

**BOARD OF TOWN COMMISSIONERS**

**WORK SESSION**

**July 13, 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 - via telephone  
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 Manager  
Kevin Small, Director of Planning  
Charles Keenan, Town Counsel

**OTHERS:** Joan Suitt, Recording Secretary

**APPROVAL OF AGENDA:**

Chair Chmielewski called for approval of the Agenda.

Commissioner Binca 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:**

Black Eyed Suzie's Owner Brian Acquavella

Brian Acquavella, owner of Black Eyed Suzie's, 119 S. Main Street, Bel Air, thanked the Town Commissioners for allowing outdoor dining during COVID and advised the space was helpful and valuable to his business. Mr. Acquavella is currently seeing more

people wanting to celebrate events by using the outdoor space and is requesting outdoor dining be extended to allow businesses to catch up on revenues.

Chair Chmielewski commented on one sound issue that was taken care of immediately and thanked Mr. Acquavella for providing the space during the July 4<sup>th</sup> Pancake Breakfast. Mr. Acquavella reported the sound problem has been resolved and mentioned Harford County has good local talent.

The Town Administrator informed the exception for outdoor dining and related tents expire the end of July and the Commissioners will need to make the decision to extend the exception.

**TOWN HALL/POLICE STATION EXPANSION CONSTRUCTION TIMELINE REVIEW:**

The Town Administrator advised due to the timelines for the expansion, there is a possibility the Commissioners' August meeting dates may change. The Director of Finance met with the State regarding financing and reminded the approval of the construction contract is needed at the October 4<sup>th</sup> Town Board meeting.

The Director of Finance advised the Town will receive the application next week for the Fall issuance and estimated the Bond settlement on October 20<sup>th</sup>. The cost needs to be confirmed when completing the application.

The Director of Finance informed our Procurement Officer has looked into the procurement aspect of the project. The Director of Finance shared there is no room for something to go wrong or be delayed. Many Municipalities are looking into the Fall issuance and the Director of Finance does not want to wait for the Spring issuance because of the economy/inflation.

The Director of Planning expects to receive 90% of the cost figure this week and will stick with the August 10<sup>th</sup> Work Session for review.

Timeline:

- Issue Date - 8/12/21
- Town Board receives and approves CRA contract - 8/16/21
- Pre-Proposal Meeting - 8/25/21
- Questions Due - 9/14/21
- Addendum Issued - 9/16/21
- Proposals Due - 9/27/21
- Work Session - 9/28/21 - may have to be delayed
- Commissioner Approval - 10/4/21

**TOWN ADMINISTRATOR'S REPORT:**

Temporary Tents Extension Review

The Town Administrator stated during COVID the Town wanted to have the least disruption to businesses and outdoor dining and tents. The protocol for the tents were to stay in place until the Governor lifted the State of Emergency. A 30 day extension was granted in the Town and ends July 31<sup>st</sup>.

The Town Administrator notified the State has extended the tent protocol to the end of 2021 and the Town Commissioners will have to make the decision for the Town of Bel Air. This does not prevent certain requirements concerning permits and having the Department of Public Works involved. The Director of Planning recommends if extending tents, the Temporary Use permit also be extended.

Commissioner Bianca advised Harford County extended tents through December 31, 2021 and feels the extension will help local businesses. Commissioner Hughes agreed with the extension and remarked it has been an upward battle for businesses. Chair Chmielewski suggested keeping the tents until January 15, 2022.

The Town Administrator advised going beyond the end of the year will be the Commissioners' decision.

Austin Ensor, 7 S. Shamrock Road, a consumer at the restaurants in Town advised of family still having fears about COVID and likes the outdoor venue. Mr. Ensor stated the tents will benefit businesses and the community.

Chair Chmielewski recommends reviewing the protocol prior to January 15<sup>th</sup> during a Work Session in December. Commissioner Richards stated this is a great approach.

The Director of Administration will draft a Resolution for Commissioners' approval at the July 19<sup>th</sup> meeting.

#### Holiday Policy Amendment Adoption of Juneteenth

The Town Administrator advised Juneteenth has been adopted as a National Holiday and recognized by state and local jurisdictions. The Town Administrator requested the Town Commissioners make the decision for the Town of Bel Air.

Commissioner Bianca feels it is critical for the Town to add the holiday and commented we have hard working staff. Commissioner Hughes advised it is an important observation and agrees with adding the holiday.

The Director of Administration will prepare the Amendment to the policy for approval on July 19<sup>th</sup>.

#### Main Street Route 924 State Highway Sign Removal of Kimmie Way Review

The Town Administrator reminded there has been previous discussion by the Commissioners to remove the Kimmie Way sign. State Highway Administration was contacted and informed they can remove the sign. A new sign will have to be made. The Town Administrator stated regulations for these signs need amending to clear up what is allowed.

The Town Commissioners made the decision to remove the Kimmie Way sign, inform the family, and amend the regulations moving forward. The Town Administrator will contact State Highway after the policy change.

Real Property for Sale - 1 E. Lee Street, Bel Air, Md. Notice

The Town Administrator advised the tenant house located next to the Armory is being sold. The property is assessed for \$236,000 and the seller is asking \$375,000. The Town Administrator asked if the Commissioners are interested in the property.

Chair Chmielewski commented the Town is not really in the business of real estate. Commissioner Hughes reminded the property is next to the Armory Marketplace and could be used for expansion.

The Town Administrator is not advocating for the purchase of the property but reminded about the future plans for the Armory.

The Director of Administration stated this can be discussed further during a Closed Session.

Commissioner Bianca understands the importance of the property but feels there is enough coming down the pike with the expansion and suggests passing on it. Commissioner Hughes would like more discussion before walking away.

Commissioner Kahoe asked the size of the lot and possible use. The Town Administrator advised the lot size is approximately  $\frac{1}{4}$  acre and past discussions were for possible parking. The Commissioners agreed to discuss this further during the next Work Session.

**TENATIVE AGENDA FOR TOWN MEETING (July 19, 2021 at 7:30 pm)**

**Presentations:**

Retirement of Deputy Police Chief Richard Peschek

The Chief of Police advised Deputy Police Chief Peschek has retired and will be recognized during the meeting of the Town Board on July 19. A reception will follow.

Proclamation Celebrating 75 Years Harford County Humane Society

The Town Administrator informed Harford County Humane Society is celebrating 75 years and a proclamation will be presented to the Executive Director Jen Swanson.

**Public Hearing:**

Resolution 1169-21 Fiscal Year 2021 Budget Amendment

The Director of Finance advised the public hearing on the FY21 Budget Amendment will be held. Nothing has changed since the Resolution was introduced in June.

**Unfinished Business:**

Resolution 1169-21 Fiscal Year 2021 Budget Amendment

Resolution 1169-21 will come before the Commissioners for approval.

Commissioner Richards left the meeting at 6:07 p.m.

**New Business:**

Ordinance 803-21 Amending Bel Air Town Code Chapter 420 Tattooing

The Chief of Police distributed a draft Ordinance for tattooing and reviewed the amendments. The Ordinance includes body piercing. The Chief advised other jurisdictions were researched.

Resolution 1170-21 Intent to Expend Funds Vehicles and Equipment Tax-Exempt Financing

The Director of Finance advised this Resolution allows the Town to purchase vehicles and equipment for FY22 and reimburse ourselves with tax-exempt financing.

Verizon Wireless Cell Phone Service Contract

The Director of Administration reported this contract is for cell phones issued, handheld devices, and modems mounted in vehicles. It is a general supply service contract through the Federal

Government and will not exceed \$54,600. The Town will be billed only on lines being used and gives room for expansion.

#### Purchase Three New Police Patrol Cars

The Chief of Police informed this purchase is for three new police patrol cars that will replace three 2011 vehicles. The cost is \$106,719 that is under budget.

#### Purchase John Deere 310SL Backhoe Loader

The Director of Public Works advised the John Deere Backhoe Loader is used by the street section and needs to be replaced. The purchase is through Sourcewell contract for \$107,298 and is significantly lower than was budgeted.

#### Purchase 2022 Ford F250 Crew Cab Pick-Up

The Director of Public Works stated the Ford Crew Cab Pick-up will be used by refuse personnel with a cost of \$34,650.

#### Purchase Leach 20 Yard 2R-111 with Freightliner Chassis

The Director of Public Works informed the purchase of the Leach **20 Yard with freightliner chassis will be purchased for \$193,216.** The Director of Public Works advised replacing equipment is vital to ensure the Town does not end up with situations other jurisdictions have experienced.

#### Holiday Policy Amendment Adoption of Juneteenth

The Director of Administration will amend the Holiday Policy to adopt Juneteenth and asked if a Proclamation is needed. The Commissioners requested to go forward with the policy and wait until next year for the Proclamation.

#### Appointment to the Board of Ethics

The Director of Administration advised the appointment of Susan Niewenhous to the Board of Ethics will come before the Commissioners during the July 19<sup>th</sup> meeting. The Director of

Administration recommends the appointment and Commissioner Kahoe endorsed Ms. Niewenhous.

**STAFFING UPDATE:**

The Director of Administration reported:

- Laborer position - 3 applications received. Interviews to be scheduled.
- Equipment Operator CDL - no applications received and may have to hire a laborer and train/promote within.
- Deputy Chief - looking for replacement.
- Lead Officer - posted internally.

**CALENDAR:**

The Director of Administration distributed calendars.

Changes:

Planning Commission will meet July 29<sup>th</sup> and the August 5<sup>th</sup> meeting was cancelled.

**MISCELLANEOUS:**

The Director of Economic Development informed staff will begin visiting businesses on Friday. The annual award event is scheduled October 28<sup>th</sup> at the Armory. More information will be sent out.

Comprehensive Plan Update

The Director of Planning reviewed the following:

**Housing & Community Support**

- Short Term Stay (AirBnB) - changes in zoning and hotel alternative
- Cottage Housing - extend to caretaker and disabled person that is not a relative
- Main & Bond Street Residential - encourage living above stores, parking would have to be resolved



- Expanded Unit types - stacked townhouses and possible zero lot lines
- Homeless Accommodation - currently only provided at Belcamp
- Seniors & Youth - seniors aging in place, youth skateboarding

Comments should be sent to the Director of Planning.

#### Feral Cats

The Community & Public Relations Manager followed up with the feral cat situation in Howard Park by meeting with several organizations to try and resolve the situation.

#### Storms

The Director of Public Works reported with the recent massive rainstorm there were many streets that flooded. The DPW staff worked with residents.

#### Parking

The Director of Planning has received complaints regarding the parking on both sides of Roland Avenue near Hall Street. The issue will be explored.

Chair Chmielewski informed of receiving several parking complaints at the Bel Air Town Center. The Director of Planning advised that is private property and the owner is responsible.

The Director of Planning requested Commissioners to send information on parking issues so they can be taken care of at one time.

#### **COMMISSIONERS' REPORT:**

Commissioner Kahoe thanked the Director of Public Works and staff for the outstanding job of cleaning up after the July 4<sup>th</sup> Parade. Commissioner Kahoe received good comments from several people.

Chair Chmielewski distributed a list of Liaison realignment for the Commissioners and asked to be notified if a Commissioner cannot attend. Chair Chmielewski informed Commissioners are welcomed at any meeting.

The Town Administrator requested when Commissioners attend a board/commission meeting to notify the Town with anything you feel is important by email or report during the Work Session.

**ADJOURNMENT:**

With no further comments, the meeting was adjourned at 6:59 p.m.

Approved: July 19, 2021

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

Signature on file  
Michael L. Krantz, Town Clerk