

**MINUTES**  
**BOARD OF TOWN COMMISSIONERS**  
**Commissioners Work Session**  
July 9, 2019  
Bel Air Town Hall

**PRESENT:**

Commissioner Susan U. Burdette, Chair  
Commissioner Philip L. Einhorn  
Commissioner Amy Chmielewski  
Commissioner Patrick T. Richards

**Staff**

L. Jesse Bane, Town Administrator  
Rachel Deaner, Deputy Director of Finance  
Steve Kline, Director of Public Works  
Michael Krantz, Director of Human Resources and Administration  
Charles Moore, Chief of Police  
Kevin Small, Director of Planning

**OTHERS:**

Kathi Santora, Recording Secretary  
Dan Gray, Town of Bel Air Resident

**ABSENT:**

Commissioner Brendan Hopkins  
Trish Heidenreich, Director of Economic Development

**1. Call to Order/Approval of Agenda**

Jesse Bane called the work session to order at 5:18 p.m. and asked for approval of the agenda. Mayor Burdette was attending a town-related event at the time of the meeting open.

**2. Presentation/Introduction**

Donna Dickey, President of the Bel Air Downtown Alliance Board of Directors (BADA), introduced Chris Pineda, the BADA new executive director. Mr. Pineda was formerly the Director of the Dundalk Renaissance. Staff and commissioners introduced themselves.

Mr. Richards spoke about the partnership between the Town and the BADA and invited him to any future work sessions. Mr. Richards also mentioned the impending MOU between the two agencies that he feels will enhance the relationship between the two organizations. Ms. Dickey and Mr. Pineda left the meeting at 5:28 p.m.

### 3. **Town Administrator**

Mr. Bane reported that he received numerous compliments on the July 4 celebrations as well as the Town's appearance. He credited the staff involved, including DPW and Police Department.

Chesapeake City is hosting the MML regional meeting on 7/18/19. Mr. Bane, Mayor Burdette and Mr. Einhorn are scheduled to attend.

### 4. **Agenda for Town Meeting (Monday July 15, 2019 at 7:30 p.m.)**

#### a. Public Hearing

i. Ordinance No. 790-19 Floodplain Management: Mr. Krantz stated that this issue was introduced to the commissioners at the last Town Hall meeting.

ii. Resolution No. 1134-19 Fiscal Year 2019 Final Budget Amendment

Mr. Small and Ms. Deaner reported that there have been no changes regarding these issues.

#### b. Unfinished Business

i. Ordinance No. 790-19 Floodplain Management

ii. Resolution No. 1134-19 Fiscal Year 2019 Final Budget Amendment

Mr. Krantz state that there will be a vote on these issues under unfinished business at the Town Hall meeting.

#### c. New Business

i. Ordinance No. 791-19 Amendments to the Communication Tower Regulations

Mr. Small reported that St. Matthews Church is proposing a text amendment. They are proposing to add, as a special exception, a communications tower use in the B-1 District. They are also proposing to change one performance standard. To clarify, the current regulation states that such tower would have to be set back a distance equal to the height of the tower from a residential zoned district. They want a change to "residential use."

The issue went before the Planning Commission in June. They added another item that requires a two-acre lot size in the current amendment.

Mr. Small has already forwarded all supporting documents to Commissioners. He encouraged the commissioners to discuss these issues of concern at the public hearing. He noted that many issues can be found in the Planning Commission minutes of June 6, 2019.

Mr. Richards requested additional information on the future potential impact that changing residential “district” to residential “use” would have on other town properties.

Mr. Small encouraged Commissioners to submit to him any questions that they would like him to bring up at the public hearing.

ii. Resolution No. 1135-19 Police Department Proposed Expansion Feasibility Report

Mr. Small stated that everyone has a copy of the report. The resolution is simply to accept the report. He asked the commissioners to review language in the resolution.

iii. Resolution No. 1136-19 Harford County Growth Report

Mr. Small stated that the report shows that Bel Air Middle School remains under capacity at 107%. The maximum is 110%. Homestead–Wakefield and Red Pump Road Elementary Schools are at capacity. There are no expected development projects in the Homestead-Wakefield zone.

On a side note, Mr. Small also stated that no changes have been made to the proposed group home text changes, since there has not been a quorum at the Planning Commission meetings. This will be done in August.

iv. Contract to purchase and install a new Department of Public Works generator

Mr. Kline referred to a previous budget proposal for the purchase of a new generator. The current facility is not energized by the existing generator, which is 20 years old. Fidelity Power systems provided the proposal in a piggyback contract for a 100KW generator with an automatic transfer switch. Cost is \$101,250, which is lower than the budgeted amount of \$130,000.

There has been discussion of using the old generator at Rockfield Manor.

## 5. Staffing Update

Mr. Krantz supplied the following highlights: Jennifer Hoffman hired as accounts payable clerk; Mr. Kline promoted Jordan Barlow to mechanic; the assistant

mechanic position is posted; the police officer position is posted; parking enforcement position has been reposted; the candidate for laborer has verbally accepted a job offer. The laborer candidate is a town resident.

## 6. Calendar

The Historic Preservation Commission meeting will move from 7/25 to 8/8.

## 7. Miscellaneous

a. Bel Air Police Department Annual Report: Chief Moore provided copies to attendees. He reviewed highlights. They include a reduction in Part 1 crimes, which the State Police, FBI and other groups agencies use to assess area safety ratings.

He referred the group to page 12, which describes the Drug Abatement Response Team (DART) program instituted by BAPD to combat opioid abuse. Numbers show a decrease in overdoses, but an increase in opioid-related fatalities. Overdoses are down by 60% and he does not think it is all related to Narcan administration. There have been few repeats, for example.

Other items show a decrease in arrests and motor vehicle crashes. Traffic enforcement focuses on high-crash areas. The report contains details about major criminal investigations, including bank robberies, seizure of firearms, credit card fraud. The BAPD hosted a successful open house. The BAPD has active school resources officers and holds school-related events.

The report also covers promotions and awards of various officers. The BAPD currently has three officer vacancies.

In view of the reported bank robberies, Mr. Einhorn inquired if there are other preventative measures that the banks can take, such as lock-down of double vestibule doors. The chief reports that there are positives and negatives to that deterrent method, and he will take it under advisement.

b. Amendments to Town Code Chapter 37 Elections: Mr. Krantz reported that there was a previous presentation on changes to code that pertain to campaign finance as well as some routine language/protocol updates. However, the only issue that he would like the commissioners to review are the latter. He will table the finance issues for now.

Mr. Einhorn inquired if potential commissioner candidates are informed of the number of hours required. Mr. Krantz stated that he does carefully review these.

Mr. Richards asked for an advance list of the items proposed for review.  
c. St. Matthew Lutheran Church Solar Panel Field Grand Opening  
7/14 at 9:30 a.m.

Mayor Burdette arrived at 6:04 p.m. just as this item was introduced and she addressed it. A press release was provided. She invited all to attend. Local politicians and energy groups will be on hand. The day will also include a tour of the community garden, which has been very successful. The garden has included youth projects and education.

The solar panels are expected to cover the church's monthly electric bill of over \$2,500 and save more than \$500,000 in energy costs over 25 years. This is the first solar field in the Town of Bel Air.

d. Looney's Pub Patio: Ms. Chmielewski stated that she has received comments from constituents about the status of the restaurant's requests for outdoor sound and music. She wanted to know if minutes of commission meetings, including Board of Appeals, regarding these issues are on the town website. Mr. Small stated that minutes are posted, not actual approval letters. He agreed to post these.

Ms. Chmielewski suggested posting regulations and code for outside entertainment. She feels there is a perception of inconsistency in enforcement. She wants to be able to explain the regulations and refer people to the website.

Mr. Small suggested that Commissioners visit some of the venues that have outside entertainment and note the noise level and activities in the area. He would like to allow commissioner input on this when making any changes to code about outdoor entertainment.

e. Commissioners reports: This item was tabled. Ms. Moody had previously requested that this report be given on a quarterly, not monthly basis.

8. Liaison Reports: Ms. Chmielewski shared an email regarding a property maintenance issue complaint. The staff was familiar with the property, that has trees, brush and general overgrowth in the front yard. Mr. Kline indicated that there are no code violations, per se.

She has also received emails about the island being built across Main Street for the upcoming MA & PA Trail connection. Staff conveyed that Harford County Government and/or Maryland State Highway decided on the location of the traffic island, not the Town of Bel Air.

Mayor Burdette reported on the certificate of appreciation presented today to Sprouts Farm Market. Based on the experiences of existing businesses in the area, they are expecting success for this store.

9. Closed Session

At 6:35 p.m. Mr. Krantz requested a motion that the meeting go into a closed session to discuss at matter of public security. Mr. Einhorn made the motion. Mr. Richards seconded. All in favor. Motion carried.

The Work Session Meeting reopened at 6:59 p.m.

The meeting adjourned at 7:00 p.m.

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

Signature on file  
Michael L. Krantz, Town Clerk