

**MINUTES**  
**BEL AIR BOARD OF COMMISSIONERS TOWN HALL MEETING**  
**SEPTEMBER 2, 2025**

The Board of Commissioners Town Hall Meeting was held on September 2, 2025, at 7:00 pm.

**PRESENT:** Commissioner Paula S. Etting, Chair  
Commissioner Mary F. Chance  
Commissioner Steven T. Chizmar  
Commissioner Jakob D. Taylor

**IN ATTENDANCE:** David Anderson, Media & Public Relations Specialist  
Charles Dawson, Deputy Director of Public Works  
Edward Hopkins, Town Administrator  
Michael Krantz, Director of HR & Administration  
Lisa Moody, Director of Finance  
Lieutenant Robert Pfarr, Bel Air Police Department  
Angela Robertson, Director of Economic Development  
Kevin Small, Director of Planning  
Elizabeth Thompson, Town Counsel  
Jane Sudbrink, Recording Secretary

**ABSENT:** Commissioner James B. Rutledge, III

**I. CALL TO ORDER**

Chair Etting called the meeting to order at 7:00 pm and read the roll call of commissioners.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

Commissioner Chance motioned to approve the agenda. Commissioner Taylor seconded the motion. Mr. Krantz asked for a vote on the agenda. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

**IV. APPROVAL OF MINUTES**

Commissioner Taylor motioned that the minutes of the Board of Commissioners meetings held on August 12, 2025, and August 18, 2025, be approved as submitted. Commissioner Chizmar seconded the motion. Mr. Krantz asked for a vote on the approval of the minutes for August 12 and 18, 2025. August 12, 2025, minutes: Ayes: Commissioners Chizmar, Taylor, Chance. Abstention: Etting. Nays: None. Motion carried 3 yeas–1 abstention. August 18, 2025, minutes: Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

## **V. NEW BUSINESS**

### **A. Resolution 1257-25 Bel Air Board of Ethics 2024 Annual Report**

Commissioner Chizmar motioned that Resolution 1257-25, the Bel Air Board of Ethics 2024 Annual Report, be accepted by the Board of Town Commissioners. Commissioner Chance seconded the motion. Commissioner Taylor thanked the members of the Board of Ethics for their efforts and service.

Mr. Krantz asked for a vote on Resolution 1257-25. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

### **B. Microsoft 365 Business Premium, Azure Active Directory, and Microsoft Exchange Online Contract with Dell Marketing LP**

Commissioner Taylor motioned that the proposals from Dell Marketing LP for Microsoft 365 Business Premium Basic Support, Azure Active Directory Premium P2, and Microsoft Exchange Online in the amount of \$51,155.45 be approved by the Board of Town Commissioners. Commissioner Chizmar seconded the motion.

Mr. Krantz provided background on this contract. He said Microsoft 365 will provide town email hosting, the latest version of Office software, and cloud storage at a cost of \$36,596.55. He said the Azure Active Directory enhances cyber security by providing advanced identity protection and management at a cost of \$14,079.50. Mr. Krantz said the Microsoft Exchange Online will provide a larger mailbox for select employees at a cost of \$479.40. He said the contract is a piggyback on a competitively bid contract with Midwestern Higher Education Commission and Dell Marketing, effective April 15, 2022, through June 30, 2029. In answer to Commissioner Chizmar, Mr. Krantz said the Azure Active Directory subscription is nearly the same as the previous contract except for a possible name change.

Chair Etting thanked Mr. Forth for his technology work. Mr. Krantz said he is an invaluable resource to the town and the town is lucky to have him.

Mr. Krantz asked for a vote on the proposals from Dell Marketing LP. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

### **C. Multi-Function Copier and Printer Contract Renewal with Canon USA, Inc.**

Commissioner Taylor motioned that the proposal from Canon USA, Inc. for a sixty-three month lease of eight multi-function copiers and ten printers in the estimated amount of \$99,294.93, based on current volume be approved by the Board of Town Commissioners. Commissioner Chance seconded the motion.

Mr. Krantz said multi-function copiers and printers are critical pieces of equipment for the day-to-day operations of the town. He said Canon USA, Inc. provided the lowest bid out of three quotes. Specifically, Canon offered the lowest per-print cost for the eight copiers and the second lowest base monthly fee. Mr. Krantz added that Canon also offered a fixed per-print rate for the entire contract term. Therefore, Canon's proposal was the lowest overall cost based on current printing volumes. Mr. Krantz noted that Canon is also the incumbent provider of copiers and printers for the town. He said the FY26 budget for copiers and printers is \$28,524, while the proposed Canon FY26 cost is \$21,355, a savings of \$7,169. Mr. Krantz said that in future years the cost is estimated to be \$18,913 per year.

Commissioner Chizmar summarized that the town will save approximately \$7,000 this year and \$2,000 the following year for a total savings of \$9,500. Mr. Krantz affirmed these savings and expressed his appreciation for Mr. Forth's work on this contract.

Mr. Krantz asked for a vote on the printer and copier contract with Canon USA, Inc. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

#### **D. Reappointment to the Board of Building Appeals**

##### **1. Brian Gregory Adolph**

Commissioner Chance motioned that the appointment of Brian Gregory Adolph to the Bel Air Board of Building Appeals for a term of four years, effective immediately, be approved by the Board of Town Commissioners. Commissioner Taylor seconded the motion.

Mr. Kline said Mr. Adolph is a great asset to the town. He said Mr. Adolph has a good background for this committee and will make fair judgements if it ever becomes necessary. Chair Etting said she appreciates his willingness to serve.

Mr. Krantz asked for a vote on the appointment of Brian Gregory Adolph to the Bel Air Board of Building Appeals. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

#### **E. Appointment to the Board of Ethics**

##### **1. Paul Novak**

Commissioner Chizmar motioned that the appointment of Paul Novak to the Bel Air Board of Ethics for a term of four years, effective immediately, be approved by the Board of Town Commissioners. Commissioner Chance seconded the motion.

Commissioner Chizmar said he has known Mr. Novak for many years going back to his time with the Bel Air Recreation Committee. Commissioner Chizmar said Mr. Novak is interested in the town and is a good asset to the Board of Ethics. Chair Etting said she appreciates his willingness to serve.

Mr. Krantz asked for a vote on the appointment of Paul Novak to the Bel Air Board of Ethics. Ayes: Commissioners Chizmar, Taylor, Chance, Etting. Nays: None. Motion carried 4–0.

#### **VI. UNFINISHED BUSINESS**

##### **A. A Public Hearing on Ordinance 846-25 is Scheduled for September 15, 2025, at 7:00 pm.**

##### **1. Ordinance 846-25 Amending Articles VII, XIV, and Attachment 1 of the Development Regulations in Chapter 165 of the Town of Bel Air Code to Establish a Use Category and Performance Standards for Short-Term Rentals and to Revise the Definitions of Short-Term Rental and Accessory Dwelling Unit**

Chair Etting announced the public hearing for Ordinance 846-25 and noted that the legislation as currently written allows short-term rentals in non-residential districts only.

## **VII. PUBLIC ANNOUNCEMENTS**

The 11<sup>th</sup> annual Harford Plein Air Festival hosted by the Maryland Center for the Arts runs from September 12 to 14 at the Bel Air Armory. Events include a gallery reception, an awards ceremony, artwork sales, and community quick draw competitions for adults and youth. The Bel Air Festival for the Arts hosted by the Bel Air Recreation Committee will be on September 14. The event will include hundreds of art exhibitors, food vendors, live music, and a beer garden. The Belle Aire Market sponsored by the Downtown Alliance will be on September 14 in the parking lot of 121 S. Main Street. Also on September 14 will be the Revolutionary Harford! Constitution Day program hosted by the Historical Society of Harford County and the William Paca Chapter of the Daughters of the American Revolution. The event will be at the Hays House Museum and will present on the creation of the US constitution. The town is still accepting applications for the fall session of the Municipal Citizens Academy, which starts on September 24 and runs for eight weeks. Town of Bel Air citizens can learn about how their town government works and the services it provides. The 2025 municipal election will be held on November 4. Two seats on the Board of Town Commissioners are up for election. The deadline to register to vote is October 14. The deadline to file as a candidate in the election is September 19. The Planning Commission will meet on September 4. The Appearance and Beautification Committee will meet on September 8. The Tree Committee will meet on September 10. The Economic and Community Development Commission will meet on September 11. The Board of Town Commissioners will meet on September 9 and 15.

## **VIII. PUBLIC COMMENTS**

There was no public comment.

## **IX. COMMISSIONERS' COMMENTS**

Commissioner Taylor asked about the enrollment for the Municipal Citizens Academy so far. Mr. Hopkins said there are eleven people enrolled with possibly some additional Boy Scouts. He said four more people are enrolled as compared to last session.

Commissioner Chizmar reminded the public that there are still two openings on the Board of Appeals. He said the board meets once a month on an as-needed basis and potential board members must take a class prior to serving. Commissioner Chizmar also reported that the Planning Commission will meet this Thursday to consider a one-year extension of the approval for the mall apartments, from January 2026 to January 2027.

Chair Etting said today was the first day of school for Harford County Public Schools.

## **X. ADJOURNMENT**

Commissioner Taylor motioned to adjourn the meeting. Commissioner Chance seconded the motion. All in favor. The meeting adjourned at 7:24 pm.

**APPROVED:** September 15, 2025

Signature on file  
Paula S. Etting, Chair  
Board of Town Commissioners

Signature on file  
Michael L. Krantz, Town Clerk