

BOARD OF TOWN COMMISSIONERS

WORK SESSION

June 1, 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
Kevin Small, Director of Planning

OTHERS: Joan Suitt, Recording Secretary

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:

Independent Brewing Company: Site Plan Changes

Mr. Brad Stover, representing the owner of Independent Brewing Company, informed of having a conversation with the Director of Planning concerning the expansion; and the information being presented is a concept.

Mr. Paul Thompson, Architectural Design, advised the current Town Code treats this property as a restaurant and they are looking to possibly create:

- another taproom
- more indoor space
- more outdoor space with bar and sports area
- removal of 1 building
- move handicapped spaces to Ellendale
- more leased parking spaces at M & J Auto
- leased parking spaces at McComas property

Commissioner Richards asked for clarification on the on-site parking requirements. Mr. Thompson advised 50% of parking is currently required on-site and a special exception will be requested before the Board of Appeals. Mr. Thompson would like all the parking requirement be allowed off-site on leased property.

Mr. Stover stated there is a need to amend the Code to reduce or eliminate the 75% exterior cap on exterior area as compared to the indoor fire-rated capacity of the principal permitted use. Mr. Stover offered to prepare a draft for the amendment.

Commissioner Richards has concern with changing the percentage. The Director of Planning notified the 75% was decided by the Planning Commission and noted on a nice day most people are outside and inside if the weather is bad. The Director of Planning advised the Town can raise the limit but would have to come up with a logical parking ratio for outdoor space.

Commissioner Richards inquired about percentages. Mr. Stover advised that is based on square footage and capacity depends on the number of tables. Commissioner Richards stated there should be a percentage of parking that needs to be provided for a development but further remarked about people walking and biking around the downtown area or using Uber.

Mr. Thompson notified the Ma & Pa Trail will connect 13 more communities.

Chair Chmielewski wanted to know about the staging of the music. Mr. Thompson stated with creating a new building it will not face toward the back community.

Commissioner Kahoe inquired about the increase of jobs. Mr. Phil Rhudy, owner, advised there are currently 7 full time employees and he expects to hire 5-6 more with 3 being professionals.

Commissioner Hughes asked will the gravel parking area need asphalt. The Director of Public Works advised the gravel is considered impervious and would not require change of use. The Director of Public Works informed the Town would have to make sure nothing is channeled from the parking lot to adjacent property. Calculations need to be provided and a visit to the site will be needed. The Director of Public Works stated this does not exclude additional stormwater management requirements on the other parcel.

The Director of Economic Development is grateful when businesses want to invest in expansions that increase jobs.

Mr. Rhudy stated people like to be outside and COVID changed our lifestyles. This project will stimulate the economy and put Bel Air on the map along with Philadelphia and Denver. Mr. Rhudy advised with connecting the Ma & Pa Trail communities will be connected within the downtown area. Mr. Rhudy thanked the Town for its help and stated our success is based on that help.

The Director of Planning inquired if the existing agreement across the street continues. Mr. Thompson advised it does and the plan is to have the required long term spaces across the street for the project. Mr. Rhudy stated it was originally for employees. Commissioner Richards is concerned with the crosswalk and pedestrian safety. The Director of Planning reported there were many requests to State Highway regarding safety at that crosswalk.

Director of Planning will reach out to Mr. Stover. Mr. Stover will be glad to work with the Planning Department and get a Board of Appeals application going.

Fence at 110 Wallace Street

Mr. William Coningsby, 110 Wallace Street, advised purchasing the property in 2015 that borders Alice Anne Park from the builder. Mr. Coningsby did not know a strip of land was conveyed to the Town of Bel Air when buying the home. In 2019, Mr. Coningsby requested a permit for a fence that would butt up to an existing fence. Mr. Coningsby has maintained this area and advised no one from the Town of Bel Air has come out to do anything to this strip of land. Mr. Coningsby would like to discuss the plans for the strip and understands the strip was originally planned for a path. Mr. Coningsby would like to purchase the strip of property from the Town and advised it would be a benefit to the Town with the purchase price, replacement of the old existing fence and addressing the large tree that is dying.

Chair Chmielewski inquired about the permit. Mr. Coningsby advised of submitting a drawing with dimensions. The permit was approved and the fence built according to the drawing.

Commissioner Bianca wanted to know the size of the parcel. The Director of Planning informed there is a trespass of the Town's property adjacent to the park and along Wilson Alley. The Director of Planning advised the area is a 10' strip that was conveyed to the Town by the developer.

Mr. Coningsby informed his fence on Wilson Alley is the same as other fences. Mr. Coningsby understands this property is owned by the Town but if not needed for Alice Anne Park, he would like to make arrangements for purchasing.

Chair Chmielewski asked about surplus property. The Director of Planning explained property cannot be considered surplus when it is adjacent to an existing public park and the Town has an obligation to utilize it.

Commissioner Kahoe asked for clarification that the Comprehensive Plan specifically talked about a walkway. The Director of Planning concurred. Mr. Coningsby questioned who would utilize that compared to all the maintenance required and feels there is no clear benefit.

The Director of Planning advised parks flourish when there are walking paths as part of the transportation and would benefit from the projected plan at Alice Anne Park.

Commissioner Richards inquired if this situation needs further discussion during a Work Session. The Director of Planning stated a decision will have to be made for the appropriate time to move the project forward but it may not be this year.

Commissioner Richards stated there has been an error on both sides. The Director of Planning informed the Town receives a number of submissions for permit and does not have the time to check measurements. The Town has to rely on the information provided as correct.

Commissioner Bianca understands Mr. Coningsby prefers to purchase the strip of property and asked for a midway solution about the fence. Mr. Coningsby prefers to purchase and has concern with on-going maintenance because the Town has never made the effort to maintain the property.

Chair Chmielewski advised the clean-up of the park is planned soon. Mr. Coningsby asked if the plan is to only clear vegetation or will the fence be removed. Mr. Coningsby notified his children use the yard.

Commissioner Richards stated the Town has to come to a reasonable solution and keep conversations going. Mr. Coningsby stated ultimately it is the Town's decision.

Commissioner Hughes notified Ms. Coningsby's fence on Wilson Alley is the same as other homes. The Director of Planning advised the same thing happened with relying on correct information. Commissioner Hughes feels the priority for a decision should be on the Alice Anne Park area because of the major improvements being planned. Commissioner Hughes believes most fences on Wilson Alley are in violation of setbacks. Commissioner Hughes would like to come up with a mutually acceptable plan with Mr. Coningsby and coordinate it with the least amount of disruption to his yard.

Mr. Coningsby stated he will not be difficult about the agreement and abide with whatever is worked out. Mr. Coningsby informed of having a contractor who is submitting for a permit to finish his basement and asked that it be approved.

The Commissioner's made the decision that Mr. Coningsby can move forward with the basement project. The Director of Planning will contact Mr. Coningsby.

TOWN ADMINISTRATOR'S REPORT:

The Director of Economic Development introduced the Town's Grant Coordinator Stephanie White who will be working with each Department collectively. The Director of Economic Development notified Ms. White has worked in this capacity for four months and is a wonderful asset to the Town. The Town recently was awarded a grant that Ms. White worked on that was considered hard to get. Ms. White is excited to be a part of the Town of Bel Air and requested Departments to reach out to her.

The Town Administrator distributed panic alarms as a security measure for each Commissioner to be used during meetings at Town Hall. When not in use, the Commissioners were instructed to leave the devices in their mailboxes in Town Hall.

TENATIVE AGENDA FOR TOWN MEETING (June 7, 2021 at 7:30 pm)

Presentations:

Bel Air Police Department Promotions

The Chief of Police informed several Police Officers have been promoted or earned recognition but were not publicly acknowledged due to the pandemic. Presentations will be given during the Town Board meeting.

New Business:

Resolution 1167-21 Town Fee Schedule Amendments

The Director of Administration reviewed the proposed amendments:

- Christmas Ornament - \$5.00
- Added - Traffic Impact Analysis fee - \$250.00

The Director of Administration stated there have been on-going discussions about special events throughout Town. The Director of Administration recommends further discussion on how to proceed.

- Sewer System Pass-through Charge - \$4.06 (increase of 79¢)

FY21 Harford County Bulk Sewer Rate Addendum

The Director of Finance reminded the calculations from Harford County were late and after review there were some issues. Those were resolved.

The Director of Public Works advised the percentage of flow to the treatment plant has become less over the years and a meeting has been set with Harford County to discuss the situation. The Director of Finance advised the Town will be working on amending the 1988 agreement.

Renewal of Condominium Trash and Recycling Contract

The Director of Public Works informed this is a renewal contract for GFL to pick-up trash and recycling for condominiums in Town. There was a small increase but the increase was budgeted.

Police K9 Vehicle Replacement Purchase

The Chief of Police advised this is a request to purchase a 2021 Chevy Tahoe K-9 vehicle for \$40,050 that is a high priority. The Chief reminded the previous one was totaled and the Town received \$34,000 from insurance.

The Director of Finance advised there is one vehicle left at the vendor's site and requested the Commissioners give an informal approval now and formalize it during the Town meeting.

Commissioner Bianca moved and Commissioner Kahoe seconded the motion to purchase a Police K9 Vehicle replacement in the amount of \$40,050.

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

Nays: None

The motion carried.

Award of Contract - Leasing of Police Vehicle

The Chief of Police explained this contract is for a covert police vehicle leased from Enterprise Fleet Management. The Chief reported the covert vehicle previously approved was given to someone else by the vendor. The new lease contract for the vehicle is \$28,198. The Chief stated this vehicle has been reserved.

The Director of Finance requested approval from the Commissioners.

Commissioner Bianca moved and Commissioner Kahoe seconded the motion to approve the lease agreement with Enterprise Fleet Management for a covert police vehicle.

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

Nays: None

The motion carried.

Reappointment to the Board of Election Judges

The Director of Administration notified both Penny Ginger and Wendy Ribbons have been Board of Election Judges for the Town of Bel Air and wish to continue to serve. The Director of Administration recommends both reappointments.

Appointment to the Board of Ethics

The Director of Administration informed David Hill resigned from the Board of Ethics because of relocating.

The Director of Administration recommends the appointment of Sue Niewenhous to the Board of Ethics. Chair Chmielowski requested a resume from Ms. Niewenhous.

STAFFING UPDATE:

The Director of Administration informed:

- Equipment Operation - position reposted
- Construction Worker - position reposted
- Laborer - vacant
- Interim (Planning Department) - received several applications

CALENDAR:

The Director of Administration distributed the calendar. Contact Ruth Seitler with additions/corrections.

MISCELLANEOUS:

Proposed Ordinance 803-21 - Amendment to Town Code Chapter 272
Itinerant Dealers, Peddlers, and Solicitors

The Director of Administration distributed a draft of the proposed amendment and reviewed the following suggestions:

- Itinerant Dealers or Peddlers may operate on private property, authorized by Section § 272-5 Location, and as depicted on the Itinerant Dealers and Peddlers Map, without a Town of Bel Air license, as long as they have written permission from the owner, and maintain all applicable state or county licenses.

The Director of Administration advised this requires the least amount of enforcement by the Town. The Director of Administration would require proof of licenses and written permission.

- Retaining the map as a determining factor as to what will be enforced for operating and make the property owner or business operating on the property apply for a permit allowing the food truck to operate at that location. A fee would have to be instituted on the Town Fee schedule.
 - a. \$200 up to 30 days
 - b. \$2,400 for one year

- Not doing anything with the map and owners of establishments that hold a Class 5 Liquor License apply for the temporary permit and allow temporary permission.

Commissioner Richards stated these are good suggestions and requested this be placed on another Work Session agenda.

Discuss Using Technology or Paper Binders

The Director of Administration asked for the Commissioners preference regarding paper binders or using computers. The Commissioners made the decision to use laptops.

School Redistricting Letter

Chair Chmielewski advised Town residents are concerned with the redistricting of schools. The Commissioners decided a letter would be drafted stating the Town's concerns/position.

Comprehensive Plan Update

The Director of Planning placed an outline in the Commissioner's mailbox concerning disruptive technologies and asked them to think about how things have changed because of COVID.

The Director of Planning advised moving forward with the public meetings on the Comprehensive Plan and reviewed the following tentative schedule:

- June 23, 2021 - Public Meeting from 6:00 - 8:00 p.m. at the Armory to receive feedback from community on existing plan.
- October 27, 2021- Public Meeting on draft plans and objectives.
- January, 2022 - Public Meeting to review recommended Comprehensive Plan.
- February, 2022 - Possible second Public Meeting and approval of Comprehensive Plan.

All dates will be shared with the public on social media.

Memorial Day

Chair Chmielewski notified the Memorial Day Ceremony was fantastic and appreciates all who attended.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 7:14 p.m.

Approved: June 7, 2021

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

Signature on file
Michael L. Krantz, Town Clerk