

BOARD OF TOWN COMMISSIONERS
WORK/BUDGET SESSION – VIA TELECONFERENCE

April 13, 2021 4:30 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
Josh Forth, Technology Manager
Trish Heidenreich, Director of Economic Development
Charles Keenan, Town Counsel
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

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.

Chair Chmielewski informed of agenda items for the meeting.

Meeting Etiquette/Protocol:

Chair Chmielewski reviewed the protocol for the meeting and reminded all participants to identify themselves before speaking.

Roll Call

Chair Chmielewski conducted the roll call. Those present are listed above. Joining the teleconference was Joe Crabtree, Todd Vukmanic and Richard LeBlanc from Crabtree & Rohrbaugh. 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.

PRESENTATION:

Police Station Town Hall Proposed Expansion Update

The Director of Planning informed the Design Development Phase is complete and a new estimate was emailed to the Commissioners and Department Heads. Crabtree & Rohrbaugh will sum-up that work and the Commissioners will be looking to approve the next phase, the Construction Design.

Mr. Todd Vukmanic from Crabtree and Rohrbaugh presented the update on the Design Development:

- Rendering of the facility - keeping the integrity of the existing building as well as the addition. The building will be set apart and give identity to the Town Hall and Police Department.

Project Update

- Site Plan - shows the Town Hall on upper level and Police Department on lower level that is consolidated and efficient. The front entrance on Hickory Avenue will be maintained and embellished and create a balanced/formal entrance to the Police Department for public use.
- Floor Plan -
Lower Level - the right hand side of the building has a dedicated entrance for staff. Dedicated areas and the Sallyport were reviewed. The mechanical and electrical spaces have been maintained. The left side of the building has a vestibule for the Police Department personnel to enter from the parking lot.

Upper Level - existing Town Hall remains with minor renovations. The Finance Department will be renovated/expanded and provide a dedicated office for Public Relations.

The Police Department will have an identified entrance with a community space for meetings/conferences, area for Community Police and Communications centrally located with other support areas in the back.

Design Development layouts showed the way spaces will operate with furniture and equipment. Also displayed were drawings for plumbing, mechanical and lighting plans.

consider adopting the language regarding timeliness of the absentee ballot. The language is identical to Harford County, the State of Maryland Annotated Code, Board of Elections and COMAR. The Director of Administration recommends as long as the absentee ballots are postmarked by the day of election, they will be counted up to 10:00 a.m. on the second Friday following the election.

Commissioner Hughes wanted clarification on counting the ballots. The Director of Administration notified ten days and that gives the opportunity to count legitimate, postmarked absentee ballots up to the seconded Friday after election. The election would then be final.

Commissioner Richards inquired about how residents request a mail-in ballot and then drop it off. The Director of Administration advised applications are available at the Board of Elections as well as Town Hall. Once the ballot has been finalized, 45 days from election, the Absentee Ballot can be mailed out. Commissioner Richards wants to make this convenient for residents to vote and welcomes the change.

The Director of Administration informed this is for introduction and the public hearing will be held May 3rd.

Resolution 1165-21 Tentative Fiscal Year 2022 Budget

The Director of Finance informed the Town Administrator's Budget becomes the Tentative Budget or working budget for the Commissioners. The final budget will come before the Commissioners the second meeting in May.

Chair Chmielewski wanted to make sure the Commissioners are not approving the FY22 budget and this Tentative Budget is a working document to be used during the Budget Sessions. The Director of Finance stated this approval moves the budget to the next stage as a tentative, working budget.

Computer Server Purchase

The Director of Administration and the Technology Manager have been working to bring in new servers that is standard maintenance and currently not an emergency.

The Director of Finance informed the Technology Manager is trying to get an updated quote from the original total cost of \$32,600.

The Director of Administration informed:

- 2 barracuda backups - \$19,733
- Server with cloud storage - \$4,900
- Energized updates - \$3,500
- Instant replacement warranty service agreement - \$4,300

Total \$32,762. Three quotes were received and the lowest bid will come before the Commissioners for approval.

Commissioner Hughes asked if the severs are normal replacements or if we are expanding capacity. The Director of Administration stated the Town is not expanding but we have gone a little too far before replacing the existing servers. The Town will not stretch it as far in the future.

Purchase of a Patrol Vehicle to Replace Car 26, totaled November, 2020

The Chief of Police advised this is for a 2021 Ford Police Interceptor all-wheel drive that replaces a car that was totaled. Our Procurement Officer is working to find the proper organization to piggyback on. The total cost is \$36,000.

Contract for Construction Drawings Police Station and Town Hall Facility

The Director of Planning informed the next phase is Construction documents for \$251,940; about 25% of the total contract. The Town has a contract with Crabtree & Rohrbaugh for the entire process and elected to go phase by phase to make sure everyone is happy at what they see.

The Director of Planning advised the Town's Construction Advisor is looking through the Design Development documents and should have a report completed within the next few days. This will be forward to Crabtree & Rohrbaugh who will make the appropriate changes based on the Town and Construction Advisor's review.

Commissioner Richards asked will the contract with the Construction Advisor be extended as we go forward. The Director of Planning does not have the contract with him; but will send out an email with information.

STAFFING UPDATE:

The Director of Administration received a resignation from a Construction Worker in the Department of Public Works. The job has been posted internally.

CALENDAR:

Summer Public Meeting Schedule

Chair Chmielewski advised during summer months the Commissioners meet once per month for Town Board meetings and Work Sessions. The Town Charter provides for Commissioner meetings once per month.

The Director of Administration stated the Commissioners meet first and third Mondays of every month. During July and August, the first Board meeting has been cancelled in the past.

Chair Chmielewski suggested this be discussed further during the next Work Session. Chair Chmielewski also recommends discussing in-person Town Hall meetings.

The Director of Administration can work out a socially distanced protocol for Town Hall. Commissioner Richards would like a date forecasted and if any issues it could be scaled back.

Commissioner Hughes is looking forward to getting back to in-person meetings but is concerned there are items on the agenda moving forward where a number of people most likely will attend. Commissioner Hughes wants to make sure everyone who wants to share opinions has the opportunity to do so. Chair Chmielewski agrees and mentioned using Shamrock Park or the Armory as alternate meeting locations. The Town Administrator stated public meetings have been scheduled in the Armory in the past and the Armory can be set up to accommodate meetings.

Commissioner Hughes advised Mondays are booked at the Armory. Commissioner Richards recommends taking into consideration the facility especially when a number of people are expected to attend.

Chair Chmielewski asked if an option could be the auditorium at Bel Air High School. The Director of Administration is waiting for an answer from the school on another venue.

The Director of Planning has looked at other options for the Planning Commission and suggests first looking at capacity for the Rotunda. Commissioner Bianca agrees with logistic concerns in finding appropriate space and might want to push in-person meetings until early June as some people are still hesitant with the pandemic. Residents would have the opportunity to voice their concerns virtually and may eliminate some of the crowds.

MISCELLANEOUS:

Review Town of Bel Air Fee Schedule for Special Events

The Director of Administration advised the Fee Schedule is looked at during this time every year. There is a concern in what the Town charges for services during an event regarding police officer security or assistance from the Department of Public Works. Currently, there are some exceptions we are looking to eliminate plus a rule of anything over \$300 where a person is billed. The Director of Administration is looking at, if using Town services, a person would contract and pay a regular rate. The Director of Administration will schedule more discussion.

Commissioner Richards would like the regulations sent out on food-truck licenses to be discussed during the next Work Session.

Disc Golf

Greg Adolph wanted to introduce the idea of a local 9 hole Disc Golf course. Mr. Adolph has played the sport for several years and in 2020 found it was a fun outdoor, social distancing sport getting people out to enjoy nature. Mr. Adolph and Vaughn Lewis are looking at the potential to

work with Harford County Planning Department and Department of Recreation and Parks regarding land on the Liriodendron property. Mr. Adolph is coming to the Town with the proposal for support of the idea in the Bel Air area. The course setup would cost \$12,000 - \$15,000 for clearing, installation, and signage. The maintenance cost is fairly minor.

The Director of Planning advised the Town looked at this in the past for Rockfield Park and it did not work out but is excited to look at this again. The Director of Planning informed of some possible funding and asked Mr. Adolph to contact him.

The Director of Public Works asked if there was any consideration of using Rockfield. Mr. Adolph stated there is a lot of land at the Liriodendron being underutilized plus it has the large parking area and room to grow. Mr. Adolph commented it is a good idea to have more than one disc golf course.

Mr. Lewis is excited about disc golf and stated it is a very assessable sport for the community and is mostly in a public park setting. Mr. Lewis sees the sport growing and all ages participating.

Commissioner Richards is supportive and would like to learn more.

Chair Chmielewski asked how much space would be needed and would it be a wooded area. Mr. Adolph advised it would be a wooded area with minimum clearing. Chair Chmielewski asked for the reason things did not work at Rockfield. The Director of Planning advised of possible conflict with uses at Rockfield. The Director of Planning welcomes Mr. Adolph and Mr. Lewis to explore the area to see if it could be done.

FISCAL YEAR 2022 BUDGET DISCUSSION:

Continued Detailed Review of General Fund Expenditures

The Director of Finance advised Department Heads not presenting are welcome to exit the teleconference.

Human Resources Department

The Director of Administration reported there is a request for a part-time File Clerk, a 20 hour per week position because, the file system is lacking. The position was originally requested as full-time but cut from the budget. The Director of Administration stated it is critical for the Town to have a professional archive and he needs the extra assistance to meet and comply with the Maryland and Records Retention Codes. The Director of Administration stated the digital system is available but we have not taken advantage of that.

Commissioner Richards inquired what is preventing the document management conversion. The Director of Administration stated we have the software but

is the small staff and volume of records that is the problem. Commissioner Richards is interested in solving this in future budgets.

Chair Chmielewski asked was the full time position cut because you were asked to slim down your budget. The Director of Administration agreed.

Commissioner Richards suggested looking at the duties assigned to the Administration Department over time. It would be adding resources but also streamlining what is truly Administration responsibility.

The Director of Administration advised this part-time position will be much appreciated.

Commissioner Bianca sees \$20,000 Risk Management training was cut from the budget and, with Worker's Compensation rate increasing, should the Town be looking more into this. The Director of Administration feels the Town is aggressive with routine safety management and the increase has not necessarily contributed to an unsafe act. The Director of Administration reported car accidents, officers injured and now heart conditions are an acceptable claim. The Town is looking to do an internal audit with a professional safety manager. The Director of Administration informed the Risk Management Committee meets regularly and the Police Department/Department of Public Works have their routine safety meetings.

Elections

The Director of Administration advised this amount will be needed for the election process and may have to add another Poll Assistant for social distancing needs in November.

There were no further questions.

Technology

The Director of Administration acknowledged Josh Forth, Technology Manager for his proactiveness and keeping the Town running on an everyday basis.

The Technology Manager reviewed:

- Copier/Printer - new lease for Police Department - 9 printers from Cannon and a savings of approximately \$2,000 a year with purchasing toner outright.
- ADA Accessibility Compliance Scanner for website - scans webpages to make sure all links and pictures posted are ADA compliant.
- Laptops - 3 new ones.
- Computer Replacements - 11 purchased through Dell.

Chair Chmielewski asked if COVID-19 funding could be used in purchasing laptops. The Technology Manager advised that was done this year and will look into the possibility after July 1st.

Commissioner Richards wanted to know if our Procurement Officer is involved when purchasing hardware. The Technology Manager advised John Miller has been involved and is excellent with contracts.

- Toughbook Replacements - 8 for patrol vehicles. Includes mounting and docks.
- Network Switch Replacement - in Town Hall and Public Works.

Chair Chmielewski noticed the full-time technician position being cut and wants everyone to realize what Mr. Forth does for the Town.

- Replacement Van - current van is a 2005 Chevy with mechanical issues. The vehicle is used to move equipment between buildings and hauling equipment to Scarborough for recycling. It is also used by other departments for transportation and by Bel Air Police Explorers.

Commissioner Richards asked if the van is on our normal replacement list. The Director of Administration advised it is on the list but was off previously for many years.

The Director of Finance informed this is included in the borrowing of the police vehicles and DPW vehicles for FY22.

There were no further questions.

Discussion by Commissioners on Budget Issues

The Director of Finance reviewed the following outstanding items:

1. **Complete.** Proposed tax rates for Aberdeen, Havre de Grace and Harford County - Real Property for FY21.
 - a. Aberdeen and Havre de Grace are not proposing any changes.
 - b. Harford County - proposing to reduce their tax rate to the constant yield. In-Town properties -.8937 to .8913

Personal Property:

- a. No changes to Aberdeen and Havre de Grace.
 - b. Harford County - tax rate cannot be greater than $2 \frac{1}{2}$ x the Real Property tax rate. Calculations - going from 2.2342 to 2.2283.
2. Waiting on information from the local Harford County Assessment Office.
 3. Proposed revenue without the tax increase. The information is on page 12 in the budget book. The Director of Finance pointed out the Assessable Base Chart does not take into consideration the \$17,500 proposal for the Bel Air Volunteer Fire Company credit.

Commissioner Richards asked this is comparing the \$.54 Real Property on page 12 and then compare the \$1.20 on page 12 Personal property. The Director of Finance agreed.

The Director of Finance advised nothing was added tonight to the Outstanding List.

PUBLIC COMMENTS:

None.

COMMISSIONER COMMENTS:

Commissioner Richards reminded about the discussion on food-truck licenses during the next Work Session.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 6:09 p.m.

Approved: April 19, 2021

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

Signature on file
Michael L. Krantz, Town Clerk