

**BOARD OF TOWN COMMISSIONERS**

**BUDGET/WORK SESSION**

**April 9, 2019 - 4:30 P.M.**

**PRESENT:** Commissioner Susan U. Burdette, Chair  
Commissioner Amy G. Chmielewski  
Commissioner Philip L. Einhorn  
L. Jesse Bane, Town Administrator  
Trish Heidenreich, Director of Economic Development  
Steve Kline, Director of Public Works  
Michael L. Krantz, Director of Administration  
Lisa M. Moody, Director of Finance  
Charles Moore, Chief of Police  
Kevin L. Small, Director of Planning  
Patti Sterling, Grant Coordinator

**ABSENT:** Commissioner Brendan P. Hopkins  
Commissioner Patrick T. Richards

**OTHERS:** Joan Suitt, Recording Secretary

**ABSENT:** Aegis Representative

Chair Burdette notified trending on the app "Next Door" was the Town's DPW refuse employees. Some comments:

- High-five to all. No matter what is set out you manage to make it go away. Even on recycle day when things blow all over, you guys do a great job and want to send out a thank you.
- The best - thank you Bel Air Public Works.
- Always put the lid on my can and keep it upright too.
- A great shout out to the amazing crew.

**APPROVAL OF AGENDA:**

Commissioner Chmielewski moved and Commissioner Einhorn seconded the motion to approve the Agenda as written. The motion carried.

**BUDGET: Continued Detailed Review of General Fund Expenditures**

Appearance & Beautification Committee

The Director of Public Works advised the Appearance & Beautification Committee requested funding of \$39,300.00, the same as last year. The amount funds planting of gardens, hanging baskets and purchasing holiday decorations.

Commissioner Chmielewski inquired about a past discussion on adding electric to up-light trees during the holidays. The Director of Public Works advised a group of residents are trying to raise funds to make that happen.

#### Bel Air Armory

The Director of Public Works informed the operating budget for the Armory is \$216,840.00 that includes maintenance/utilities for the garages. The Town is reimbursed for the utilities by each tenant. The majority of the expense for the Armory is the salary for the Event Manager and utilities/maintenance. This also includes replacing the subfloor at the main entrance and purchasing a large movie screen.

#### Town Building

The Director of Public Works stated the Town building budget for 2020 is \$421,477.00 and the major expense item is maintenance that includes electrical, plumbing, HVAC, carpentry, masonry, fire safety, roofing and other miscellaneous.

Projects to be addressed in FY2020:

- Painting exterior of Planning/Public Works facility
- Requesting funding to replace the emergency generator at Planning/Public Works facility. The existing generator is nearing 20 years old and unable to energize the entire facility during power outages. Currently doing an analysis on maximum power needed at the facility in order to purchase the proper size unit.

The Town Administrator questioned if the old generator could possibly go to Rockfield Manor. The Director of Public Works agreed.

- Replace roof on salt shed. It is 25 years old and starting to fail.
- Replace curb/gutter and asphalt at Rockfield Manor. It is the walkway used to get from the bottom parking lot up to Manor House.

Commissioner Chmielewski asked if the old paint will be scraped off the Planning/DPW facility. The Director of Public Works advised some of the masonry is being compromised and needs scraping, primed and painted.

The Director of Public Works informed Bob Grafton helps maintain Rockfield by mowing the grass/raking leaves for a fee and does a good job. The Budget request asks for Mr. Grafton be hired part-time to continue the work as it would be a violation of procurement policy to continue to employ him contractually.

## Hydrant

The Director of Public Works stated the hydrant budget increased \$11,688.00 because of the Maryland American water rate increase. The budget for hydrants is \$50,084.00 for the Town's 302 hydrants. Department of Public Works will make sure Maryland American is doing the maintenance. Commissioner Chmielewski recommended Maryland American send some type of report on the maintenance.

## Department of Public Works Administration

The Director of Public Works reported the budget of \$1,041,562.00 funds the salary/benefits in the DPW Administration plus everyday expenses. The next largest expense is MS4 Stormwater Management. Patti Sterling submitted for a new grant and was awarded. This will help restore approximately 1,225 linear feet of stream near Home Depot and help to reach the 20% treatment requirement of Maryland Dept. of Environment (MDE).

Chair Burdette had a conversation with an environmentalist who is saying the Town is destroying algae and other things in the stream. The Director of Public Works stated that stream restoration is helping the environment and for her to refer future questions to the Department for factual information.

## DPW Shop

The Director of Public Works informed the Shop budget is \$422,774.00 and covers the cost to operate/maintain 70 vehicles, 60 pieces of equipment and 3 employees.

Mr. Dawson has been working with the new financial software and able to get a new Fleet Management program for tracking.

## Streets

The Street budget is \$1,745,835.00 and the Director of Public Works reviewed the following projects:

- Repair of sidewalks and other tripping hazards.

Chair Burdette notified of a tripping issue on the side of the 7-11 Store at Bond and Rt. 1. The Director of Public Works will check the area. Chair Burdette advised of getting many compliments on what the Town is doing on the sidewalks.

- ADA handicapped assessable curbs
- Street resurfacing

- Replacing the street sweeper purchased in 2008 - should receive money for the present sweeper from Gov Deals when sold

The Director of Public Works noted the Town gets credit for Stormwater Management when doing the sweeping.

#### Refuse

The Director of Public Works stated the budget of \$711,227.00 funds the trash and recycling efforts for the Town. No new equipment will be bought and the following was reviewed:

- Condominium trash - hire contractor to collect trash on private property

#### **Discussion by Commissioners on Budget Issues:**

The Director of Finance discussed the following:

- Food truck fees and other fees - can be changed by Resolution any time of the year. Changes typically are done during the end of the Fiscal Year. Commissioner Chmielewski recommended this be part of the budget discussion.
- Amount brought in by Gov Deals - \$47,000 for FY18
- Additional discussion on Office Street/Courtland Street project - will be discussed at a future presentation.

#### Added to the List

- Exterior painting at Planning/DPW facility.
- Mailing of The Bond. Chair Burdette noted it is only mailed four times per year and residents/businesses learn what is going on in Town. The request was made for the Director of Administration look into how many people read The Bond on-line.
- Commissioner Chmielewski advised being asked how much the budget increased in the last 10 years.

## **PRESENTATIONS:**

### David Hill - Candidate for Appointment Official on Board of Ethics

The Director of Administration introduced Mr. David Hill who is a candidate for appointment on the Board of Ethics. Mr. Hill is retired and recently moved to the Town of Bel Air. Some of Mr. Hill's professional experiences are Executive Director for Charles Village Community in Baltimore and various government positions at the local/state level in California where he worked with clients and several Boards.

Mr. Hill's application will be reviewed by the Commissioners.

### Cell Tower Presentation/Discussion

The Town Administrator introduced Jay Young an attorney in Bel Air. Mr. Young advised being here to make sure the Town is comfortable with the Cell Tower coverage and concept. Mr. Young spoke about Federal legislation that requires Tower/Wireless companies to provide coverage everywhere. Mr. Young informed of a large hole in the Town area but only a few sites (5 acres) could accommodate a tower. Mr. Young stated legislatively something has to be done to accommodate the tower. This area is a vital access point to the hospital, fire companies and ambulance both by voice and data transmission. Doctors monitor conditions and if in a dead zone, there is trouble. In addition, AT&T was able to get a Federal contract for "First Net" that allows first responders to trump the communication world and do what is needed for emergency communications. Mr. Young informed at this particular site there is a 1.5 mile radius where no towers are located and three major carriers, Verizon, AT&T, T-Mobile will be anchored tenants on the site.

Mr. Ryan Foltz, AT&T Smart Link, explained First Net will be a dedicated frequency for first responders to fill in the gap. Mr. Foltz advised when not being used by emergency responders AT&T will use it for regular service.

Commissioner Einhorn wanted to know the general income for the company. Mr. Foltz does not know the actual numbers for it will be contracted.

The Chief of Police inquired how will first responders be differentiated. Mr. Foltz stated testing is being done now and the first responders will have some type of mechanism in their phone.

Mr. Paul Dugan, Consulting Engineer for Tower Company, displayed several maps that showed the gaps verifying the lack of coverage.

Commissioner Chmielewski asked the location of the tower. Mr. Dugan informed the proposed placement is on St. Matthew's Church property in the back. Commissioner Chmielewski inquired will the tower be taller than the water tower in Town. Mr. Young responded no and advised of towers in Town behind the old Kunkels, behind the Bel Air Plaza; and where the Auto Auction was located outside Town limits.

The Town Administrator wanted to know with the next generation 9-1-1, when responders will be able to locate people by cell phones and streamline what is going on at the scene by monitoring the situation by cell phone. The Town Administrator asked will this enhance that capability. Mr. Dugan notified this is for the future of wireless and enhanced 9-1-1 where one will pinpoint a caller within 100 feet of his location. Mr. Dugan stated today with the enhanced 9-1-1 coverage when persons call, they do not have to describe their location because it automatically drops it on a map.

Chair Burdette questioned why the tower is not being considered at the Town's Department of Public Works facility near John Carroll School. Mr. Young advised the Catholic Archdiocese has a deed restriction and would not consent. Chair Burdette has heard complaints about a tower at St. Matthews property because it would be in the middle of a residential area. Mr. Young commented that this is a large residential area coverage is needed.

Chair Burdette also received comments of using the land at Carsins Run. Mr. Young stated that would not solve the problem of coverage.

Mr. Dugan informed the property at DPW sits lower and Tower Co. would have to build a much taller tower to provide the same signal at the church.

Commissioner Einhorn asked for pictures of the tower. Mr. Young advised they were submitted and the tower will be a monopole, not a lattice tower.

The Town Administrator inquired about the need of small cell technology in this area. Mr. Dugan stated this single site would minimize the need for 4G small cells. The industry is moving at a fast pace and Mr. Dugan cannot predict what the industry will require, long term, but said 5G is coming.

Commissioner Chmielewski asked for the distance the tower would reach. Mr. Dugan stated 1  $\frac{1}{4}$  to 1.5 miles in all directions.

Commissioner Einhorn asked how many carriers will be on the pole and have you looked at other areas. Mr. Young advised three major carriers would be on the tower and where the Tower goes to solve the problem is very precise. Mr. Dugan informed signals don't travel far. Commissioner Einhorn wanted to know the height of the pole. Mr. Dugan stated 155 feet.

The Director of Planning reported this is the first step to the process. The Town Board would have to refer the request to change the code to the Planning Commission. The Planning Commission would have a public meeting and hear testimony making a recommendation back to the Commissioners. The Planning Commission can also present to the Town Board anything not in the record. The public could speak at a Town Commissioner meeting and the code could be changed. This will then require a Special Exception approval by the Board of Appeals.

Commissioner Einhorn asked about the space needed. Mr. Young advised this is an antenna and the communication equipment will be on the ground.

Chair Burdette is glad the color is a blue to blend in with the sky and clouds.

The Town Administrator thanked everyone for the presentation and stated, "We now understand this better."

Mr. Young commented, "No one wants to look at a tower but wants the cell phone to work. The tower helps transmit data to a hospital by first responders in case of an emergency. This is a necessity and an obligation to provide for the citizens."

#### **AGENDA FOR TOWN MEETING (Monday, April 15, 2019)**

##### **Presentations:**

Certificate of Recognition - Dr. Dyann R. Mack

The Director of Administration notified Dr. Mack will be recognized. Commissioner Einhorn stated Dr. Mack feels humbled and excited in receiving the recognition.

##### **PUBLIC HEARING:**

Resolution No. 1128-19 - Town Administrator's Budget for Fiscal Year 2020

The Director of Administration advised this will give the opportunity for the public to comment on the Town Administrator's Budget. There will be no vote taken.

**NEW BUSINESS:**

Resolution No. 1129-19 - Fiscal Year 2020 Tentative Budget

The Director of Finance informed this is the same proposed budget given each Commissioner and it becomes the Tentative Budget (Commissioner's working budget).

Resolution No. 1130-19 - Annual Planning Commission Report

The Director of Planning placed hard copies of the Annual Report in the Commissioner's bins and sent a digital copy by e-mail. The Director of Planning stated the Town had a very good year and the building activity before the Planning Commission was vigorous. More building permits were issued this year than the past 10 years. The larger number of permits required the long form being submitted to the State. The Director of Planning advised that listed are all projects reviewed by the Planning Commission, Board of Appeals and Historic Preservation and he expects this trend to continue for at least a year or two. The Director of Planning informed of the Activity Map in the report and that the goals and objectives in the Comprehensive Plan are coded as completed, partially completed or incomplete.

Contact the Director of Planning with questions.

The Director of Planning requested the Commissioners vote regarding the Cell Tower. By voting it sends the request to the Planning Commission for recommendations.

Chair Burdette notified her questions were answered and understands the needs of emergency services.

Commissioner Chmielewski moved and Commissioner Einhorn seconded the motion to forward the Cell Tower petition to the Planning Commission for recommendation.

Ayes: Commissioners Chmielewski, Einhorn and Burdette

Nays: None

Absent: Commissioners Hopkins and Richards

The motion carried.

## Contract for Variable Print and Mailing Services - Tax and Sewer Billing

The Director of Finance reminded about the changing software provider and this last phase of the new system brings in real estate, utility billing and accounts receivable to the modules. The Director of Finance advised John, our Procurement Officer, found a contract to piggy-back through Office Depot for printing/mailing the tax and sewer bills. Details are being finalized.

The Director of Finance informed this contract will be "not to exceed" as some costs will be concrete but others depend on the number of pieces mailed. The costs include invoices, mailing service, postage and outer/return envelopes. The Director of Finance advised the first sewer bills go out May 25<sup>th</sup> and all processes need to be completed soon.

Commissioner Chmielewski suggested not enclosing a return envelope to save cost; and in doing so, it may cause more people paying on-line.

### **STAFFING:**

The Director of Administration reported:

- Senior Planner - position accepted
- Property Manager - position accepted
- Parking Enforcement - vacancy

### **CALENDAR:**

The Director of Administration distributed the April, May, June calendar and asked for additions/corrections.

Added -

May 3<sup>rd</sup> - bus stop ribbon cutting at Mary Risteau building

The Director of Finance reminded April 23<sup>rd</sup> is a Budget Work Session.

The Director of Planning advised Board of Appeals will not meet in April and no Planning Commission meeting in May.

### **MISCELLANEOUS:**

The Director of Planning informed the decision was made by Harford County to grade and cut trees on their land near the Ma & Pa Trail. Some comments have been made that it was done by the Town of Bel Air. The Director of Planning supports handicapped access and stated the tree cutting was appropriate. Replanting will be done.

The Director of Administration witnessed today, first hand, Officers Rhodes, Krause and Hunt save the life of a young man in the Police Department who overdosed.

### Commissioners Report

The Director of Finance advised there were no significant changes.

### **LIAISON REPORTS:**

Commissioner Einhorn inquired about the mural at the Tower Restaurant. The Director of Economic Development informed the Cultural Arts Commission is planning murals on the side of the Tower Restaurant that look like windows. The MOU for the mural needs to be agreed to by the owner of the restaurant and the artist is ready to move forward.

Commissioner Chmielewski asked if the parking sign will go back up. The Director of Planning advised there is a place for it but he would like to replace the sign.

Commissioner Chmielewski further inquired about Black Eyed Suzies signage. The Director of Planning advised it was approved.

Commissioner Chmielewski informed a resident on Giles Street requested speed bumps several years ago and the result was placement of stop signs. Commissioner Chmielewski passed on information from the resident regarding temporary speed bumps used in another state before permanent ones were placed.

Commissioner Einhorn learned, while in Sioux Falls, South Dakota, there are three different companies in the town who build fire trucks. The three companies compete with one another, fighting for business from fire departments. Commissioner Einhorn stated money is saved with the competition. The Town Administrator recommended passing information to the Bel Air Volunteer Fire Company when someone from the company appears before the Commissioners for a budget session.

Chair Burdette informed one of the Judges asked about having a Food Truck available for jurors. The jurors look for lunch in Town but the time given for Lunch is not long enough for them to be served in restaurants.

The Town Administrator asked for comments on the Police Department input meeting. The Commissioners felt the meeting went well but would have liked to have seen more people attend.

**CLOSED SESSION:**

At 7:15 p.m. Commissioner Chmielewski moved and Commissioner Einhorn seconded the motion to go into Closed Session to discuss an appointment to the Planning Commission.

The meeting was reopened at 7:27 p.m.

**ADJOURNMENT:**

With no further comments, the meeting adjourned at 7:27 p.m.

Approved: April 15, 2019

Signature on file  
Susan U. Burdette, Chair  
Board of Town Commissioners

Signature on file  
Michael L. Krantz, Town Clerk