

MINUTES

BOARD OF TOWN COMMISSIONERS

May 23, 2019

The meeting of the Board of Town Commissioners was called to order on Thursday, May 23, 2019 at 7:30 p.m. at Town Hall, 39 N. Hickory Avenue, Bel Air, Maryland.

MEMBERS PRESENT: Susan U. Burdette, Chair
Amy G. Chmielewski
Philip L. Einhorn
Patrick T. Richards

ABSENT: Brendan P. Hopkins

STAFF MEMBERS PRESENT:

L. Jesse Bane, Town Administrator
Charles Dawson, Deputy Director of Public Works
Michael Krantz, Director of Administration
Lisa Moody, Director of Finance
Charles Moore, Chief of Police
Kevin Small, Director of Planning
Charles Keenan, Town Counsel
Joan Suitt, Recording Secretary

ABSENT: Trish Heidenreich, Director of Economic Development
Stephen Kline, Director of Public Works

APPROVAL OF AGENDA:

Chair Burdette called for approval of the Agenda.

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

APPROVAL OF MINUTES:

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the minutes of the Bel Air Board of Commissioners' meeting held on April 15, 2019, April 23, 2019, April 30, 2019, May 7, 2019 and May 14, 2019 be approved as submitted.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

Abstained: Commissioner Einhorn - May 7, 2019 meeting
Commissioner Richards - April 15, 2019 meeting

The motion carried.

PRESENTATIONS:

Major General Randy Taylor - Senior Commander Aberdeen Proving Ground

Chair Burdette notified Major General Randy Taylor will not be attending the meeting because of a flight delay.

Miss Bel Air Independence Day 2019 - Kelsey Scott

Mike Blum has been the Chairman of the Bel Air Independence Day Parade for the past 28 consecutive years. Mr. Blum introduced Kelsey Scott, Miss Bel Air 2019, who will serve as the official hostess during the Bel Air 4th of July celebration and represent the Town at the Miss Maryland competition in June.

Kelsey Scott holds a bachelor's and master's degree from Carnegie Mellon University in Engineering. Kelsey is the Deputy Program Manager for Cyber Security at Northrop Grumman where she helps defend military aircraft from hostile hacking. Kelsey volunteers for the Maryland Food Bank and is a Leader of a Daisy Scout Troop. She serves as Volunteer Scholarship Leader for the Society of Women Engineers and the Alpha Phi Foundation that supports the advancement of women through grants, women's leadership training grants and scholarships that focus on improving women's heart health through research grants and education.

Mr. Blum informed Kelsey comes from a family with strong military roots and her love for math and science led her to a career in national defense. Kelsey's goal is to help ensure men and women on the front lines are able to safely protect our freedoms. Her personal platform is supporting the Children's Miracle Network and veterans returning to civilian life as the "battle is not over".

Kelsey Scott is excited to represent the Town and advised the 2019 theme is "Celebrating Bel Air, Our Hometown". Kelsey informed of many events scheduled and invited all to join her during the 4th of July festivities.

Chair Burdette is grateful for Mike Blum's dedication to the 4th of July Parade and the Christmas Parade and presented him with a basket of gifts with a note from Town Administrator Bane, Town Commissioners and staff saying,

"On behalf of all of us here at the Town of Bel Air government, we want to express our immense gratitude for all you've done, and all you continue to do, for the vitality and community spirit of our great little Town. Words cannot express all the appreciation we feel towards you. Here's to a great summer!"

Student Achievement Award - George Fritz - Harford Day School

George Fritz, a student at Harford Day School, begins his morning working on the family farm and continues his work ethic all day at school. George excels academically in all subjects and is a positive role model, leader to his peers and enjoys countless extracurricular activities. He has been a member of the Harford Day Cross Country team for three years and wrestling team for the past two years.

George has been a student council representative, cast member in musicals, Harford Day School camp counselor, a member of 4-H club where he horseback rides and raises/shows award-winning steers.

Chair Burdette thanked George Fritz for his dedication to achieve an excellent work ethic and caring for others. On behalf of the Bel Air

Board of Commissioners, Chair Burdette presented a Student Achievement Award and encouraged George to continue his commitment to excellence.

Letter of Recognition - Bel Air Police Department

Chair Burdette shared the following:

A school bus crash occurred on Rt. 924 and Vale Road around 8:15 a.m. May 22nd, according to Rich Gardiner, spokesman for the Harford County Volunteer Fire and EMS Association, who said there was entrapment as a result. Chair Burdette advised the Bel Air Police Department personnel assisted the Maryland State Police.

Chief Moore thanked Officer Ganovski, Corporal Hendren, Officer Walsh, Officer/SRO Rhodes, Officer/SRO Krause, Deputy Chief Peschek and PCO Melchior who worked the crash. They assisted the Maryland State Police, helping to isolate the crash and effectively detour traffic in quick fashion, ensuring that the needs of several children passengers were met and dispatch was handling all notifications quickly and singlehandedly.

Chair Burdette informed at 9:51 a.m. Chief Moore received the following communication from Matthew Bedsaul, Supervisor of Transportation for Harford County Public School.

Good morning, I just wanted to take a moment to thank you for the excellent communication with us regarding this morning's accident involving a school bus. The phone calls, assistance and support at the scene are greatly appreciated.

Also, there was an officer that boarded the bus and introduced himself as an SRO. He was excellent in working with the special needs students that were on the bus in making them feel safe, comfortable and provided gifts for them to relieve some of their distress from being involved in an accident. Although responding to accidents is never a positive event, the professionalism and incredible work by your staff and all first responders is amazing.

Please pass along our thanks to your staff, as their efforts and incredible performance does not go unnoticed.

Historic Preservation Month Proclamation and Poster Contest Awards

Chair Burdette informed historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability.

It is important to celebrate the role of history in our lives and contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people.

The Bel Air Board of Town Commissioners proclaimed the month of May, 2019, as Historic Preservation Month in the Town of Bel Air and called upon the citizens of Bel Air to recognize and participate in this special observance.

The Proclamation was presented to members of Historic Preservation Commission present; Chair Peg Lucas, Vice-Chair Paul Edmeades and Steve Lober.

Ms. Lucas advised the Historic Preservation Commission has held a historic building poster contest for 4th grade students in the area schools for many years. Several hundred entries were received with 3 overall winners and 3 Honorable Mentions from each school. Ms. Lucas informed the overall winners will receive a monetary gift from People's Bank and the Honorable Mention winners will receive a gift certificate from a local restaurant plus a gift from the Town of Bel Air. Placemats will be made from the student's drawings and used at Buontempo Brothers Restaurant, Greek Village and the Tower Restaurant.

Overall Winners

First Place - Casie Warner, Homestead-Wakefield Elementary
Second Place - Vanessa Kwok, Homestead-Wakefield Elementary
Third Place - Audrey Manson - Harford Day School

Honorable Mention

Luke Boyd, Harford Day School
Ella Neuberger, Harford Day School
James Westervelt, Harford Day School
Vincent Kwok, Homestead-Wakefield Elementary
Devin Casey, Homestead-Wakefield Elementary
Margaret Aple, Homestead-Wakefield Elementary

A reception for the winning students and their families was held at Rockfield Manor.

PUBLIC HEARING:

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

Ms. Moody, Director of Finance, advised this is the second public hearing for the FY2020 budget. The first public hearing was held April 15, 2019 on the General Fund. At public hearing tonight the two Enterprise Funds- Sewer/Parking Fund and Special Revenue Fund will be reviewed.

Sewer Fund Revenues - FY2020

Ms. Moody reported the Sewer Fund Revenues increased \$67,742.

- Base Charge - based on meter charge and the rate per 1,000 gallons includes a 2.4% increase based on the December, 2018 Consumer Price Index. The rate will increase from \$5.87 to \$6.01 per 1,000 gallons and be effective July 1, 2019. Ms. Moody reminded the FY19 rates decreased from \$5.99 to \$5.87 or (\$.12).

Ms. Moody notified of proposing a new fee that will recover administrative cost in performing Miss Utility sewer mark outs. The recommended charge is \$35.00 per mark out that is consistent with Harford County and Aberdeen. The Town will not charge homeowners for clear/no conflict sewer mark outs. Estimated annual revenue is about \$42,000.

Sewer Fund Expense - FY2020

Increase of \$67,742.

- Approximately \$593,000 to fund the routine expenses to operate the sewer system (utilities, salaries, supplies, maintenance, repairs and sewer bill processing).

- Approximately 1.3 million that funds the payment to Harford County who transports and treats the Town's sewage. Ms. Moody stated this is the largest expense within the Sewer Fund.

Ms. Moody continued reviewing the line items in this fund.

This year there is \$97,000 to fund repair/engineering work to various pump stations and about \$125,000 will be used to replace 600 linear feet of sewer line.

Parking Fund Revenues - FY2020

Increase of \$75,968.

- Harford County reimburses the fund 2/3rd of the operating cost of the garage and an annual contribution of about \$10,000 to the Capital Improvement reserve.
- Three main sources of revenue within the fund:
 1. Meter collections - Town's meters, parking garage, vouchers, smart cards, parking cards and Parkmobile. (approximately \$182,000)
 2. Parking fines are based on FY2019 volume of tickets and the Town expects an increase because of being fully staffed with 2 parking enforcement officers. (approximately \$135,000)
 3. The lease fees are based on actual monthly leases to date for the three lots and parking garage when the budget was prepared in March. (approximately \$64,000)

Parking Fund Expenses - FY2020

Increase of \$75,968.

Ms. Moody reviewed line items - parking lots, parking garage operations, interest only debt service payment on garage renovations and replacement of the parking sweeper. Also reviewed were funds transferred to capital reserve for future capital work, the depreciation cost on capital expenses and collection fees paid to the vendor who processes the majority of the Town's parking tickets.

Special Revenue Fund - FY2020

Increase of \$606,260.

Ms. Moody informed the purpose of this fund is to account for grants and special projects. This fund rolls over from year to year.

- CDBG Project - \$35,000 represents the remaining FY19 and FY20 allotment to be used for funding Phase I of the Office Street/Courtland Street Courthouse Square project.
- Community Legacy Grant - \$200,000 grant will support funding of Phase I for the Office Street/Courtland Street Courthouse Square project.
- Plumtree Stream Restoration - \$651,000 to be used on Phase III, Section 4 of the project.
- Chesapeake Sensory Plaza - \$150,000 to be used for the design and construction of the sensory playground adjacent to Rockfield playground.

Ms. Moody stated this presentation is based on the Tentative Budget, not the Final Budget.

Ms. Moody thanked everyone for a successful budget year.

Chair Burdette called for public comments. There were none.

Chair Burdette called for Commissioner comments. As there were none, the Public Hearing was closed.

NEW BUSINESS:

Resolution No. 1131-19 - Fiscal Year 2020 Final Budget

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the proposed Resolution No. 1131-19, providing for the adoption of a Final Budget for the Town of Bel Air for fiscal year 2020, be adopted by the Bel Air Board of Town Commissioners with the following amendments.

GENERAL FUND

1. Eliminated the Transfer from Unassigned account by \$150,571 since it was decided to delay the funding for transitioning to revised pay scales.
2. Increased the various departmental salary/benefit accounts for the merit step increase and a 1% COLA and updated the benefits in the benefits department for position vacancies by \$232,458. This total change was less than the merit step increase and 1% COLA budgeted (\$299,495) due to revising the budgets for new vacancies and filled positions since the budget was introduced on April 1.
3. Added a new department, Public Relations, in the amount of \$37,748 to fund a new full-time position effective January 1, 2020. The funds include salaries/benefits in the amount of \$33,798 and \$3,950 in expenses. The unknown benefits of health/dental/vision are budgeted under the Benefits department.
4. Increased the Quarterly Newsletter account by \$14,160 under the Commissioners department in order to begin mailing the Town's Bond newsletter.
5. Increased the Contribution/Donations account under the Miscellaneous department by \$5,000 for the following: \$3,000 Lasos and \$2,000 Harford County Historical Society.
6. Reduced the Contingency account under the Miscellaneous department by \$450,066. The amount set aside to fund the transition was eliminated (\$150,571). The funding for a merit step increase and a 1% COLA was spread to all of the applicable salaries and benefit.
7. Increased the Bel Air Volunteer Fire Company contribution under the Public Safety department by \$3,129.
8. Increased the Boys & Girls Club contribution under the Committees department by \$2,000.
9. Added a new committee, Elderly & Needy, in the amount of \$5,000 under the Committees department.

SEWER FUND

1. Increased the applicable salary/benefit accounts for the merit step increase and a 1% COLA by \$4,800.

2. Decreased the Miscellaneous account by \$6,519 to transfer the merit step increases and a 1% COLA to the salaries benefits accounts (\$4,800) and eliminated pay scale transition (\$1,719).
3. Increased the Harford County Charges account by \$1,719 to balance the budget since it was decided to delay the funding for transitioning to a revised pay scale.

PARKING FUND

1. Increased the County share of operating expenses, under revenues by \$2,889 and reduced the County share of capital expenses, under revenues, by \$30,240. This was due to a change in the parking garage sweeper funding from cash to debt.
2. Reduced the Transfer from Retained Earnings, under revenues, by \$16,162 to balance the budget.
3. Reduced the Parking Garage Sweeper by \$43,513 due to funding it through borrowing the money instead of with cash.

The amendments to the tentative budget were previously discussed at the May 14, 2019 budget session and are reflected in the seven-page Final Budget.

L. Jesse Bane, Town Administrator Bane notified of the troubling year to come up with a balanced budget especially towards the end when making changes at the midnight hour. This has been a very difficult time for staff and Commissioners and is pleased with their good spirit. Town Administrator Bane recognized Ms. Moody and staff for their efforts.

Commissioner Einhorn also acknowledged Mr. Krantz, Director of Administration, Town Administrator Bane and Ms. Moody, Director of Finance for their work in putting the budget together.

Ms. Moody stated all the amendments have been laid out and explained the following that were not discussed.

1. Postponement of funding for painting the Public Works/Planning building is not necessary.
2. It was discussed to cut some benefit accounts to fund the new position of Public Relation Manager is not necessary.

Clarification for changes:

Ms. Moody stated from the time the budget was first put together to working on the final budget there were many changes with employees. During the time of putting together the final budget, the unknowns become known along with the last-minute changes.

Commissioner Richards asked about cuts not in the budget specifically the Public Relations compensation structure and the other additions not included that will be rectified later.

Ms. Moody notified:

Item 1 of the amendment was about \$150,000 that was in the budget housed in the transfer from unassigned because of anticipating savings in this fiscal years' budget due to vacancies. This would have rolled into the transfer fund assigned to pay for the transition to the revised pay scales. Since that is not happening, both were eliminated from both sides of the budget. Also, there were some differences in the scale that was worked into the budget based on the merit increase and the COLA. Those scales were different from what is in the final budget.

Commissioner Richards spoke to the complexities that had to be dealt with and acknowledged Ms. Moody's efforts.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

Wayfinding Phase II Directional Signage Contact

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the proposal of Signs Etc. for \$43,886 to install directional signs in the downtown area be approved by the Bel Air Board of Town Commissioners.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

Chesapeake Sensory Plaza Playground Equipment Contract

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the proposal of APE Studio for play equipment related to the Chesapeake Sensory Playground in the amount of \$61,570 be approved by the Bel Air Board of Town Commissioners.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

Bituminous Concrete Street Resurfacing Contract

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the proposal of Frank J. Goettner Construction Co., Inc., 1520 Edgewood Road, Edgewood, Md. 21040, to resurface Hemingway Drive, Benjamin Road & Court, Catherine Street & Court, Eastern Alley and Eastern Avenue, all in accordance with contract specifications for an amount not to exceed \$260,000.00 be accepted by the Bel Air Board of Town Commissioners.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

Reappointment Tree Committee - Marion McCarron

Commissioner Einhorn moved and Commissioner Chmielewski seconded the motion that the re-appointment of Marion McCarron to the Tree Committee for a term of three years, effective immediately, be approved by the Bel Air Board of Town Commissioners.

Commissioner Einhorn advised Ms. McCarron has been a great addition to the Tree Committee and continues to do well for the committee.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

Appointment Board of Ethics - David T. Hill

Commissioner Richards moved and Commissioner Einhorn seconded the motion that the appointment of David T. Hill to the Board of Ethics for a term of four years, effective immediately, be approved by the Bel Air Board of Town Commissioners.

Commissioner Richards welcomed Mr. Hill to the Town and appreciates his service.

Ayes: Commissioners Chmielewski, Einhorn, Richards and Burdette

Nays: None

Absent: Commissioner Hopkins

The motion carried.

PUBLIC COMMENTS:

None.

COMMISSIONER COMMENTS:

Chair Burdette shared the following:

May 7th - Bel Air Armory Marketplace was honored as the 2019 Maryland Sustainable Growth Award: Sustainable Community Recipient. The ceremony was held in the Governor's Reception Room in Annapolis. Chair Burdette congratulated the staff of Economic Development, Planning Department, and Department of Public Works along with Town Administrator Bane on this great honor.

May 8th - Attended the ribbon cutting for the new Bel Air Chick-fil-A and presented a Certificate of Citation.

May 8th - Presented a Certificate of Appreciation to Bob Syphard upon his retirement for the many years of service to the Town and his guidance, knowledge and passion for the Trees of our Town.

May 8th - The Town presented a proclamation to Lyle Sheldon, President and CEO, University of Maryland Upper Chesapeake Health, who was the honoree at the 2019 Harford County Good Scout Award Reception.

May 9th - Celebrated Drinking Water Week with a tour of the new Maryland American Water Impoundment.

May 10th - Chair Burdette attended the Technicolor Motorhome concert at the Armory, an evening of Steely Dan music. Chair Burdette advised the Armory was packed and it was a popular event.

May 11th - Opening of the Town's Community Garden at St. Matthew Church which also included a solar field tour.

May 16th - Chair Burdette attended the 42nd Annual Military Appreciation Luncheon and presented a Proclamation.

May 16th - Chair Burdette attended the ribbon cutting for DIA Message Studio located across from Bel Air High School.

May 17th - Chair Burdette opened Bike to Work Day with a proclamation along with Executive Glassman and Council President Pat Vincenti and then rode with Chief Moore to lead the bicyclists through downtown Bel Air.

May 18th - Chair Burdette and Commissioner Einhorn attended the Susquehanna Symphony Orchestra Spring Concert at the Bel Air High School Auditorium.

ADJOURNMENT:

The meeting was adjourned at 8:34 p.m.

Signature on file

Susan U. Burdette, Chair
Board of Town Commissioners

Signature on file

Michael L. Krantz, Town Clerk