

BOARD OF TOWN COMMISSIONERS

WORK SESSION

June 15, 2021 5:15 P.M.

PRESENT: Commissioner Amy G. Chmielewski, Chair
Commissioner Kevin M. Bianca
Commissioner Erin S. Hughes
Commissioner Donna L. Kahoe
L. Jesse Bane, Town Administrator
Charles Dawson, Department of Public Works
Sgt. Matthew Gullion, Bel Air Police Department
Trish Heidenreich, Director of Economic Development
Michael Krantz, Director of Administration
Lisa Moody, Director of Finance
Kevin Small, Director of Planning

OTHERS: Joan Suitt, Recording Secretary

ABSENT: Commissioner Patrick T. Richards
Stephen Kline, Director of Public Works
Charles Moore, Chief of Police
Patti Parker, Community & Public Relations Manager

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 and Chmielewski

Nays: None

Absent: Commissioner Patrick T. Richards

The motion carried.

TOWN ADMINISTRATOR'S REPORT:

The Town Administrator informed the 75th Anniversary of the Harford County Humane Society is this year and the Town of Bel Air will present a Proclamation during the July 19th Town Board meeting.

The Town Administrator requested future correspondence from Commissioners and Staff be "cc" to the appropriate Department Head or Town Administrator to avoid conflicts.

The Town Administrator advised there are a number of celebrations being planned for the 150th Anniversary of Harford County in 2023. Ms. Carol Deibel will be making a presentation to the Town Board.

The celebration for the 200th Anniversary of the Town of Bel Air in 2024 is also being planned.

PRESENTATION:

Micromobility - Eco-Conscious Bird Scooters

Chris Stockwell advised scooters are the new form of transportation but ordinances are not on the books that relate to their operation. Mr. Stockwell is here to be transparent regarding the Bird Scooters. The scooters are shared stand-up electric vehicles that are affordable, environmentally friendly and whose use can change traffic behavior. Mr. Stockwell stated the goal is to get personal vehicles off the street and put the micromobility piece into cities. This program has been established in Salisbury, Cambridge, Rockville and Bethesda.

Mr. Stockwell reviewed the shared scooter program:

- Fleet Manager - an entrepreneur looking to start a small business. It alleviates picking up scooters and ones left in places not designated. Entrepreneur has responsibility for managing the operation and maintaining scooters so they run properly.
- Scooters use an app to operate and activate a camera that locates scooters within the city.
- Scooters are street legal and have hand brakes.
- A scooter holds the speed at 15 miles p/hr. Speed can be decreased in certain areas or event time frame modified.
- Have recommended parking areas.
- Cost - No cost to city. Rider pays \$1.00 to unlock scooter, 30¢ - 40¢ per minute to operate -(usually \$3.00 - \$4.00 per ride).

Chair Chmielewski has concern with traffic and pedestrian safety. Mr. Stockwell stated the idea is for someone to park in the parking garage and use the scooter throughout Town. The Town Administrator also raised concern about theft and liability, especially a collision with a person walking. Mr. Stockwell notified riders consent to a 13 page agreement and the city is added to the company insurance policy but is case by case.

The Director of Economic Development reminded this is a business to business adventure and not the Town's business.

Chair Chmielewski asked if the Police Department will be able to monitor. Mr. Stockwell stated the Fleet Manager supervises the operation.

Sgt. Gullion inquired, while on patrol, if a reckless rider is seen, can a call be made to shut the scooter down. Mr. Stockwell stated that can be done.

Commissioner Bianca inquired about possible entrepreneurs. Mr. Stockwell advised there are some interested people.

Mr. Stockwell reported the scooters have an economic impact especially for the food and beverage industries.

Chair Chmielewski thanked Mr. Stockwell for the presentation.

TENATIVE AGENDA FOR TOWN MEETING (June 21, 2021 at 7:30 pm)

New Business:

Policy II.E.1 Leave Policy Amendments

The Director of Administration reviewed language amendments:

- Adding official leave records and ability to check balances on-line
- Jury Duty and Subpoena changes
- Adding Administrative Leave
- Adding rules to Accrued Leave

The Director of Administration will send the policy to the Commissioners for review.

Policy II.F.3 Classified Positions & Personnel Table Amendments

The Director of Administration advised these amendments are for positions in the FY22 budget.

- Support Specialist
- File Clerk - part-time
- Event staff
- LEAD Executive
- Construction Worker

Policy I.E.5 Procurement of Goods & Services

The Director of Finance advised these are "housekeeping" changes to definitions in the policy:

- Sole Source - adding more information to explain requirements and expands the definition.
- Single Source - competition still exists and making sure pricing is competitive.

Resolution 1169-21 Fiscal Year 2021 Budget Amendment

The Director of Finance distributed the FY21 recommended budget amendments. The following highlights were reviewed:

REVENUES:

Public Utilities **(\$74,000)** MD American incorrect assessment

Income Tax **\$814,277 - \$772,708** from taxpayer return;
\$41,569 revised revenue

Transfer from Capital Reserve **\$220,180** (see below - **\$270,180, \$50,000**)

The Director of Finance advised the budget amendment is **\$1,018,367.00**.

EXPENDITURES:

Armory

Events (\$3,200) savings due to COVID
Contractual Cleaning (\$7,500) no special cleaning or kitchen cleaning done
Building Maint. Garages \$5,200 added outlets in marketplace
Buildings, Capital \$1,200 emergency compressor replacement (\$5,600)/savings security - (\$4,400)

Town Building

Salaries (\$8,254) salary savings (CARES Act)
Building Maintenance (\$17,618) remove painting shop interior; added Town Hall panic devices \$3,382
Building Maint. Rockfield \$4,806 replace steps/walkway/stonewall
Building Maint. Other \$8,500 unexpected repairs bandshell/comfort station/rec bldg.
Pre-Construction Service \$270,180 (topo survey \$5,750, geotech \$6,995, structural eng. \$5,500, construction docs \$251,935
Other Capital (\$50,000) postpone capital work at Rockfield playground FY22

Planning Department

Other Capital (\$15,000) adjust previous budget amendment

Commissioners

Travel/Training/Membership (\$5,000) savings COVID
Community Events (\$8,800) savings COVID
Marketing, Quarterly (\$6,800) no longer published Newsletter

Benefits

Medical Insurance **(\$12,000)** transfer to various departments

Miscellaneous

Transfer to Capital Reserve **\$772,708** (taxpayer return)

Police

Salaries **\$10,500** recruitment/retention bonuses (grant)

Overtime, Special Events **(\$20,000)** COVID savings

Patrol Vehicle Accessories **\$16,010** new vehicle - replaced totaled vehicle (insurance proceeds)

Vehicle Maintenance **\$18,000** unexpected major repairs

Police Cars **\$40,050** new vehicle replace totaled vehicle

DPW - Streets

Salaries **(\$20,000)** vacancies

Medical Insurance **(\$20,000)** savings from vacancies

Vehicles, Capital **\$12,143** replace badly rusted truck body

DPW - Refuse

Condo Trash Contract **\$21,500** credit from December 19 - June 20

Balanced Budget: **\$1,018,367.00**

The Director of Finance advised this amendment will be introduced at the Town Board Meeting with a public hearing held in July.

Resolution 1168-21 Endorsing a Community Legacy Project and Project Financing

The Director of Economic Development informed the Town is applying for a Community Legacy grant for Phase II of the Court House Square and the Resolution is needed for endorsement.

Facilities Cleaning Contract

Mr. Dawson informed 6 bids were received for the cleaning service. The contract is for 5 years effective July 1, 2021.

Reappointment to the Planning Commission

Commissioner Hughes advised Phil Raub is a valued member of the Planning Commission and is interested in reappointment. Commissioner Hughes recommends the reappointment of Mr. Raub for 5 years.

Reappointment to the Historic Preservation Commission

Commissioner Hughes reported Paul Edmeades has been a member of the Historic Preservation Commission for a long time and is interested in reappointment. Commissioner Hughes recommends the reappointment of Mr. Edmeades for 3 years.

Appointment to the Board of Election Judges

The Director of Administration advised the terms for Wendy Ribbons and Penny Ginger are expiring in October and both are interested in being reappointed to the Board of Election Judges.

The Director of Administration informed Ruth Oswald and Lisa Robbins are interested in an appointment to the Board of Election Judges. Commissioner Kahoe endorsed the appointments.

Constellation Electricity Supply Agreement

Mr. Dawson reviewed the agreement with Constellation Electricity. The Commissioners had no concerns.

STAFFING UPDATE:

The Director of Administration reported the following vacancies:

- Equipment Operator (2)
- Construction Worker (2)
- Laborer
- Recording Secretary

The Director of Administration advised these positions are difficult to fill and he will advertise on social media. Recommendations were to post at Harford Community College and Harford Tech.

CALENDAR:

Calendars were distributed.

Update: September 21st - Volunteer Appreciation Dinner at the Armory

September 24th - Employee Appreciation Crab Feast at the Equestrian Center

MISCELLANEOUS:

Police Station Expansion and Town Hall Renovations Project Update

The Director of Planning informed of sending out a schedule with tentative dates:

- July 15th - expect to receive the Construction Documents from Crabtree & Rohrbaugh. Start to prepare an estimate and review drawings.
- August 10th Work Session - Commissioners will review budget and start process.
- August 16th - Town Board action to approve building
- August 19th - bid release
- September 23rd - bid receipt date
- September 28th - Town Board reviews final bid
- October 4th - bid contract to be approved by Commissioners

Alice Anne Park Renovations Update

The Director of Planning and Commissioner Hughes had a successful meeting with Mr. Coningsby. In the future, Mr. Coningsby will build a new section of fence on his property. The Town will not remove the existing fence at the park until Mr. Coningsby fence is completed. There will be an agreement between the Town and Mr. Coningsby. The Director of Planning informed there will be a removal of a dead tree that is a hazard later this summer at the Town's expense. Commissioner Hughes advised the tree is actually on Town property.

Commissioner Hughes advised Mr. Coningsby is being allowed to keep his fence along Wilson Alley.

Comprehensive Plan Update

The Director of Planning distributed a list of issues for the Comprehensive Plan. Items reviewed:

Parking & Traffic

Electric Vehicles

- Charging Stations - cannot ignore and need to provide.

Commissioner Hughes inquired about data on the Town's stations. The Director of Planning does have data and the cost is steadily going up.

- Preferred Parking Spaces - not necessary.

Autonomous Vehicles

- 5G Support - started process several years ago. Needs to be discussed but may not happen until the future.

Parking Management

- Fines and Fees - if they go up they will affect parking. People are finding alternative ways to get around.

Shared Scooters/Bicycles

- Presentation tonight.

Email the Director of Planning with any questions or concerns.

Chair Chmielewski informed of receiving an inquiry about Veteran parking in the Town and asked if there could be something displayed in their cars. Commissioner Bianca noted there could be concerns raised by other service type positions, i.e., Police, Fire, Health Care and Teachers.

Chair Chmielewski inquired about the bagged meters at the Armory. The Director of Economic Development informed it is for Dance Rehearsals and Recitals going on at the Armory.

Sgt. Gullion notified about other concerns the Police Department is having with bagged meters.

Renovations of the Dais

The Director of Planning distributed several renovation options/drawings on the seating for Commissioners and Staff in the Rotunda. The Director of Planning informed the handicap accessibility has to be addressed.

COMMISSIONER'S REPORT:

Commissioner Kahoe advised:

- Cultural Arts Commission's American Legion mural has been delayed because utility lines need to be relocated.
- Plein Air Festival has been moved to Havre de Grace this year. The art will be shown at the Bel Air Arts Festival.
- Board of Appeals - approved the Tattoo request on Gateway.

Commissioner Hughes informed:

- Historic Preservation Commission - approval for property on Hickory Avenue with a slate roof. A section needs to be replaced with like materials.
- HPC is in the process of finalizing properties to inventory.
- Planning Commission - approved Mission BBQ for outdoor dining. The location is where Pier I vacated.

Commissioner Bianca received positive feedback on the Street Tree planting on Shamrock. The Tree Committee is looking for a few more recipients.

Chair Chmielewski reported:

- Father's Day event at Rockfield Manor. Tickets \$50.
- Wine Fest at Rockfield - tickets go on sale July 1st. VIP - \$95, Wine Enthusiast - \$60, and General Admission \$40.

Chair Chmielewski attended the Alliance meeting:

- No meeting in July.
- The move is now August 1st but will be moving out on schedule.
- Looking for volunteers next Thursday & Friday to help clean out storage space.
- BBQ Bash - October.
- First Friday's going well, wants to see a bigger footprint.
- Intern to help with social media.
- Promoting small businesses.
- Micro grants to support businesses.
- Alliance mission cards to be given out.
- Façade Improvement grant received.
- Belle Aire Market - planning to bring in more vendors.
- Jenny Falcone is officially the Executive Director.

Chair Chmielewski informed of the Grand Opening of a new boutique at the Harford Mall that was well attended.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 7:25 p.m.

Approved: June 21, 2021

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

Signature on file
Michael L. Krantz, Town Clerk