

MINUTES

BEL AIR BOARD OF TOWN COMMISSIONERS

April 18, 2022

The regular meeting of the Board of Town Commissioners was called to order on Monday, April 18, 2022 at 7:30 p.m. at Town Hall, 39 North Hickory Avenue, Bel Air, Maryland.

MEMBERS PRESENT: Kevin M. Bianca
Mary F. Chance
Paula S. Etting
Erin S. Hughes
Donna L. Kahoe

STAFF PRESENT: L. Jesse Bane, Town Administrator
Trish Heidenreich, Director of Economic Development
Kevin Small, Director of Planning
Stephen Kline, Director of Public Works
Michael Krantz, Director of Administration
Lisa Moody, Director of Finance
Patti Parker, Community & Public Relations Manager
Charles Keenan, Town Counsel
Catherine Butrim, Recording Secretary

APPROVAL OF AGENDA:

Commissioner Kahoe moved and Commissioner Etting seconded the motion to approve the Agenda as written.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

APPROVAL OF MINUTES:

Commissioner Kahoe moved and Commissioner Etting seconded the motion that the minutes of the Board of Commissioners' meetings held on March 29, 2022 and April 4, 2022 be approved as submitted.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

PROCLAMATION:

Native Plant Week Proclamation

Commissioner Bianca advised that the Town of Bel Air is proclaiming its first ever Native Plant Week. Commissioner Bianca thanked all the people who have been working very hard to make native plants a priority for the Town, including Tracey Waite, President of Harford County Climate Action. Commissioner Bianca advised that Ms. Waite and her team have been working tirelessly for months to make this happen. He advised that the team's efforts began last June with the revitalization of a garden in Rockfield Manor with native plants, and they are continuing work this year with an invasive vine cleanup day at Rockfield Park on May 14. Commissioner Bianca advised that there will be an evening with Doug Tallamy on May 10, in which the renowned author will discuss home-grown national parks and the link between healthy ecosystems and human well-being.

On behalf of the Bel Air Board of Town Commissioners, Commissioner Bianca proclaimed May 7 to May 14, 2022 Native Plant Week in the Town of Bel Air.

Ms. Waite stated that it is gratifying to be part of the impetus for celebrating Native Plant Week. She thanked the Harford County Climate Action members, the Town of Bel Air, Commissioner Bianca and the Town Commissioners for dedicating Native Plant Week so people can reflect on activities related to native plants.

PUBLIC HEARING:

Resolution 1182-22 Fiscal Year 2023 Town Administrator's Budget

Ms. Moody, Director of Finance, presented a PowerPoint on the General Fund budget, which comes to a total of \$16,350,071 for FY23 for an 8.6% increase. Public Safety represents 38.2%, Public Works represents 28.9%.

Ms. Moody reported that **Salaries/Benefits** represent \$10,751,356.00 of the FY23 budget, which amounts to a \$424,266 increase.

- The FY23 budget includes funding for select public works pay adjustment (\$41,273) as well as a merit increase (\$297,858) and a 2% COLA (\$181,157).
- Two (2) current positions (one FT/one PT) were eliminated
Public Works (Administration) – PT Drafting Technician
Public Works (Streets) – FT Construction Worker II (remains vacant after reinstating it in the FY22 budget.)

- Salaries/Benefits represent 72.6% of the total General Fund expenditures (excluding ARPA) compared to 67.0% in fiscal year 2022.
- Worker’s Compensation
The Town’s modification rate, based on the claims and experience for the last three (3) completed fiscal years, increased from a premium of 1.02 to a premium of 1.87. Base rates are set by the National Council of Compensation Insurance (NCCI), and each of them for the Town’s specific classes decreased.
- Social Security – 7.65% of salaries, overtime deferred compensation match and resident rebate.
- Medical Insurance
The Town will continue to offer only a high-deductible plan with an HSA in FY23. The rate increase from CareFirst for the HDHP was 1%. The Town is proposing to continue to pay 100% of the premiums; however, we are proposing to reduce the Town’s contribution from 35% to 20% of the deductible to the employee’s HSA account.
- Pension
The Town has two (2) separate DB pension plans. The Town contributes 8.7% and 9.4% of base pay to the civilian and sworn officer plans respectively.

Ms. Moody reported that **Expenses** represent \$2,720,722 of the FY23 budget, which amounts to a \$145,633 increase.

- Finance Audits - \$30,725
- Building Maintenance - \$115,000
- Utilities - \$86,403
- Gas/Diesel Fuel - \$197,420
- Legal Services - \$54,800
- Marketing - \$40,300
- Technology - \$331,156
- General Insurance - \$133,000
- Red Light Camera Program - \$231,975
- Police Department - \$265,012
- Public Works – 759,518
- Stormwater Management (MS4 Program) - \$145,000

Ms. Moody reported that **Capital Improvements** represent \$1,873,640 of the FY23 budget, which amounts to a \$928,640 increase.

- Armory **\$25,000 (ARPA)**
Installation of two (2) HVAC mini-split units in the lower level
- Town Buildings **\$200,000 (\$180,000 ARPA)**
Replace HVAC rooftop unit at Planning
Install new HVAC rooftop unit in the Shop

- Bel Air Volunteer Fire Company \$167,598
- Parks & Recreation Committee \$104,295
- Appearance & Beautification Committee \$39,300
- Cultural Arts Commission \$8,350
- Boys & Girls Club \$10,000
- Other \$27,850

In addition, the Town provides a large amount of in-kind community support to the Alliance, Rockfield Foundation, Independence Day Committee and other nonprofits.

Ms. Moody reported that the **General Fund Revenues** represent \$16,350,017 of the FY23 budget, which amounts to a \$1,288,385 increase.

- **Property Taxes \$9,067,415**
 Real property tax rate proposed to remain the same at \$0.54/\$100
 Third year of the triennial reassessment phase for real property
 Personal property tax rate proposed to remain the same at \$1.20/\$100
- **State Shared \$2,477,639**
 Income taxes projected increase 2% (\$1,677,900)
 Highway user (amount provided by SHA) (\$505,175)
 Police Protection Grant (amount provided by State)
- **Licenses & Permits \$248,000**
 Cable TV Franchise – 3% franchise fee from Verizon & Comcast (\$145,000)
- **Grants \$2,913,897**
 Harford County Tax Rebate decreased by \$14,116 based on Harford County formula (\$1,216,111)
 American Rescue Plan (ARPA) is based on projects currently under review for the current fiscal year (\$1,498,195)
 Harford County Stormwater Management is based on an MOU to distribute County funds to assist stormwater management obligations (\$145,000)
- **Miscellaneous/Interest/Fines \$869,700**
 Armory rental fees (\$90,000)
 Red light camera fines (\$570,000)
 Reimbursable police/DPW overtime (\$50,000)
 Interest on investments (\$25,000)
- **Transfer from Unassigned \$41,273**
 Proposed to fund new salary scale for Public Works employees
- **Transfer from Capital Reserve \$35,000**
 Match requirement for the CPP grant (\$115,000) received to fund the upgrades to Homestead Park (total project cost \$150,000)
- **Transfer from Parking and Sewer Funds \$654,294**
 Reimburse the General Fund for employee salaries, benefits, and overhead attributable to operating those enterprise funds.

Commissioner Bianca called for Commissioner comments. There were none.

Commissioner Bianca called for public comments. There were none.

Commissioner Bianca closed the public hearing.

NEW BUSINESS:

Ordinance 809-22 Comprehensive Rezoning

Commissioner Kahoe moved and Commissioner Etting seconded the motion that Ordinance 809-22, the Amendment to Zoning District Boundaries for the Town of Bel Air, Maryland, be received by the Bel Air Board of Commissioners.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

Resolution 1183-22 Department of Housing and Community Development (DCHD) Community Legacy Award for Court House Square Phase II Project

Commissioner Hughes moved and Commissioner Kahoe seconded the motion that Resolution No. 1183-22, endorsing a Community Legacy Project and Project Financing, either directly by the Maryland Department of Housing and Community Development of the State of Maryland or through other departments or agencies of the State of Maryland, be approved by the Bel Air Board of Town Commissioners.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

Resolution 1184-22 Fiscal Year 2023 Tentative Budget

Commissioner Chance moved and Commissioner Hughes seconded the motion that proposed Resolution No. 1184-22, providing for the adoption of a Tentative Budget for the Town of Bel Air for fiscal year 2023, be adopted by the Board of Town Commissioners.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

Resolution 1185-22 Parking by Permit Amending Resolution 1173-21

Commissioner Kahoe moved and Commissioner Etting seconded the motion that Resolution No. 1185-22, amending the Town's "Parking by Permit Only" areas, be approved by the Bel Air Board of Town Commissioners.

Ayes: Commissioners Chance, Etting, Hughes, Kahoe, and Bianca

Nays: None

The motion carried.

PUBLIC ANNOUNCEMENTS:

Commissioner Bianca informed that it was a wonderful opening day for the Farmers Market on April 9. He thanked the volunteers from the Town Staff and the members of the Tree Committee, who handed out free trees. Commissioner Bianca informed that over 350 seedlings were given new homes that day.

Commissioner Bianca extended gratitude for everyone who volunteered and helped to organize Kite Day, including Mike Krantz, Director of Administration.

PUBLIC COMMENTS:

None

COMMISSIONERS' COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 8:08 p.m.

APPROVED: May 2, 2022

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

Signature on file
Michael L. Krantz, Town Clerk