

**BOARD OF TOWN COMMISSIONERS**

**WORK SESSION**

**June 11, 2019 – 5:15 P.M.**

**PRESENT:** Commissioner Susan U. Burdette, Chair  
Commissioner Amy G. Chmielewski  
Commissioner Philip L. Einhorn  
Commissioner Brendan P. Hopkins - via telephone  
Commissioner Patrick T. Richards - via telephone 5:20 p.m.  
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  
Patti Sterling, Grant Coordinator, Economic Development

**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:**

The Town Administrator informed of two Change of Command Ceremonies:

- Thursday, June 13<sup>th</sup> - 10:00 a.m. - for the Garrison at APG
- Thursday June 20<sup>th</sup> - 10:00 a.m. - for Major General Randy Taylor

Needing a ride, meet at Town Hall by 9:00 a.m.

**AGENDA FOR TOWN MEETING (Monday, June 17, 2019)**

**Presentation:**

Bel Air Lions Club Certificate of Recognition

The Director of Administration advised Bel Air Lions Club will receive recognition. The Town Administrator stated the recognition is for the Pavilion and animal figures in the park.

Aberdeen Proving Ground Presentation

Major General Randy Taylor Senior Commander Aberdeen Proving Ground

The Town Administrator advised Major General Randy Taylor will be recognizing the Town of Bel Air for supporting Aberdeen Proving Ground during his time there.

Rick Scavetta Chief of Community Relations Aberdeen Proving Ground

The Town Administrator stated Rick Scavetta will receive a Certificate of Recognition and gift.

Bel Air Police Department Promotions to Sergeant - Corporal Matthew Gullion and Corporal David Madden

Corporal Matthew Gullion and Corporal David Madden will be recognized for their promotions to Sergeant.

**Public Hearing:**

Resolution No. 1133-19 - Town Fee Schedule Amendments

The Director of Administration stated a public hearing will be held on the Town Fee Schedule amendments.

**Unfinished Business:**

Resolution No. 1133-19 - Town Fee Schedule Amendments

After the public hearing a vote for approval will take place.

**New Business:**

Ordinance No. 790-19 - Floodplain Management

The Director of Planning informed someone recently installed a fence in a floodplain and recommended that the regulations could be refined. The proposal is to change the definition of accessory structure to include fence, shed, garage or other significant elements that impose obstruction to flood water. The Director of Planning further explained the requirements for a shed. Ordinance will be for introduction and a public hearing scheduled.

Ordinance No. 791-19 - Amendments to Town Code Chapter 37 Elections

The Director of Administration distributed a draft of the amendments to Town Code Chapter 37 Elections. The Director of Administration reviewed the various sections of Chapter 37 and summarized the recommended changes to the code.

Chair Burdette inquired about the number of people allowed during the vote tabulation at the closing of the polls. The Director of Administration does not have a problem with people observing the process. Commissioner Chmielewski suggested language be included giving the option to attend the counting.

Commissioner Richards recommended the Ordinance be delayed and placed on the next meeting agenda to give everyone time to look at the amendments.

The Director of Administration informed the recommended changes could be adopted separately. He recommended the housekeeping changes and related updates should be adopted before the election and the campaign finance amendments could be adopted at another time, allowing for more discussion on this topic.

The Commissioners made the decision to table the Ordinance for further discussion during the next Work Session.

The Director of Administration informed there is no language in the code for campaign finances. Several Maryland municipalities were looked at and the following is suggested to be added:

1. Campaign fundraising, over \$50, would require complete reporting and transparency.
2. Limitations - no more than \$1,000 from any one person or organization and no anonymous contributions shall be accepted. Leftover funds will be required to be disbursed to a 501(c)(3) organization that benefits the citizens or has principle business in the Town of Bel Air.

Commissioner Hopkins asked what language needs to be in place for this election. The Director of Administration stated the Campaign Finances amendments can be postponed and recommended that the remainder of the Ordinance be considered prior to the current election.

#### Resolution No. 1134-19 Fiscal Year 2019 Final Budget Amendments

The Director of Finance reported the Resolution on FY19 Final Budget Amendments is for introduction and a public hearing will be in July.

#### Special Revenue Fund

1. Budget for the grant money received for the Chesapeake Sensory Plaza.

## General Fund

1. Budgeted for a storage shed at the DPW building for \$150,000. This project is not being done. The amount will be removed from the budget.
2. Projects accomplished that were not in the budget or mid-year budget:
  - Stove in the Armory - approximately \$4,000
  - Securities in the rotunda - \$5,000
  - Reimbursed from LGIT for K-9 surgery - little over \$2,000
  - Playground equipment cost and installation at Plum Tree Park - approximately \$6,000. Contribution for half was received.
  - Reimburse taxpayer for cost of cancellation of fence and removal because of being in a floodplain - \$4,000
  - Funding available in FY19 budget for removal of Ashe Trees that are dead - \$30,000
  - Transfer from benefits department - shift 6 months of the budget located in the benefits department to the different departments.

The Director of Finance is still working on a few projects where funding is available.

## Staples Office Supplies Contract

The Director of Finance advised in October, 2017 the Commissioners awarded a contract with Staples through a purchasing co-op for office supplies and the contract expires August 1, 2019. The co-op is now Source Well and the contract extension is for one year effective August 1, 2019 to July 31, 2020.

## Police Department Body Worn Cameras Contract

The Chief of Police reported this contract will begin the approval process for body cameras and accessory packages for a five year contract. The first year cost is \$29,000 and following years around \$19,000. The Chief of Police stated if the approval process is completed within the time frame, we qualify for approximately \$15,000 in discounts. The Chief of Police also advised LGIT may offer \$5,000.

Commissioner Hopkins is looking forward to the program that will be beneficial to all.

## Policy II.F.3 - Classified Positions and Personnel Table Amendments

The Director of Administration reviewed a list that cleans up the Classification/Classified Positions and Personnel Table effective FY20 budget.

### Public Works Sweeper Truck Purchase

The Director of Public Works reviewed the purchase of a new street sweeper for \$321,585 effective in July, 2019.

### Plum Tree Park Playground Equipment Purchase

The Director of Planning advised design work began over a year ago and grant money will replace the old equipment that was left after the last update. The Director of Planning will be getting updated numbers on engineering wood fiber to be placed over the entire playground.

### **STAFFING:**

The Director of Administration reported:

- Labor - making offer
- Accounts Payable - pending offer
- Parking Enforcement - interviews continuing

### **CALENDAR:**

The calendar was distributed for June, July and August, 2019. There were no additions/corrections.

### **MISCELLANEOUS:**

#### Amendments to Development Regulations

The Director of Planning advised meeting with Commissioners Chmielewski and Richards along with Gordon Street residents regarding group home regulations. This new version of Development Regulations was reviewed by Mr. Keenan and changes are based upon the assumption it is for the benefit to residents of a group home. The Director of Planning reviewed the following:

- Changed definition of family - will be defined separately in code.
  1. Group Home Large - 10 to 16 residents - permitted the same as multi-family with Special Development.
  2. Group Home Small - up to 10 residents - permitted the same as single family house.

Performance Standards associated:

- Large Group Home - residents cannot receive on-going medical treatment and adhere to fire prevention/life safety codes. A qualified supervisor on-site at all times is required.
- Small Group Home - resident manager does not need to be trained and can be a person associated with the group home. Group counseling cannot happen in a small group home for non-residents.

Large and small group homes are required to submit to the Town the rules/regulations governing the facility.

Added:

- Persons with developmental disabilities, mental disorders and recovering from addiction must be in separate facilities.

The Director of Planning stated this will come before the Planning Commission first, then be introduced at the Town Board meeting in July and public hearing in August.

Other Development Regulations being worked on:

- Election year signs - sign can be put on residential lawn 90 days prior to primary or general election. In B-2 two signs are allowed and B-3 three signs. Larger signs are permitted with a permit.
- Advertising for Planning Commission and Board of Appeals meeting - reduced to one time.
- Industrial Zone Setbacks - being reduced.
- Adding Vape Lounge - years ago was not defined, now Health Department considers vape a danger.
- Considering change of APF standards for school.

The Director of Planning stated Bel Air Middle may be over capacity. Regulations of several towns state if a school attendance area goes over capacity it does not set in a moratorium for development unless all adjoining/abutting attendance areas are also over capacity. This could mean redistricting or to request a lot line adjustment for another school.

Concerns were raised about a moratorium closing development when a number of students attending Town schools live in the County.

- Traffic Study - not requiring process if study does not yield actionable data. The change will include more operational analysis.

The written text will be sent to the Commissioners for review.

Commissioner Chmielewski inquired about the Air B&B. The Director of Planning informed some towns are regulating them similar to a regular B&B.

Commissioner Hopkins inquired about restrictions in the number of restaurants in a shopping center. The Director of Planning stated in the past, the Town only looked at this if affecting neighbors or public roads.

#### Police Station Proposed Expansion Report

The Director of Planning reminded the police station expansion report went out a month ago. The report can be processed through the Town Board to be accepted and would not commit the Commissioners to anything.

Commissioner Richards inquired if the public will have access to the report. The Director of Planning advised if on the agenda, it would have to be published. The decision was made to accept the report at the Town Board meeting.

Commissioner Richards noted the Board's next step will then be an option decision to move forward.

#### Commissioners Report

The Director of Finance distributed the Commissions Report and reviewed details. The Director of Finance recommended the report be reviewed quarterly or every other month. The Commissioners decided on a quarterly basis.

#### **LIAISON REPORTS:**

Commissioner Einhorn informed the Planning Commission recommended to the Town Board to allow communication towers in the B-1 district. The Director of Planning advised this will come before the Commissioners in July.

Commissioner Chmielewski advised there is a vacancy on the Board of Appeals plus an alternate is needed.

Commissioner Hopkins reported having a full board on Historic Preservation Commission.

Commissioner Richards thanked the Director of Planning in helping to defuse the process regarding group homes and the great discussion with residents.

Chair Burdette distributed an article in the newspaper on the event "Take a Chance on Art" sponsored by Harford Artists and advised Patti Sterling

was pictured in the article. Chair Burdette was pleased with the recognition.

**CLOSED SESSION:**

At 7:05 p.m. Commissioner Chmielewski moved and Commission Einhorn seconded the motion to move into Closed Session to discuss Public Safety.

Aye: Commissioners Chmielewski, Einhorn, Hopkins, Richards and Burdette

Nays: None

The motion carried.

The Work Session reopened at 7:11 p.m.

**ADJOURNMENT:**

With no further comments, the meeting was adjourned at 7:11 p.m.

Approved: June 17, 2019

Signature on file

Susan U. Burdette, Chair  
Board of Town Commissioners

Signature on file

Michael L. Krantz, Town Clerk