

BOARD OF TOWN COMMISSIONERS

WORK SESSION

January 10, 2023 - 5:15 p.m.

PRESENT: Commissioner Kevin M. Bianca, Chair - arrived 5:20 p.m.
Commissioner Mary F. Chance
Commissioner Paula S. Etting
Commissioner Erin S. Hughes
Commissioner Donna L. Kahoe
Edward Hopkins, 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
Kevin Small, Director of Planning
Elizabeth Thompson, Attorney

OTHERS: Joan Suitt, Recording Secretary

APPROVAL OF AGENDA:

Vice Chair Kahoe called for approval of the agenda.

Commissioner Chance moved and Commissioner Etting seconded the motion to approve the agenda as written. The agenda was approved by the Commissioners.

TOWN ADMINISTRATOR'S REPORT:

The Town Administrator informed the 2023 Maryland General Assembly begins January 11th. The handout given out lists significant Committees and important dates.

The Town Administrator recognized the Chief of Police and Officers for their efforts in the arrest of the armed carjacking suspect who has been returned to Maryland.

The Town Administrator plans to develop a standard MOU to use when working with non-profit organizations.

TENATIVE AGENDA FOR TOWN MEETING (January 17, 2023 at 5:30 p.m.)

New Business:

Interview and Interrogation Room Surveillance System 5-year Contract

The Chief of Police advised the contract coming before the Commissioners will purchase an interview/interrogation surveillance system. By law, more serious offenses need to be recorded and funding is from the new police building.

The Director of Finance notified the contract is 5 years and the Town will be billed initially for the hardware. Billing will continue once per year for the remainder of the contract.

Purchase of Police Department License Plate Reader (LPR)

The Chief of Police informed the two license plate readers will help to identify retail theft suspects. A grant was received to purchase the mobile units.

Approval of Contract with the MacLeod Law Group

The Town Administrator notified Jeff Blomquist has been appointed Harford County Attorney and a new contract with the MacLeod Law Group needs approval.

Change Order to Shamrock Park Playground Contract

The Director of Planning reminded the Shamrock Park playground contract was approved by the Commissioners. The Town had the opportunity to obtain a grant that enables buying more equipment.

The Director of Finance inquired about the grant money from the Dresher Foundation. The Director of Planning stated the Town received a grant from Maryland American Water but has not heard from the Dresher Foundation.

Policy II.F.3 Amendment to Classification/Classified Positions & Personnel Tables

The Chief of Police advised the promotional process ended earlier this year. At the time, there were 2 Corporals participating for 1 Sergeant position and 4 Officers participating for 1 Corporal position.

The Chief of Police notified there were 2 Corporals and 3 Officers who passed the process. One Corporal will likely be leaving on medical and an Officer First Class has been filling in for this position. The Chief is requesting to increase the number of Corporals from 7 to 8. The Chief

informed there is 1 Officer in the academy and 2 Officers close to being hired.

The Director of Administration has been looking into the DPW Secretary III position who has comparable responsibilities to an Administrative Secretary. The reclassification of the Secretary III position (grade 13) to Administrative Secretary (grade 14) is being requested.

Policy II.E.1 Amendment to Administrative Leave Policy

The Director of Administration notified Administrative Leave typically occurs in times when offices are closed but employees work. These hours build up and the amendment will increase the maximum hours accrued from 40 to 80.

The Director of Administration informed employees also receive Administrative Leave as an incentive to contribute to a charitable organization.

Commissioner Chance asked for an explanation on the charitable organizations. The Director of Administration informed every year the Town offers employees to contribute to United Way or the Community Foundation. When giving, the employee receives Administrative Leave hours.

Reappointment to the Economic & Community Development Commission

The Director of Economic Development notified Donna Dickey is interested in being reappointed to the Economic & Community Development Commission.

Reappointment to the Cultural Arts Commission

The Director of Economic Development recommends Nicki Jergensen be reappointed to the Cultural Arts Commission.

Reappointment to the Historic Preservation Commission

The Director of Planning advised Jeff Campbell has requested reappointment to the Historic Preservation Commission.

The Director of Planning informed Steve Lober has taken a new job that requires travel and is unable to serve. The Town will be receiving an application for replacement.

STAFFING UPDATE:

The Director of Administration reported:

- Public Relations - interviews to begin.
- DPW Engineer - applications being accepted.

CALENDAR:

January, February and March, 2023 calendars were distributed. Contact Ruth Seitler with additions or corrections.

The Director of Administration notified the January and February Commissioner Work Sessions and Town Board meetings will be held at the Bel Air Library. Work Sessions begin at 5:15 p.m. and the Town Board meeting January 17th begins at 5:30 p.m.

The March, 2023 Work Sessions and Town Board meetings will be held at the McFaul Center with times to be determined.

Chair Bianca reminded February 1st is Harford County Night in Annapolis. Commissioners Bianca, Chance, Etting and Kahoe will attend.

The Director of Planning informed:

- Planning Commission changed their start time for meetings to 6:00 p.m. Locations are being looked at.
- Board of Appeals is exploring dates and time.

MISCELLANEOUS:

Burns Alley Conceptual Update

The Director of Planning advised Burns Alley was identified as an opportunity to create connections with the Armory, tire lot, and between the Parking Garage and Circuit Court. Funds for the project are coming from ARPA and a grant from Chesapeake Bay Trust.

The Director of Planning displayed renderings of what may happen in the space. The plans were made based on feedback sessions with Harford County, Sheriff's Office, and property owners/businesses. There were concerns from business/property owners about access.

The concept based on the input was distributed.

Ideas:

1. Town to improve the alley to make it more a pedestrian space and allow traffic. Burns Alley will be widened slightly.
2. To provide space for 1st Fridays to include a stage for a band or play.
3. Space for pop-up vendors.
4. Parking - the parking controlled by the Town and the Sheriff's Department were agreed on.
5. Trees to be placed that will not affect power lines.

The Chief of Police inquired about the gas pump. The Director of Planning informed the Sheriff's Department agreed to a relocation.

The Director of Planning will revisit each property owner separately.

Chair Bianca wanted to know what specifically they were against. Commissioner Etting advised access and delivery. Commissioner Kahoe asked if the road would stay open. The Director of Planning stated yes, but different. The Director of Administration inquired if the Board of Education has concerns. The Director of Planning advised the Board of Education attended the meetings.

The Director of Planning requested direction from the Commissioners.

Chair Bianca inquired about the next step. The Director of Planning advised funds are available in this year's budget for engineering.

The Commissioners approved to move forward.

COMMISSIONER'S COMMENTS:

None.

CLOSED SESSION:

At 6:15 p.m. Commissioner Kahoe moved and Commissioner Chance seconded the motion to close the meeting under the provisions of the Maryland Open Meetings Act General Provisions Art. § 3-305(b) (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

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

Nays: None

The motion carried.

The meeting reopened at 6:45 p.m.

The Director of Economic Development announced her retirement and assured a smooth transition.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 6:50 p.m.

APPROVED: February 6, 2023

Signature on file

Kevin M. Bianca, Chair

Board of Town Commissioners

Signature on file

Michael L. Krantz, Town Clerk