

**STATE ETHICS COMMISSION**  
**45 CALVERT STREET, 3<sup>RD</sup> FLOOR**  
**ANNAPOLIS, MARYLAND 21401**  
**410-260-7770 / 1-877-669-6085**  
**FAX: 410-260-7746**  
<http://ethics.maryland.gov>

**LOCAL GOVERNMENT ETHICS LAW**  
**ANNUAL CERTIFICATION (Form 26)**

General Information and filing deadline

This form should be completed by the appropriate county or municipal ethics official on behalf of the county ethics commission or the municipal ethics commission. It is to be submitted to State Ethics Commission at the above address on or before October 1 of each year. See §5-807(b) of Md. Code Ann., General Provision, Title 5.

The purpose of this form is to provide the certification required by §5-807(b) of the State Ethics Law. The certification states that the county or municipality is in compliance with State Ethics Law requirements for elected local officials. Section 5-807(b) requires the local ethics law be equivalent to or exceed the requirements of the State Ethics Law provisions for conflicts of interest and financial disclosure for elected local officials.<sup>1</sup>

Identifying Information

Name of County or Municipality:	Town of Bel Air
Name of Person Completing Form:	Michael L. Krantz
Title of Person Completing Form:	Town Clerk
Address of Person Completing Form:	39 N. Hickory Avenue
	Bel Air, MD 21014
Phone Number (Office):	(410) 638-4550
Phone Number (Cell):	(443) 807-1377
Email Address:	mkrantz@belairmd.org

<sup>1</sup> See also §5-808 and §5-809.

Certifications

I HEREBY CERTIFY that the current ethics code for Town of Bel Air (county/municipality) includes conflicts of interest provisions for elected local officials and candidates for local elected office that are equivalent to or more stringent than the requirements for State elected officials as set forth in Subtitle 5, Title 5 of General Provision Article. and

I FURTHER CERTIFY that the current ethics code for Town of Bel Air (county/municipality) includes financial disclosure requirements for elected local officials and candidates for local elected office that are equivalent to or more stringent than the requirements for State elected officials as set forth in Subtitle 5, Title 5 of General Provision Article.

W Bolton  
Signature

8/13/25  
Date

Wilbur W. Bolton  
Printed Name

Chairman  
Title

Information on the local ethics law and Commission

Date of last amendment to the local ethics law: 2/5/2024

Date of last approval of the law by the State Ethics Commission: 2/1/2024

Names and Addresses of the local ethics commission or local ethics board members:

Wilbur W. Bolton, III -----, Bel Air, MD 21014

Shelly Dolan ----- Bel Air, MD 21014

Theresa Rose ----- Bel Air, MD 21014

David Mueller ----- Bel Air, MD 21014

Please attach a copy of the county's/municipality's most recent ethics law.

**MINUTES**  
**BOARD OF ETHICS**  
Wednesday, August 13, 2025

The Board of Ethics met on Wednesday, August 13, 2025, at 6:30 pm at the Bel Air Town Hall.

**MEMBERS PRESENT:** Wilbur W. Bolton, III, Chair  
Shelley O. Dolan  
David G. Mueller  
H. Theresa Rose

**IN ATTENDANCE:** Michael Krantz, Director of HR & Administration  
Elizabeth Thompson, Town Counsel  
Jane Sudbrink, Recording Secretary

**I. APPROVAL OF AGENDA**

Mr. Krantz called the meeting to order at 6:30 pm. Mr. Krantz said he needed to amend the agenda to include election of the chair. Mr. Mueller motioned to amend the agenda to add election of the chair. Ms. Rose seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4–0. Ms. Dolan motioned to approve the agenda as amended. Mr. Mueller seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4–0.

Mr. Krantz asked for nominations for chair. Mr. Mueller nominated Mr. Bolton. Ms. Rose seconded the nomination. Yeas: Dolan, Mueller, Rose. Motion carried 3–0.

**II. APPROVAL OF MINUTES**

Mr. Krantz said the January 11, 2024, minutes were approved by email but suggested approving the minutes again. Mr. Bolton motioned to approve the January 11, 2024, minutes. Mr. Mueller seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4–0.

**III. REVIEW AND REVISE BEL AIR BOARD OF ETHICS RULES OF PROCEDURE**

Mr. Krantz reviewed the slight change to the rules of procedure that were discussed in the January 11, 2025 meeting. He said that at that time the Board of Commissioners was in the process of repealing and replacing the ethics code with the new ethics code, which the Board of Ethics had approved in December 2023. He said that there was subpoena power in these new rules of procedure and the ordinance adopting the new code had not yet passed. He said the Board of Ethics motioned on January 11 to strike the subpoena power section with the understanding that the section would be added back in after the law passed in February. Mr. Krantz said the law subsequently passed and he noticed when preparing the annual report that the Board of Ethics had still not voted to add the subpoena power section back into the rules of procedure. He noted, with Ms. Thompson’s confirmation, that this process does not need to go before the Board of Commissioners because this section is already part of the law that was passed.

Ms. Dolan made a motion to add letter “n” (“The Ethics Board may issue subpoenas and compel the attendance of witnesses and production of documents.”) back into the rules of procedure. Mr. Mueller seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4–0.

Mr. Krantz said this change is effective immediately, and he will amend the rules of procedure on the town website tomorrow.

#### **IV. REVIEW OF 2024 FINANCIAL/GIFT DISCLOSURE STATEMENTS**

##### **A. Elected Officials and Candidates to Be Elected Officials**

Mr. Krantz distributed the five commissioners’ forms for the members to review. These forms consisted of elected officials’ financial and gift disclosure statements. Mr. Krantz detailed the information in these documents, which included property ownership, employment, spouse’s employment, debt, other income, company partnerships, involvement with government entities, and any received gifts.

##### **B. Designated Employees**

Mr. Krantz distributed to board members designated town employees’ financial and gift disclosure statements for review. Mr. Krantz said town code requires that these town employees—department heads, deputy directors, managers, chiefs—report these statements. Gifts over \$20 must be reported. Mr. Krantz and board members discussed in detail town employees’ real property, securities, ownership in business entities, debts and liabilities, employment, and dependents. He said Ms. Robertson was the only employee to check “Other.” In this section, Ms. Robertson listed her memberships on boards and committees in Harford County. Mr. Krantz noted that Ms. Robertson is not necessarily a voting member on many of these boards but serves as a liaison to promote the town’s economic interests.

##### **C. Appointed Officials**

Mr. Krantz reviewed the gift disclosure statements from appointed officials on town boards. He noted the three appointed officials who said “yes” to receiving gifts: Mr. Bolton for a dinner, Sandra Schlehr (Cultural Arts Commission) for receipt of a \$100 gift card for her repair work on a heart sculpture, and Gregory LaCour (Committee for Seniors and Citizens in Need) for receipt of cash donations. Mr. Krantz said Mr. LaCour’s reporting is “overly cautious” because he simply is a conduit for donations that ultimately go to the Bel Air United Methodist Church Food Ministry.

#### **V. LOCAL GOVERNMENT ETHICS LAW ANNUAL CERTIFICATION TO THE STATE ETHICS COMMISSION**

Mr. Mueller made a motion to certify that the Bel Air ethics code includes conflicts of interests, provisions for local elected officials and candidates, and it also includes financial disclosure requirements for local elected officials and candidates that are equivalent to or more stringent than the requirements of the state. There have been no changes to the code since it was last amended and approved in February 2024. Ms. Rose seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4–0. Mr. Bolton signed the Local Government Ethics Law Annual Certification form as chair.

#### **VI. BOARD OF ETHICS 2024 ANNUAL REPORT**

Mr. Krantz said that similar to other commissions, the Board of Ethics is obligated to do an annual report. This report will be submitted to the Board of Commissioners for review. Mr. Krantz summarized the board's actions for 2024 and distributed copies of the report to members. He said the Board of Ethics had two meetings in 2024, January 11 and August 28. He said the board amended the rules of procedure on January 11 and issued an advisory opinion on January 29. Mr. Krantz said he also included under relevant work Ordinance 822-23, which repealed and replaced the Bel Air Town Code Chapter 43 Code of Ethics and became effective February 26, 2024. Mr. Krantz highlighted the attachments to the report, including the minutes and the advisory opinion. He said he had not posted the advisory opinion with redactions on the website and asked the board if he should now do so. Mr. Bolton said transparency is always the best policy and Ms. Thompson agreed. Mr. Bolton said he will not make a motion to have the advisory opinion posted but said it is worthy of consideration, particularly because it demonstrates that the town dealt with the issue and worked through it. Mr. Krantz agreed that if the topic resurfaces, he will post the advisory opinion.

Mr. Krantz said he will put the report before the Board of Commissioners for acceptance in September. Mr. Bolton motioned to approve the Board of Ethics 2024 Annual Report. Mr. Mueller seconded the motion. Yeas: Bolton, Dolan, Mueller, Rose. Motion carried 4-0.

#### **VII. REVIEW OF BOARD OF ETHICS MEMBER CONTACT INFORMATION**

Mr. Krantz asked the members to review their contact information, make any changes, and initial and date the forms.

#### **VIII. BOARD OF ETHICS MEMBER TERMS AND REAPPOINTMENT**

Mr. Krantz reviewed the members' terms. He noted that Ms. Niewenhaus did not seek reappointment. He said that the commissioners will meet in closed session at the next work session to discuss a candidate for the Board of Ethics. He asked members to contact him as soon as possible if they need to resign before their terms are done.

#### **IX. MISCELLANEOUS**

#### **X. ADJOURNMENT**

Mr. Bolton motioned to adjourn the meeting. Mr. Mueller seconded the motion. All in favor. Motion carried. The meeting adjourned at 7:27 p.m.

Signature on file

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Wilbur W. Bolton, III, Chair

Signature on file

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Michael L. Krantz, Town Clerk