

BOARD OF TOWN COMMISSIONERS

WORK/BUDGET SESSION

May 14, 2019 - 5:15 P.M.

PRESENT: Susan U. Burdette, Chair
Commissioner Amy G. Chmielewski
Commissioner Philip L. Einhorn
Commissioner Brendan P. Hopkins - via telephone
Commissioner Patrick T. Richards - via telephone
L. Jesse Bane, Town Administrator
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

ABSENT: Trish Heidenreich, Director of Economic Development

OTHERS: Joan Suitt, Recording Secretary

ABSENT: Aegis Representative

APPROVAL OF AGENDA

Commissioner Einhorn moved and Commissioner Chmielewski seconded the motion to approve the agenda. The motion carried.

TOWN ADMINISTRATOR:

None.

AGENDA FOR TOWN MEETING (Thursday, May 23, 2019)

Presentations:

Student Achievement Award

The Director of Administration advised George Fritz, student from Harford Day School, will receive a Student Achievement Award.

Unfinished Business:

Resolution No. 1129-19 - Tentative Budget

The Director of Finance advised the Public Hearing is on the Tentative Budget where the two Enterprise Funds and Special Revenue Fund will be presented.

New Business:

Resolution No. 1131-19- FY20 Final Budget

The Director of Finance advised the FY20 Final Budget includes all the amendments and the Commissioners will vote on approval.

Wayfinding Phase III Directional Signage Contract

The Director of Planning received several RFP's that were over budget. Negotiations with lowest bidder were successful at \$44,000 and will take care of 11 new signs in downtown Bel Air. The Gateway signs will be looked at during the next fiscal year.

Chesapeake Sensory Plaza Playground Equipment Contract

The Director of Planning informed the playground equipment is manufactured in Germany with one representative in the United States. This is interactive play equipment and the Director of Planning adjusted the cost to \$55,000 plus shipping. The \$150,000 grant money will be used for installation of the equipment at Rockfield.

Commissioner Chmielewski inquired about the water cost. The Director of planning stated it is being estimated approximately \$100 per month for the summer months.

Commissioner Hopkins asked if any negotiations are in place with Maryland American regarding the water. The Director of Planning is still trying to pursue some discussion. The decision was made to send a written request from Kevin Small to Maryland American from the Commissioners.

Chair Burdette informed of the Maryland American Impoundment tour and that this project is now a showcase for the Country.

Street Resurfacing Contract

The Director of Public Works informed of the locations for the annual street resurfacing with a cost of \$260,000 that is budgeted.

- Hemmingway Drive
- Benjamin Road and Benjamin Court
- Catherine Street and Catherine Court
- Eastern Avenue and Eastern Alley

Commissioner Hopkins inquired if the resurfacing includes ADA compliant curbing. The Director of Public Works advised that is being done in preparation for the resurfacing.

Chair Burdette suggested publishing the streets in The Bond newspaper.

Uniform Cleaning Contract

The Director of Public Works stated the contract provides for 11 uniforms for each employee and the cleaning. The contract will piggyback on a Cecil County Government contract.

Appointments - Tree Committee and Board of Ethics

To be discussed during Closed Session.

STAFFING:

The Director of Administration reported the following:

- Police Officer - began employment today.
- Accounts Payable - pending
- Laborer - pending
- Finance Department - summer intern began yesterday.

CALENDAR:

The Director of Administration distributed the May, June and July calendar. The Work Session on July 30th is cancelled.

MISCELLANEOUS:

Commissioner Report

None.

LIAISON REPORTS:

Commissioner Einhorn distributed a list of older trees in the Town and those highlighted in green are recognized by State of Maryland.

Commissioner Hopkins informed the Historic Preservation Commission is now compliant in members required and it is a well-rounded Board.

Commissioner Hopkins would like the discussion on the Armory Foundation to continue after the budget is passed. Commissioner Richards advised the MOU has gone through several changes and discussion will continue.

Commissioner Chmielewski advised Rockfield has booked 92 weddings for 2019 and only 5 dates are available through November.

Commissioner Chmielewski advised the ABC Committee had great feedback on the Garden Mart and everything was sold. Recognition was given to the Department of Public Works for the phenomenal work of its personnel.

Commissioner Chmielewski thanked the Director of Administration for the Garden Mart posts.

CLOSED SESSION:

At 5:15 p.m. Commissioner Einhorn moved and Commissioner Chmielewski seconded the motion to go into Closed Session to discuss the appointments to the Board of Ethics and Tree Committee. Also, to discuss compensation plans for Town of Bel Air Civilian Employees and Sworn Police Officers.

The motion carried.

The Work Session reopened at 6:00 p.m.

BUDGET:

Continued Detailed Review of General Fund Expenditures

The Director of Finance reviewed the following:

Sewer Fund Revenue

Sewer Service Charges - proposing rate increase of 2.4% which is equivalent to the December, 2018, consumer price index. This is a \$.14 increase from \$5.87 to \$6.01.

Miss Utility Fee - New account.

The Director of Public Works informed beginning FY20 the Town will begin charging a fee for marking the underground sewer system before any digging is done. The fee will be \$35.00 per mark for utility companies and homeowners will not be charged. Town staff are involved in the markings approximately 100 times a month.

Harford County Charges - pays Harford County to treat the Town's sewage. The FY20 rates are not available and will be received in November. A rate estimation is done based on historical changes with a small increase.

Processing Fees - increased because billing is going from quarterly to monthly. Promoting e-billing and signing up for auto draft should reduce the line item over the next year.

Miscellaneous - houses three different types of expenses - unexpected expenses, legal and salary/benefit changes.

Transfer to SSCI - not setting money aside this year. Some of the money will be utilized on funding capital projects.

Transfer to General Funds - cost the sewer fund owes general fund. Allocations are done based on salary, benefits and overhead.

The two Enterprise Funds are looked at as private business funds.

Depreciation - works as in private business. When buying an asset like a truck it is depreciated on an income statement. This is based on assets over time that are not fully depreciated.

The Director of Public Works advised the Town sanitary sewer system is made up of approximately 40 miles of pipe and pump stations and collects nearly a million gallons of sewage each day. This system is operated/maintained by two individuals, daily, 365 days a year to include Saturday and Sunday. The 13 pumps are checked to see if they are operating properly and not spilling over. The operating cost of the system includes salary, utilities to run pump stations, equipment maintenance and supplies, root control and Miss Utility marks.

Pipe Bursting - New Account. Project at Atwood and George Street to replace approximately 300 linear feet of 8" sanitary sewage main due to pipe bursting. There are 3 manholes and 23 service connections along the section.

Pump Station Repair/Replacement - New Account. To make substantial repairs to the Wet Well at the Baltimore Pike Pump Station and replace the Check and Gate Valves at the Ewing Street Pump Station.

Equipment-Sewage Pumps - New Account. Replacing three pumps - 2 at the Baltimore Pike Sanitary Sewage Pumping Station and 1 at the English Country Manor Pump Station.

Parking Fund Revenues

The Director of Finance advised the first three items are the main source of revenue with not a lot of change.

Meter Collections - includes meters, parking garage vouchers, smartcards and ParkMobile.

Parking Fines - projected to increase slightly based on 2 full-time parking enforcement personnel.

Leased Fees - not making headway since the recession.

County Share Operations - represents 2/3 of what the County reimburses the Town for operating costs of the garage.

County Share Capital - making change in the final budget. Town needed to provide our capital funding within the Parking Fund to the County last October. This was not done with the parking garage sweeper. Money for the sweeper will be borrowed.

Transfer from Retained Earnings - Parking Fund revenues are not supporting the Parking Fund expenses and funds will be taken from this account.

Parking Fund Expense

Parking Garage Sweeper - money is being borrowed and becomes a debt service account.

Transfer to General Fund - both Parking Garage and lot. Works the same way transfers from General Fund and Sewer Fund.

Depreciation - Works the same as Sewer Fund.

The Director of Public Work reviewed:

Resurface Lot - entire Pennsylvania Avenue Parking Lot to be resurfaced.

Parking Garage Sweeper - to purchase new sweeper, the current sweeper is nearing end of life and not working well.

Special Revenue Fund

The Director of Finance informed accounts in the Special Revenue Fund do not necessarily run through the fiscal year. This fund maintains a rolling balance for certain accounts from year to year.

CDBG Project - funding to be used for the Office Street/Courthouse Square project for FY20.

Plumtree Stream Restoration Project - implement Phase III of the project which is fully funded by a grant.

The Town Administration informed Patti Sterling, Grant Coordinator, is approaching 2 million brought into the Town by way of grants.

Community Legacy Grant - grant received from the State for Phase I of the Office Street/Courthouse Square Project.

Chesapeake Sensory Plaza - money has been received but project will not be completed until FY20.

Discussion by Commissioners - Budget Issues

The Director of Finance distributed the above list.

1. Fee schedules to be discussed during future Work Session.
2. Revenue from vehicles and equipment sold on Gov Deals \$47,094.
3. Office Street/Courtland Street Project - received grant money from Community Legacy for \$200,000 for Phase I. Money has been encumbered from prior fiscal years for the project and spent \$8,000 on the design. The Director of Finance advised this money cannot be used for the Police Station.
4. Painting exterior of DPW/PLN building - cost \$21,000.

Commissioner Chmielewski advised during a Budget Session it was discussed to use this money for The Bond newspaper, Boys & Girls Club, LASOS, Bel Air Volunteer Fire Company and Elderly and Needy.

Commissioner Chmielewski stated the DPW/PLN building definitely needs painting and recommended to wait for mid-year money to paint the building.

5. The general fund budget has increased \$2,212,505 from FY11 to FY20.
6. The Bond newsletter - to reduce cost recommendations were to cut 1 issue per year or decrease number of pages, especially the calendar. The calendar is duplicated on-line and in the Economic Development printed calendar of events. The editor advised the calendar is very time consuming with having to verify dates and the formatting.

Chair Burdette spoke with the Mayors from Havre de Grace and Aberdeen and both feel newsletters should include trash/recycle pick-up dates and information needed for the public.

The Town Commissioners decided to keep The Bond newsletter the same.

Commissioner Chmielewski suggested asking residents about emailing The Bond.

7. Discussion regarding the Christmas Parade was tabled for a later date.
8. Boys & Girls Club - Town Commissioners decided on \$10,000 support.
9. LASOS - Town Commissioners decided on \$6,000 support.
10. Public Relations Manager position - funded - to begin January, 2020.
11. Elderly and Needy - Town Commissioners decided on \$5,000 support and funds will stay in the Town's budget. Grant money will be looked at.
12. Bel Air Volunteer Fire Company - Town Commissioners decided on 2% increase - \$3,100.

13. Harford County Historical Society - Town Commissioners decided on a \$2,000 increase.

The list of decisions made will be emailed to the Commissioners.

Commissioner Richards left the meeting at 5:57 p.m. and Commissioner Hopkins left the meeting at 6:25 p.m.

ADJOURNMENT:

With no further comments, the meeting was adjourned at 7:25 p.m.

Approved: May 23, 2019

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

Signature on file
Michael L. Krantz, Town Clerk