

MINUTES
BEL AIR BOARD OF TOWN COMMISSIONERS
Budget and Work Session/Public Meeting Agenda
May 5, 2022

The Budget and Work Session of the Board of Town Commissioners was called to order on Thursday, May 5, 2022 at 4:00 p.m. at Town Hall, 39 Hickory Avenue, Bel Air, Maryland.

MEMBERS PRESENT: Mary F. Chance
Paula S. Etting
Erin S. Hughes
Donna L. Kahoe

VIA TELEPHONE: Kevin M. Bianca, Chair

PRESENT: L. Jesse Bane, Town Administrator
Michael Krantz, Director of Administration
Lisa Moody, Director of Finance
Charles Moore, Chief of Police
Joshua Forth, Technology Manager
Anthony Coliano, Vice President of Bel Air Volunteer Fire Co.
Scott Panowitz, Chief of Bel Air Volunteer Fire Co.
Catherine Butrim, Recording Secretary

APPROVAL OF AGENDA:

Commissioner Kahoe moved and Commissioner Hughes seconded the motion to approve the agenda of the Budget and Work Session.

Ayes: Commissioners Chance, Hughes and Kahoe
Nays: none
The motion carried.

APPROVAL OF MINUTES:

- a. April 26, 2022 Commissioners Budget Work Session Meeting
- b. April 28, 2022 Commissioners Budget Work Session Meeting

Commissioner Chance moved and Commissioner Kahoe seconded the motion to approve the minutes of the April 26, 2022 and April 28, 2022 Commissioners Budget Work Session Meetings.

Ayes: Commissioners Chance, Hughes and Kahoe
Nays: none

The motion carried.

BUDGET:

a. Presentation

Bel Air Volunteer Fire Co.

Mr. Coliano informed of the reasons why the Bel Air Volunteer Fire Co. (BAVFC) is requesting increases in FY23.

Mr. Coliano informed that the Patterson Mill Station was being manned 72-73 percent of the time with employees they were trying to hire. Mr. Coliano advised that that BAVFC spoke to the County, which agreed to staff a medic unit out of the Patterson Mill Station. This means that BAVFC will not generate any revenue from the ambulance at Patterson Mill. Mr. Coliano also advised that BAVFC had to abandon the EMS Club membership because the County will not recognize that club.

Mr. Coliano advised that BAVFC will man three (3) ambulances. He advised that 24-28 percent of the calls they receive are in the Town of Bel Air.

Mr. Coliano advised that BAVFC is still trying to hire people, and they are competitive with the Foundation and with the County; but it has become increasingly difficult to hire people.

Mr. Coliano informed that over the last couple of years, BAVFC has spent a great deal of money. He informed that they have replaced two (2) ambulances at \$295,000.00/each. He advised that BAVFC maintains the ambulances as best they can, but ambulances must be replaced when they reach a certain mileage.

Mr. Coliano advised that BAVFC sold their heavy rescue truck, and the new heavy rescue truck came in at \$1.6 million. Chief Panowitz advised that the new heavy rescue truck enhances BAVFC's rescue abilities and allows more flexibility with battery-operated rescue tools.

Mr. Coliano advised that BAVFC spent \$1.3 million on a quint, which is a ladder truck with water on it for the Patterson Mill Station. The quint is a ladder and an engine, which meant that BAVFC could drop an engine out of the ERF and lower the payments to their ERF. Mr. Coliano advised that two (2) ambulances were dropped from the ERF, and those ambulances will not be replaced as the County wants to be in charge of EMS.

Mr. Coliano advised that the bottom line is getting service to the citizens as quickly as possible with the best equipment possible.

Mr. Coliano advised that it costs \$230,000.00/year for Lifepak sets, which are defibrillator monitors.

Mr. Coliano advised that BAVFC purchased five (5) LUCAS CPR devices for \$66,500.00.

Mr. Coliano advised that BAVFC just ordered a midmount ladder truck at a cost of \$2.5 million.

Mr. Coliano advised that it is important to have an engine with a Class A pumper because it allows citizens to have a lower fire insurance rate.

Mr. Coliano advised that the trend throughout for volunteer fire service is having a live-in program. Volunteer firefighters who make a certain number of calls can live at the station with a room or two (2) rooms and a shower and a bath. Chief Panowitz advised that Bel Air Fire Station currently has common bunk beds, but this plan would allow firefighters to have a dedicated living space, which is more appealing to volunteers. Mr. Coliano advised that this is a \$4 million project for the building itself. The County will hopefully fund some of the cost, but that cost does not include furniture and other costs. Commissioner Chance inquired how many calls volunteers are required to go out on. Chief Panowitz advised that a live-in program at BAFVC would likely be based on the number of duty hours.

Mr. Coliano advised that the Town Commissioners are welcome to visit BAVFC to see what he is talking about in regard to the budget. Commissioner Chance advised that she would like to arrange to visit BAVFC.

Mr. Bane inquired how many years Mr. Coliano has been with BAVFC. Mr. Coliano advised that he has been with BAVFC for 48 years, and he has served on the board for 28 years. Mr. Bane stated that Mr. Coliano's service is much appreciated.

b. Continued Detailed Review of General Fund Expenditures

Technology

Mr. Krantz advised that all of the elements that make the Town what it is, including Police, Fire and Public Works, will not function without the technology that supports it. He advised that Mr. Forth and his department are tremendously valuable to the Town of Bel Air operation.

Mr. Krantz advised that the Town Commissioners approved the hiring of a full-time assistant last year because Al will be retiring in the next year or so.

Mr. Forth provided explanations for the following FY23 Technology expenditures:

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1-1445-0210-001 Canon copier lease (7 total)	\$13,052.00
1-1445-0230-018 Exchange Online (160 licenses)	\$13,940.00
1-1445-0230-019 Office 365 ProPlus (100 licenses)	\$13,100.00

1-1445-0230-021 Barracuda Total Email Protection (security plus archiving); recurring annual license	\$16,000.00
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1-1445-0230-046 ESRI ArcGIS licensing (local & online), annual support, licensing and updates for GIS mapping, software & online map	\$11,700.00
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1-1445-0230-052 Azure Activity Directory Premium P2 enhances security for Office 365	\$16,000.00
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1-1445-0230-054 Lexipol cloud-based policy, training & legal services-Police	\$11,735.00
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1-1445-0230-055 Lexipol cloud-based policy, training & legal services-Admin	\$4,656.00
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1-1445-0230-059 Eclipse 2 additional licenses (1x expenditure)	\$4,548.00
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1-1445-0530-033 5 computer replacements (Keyscan, Arnold, Driver, Dawson, Bane)	\$4,750.00
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1-1445-0530-035 WIFI access points (x16) (ARPA)	\$5,280.00
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1-1445-0812-001 Patrol Toughbook (8) (Toughbook/dock)	\$28,800.00
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1-1445-0812-003 Dell server replacement (DOCSTAR Eclipse)	\$10,000.00
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1-445-0812-004 WIFI Controller (ARPA)	\$8,000.00
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1-1445-0812-005

Fortianalyzer (network log collection & reporting)

\$14,000.00

Human Resources Department

Mr. Krantz thanked the Commissioners for approving the hiring of a part-time file clerk last fiscal year. He informed that Mark Reed has been a tremendous addition and his attention to detail is phenomenal. Mr. Krantz informed that Mr. Reed is a retired member of the military and retired from the technology sector. Mr. Reed will be proposing the best possible way to begin scanning, copying and preserving the history of the Town of Bel Air. Mr. Krantz informed that all legislation, ordinances, documents and minutes of meetings currently exist in paper form, and they need to be searchable, archived and saved. Mr. Krantz advised that the Town has an obligation to have a solid records and retention system. Mr. Krantz requested that the Commissioners agree to retain Mr. Reed for 10 hour/week.

Mr. Krantz provided explanations for the following FY23 Human Resources/Administration expenditures:

1-1415-0255 Advertising

The KeldairHR cloud-based applicant tracking system includes advertisement on Indeed.com. This has proven to be sufficient for most recruiting needs. Other advertisement using periodicals and newspapers and various online job boards and paid social media boosts are sometimes necessary. All open positions are also placed on the Town's website. Due to the increased need to hire and recruit new employees in the current competitive market, the Town has increased its advertising in print and digital media. The requested budget amount is \$1,500.00.

1-1415-0360 Contracts

The licensing updates to the Code and Development Regulations, plus web hosting for E-Code is a semi-annual expenditure to General Code for publication of Town Code and Development Regulations amendments, and the amount depends on the legislation passed in the year. The Town estimates \$4,000.00 based on history.

Contracts include \$3,500.00 for the Innovative Insurance ACA Employer Reporting services as mandated by the Affordable Care Act (ACA).

1-1415-0385 Physicals Testing

This account covers the costs of random drug testing, new hire processing (drug tests, hearing exams and physical exams), fit for duty exams, background fingerprinting, psychological evaluations for the Police Department and driving records. The requested budget amount is \$11,630.00.

Commissioner Etting inquired if COVID testing for unvaccinated employees is still occurring. Mr. Krantz advised that they are not and that component can be removed from the FY23 budget.

Commissioner Etting inquired about the consortium fee for CDL drivers. Mr. Krantz advised that CDL drivers must be randomly tested, and the outside consortium must be used to randomly choose drivers to be tested.

Commissioner Etting inquired about which employees receive random drug and breath/alcohol testing. Mr. Krantz advised that two (2) drug tests/month and one (1) breath/alcohol test/month are needed for CDL drivers. He advised that it is Town policy to drug test two (2) police officers/month, two (2) CDL drivers/month and one (1) Town employee/month.

Police Department/Red Light Camera Program

Chief Moore provided explanations for the following FY23 budget expenditures for the Police Department:

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1-1470-0100 Salaries/Non-Sworn

This account reflects the salary for all non-sworn personnel and includes a merit increase. The requested budget amount is \$673,970.00.

1-1470-0101 Salaries-Sworn

This account reflects the salary of all sworn personnel, which includes a merit increase, as well as requesting the addition of two new corporal positions. The requested budget amount is \$2,579,090.00.

1-1470-0105 Overtime Pay

This account reflects overtime for all eligible police personnel, a merit increase, and is based on traditional normal spending. The requested budget amount is \$205,293.00. Chief Moore noted the need to have enough officers stay on to cover the night shift in the Town.

1-1470-0107 OT-Special Events

This account reflects the portion of reimbursable and non-reimbursable overtime used for both private and public events and is based on historical spending. Total is \$31,815.00. Chief Moore noted that he can now require extra officers for approval of the Temporary Use Permit for outdoor events with a tent or events that take up more than 10 percent of an establishment's parking lot. Those establishments also are required to pay for the extra officers assigned to the events.

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1-1470-0110 OT-Traffic Grants

Chief Moore advised that the Police Department received \$9,000.00 from the Highway Safety Office in FY22, and they expect to receive the same amount in FY23.

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1-1470-0201 Travel Training & Memberships

In FY23, this account will be utilized to pay for certification and additional training courses, as well as training courses for 50 (all current personnel to include pool of dispatchers) employees of the Police Department. The requested budget amount is \$21,915.00.

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1-1470-0363 Dispatch Contract/Equipment

This account is utilized to pay for repairs to the CCTV camera system, damaged equipment and routine repairs based on a new agreement with Harford County. The requested budget amount is \$4,000.00.

1-1470-0430 Gasoline

Gasoline costs are based on a per gallon cost estimated by Harford County Fuel Services and the utilization of around 2,000 gallon/month, or 24,500 gallons/year. The Harford Fuel Consortium could see prices rise to \$4.00/gallon in the next fiscal year. The requested budget amount is \$98,000.00.

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1-1470-0512 Uniforms

This account provides both sworn and non-sworn employees with replacement uniforms, including a stock supply. This account includes the fourth year of the Body Worn Camera Implementation costs. Based on historical spending and continued transition to Body Worn Cameras (BWC), the requested budget amount is \$55,079.00. Chief Moore noted that Stephanie Zahn did apply for and was awarded an \$8,000.00 grant to offset the cost of BWC.

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1-1470-0515 Vests

For FY23, the requested budget amount is \$20,700.00. The Police Department will receive a body armor grant from the Governor's office, which should cover half the cost.

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1-1470-0570 Patrol Vehicle Accessories

This account will fund the purchase of accessories for three (3) replacement unmarked vehicles. The requested budget amount is \$48,000.00.

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1-1470-0816 Vehicles, Capital

The Police Department will replace Car 7 (2009 unmarked Chevrolet Impala), Car 8 (2012 unmarked Ford Escape), Car 17 (2013 Ford Explorer). All the vehicles will be auctioned at an estimated value of \$3,000.00/each. All of the cars will be replaced with the 2021 Ford Police Interceptor Utility at a total cost of \$40,000.00/each. The requested budget amount is \$120,000.00 (To be funded with ARPA funds).

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Ms. Moody reported that the Town is part of a consortium through Howard County, which bids contracts for red light camera services. The bid was awarded to American Traffic Solutions (ATS). The per month/per camera fee for the Town comes to a total of \$123,000.00. The back office processing fee for the Town comes to a total of \$101,000.00. The cost to pay Howard County for facility costs is \$655.00/month. Ms. Moody reported that the total cost for the Town is \$232,000.00 with projected revenues of \$570,000.00. The projected revenues are actually higher than pre-COVID numbers.

LIST OF OUTSTANDING ITEMS:

Commissioner Hughes requested that Ms. Moody resend the list of proposed FY23 budget expenditures using ARPA funding, which was distributed during the Commissioners Retreat.

2. Discuss one-time increase in funding using ARPA to Bel Air Recreation Committee, Bel Air Volunteer Fire Company and the Bel Air Downtown Alliance

Ms. Moody advised that in discussions with the consultant regarding the use of ARPA funding, it was brought up that the Town will need to thoroughly monitor how any organization that receives ARPA funds from the Town is spending those funds. She advised that the funding that the Town is considering awarding to these organizations (roughly \$30,000.00 in total) may not be worth the risk of losing the \$10 million in ARPA funding if an audit concluded that any of these organizations did not use the funds awarded by the Town properly.

Ms. Moody suggested that the Commissioners not include the funding for these organizations in the initial stage of the FY23 budget and that they gather all necessary information from each of the organizations before awarding them any ARPA funding.

She suggested that the Commissioners consider this option and discuss it further next Tuesday.

7. Discuss 2% COLA

Commissioner Etting suggested doing something for the Town employees as other jurisdictions are giving more than 2 percent. Ms. Moody advised that Havre de Grace is giving a total of 5 percent, which is equivalent to the Town because the Town's merit will be an average of 3 percent. She advised that Aberdeen is giving about 8 percent including merit.

ADJOURNMENT:

The meeting was adjourned at 5:59 p.m.

Approved: May 16, 2022

Signature on file _____

Kevin M. Bianca, Chair

Board of Town Commissioners

Signature on file _____

Michael L. Krantz, Town Clerk