise on ARPA funds.

- Equipment/Vehicle Sale Proceeds - \$25,000 - proceeds from 7 vehicles.
- Red Light Camera - \$130,000 - more tickets generated than budgeted.
- Equipment/Vehicle Proceeds - (\$475,000) - ability to pay cash for purchases.
- Transfer from Leave Payout Reserve \$90,633 - leave payouts greater than \$2,500 for employees per policy.
- Transfer from Worker's Comp Reserve - (\$28,935) - use current revenues not reserves to pay worker's comp.

TOTAL \$283,333

Expenditures

Armory

- Contractual Cleaning - (\$17,000) - no special cleaning or kitchen cleaning done; lower contract pricing cost greater than budget.

Town Building

- Salaries - (\$7,000) - premium pay/new employee salary savings (current employee on Worker's Comp).
- Pre-Construction Service for Police Department/Town Hall - \$155,892 - reimbursables from prior contracts (\$2,325), procurement/bid \$153,567.
- Other Capital - \$48,397 - Town's share of Rockfield playground capital work.

Human Services

- Staff Development - \$27,000 - Dale Carnegie training.
- Contracts - \$10,625 - Lexipol implementation fee.

Finance

- Salaries - (\$11,000) - premium pay/vacancies/leave payout.

Planning

- Salaries - \$13,000 - premium payment/interim administrative secretary/intern
- Burns Alley-Conceptual Plan - \$5,320 - survey/concept design match for CBT grant.
- Strategic Plan Implementation - \$6,716 - grant received from CLG.
- Other Capital - \$9,846 - additional monies needed to complete Office Street Pocket Park project.

Economic Development

- Medical Insurance - \$10,100 - change in coverage.

Technology

- Licenses - \$32,273 - Lexipol annual subscription for Police Department and Human Resources additional licenses not budgeted.

Miscellaneous

- Wellness Program - (\$10,800) - not used because of COVID. Program will return next fiscal year.

Debt Service

- Equipment/Vehicles - \$302,767 - not borrowing monies FY22, purchases/payoff debt early.
- Police Department/Town Hall Renovation - (\$257,978) - one payment due instead of two.

Public Safety

- Red Light Camera Program - \$16,000 - more citations/CPI increase effective January - unknown at budget.

Police

- Salaries - (\$5,000) - premium pay/vacancies.
(\$20,000) - premium pay/vacancies.
- Worker's Compensation - \$24,717 - budget incorrect number.
- Contracts - \$15,174 - Lexipol.
- Patrol Vehicle Accessories - (\$7,700) for vehicles purchased - cost less than budget.

DPW - Administration

- Over-time Special Events - \$8,000 - additional events worked.

DPW - Shop

- Gasoline - \$6,000 - price increase. Will be looking into costs.

DPW - Streets

- Salaries - (\$75,000) - vacancies and open new position
- Vehicle, Capital - (35,951) - F350 pickup truck and refuse truck incorrectly budgeted under streets. Loader in the line item was at a higher cost.

DPW - Refuse

- Vehicles, Capital - (\$17,866) - transfer from Street line item.

TOTAL - \$283,333

There are some outstanding items and if numbers are not known for introduction, it can be amended.

Special Revenue Fund

- Rockfield Playground Grant - \$100,000 - design/construction services for renovations to creative playground.
- Chesapeake Bay Trust Grant - \$14,850 - green streets conceptual plan Burns Alley.
- CDBG Project - (\$40,404) - paving project to be completed in FY23

The Director of Finance informed the Budget Amendment is for introduction and a Public Hearing will be scheduled.

Ordinance 808-22 Amendments to Chapter 265. Public Facilities, Adequate

The Director of Planning distributed the draft of Ordinance 808-22 that clears up the Ordinance and slightly changed the definitions. The Town wants to make sure elements of the Comprehensive Plan is included in this Ordinance so anything in the Comprehensive Plan that is required by code gets implemented.

The Director of Planning gave examples of:

1. Open Space requirements.
2. Traffic Impact Analysis - may require providing requirements for transportation.

Chair Bianca asked for clarification on transportation. The Director of Planning advised roadway, pedestrian, and bikeway improvements.

The Director of Planning stated many times developers come in and do not have the ability to provide certain things because the right-of-way is off their site and have no control or the cost of the project is greater than their impact to that intersection, sewer/waterline. This allows the Town to collect the funds, keep for 15 years, and use before the time runs out to apply to the impact.

The Director of Planning advised Ordinance No. 808-22 will be introduced during the Town Board meeting and a Public Hearing will be scheduled. Contact the Director of Planning with any concerns.

Office Street "Pocket Park" - Contract Approval

The Director of Planning advised the Office Street improvement has been on-going for quite a while. The Town will piggyback on Source Well and the same company who worked on Office Street will complete the park. Originally budgeted was \$90,000 and the initial bid came in at \$168,000.

The Director of Planning stated the Town revisited the scope of work and looked at other sources for funding. The electrical and furniture portions were removed from the project, but electrical conduits remain. The Town is seeking other contributions and now looking at \$107,000. The Director of Planning informed the County will be contributing more money for the project. The park project should be completed in June.

Chair Bianca mentioned last year the Town received unexpected Income Tax money and asked if the Town could explore using some of this for the Office Street Park project. The Director of

Planning notified the Town is in the process of submitting for a grant for the furniture.

Commissioner Kahoe feels it is best to do the electric now. Chair Bianca also thinks the Town should seriously consider doing the electric.

Commissioner Hughes inquired about the concrete tables. The Director of Planning advised there are 3 tables, and the County does not want them back. The Director of Planning does not want to put them back but is an option. Commissioner Hughes asked if they could be used in the interim. The Director of Planning informed the grant money will not be decided on until the middle of June and recommends the furniture be ordered soon.

Commissioner Kahoe asked if the concrete tables could be repurposed at the Homestead Park. The Director of Planning will look into it.

The Town Administrator stated the park has been talked about for a couple of years and does not want to delay it.

The Director of Finance will look into the recommendation and possibly add it to the budget amendment.

Harford County and Town Sewer Service Addendum Contract Approval

The Director of Finance informed this is based on the 1988 Sewer Service Agreement with Harford County and the Town has tried to get this revised over the years. The Director of Finance is satisfied with the issues that were ironed out. The agreement lays out the calculations to determine what the bulk rate is for treating Town sewage.

The Director of Finance stated in FY21 calculations were received in November for the Town to review. There were a few changes made and the good news is the rates decreased from \$4.06 to \$3.77. The Director of Finance is waiting to see the addendum from Harford County and should have it by Friday.

Passport Digital Parking Enforcement Solution Contract Renewal

The Director of Finance advised this contract may not come before the Commissioners on March 21st because the renewal contract is being reviewed by their legal department.

The Director of Finance notified this company handles our parking tickets and receives 20% processing fee based on revenues collected. The contract also includes handheld devices at no cost.

Two packages were proposed:

1. Same as previous contract with the 20% processing fee.
2. Increase their on-line credit fee from \$3.50 to \$3.95 and reduce processing fee to 19%.

The Director of Finance is recommending going with option #2 and explained other ways tickets can be paid.

Purchase Eight Police Department Patrol Toughbook Laptops

The Director of Administration reviewed the request to purchase eight Toughbook Laptops for \$28,784. The Town will piggyback on the State of Maryland.

Chair Bianca inquired about the Town purchasing Toughbooks last year. The Director of Administration stated these are on a regular cycle.

Reappointment to Economic and Community Development Commission

Commissioner Chance notified Todd Boyle is interested in another term on the Economic and Community Development Commission and recommends his reappointment.

STAFFING UPDATE:

The Director of Administration reported:

- Equipment Operator - extending an offer this week.
- Equipment Operator, Laborer, Construction Worker - positions need to be filled.
- Deputy Chief - interview date has been set for March 22nd.
- Dispatcher - internal hiring to full time. Part-time dispatchers are needed.
- Internal Promotions - Sergeant, Corporal and Police Officers.

Commissioner Hughes inquired about the dispatcher pool positions. The Director of Administration stated there has been a lot of interest but not many with experience. The Director of Administration advised the Town may have to build this pool with in-house training.

CALENDAR:

The March/April/May calendars were distributed. Contact Ruth Seitler with any additions or corrections.

MISCELLANEOUS:

Update on January Sewer Billing

The Director of Finance had a conversation with Maryland American who were embarrassed with the situation and understands the Town's position. Maryland American will be exploring how the issue happened and see it does not happen again. Maryland American will get back to the Town on where the issues exactly occurred and reimbursing finance charges.

Homestead Park Update

The Director of Planning informed of receiving a grant for \$115,000 to improve Homestead Park and the Town is obligated to contribute \$35,000. Plans are to improve the basketball court, add two pickleball courts, and improve the playground. The Director of Planning advised the park has no handicap access and will be addressed with the parking lot.

The bids for engineering were due yesterday and this contract could possibly be put before the Commissioners at the March 21st Board meeting.

Once this is done, stormwater management may take some time. Looking to start construction in the summer. The Director of Planning will send out emails to the Commissioners.

The Director of Planning notified of receiving the bid for Burns Alley and consultants will meet on March 14th to absorb comments and come up with solutions.

Chair Bianca asked what changes are planned for the equipment at Homestead Park. The Director of Planning stated only the surface of the play area will be upgraded. The Director of Planning advised the issue is access to the park and after completed the Town will look at the use.

The Director of Planning advised Homestead/Wakefield school will come before the Planning Commission on April 7th.

The Town Administrator reminded the Commissioners Retreat is April 2nd.

COMMISSIONER'S REPORT:

Commissioner Etting appreciates the Director of Finance resolving the error on sewer billing and pleased to receive some refund.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 6:30 p.m.

Approved: April 4, 2022

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

Signature on file
Michael L. Krantz, Town Clerk