



# City of Havre de Grace

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711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

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## Public Notice

# Havre de Grace City Council Meeting

**PLACE:** City Council Chambers  
City Hall  
711 Pennington Avenue  
Havre de Grace, Maryland 21078

**TIME:** 7:00 p.m.

**DATE:** Tuesday, January 17, 2023

The public may attend the meeting or view it live by visiting the City of Havre de Grace website at [www.havredegracemd.com](http://www.havredegracemd.com) and click on the City Council Videos tab. The video will be available to view on the website immediately following the meeting.



## COUNCIL MEETING AGENDA

January 17, 2023

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

### **Public Hearing for Ordinance No. 1093 concerning Amending City Code 25: Boards, Committees and Commissions**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT/DUTY TO ATTEND WORK SESSION

### **Public Hearing for Ordinance No. 1094 concerning Amending Section 127-10 Food Truck Requirements**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Vincent Austin, Agape Church
5. Approval of the Minutes:
  - A. City Council Meeting Minutes – January 3, 2023
  - B. City Council Public Work Session Meeting Minutes – January 10, 2023
6. Comments from Citizens
7. Appointments:
  - A. Board of Appeals (CP Ringsaker)
    - i. Philip Powell – Reappointment
8. Recognitions: None
9. Proclamations: None
10. Presentations:
  - A. Independence Day Commission Special Events (Commission Members)

11. Resolutions:

A. **Resolution concerning the Support of a Bond Initiative for the Havre de Grace STAR Centre (CP Ringsaker)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO SUPPORT A BOND INITIATIVE FOR THE HAVRE DE GRACE STAR CENTRE FROM THE MARYLAND GENERAL ASSEMBLY

12. Ordinances:

A. **Ordinance concerning the Transfer of 700 Congress Avenue from Harford County to Havre de Grace: First Reading (CP Ringsaker)**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO RATIFY, AFFIRM, AND ACCEPT THE TRANSFER OF 700 CONGRESS AVENUE, HAVRE DE GRACE, MARYLAND 21078, FROM HARFORD COUNTY, MARYLAND, TO THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE

13. Old Business: None

14. New Business:

A. Budget Amendment 2023-09: Purchase of Two Trolleys (CM Robertson)

B. Special Events (Steve Gamatoria)

- i. River Sweep 2023, April 22, 2023  
8:30 a.m.-12:00 p.m., Tydings Memorial Park Gazebo (cleanup throughout the City)
- ii. Independence Day Parade, July 2, 2023,  
2:00 p.m.-4:30 p.m., Warren Street, Union Avenue, Commerce Street
- iii. Independence Day Concert at Hutchins Park, July 2, 2023  
5:00 p.m.-10:00 p.m., Hutchins Memorial Park
- iv. Independence Day Concert at Concord Point Park, July 2, 2023  
7:00 p.m.-10:00 p.m., Concord Point Park

15. Directors Report:

- A. Mr. Steve Gamatoria – Director of Administration
- B. Mr. Tim Bourcier – Director of Planning
- C. Ms. Bridgette Johnson – Director of Economic Development & Tourism
- D. Mr. George DeHority – Director of Finance
- E. Mr. EJ Millisor – Director of Public Works
- F. Chief Teresa Walter – Chief of Police

16. Business from Mayor Martin

17. Business from Council:

- A. Council Member Boyer
- B. Council Member Zinner
- C. Council Member Robertson
- D. Council Member Schneegas
- E. Council Member Martin
- F. Business from Council President Ringsaker

18. Adjournment

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1093 concerning Amendment to Chapter 25:  
Boards, Committees and Commissions**  
(Public Hearing)

Date: **1/4/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1093

Introduced by \_\_\_\_\_ Council President Ringsaker \_\_\_\_\_

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT/DUTY TO ATTEND WORK SESSION**

On: 1/3/2023

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

**PUBLIC HEARING**

A Public Hearing is scheduled for January 17, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

34 **WHEREAS**, the City Code Chapter 25 Boards, Committees and Commissions sets out the  
35 establishment of several City commissions and their general duties, powers and structure; and

36  
37 **WHEREAS**, the Mayor and City Council have determined that it is in the public interest to have  
38 the City boards, committees and commissions appear before Council at a regular City Council  
39 meeting at least once each year and report, and

40  
41 **WHEREAS**, the Mayor and City Council have found that when City related groups appear at a  
42 regular City Council meeting and present their reports or presentations, public awareness of their  
43 organization increases; and

44  
45 **WHEREAS**, the Mayor and City Council have found that a joint public work session with  
46 representatives of all of the boards, commissions and committees is an undue burden on the  
47 volunteers serving on the City boards, committees and commissions;

48  
49 **NOW THEREFORE**, be it decided, determined and ordained that the City Code Chapter 25  
50 Boards, Committees and Commissions be amended as follows:

51  
52 **§25-0 Duty to report[/duty to attend work session].**  
53 Each board, commission or committee in this chapter by its chairmen or designee shall appear  
54 before the Mayor and City Council at a regular City Council meeting at least once each year and  
55 report on the board's or commission's or committee's activities, present copies of the prior year's  
56 meeting minutes, and account for any funds raised, including funding received from the City, and  
57 expenses paid, and any other information requested by the Mayor and City Council related to its  
58 operations. **[In addition, each City board or commission or committee by its chairmen or  
59 designee shall attend at least one annual joint public work session with the Mayor and City  
60 Council along with all of the other City boards, committees or commissions to facilitate the  
61 coordination of activities and other goals or concerns of the Mayor and City Council. The  
62 Mayor and City Council specifically reserve the right to add any other City-related  
63 organization that receives funds from the City, but which are not listed within this chapter  
64 or are listed elsewhere in the City Charter or City Code to the list of attendees for the joint  
65 public work session in order to facilitate the coordination of activities.]**

66  
67 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_, 2023.

68  
69 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of  
70 \_\_\_\_\_, 2023.

71  
72  
73 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

74  
75  
76 \_\_\_\_\_  
77 Stephen J. Gamatoria  
78 Director of Administration

76 \_\_\_\_\_  
77 William T. Martin  
78 Mayor

80  
81 Introduced/First Reading: 1/3/2023  
82 Public Hearing: 1/17/2023  
83 Second Reading/Adopted:  
84  
85 Effective Date:  
86  
87 Legislative History  
88 Ordinance No. 953 enacted 3/17/2014

Public Hearing

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1094 to Amend Section 127-10**  
**Food Truck Requirements**

(Public Hearing)

Date: **1/4/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1094  
(As Amended)

Introduced by \_\_\_\_\_ Council President Ringsaker

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING**

On: 1/3/2023

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

**PUBLIC HEARING**

A Public Hearing is scheduled for January 17, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

32           **WHEREAS**, the Mayor and City Council desire to amend Section 127-10 Food Truck  
33 Requirements to the Peddling and Soliciting Chapter 127 of the City Code;

34  
35           **NOW THEREFORE, BE IT ORDAINED AS FOLLOWS:**

36  
37 1. Chapter 127 of the City Code shall be amended and added to as follows:

38  
39 §127-10 Food truck requirements.

40 A food truck operator must comply with the following requirements to operate within the Havre  
41 de Grace City limits:

42  
43 A. Licenses.

- 44  
45       (1) Food truck operators must possess a current Harford County Health Department  
46 license.
- 47  
48       (2) Food truck operators must possess a current insurance certificate and be in good  
49 standing with the State of Maryland.
- 50  
51       (3) Food truck operators must obtain a license to operate at one of the City's approved  
52 locations. (See Exhibit A.)
- 53           (a) Four spaces at Hutchins Park.
- 54           (b) Three spaces at the North Park (Conestee Street loop).
- 55           (c) Two spaces at the North side of the two hundred block of Bourbon Street.
- 56           ~~(c)~~ (d) On private property within the C/Commercial zoning district.
- 57           ~~(d)~~ (e) On private property within the RB/Residential Business zoning district  
58 and RO/Residential Office zoning district, with the following conditions:
- 59               1. Proposed location must have an existing non-residential land use;
- 60               2. The Department of Planning will review the application and approve,  
61 approve with conditions or deny the application based on location,  
62 available parking, traffic concerns, and the health safety and general  
63 welfare of the public.
- 64  
65       (4) Food truck operators must keep the area within a twenty-five-foot radius of his/her truck  
66 free of trash and food scraps.
- 67  
68       (5) Food truck operators will not conduct business in a residentially zoned portion of the  
69 City.
- 70  
71       (6) Food truck operators will not display any signage other than what is lettered on his/her  
72 food truck and up to two sandwich-style boards or similar signs for the purpose of  
73 posting a food menu. Such sandwich board signs must be located no farther than 15 feet  
74 from the food truck.

75  
76 (7) Food truck operators must be self-contained, meaning that all water, wastewater and  
77 electric shall be produced and managed by the food truck.  
78

79 (8) Waste cooking oil, wastewater, and trash shall be removed by the operator daily.  
80

81 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the  
82 foregoing amendments to the City Code are hereby approved.  
83

84 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_\_ day of \_\_\_\_\_, 2023.  
85

86 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of  
87 \_\_\_\_\_, 2023.  
88

89  
90 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

91  
92  
93 \_\_\_\_\_  
94 Stephen J. Gamatoria  
95 Director of Administration

\_\_\_\_\_   
William T. Martin  
Mayor

96  
97 Introduced/First Reading: 1/3/2023  
98 Public Hearing: 1/17/2023  
99 Second Reading/Adopted:

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101 Effective Date:  
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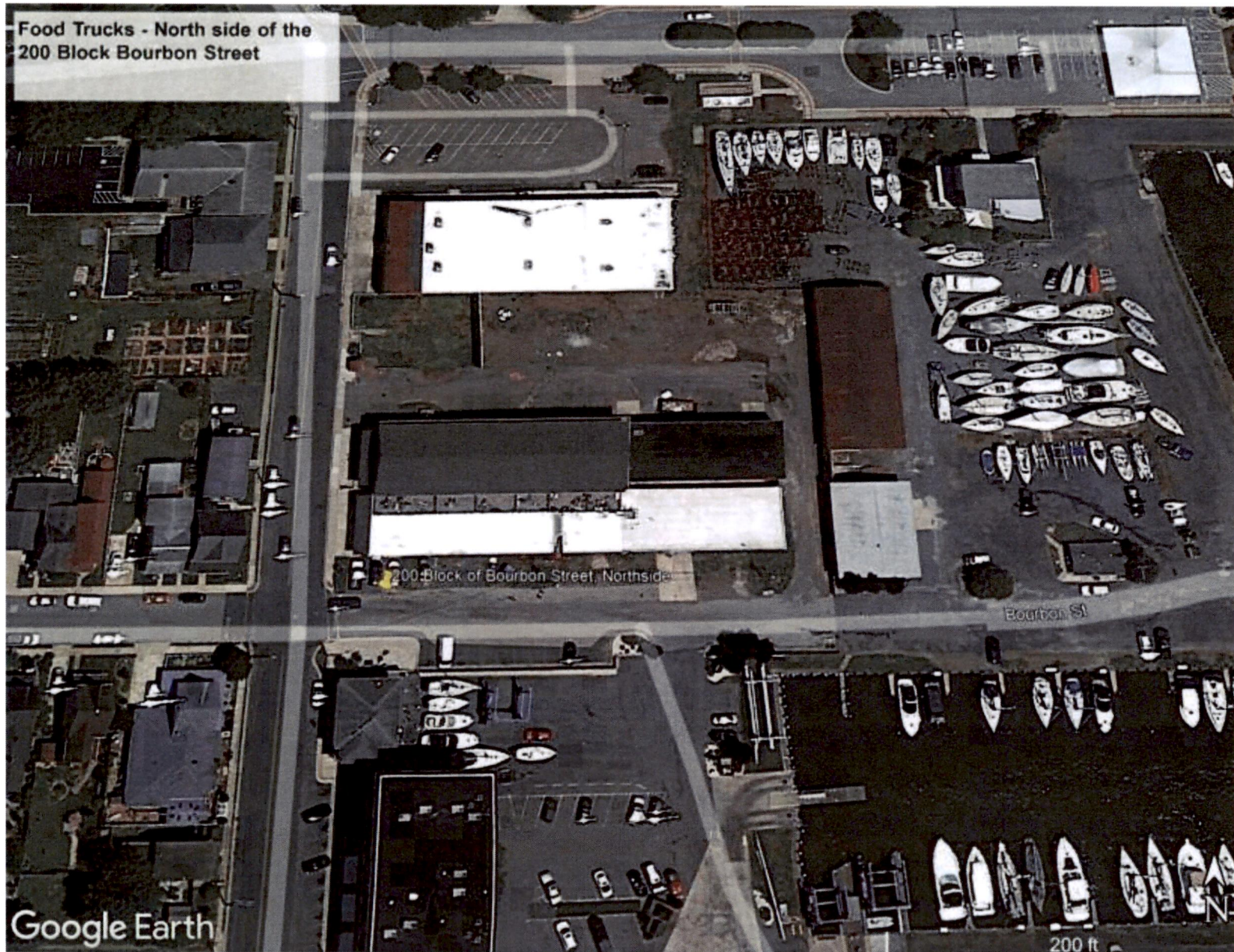
103 Legislative History

104 Ordinance No. 1090, As Amended, enacted 12/6/2022  
105 Ordinance No. 1039 As Amended, enacted 8/17/2020  
106 Ordinance No. 987, enacted 3/20/2017  
107 Ordinance No. 732, enacted 6/5/1989  
108 Ordinance No. 604, enacted 1/5/1981  
109 Ordinance No. 506, enacted 7/6/1959  
110 Ordinance No. 463, enacted 4/19/1948  
111 Ordinance No. 408, enacted 3/2/1936  
112 Ordinance No. 270  
113 Ordinance No. 188 enacted 12/18/1905  
114

Exhibit A









**January 3, 2023  
Council Meeting Proceedings**

The regular meeting of the Mayor and City Council was called to order on January 3, 2023, at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas and CM Zinner.

The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Gene Proud, Proud Evangelistic Association.

**Approval of Minutes**

City Council Meeting Minutes – CM Martin moved to approve the Council Meeting minutes of December 19, 2022. Second by CM Zinner. Motion carried 6-0.

City Council Closed Session Meeting Minutes – CM Martin moved to approve the Council Closed Session Meeting minutes of December 19, 2022. Second by CM Robertson. Motion carried 6-0.

**Comments from Citizens**

Bob Brandon, 1604 Algonquin Court, Havre de Grace, had inquiries on Ordinance 1091: Fees, specifically exclusive use. The Council will be having a work session to discuss this ordinance.

Carrie Parsons, 840 Otsego Street, Havre de Grace, had an inquiry on property being considered for purchase. City Attorney April Ishak explained that the City is not in a position to publicize the property being considered.

Sean McCone, 5 Northampton Road, Timonium and Will Murdoch of Charm City Run, spoke in support of the Susquehanna River Running Festival.

Donna Lewis, 545 Cressy Road, Bel Air, read a letter from a recipient of the Al Cesky Scholarship and spoke in support of the Susquehanna River Running Festival.

Amy Jahnigen, 2193 Cedarknoll Court, Bel Air, spoke in support of the Susquehanna River Running Festival.

Kurt Smith, 840 Otsego Street, Havre de Grace, thanked the City for the pickleball court at the Community Center and wished the City's Chief Technology Officer, Jeff Thompson a merry birthday.

**Appointment**

Mayor Martin requested the appointment of members to the Truck Traffic Workgroup: Casi Boyer, Paul Ishak, David Glenn, EJ Millisor, Louis Campion, and Joe Alton. CP Ringsaker made a motion to approve the membership of the Truck Traffic Workgroup. Second by CM Martin. Motion carried 6-0.

CP Ringsaker made a motion to appoint Richard Wehner to the Board of Appeals. Second by CM Schneegas. Motion carried 6-0.

**Oath of Office**

Mayor Martin administered the oath of office to Richard Wehner of the Board of Appeals.

**Presentation**

Chief Walter and Mayor Martin recognized Officer Theresa Adams for her years of service. Officer Adams is retiring on January 6.

## **Ordinances**

### **Ordinance No. 1091 concerning Amending City Code 70 Fees: Third Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" BY REPEALING AND REENACTING ORDINANCE NO. 850, ORDINANCE NO. 856, ORDINANCE NO. 884 AND ORDINANCE NO. 986 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

A motion to introduce was made by CP Ringsaker. Second by CM Zinner. Motion carried 5-0 (CM Robertson was out of the room at the time of the vote). A motion to adopt was made by CM Martin. Second by CM Schneegas. CP Ringsaker explained the Council members will have a work session regarding the ordinance on January 23, 2023 at 6:00 p.m. Discussion followed. After a roll call vote, motion carried 5-1 with CM Boyer voting no.

### **Ordinance No. 1092 concerning Amending City Code Chapter 67 Ethics: Second Reading**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, TITLE 5 OF THE GENERAL PROVISIONS ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 67 ETHICS

A motion to introduce was made by CM Martin. Second by CP Ringsaker. Motion carried 6-0. A motion to adopt was made by CM Martin. Second by CM Robertson. After a roll call vote, motion carried 6-0.

### **Ordinance concerning Amending City Code 25: Boards, Committees and Commissions: First Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT/DUTY TO ATTEND WORK SESSION

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. The ordinance was given number 1093. A motion to adopt was made by CM Martin. Second by CP Ringsaker. After a roll call vote, motion carried 6-0. The public hearing will be on Tuesday, January 17, 2023 at 7:00 p.m.

### **Ordinance concerning Amending Section 127-10 Food Truck Requirements: First Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING

A motion to introduce was made by CP Ringsaker. Second by CM Schneegas. Motion carried 6-0. The ordinance was given number 1094. A motion to adopt was made by CM Martin. Second by CM Schneegas. CM Robertson made a motion for a friendly amendment to specify it is for 2 spaces, so it will read "Two spaces at the North side of the two hundred block of Bourbon Street". Second by CM Martin. Motion for amendment carried 6-0. After a roll call vote, motion to adopt on first reading carried 6-0. The public hearing will be on Tuesday, January 17, 2023 at 7:00 p.m.

## **Old Business**

### **Votes from City Council Closed Session Meeting on December 19, 2022**

CP Ringsaker recorded the votes into the record:

Action taken: Motion to approve the reappointment of Chief Walter as Chief of Police by CM Martin, second by CM Robertson, motion carried 6-0.



Action taken: Motion to renew Chief of Police contract to reflect percentage salary increases respectively for the next three years by CM Martin, second by CM Schneegas, motion carried 6-0.

Action taken: Motion made by CM Martin, second by CM Schneegas to allow the Mayor to negotiate a contract for up to a specified maximum. Motion carried 5-0 with CM Robertson abstaining.

Action taken: Motion made by CM Martin, second by CM Robertson to confirm that the scope of the ADR/mediation in the Pensell case is to be limited to the portion of the appeal involving nuisance claims only and allow the remainder of the case to proceed to court decision. Motion carried 6-0.

CM Robertson explained that he abstained from the vote on the property because he didn't feel there was enough information to make an informed decision.

## **New Business**

### **Special Events**

Steve Gamatoria presented the special event applications:

Shrimp & BBQ Fest, June 10, 2023, 6:00 p.m.-9:00 p.m., Hutchins Memorial Park. A motion to approve was made by CP Ringsaker. Second by CM Boyer. Motion carried 6-0.

Susquehanna River Running Festival, September 23, 2023 (setup September 22, 2023), 8:00 a.m.-4:00 p.m., Tydings Memorial Park & David Craig Park, Select Roads. A motion to approve was made by CM Robertson. Second by CM Schneegas. Discussion followed. After a roll call vote, the motion carried 5-1 with CM Martin voting no.

### **Directors Report**

**Steve Gamatoria, Director of Administration:** Mr. Gamatoria explained the logistics for having the fireworks and why they couldn't be held on New Year's Eve due to the inclement weather.

**Tim Bourcier, Director of Planning:** Mr. Bourcier reported this is the last month to provide input for the Envision Havre de Grace – [envisionhdg.com](http://envisionhdg.com); this will help shape the comprehensive plan. The Planning Commission will discuss the comprehensive plan at their meetings the 2<sup>nd</sup> Monday of the month. Information on the permits between 2021 and 2022 was given. An overall Planning Department annual report will be forthcoming.

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson reported that the 5<sup>th</sup> edition of the Havre de Grace Business Beat newsletter was released; she would like to see more people sign up to receive the newsletter; the newsletter also has information on parks, trails, the arts, and cultural centers. To stay informed, people were encouraged to visit Explore Havre de Grace, visit our Facebook pages for Tourism and Economic Development, sign up for the Business Beat, and visit the Tourism Blog, which was launched in December and can be found on their website—it is updated weekly. New businesses opened recently: Protégé Paradise-The Ultimate Drink Café at 811 Revolution Street and Market Street Brewery at 203 Market Street; ribbon cutting ceremonies are being scheduled. The Artist's Emporium closed December 31. The Tourism website (Explore Havre de Grace) is being refreshed and they will be launching the STAR Centre and Tide Trolley webpages soon. Upcoming events – Winter Celtic Festival is January 13-15 and the Havre de Grace Winter Farmers Market starts January 7 in front of the STAR Centre. The Tourism Advisory Board will meet January 18 at 10 a.m. The Economic Development Advisory Board will meet January 18 at 4 pm with Director Tim Bourcier as a guest speaker to give an update on the comprehensive plan and the plans for Harford Memorial Hospital. A press release was shared announcing a partnership between Tailwind Air and Mt. Felix Vineyard & Winery for Adventure Flights using seaplanes going from the Northeast (New York & Boston) to Havre de Grace beginning in April; Ms. Johnson thanked CP Ringsaker for his work in getting this endeavor started.

**George DeHority, Director of Finance:** Ms. Tracy Conaway, Chief of Finance reported for Mr. DeHority on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$6,835,000, which is \$321,300 above budget. The Water/Sewer Fund 9 is \$1,447,600, which is \$594,400 below budget. The Marina Fund 8 balance is \$1,164,200, which is \$45,500 above budget. FY 2024 budgets are being developed.

**EJ Millisor, Director of Public Works:** Mr. Tim Whittie reported on many current City projects for Mr. Millisor. Some include: the Green Street project has been completed from Adams Street to Union Avenue and will now proceed from Union Avenue to St. John Street, the Water Street boat ramp will be completed this week, and they are moving forward with the Lily Run project. Development at Sion Hill, Bulle Rock, and Greenway Farms is moving forward.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter thanked the Council for approving her contract. They are in the process of compiling statistics; there has been an increase of a little over 1,700 calls for service. There has been an increase in thefts as well as motor vehicle thefts; the largest part of thefts is catalytic converters. The Susquehanna Hose Company and especially Ed Grainger were thanked for the Duck Drop. The Polar Bear Plunge will be February 3 – you can join their team or donate by going to the Maryland Special Olympics webpage.

#### **Business from Mayor Martin**

Mayor Martin thanked Chief Walter for wanting to serve the citizens for three more years. Mr. Gamatoria was thanked for explaining why we couldn't have the fireworks; we will have fireworks on Defenders Day in May. Weather permitting, DPW will be paving roads. The Downtown Restoration Work Session will be on January 10 at 6 p.m. with Toole Design giving an update on the project; the public is invited to observe. For the first time, local governments can take advantage of tax credits for clean energy, which we will be able to do this year. Condolences were given to the Goll family on the passing of Mr. Bobby Goll, Sr. and Mr. Goll, Sr. was recognized for his service to the City.

#### **Business from Council**

**Council Member Martin:** CM Martin reported the Winter Celtic Festival is January 13-15 and that Coakley's, MacGregor's, the State Theater, and the Opera House are participating as well so when the Festival closes during the day these establishments will be open so you have places to visit afterwards; there will be two pub crawls. The Water & Sewer Commission will meet January 13 at 3 p.m. at City Hall. The Legislative Reception for the Harford Delegation is January 11 at 6 p.m. at the Wetlands Golf Course; it will be good for us to attend. There will be a tour of Havre de Grace from the Maryland Municipal League on January 20.

**Council Member Boyer:** CM Boyer gave her condolences to the Goll family. She is looking forward to the innovation and creativity to make the Susquehanna River Running Festival work and be successful. The Duck Drop was amazing and Ed Grainger was recognized for the great job he does. She appreciates being on the Truck Traffic Workgroup. The Street & Traffic Safety Advisory Board is looking at places that need sidewalks to recommend to the Mayor. The Street & Traffic Safety Advisory Board will meet on January 23 at 6 p.m. at the Havre de Grace Colored School.

**Council Member Zinner:** CM Zinner wished everyone a happy new year. Molly Martin, the Mayor's daughter, was congratulated for being selected as a student intern for the Maryland General Assembly. The Historic Preservation Commission will meet January 10 at 7:30 p.m. instead of 7:00 p.m. so they can attend the Toole Design presentation. CM Zinner announced that she will not be running for reelection in May and gave the criteria of the person who should run.

**Council Member Robertson:** CM Robertson commented it has been an honor serving with CM Zinner. The Susquehanna Hose Company was thanked for a wonderful Duck Drop. CM Robertson wished everyone a happy and safe new year.

**Council Member Schneegas:** CM Schneegas commented it's been a joyful holiday season in Havre de Grace and it's been wonderful to share it with her family from out of town - she is proud to live here. She attended the Duck Drop – it was nice to be a part of the community. There will be Highland games for children at the Winter Celtic Festival and the Twinning Association will have a table at the event. The Marina Commission will meet on Wednesday, January 11 at 4 p.m. CM Schneegas wished a happy new year to all.

**Council President Ringsaker:** CP Ringsaker reminded everyone there will be a Council Work Session on Ordinance No. 1091: Fees on January 23 at 6 pm. He thanked CM Zinner who will be sorely missed. He offered his condolences to the Goll family on the passing of Bobby Goll, Sr. He commented how Officer Adams adored his daughter and she will be missed. He cautioned everyone to watch out for the deer while driving. The sign up for the 75<sup>th</sup> season of Little League at Stancil Field is online from January 22-February 22. The JV Lady Warriors Basketball team won their first game of the season 39-19 against C. Milton Wright; Warrior Proud, Grace on Top.

#### **Adjournment**

CM Martin made a motion to adjourn at 9:33 p.m. Second by CM Schneegas. Motion carried 6-0.

**Video recording of the City Council Meeting may be viewed through the City of Havre de Grace YouTube channel.**

**Submitted by: Tamara Brinkman**



## **Council Public Work Session on Downtown Restoration Project January 10, 2023**

6:00 p.m., Council Chambers, City Hall  
711 Pennington Avenue, Havre de Grace, MD 21078

**The work session was called to order on January 10, 2023, at 6:00 p.m. with Mayor Martin presiding.** Mayor Martin gave background on how we came to this point. It was explained that this is a public meeting for citizens to observe only, but that citizens are encouraged to give their comments at Council Meetings or contact the Council members directly with their comments.

**Officials present:** Mayor Martin, CP Ringsaker, CM Boyer, CM Robertson, CM Schneegas, and CM Zinner. **Official absent:** CM Martin.

**City Staff present:** Patrick Sybolt (Director of Capital Projects & Grant Management), Steve Gamatoria (Director of Administration), Tim Bourcier (Director of Planning), Bridgette Johnson (Director of Economic Development & Tourism), EJ Millisor (Director of DPW), Chief Teresa Walter (Chief of Police Department), Randy Taylor (Chief Advisor to the Mayor), Tim Whittie (City Engineer).

**Toole Design Staff:** Ian Lockwood, Robert Pinckney, Elizabeth Gilliam

Purpose: To allow for interaction between the Council and Toole Design on the Downtown Restoration Project.

### Downtown Restoration Project Status

Introduction of Project Conception – Patrick Sybolt explained this project is the genesis from funding from the American Rescue Plan Act (ARPA), which was to replace and repair our downtown infrastructure (water, sewer, stormwater) and putting our City back in the most efficient and effective manner. BGE recently completed the replacement of their natural gas distribution system throughout the downtown area. The project update tonight is the execution of the vision that was garnished from the community meetings held in the last year. Every idea cannot be incorporated; however, the consensus is represented in these 30% renderings. The purpose of this project is to create an open, walkable, accessible, and shared use space to include wider sidewalks, healthy and consistent tree canopy, curb-free streets, linear parks, and a small plaza. Toole Design will present their conception, where we stand today, and where to go in next steps.

Results of 30% Engineering – Ian Lockwood thanked the staff for having thorough public involvement. The values requested by the City were reviewed: a place people will want to spend time; flexible spaces to accommodate small, medium and large events; thriving local businesses; environmental sustainability; maintenance and longevity; consistent, legible and intuitive design; all seasons and senses. When done we want a great place. During the community charrettes, the plan changed from a revitalization to a restoration. The fundamental purpose of cities is to advance efficient and effective exchange. Historically, streets were multi-purpose public spaces that generally operated at low speeds. The 5-point intersection at Washington Street, St. John Street and Green Street was compared to a shared space in Sweden to show the vision for the 5-point intersection. The

plan will include wider sidewalks, street trees away from buildings, flush streets, slow speeds, curb-free, and flexibility to move planters as needed. Explanation on the parking supply was given - a 2-minute walk and 5-7 minute walk were compared with the distance from the Christiana mall parking lot to the stores within the mall and the Aberdeen Walmart parking lot to shopping in Walmart. We don't want to maximize parking at the expense of creating a great downtown. Examples were given of small towns that thrived after the restoration where some parking spaces were eliminated. Designing a great place first will bring the people to downtown. The design is the strategy/vision and the engineering is the detailed execution.

Robert Pinckney discussed the construction documents starting with what was completed with the 10% construction documents, which were submitted on October 18, 2022. The 30% construction documents, which gives more definition of the plan were submitted on December 22, 2022. The 30% construction documents were for Priority 1 Areas of Washington Street, Pennington Avenue, Rochambeau Plaza (5-point intersection), and Green Street. The work will be done in stages with consideration to downtown businesses. Their opinion of probable cost is \$6.5M-\$8.7M. Within the project limits, 117 of 188 parking spaces are retained; using the Christiana Mall and Walmart scenario, within a 2-minute walk there are 270 public parking spaces, which is 153 additional spaces; within a 5-7 minute walk there are over 1,000 parking spaces, which is 750+ additional spaces.

Steps Forward – The next construction document submissions will be at 60% in February/March, 90% in March/April, and 100% in May; the 60% submission locks everything down, the 90% submission details everything out, and the construction phase of bidding it out begins after the 100% submission. The permitting process should be straightforward for us, but it's a 4-6 month process. The schedule is aggressive with construction beginning in Fall 2023. Mr. Pinckney reviewed the large, color plan with the Council members. Questions from the Council members were answered by Mr. Pinckney and Mr. Lockwood. The street will be 7' parking spaces on each side of the street with 11' for each lane. There won't be cobblestone, but concrete pavers that are sand swept with a smooth finish, the pavers are ADA compliant, can come out and be placed back when underground work is needed, and will have the ability to drain water. The design is self-enforcing whereby the drivers slow down due to the way the street is designed; the number and severity of crashes decreases with this design. These streets were chosen as priority 1 due to Washington Street being the pinnacle downtown street, Pennington connecting the civic spine, and the Rochambeau Plaza (5-point intersection) connecting to the water; we can mimic the same design on other blocks in the future. The right turn prohibition from Washington Street to St. John Street will remain. Tactile guidance is part of the design for the visually impaired; this is coming to the United States at some point, so putting this in now will future proof the City to add other technologies as they become available in the next 10-20 years.

Citizens were reminded that they can send comments/questions to the City or Council members or attend a City Council meeting. The PowerPoint presentation will be available on the City's website.

### **Adjournment**

The meeting adjourned at 7:43 p.m.

Submitted by:

Tamara Brinkman

Video recording of the Council Public Work Session may be viewed online through the City of Havre de Grace YouTube channel.

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Support of a Bond Initiative  
for the STAR Centre**

Date: **1/11/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by January 17, 2023**  
 In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: The Maryland General Assembly Legislative Bond Initiative Request Form is attached as supplemental information.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND  
RESOLUTION NO. 2023-\_\_\_\_\_

Introduced by \_\_\_\_\_ Council President Ringsaker \_\_\_\_\_

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF  
HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL  
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF  
MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER  
FOR SUPPORT OF A BOND INITIATIVE FOR THE HAVRE DE  
GRACE STAR CENTRE FROM THE MARYLAND GENERAL  
ASSEMBLY**

**WHEREAS**, 700 Congress Avenue, Havre de Grace, Maryland 21078 (“700 Congress Ave”), more particularly described in the deed recorded among the Land Records of Harford County, Maryland, in Liber 14943 at Folio 440, had been owned by the Harford County Board of Education (“the Board”) from 1958 until 2021; and

**WHEREAS**, pursuant to Chapter 227 of the *1999 Laws of Maryland*, if the Board determines that any land, school site, or building is no longer needed for school purposes, the land, school site, or building shall be transferred by the Board to Harford County, Maryland; and

**WHEREAS**, on July 12, 2021, the Board determined 700 Congress Avenue was no longer needed for school purposes; and

**WHEREAS**, on August 5, 2021, the Board transferred 700 Congress Avenue to Harford County, Maryland, recorded among the Land Records of Harford, Maryland, in Liber 14943 at Folio 435; and

**WHEREAS**, on August 5, 2021, Harford County, Maryland, transferred 700 Congress to the Mayor and City Council of Havre de Grace in fee simple, recorded among the Land Records of Harford County, Maryland, in Liber Liber 14943 at Folio 440; and

**WHEREAS**, since receiving 700 Congress Avenue, it is now called the Havre de Grace STAR (Sports, Theatre, Arts, Recreation) Centre; and

**WHEREAS**, the operation of the STAR Centre is for the benefit of the community; and

**WHEREAS**, the Havre de Grace STAR Centre is used by the residents of Havre de Grace and the greater community for many significant purposes, which include but are not limited to the following: law enforcement education, an election polling location, an afterschool and weekend recreation space for the Harford County Parks and Recreation, activities organized by the Havre de Grace Recreation Committee Inc. (a tax exempt 501(c)(3) corporation), pickleball courts, event

48 space, summer camps, and continually hosts performances from major artists in front of sold-out  
49 audiences; and

50

51 **WHEREAS**, the Mayor and City Council of Havre de Grace (“the City”), Harford County,  
52 Maryland, and the State of Maryland have all appropriated funds to ensure the STAR Centre is  
53 successful and remains successful; and

54

55 **WHEREAS**, it is in the best interest of the residents of Havre de Grace for the Mayor and City  
56 Council of Havre de Grace, Harford County, Maryland, and the State of Maryland to continue to  
57 appropriate funds for the STAR Centre to ensure the community has access to this much-needed  
58 and much-used recreational space;

59

60 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that:

61 1. It is in the best interest of the citizens of Havre de Grace for the Mayor and City Council  
62 to continue to appropriate funds for the Havre de Grace STAR Centre; and

63 2. It is in the best interest of the citizens of Havre de Grace for the Mayor and City Council  
64 to seek all available funding sources for the STAR Centre from Harford County, Maryland,  
65 and the State of Maryland; and

66 3. The Mayor is authorized to seek a bond initiative for the STAR Centre during the 2023  
67 session of the Maryland General Assembly and seek funding from other sources from the  
68 State of Maryland, as well as Harford County, Maryland; and

69 4. The Mayor and City Council of Havre de Grace respectfully request members of the  
70 General Assembly from District 34-A submit a bond initiative during the 2023 session of  
71 the Maryland General Assembly which will grant funds for the continued recreational use  
72 of Havre de Grace STAR Centre; and

73 5. The Maryland City Council of Havre de Grace supports the bond initiative referenced in  
74 section 4 of this resolution; and

75 6. The Mayor and City Council of Havre de Grace respectfully request the Maryland General  
76 Assembly approves the bond initiative referenced in section 4 of this resolution.

77

78 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_, 2023.

79

80 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of  
81 \_\_\_\_\_, 2023.

82

83 ATTEST:

84

85

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

86

87 \_\_\_\_\_  
88 Stephen J. Gamatoria  
89 Director of Administration

\_\_\_\_\_  
William T. Martin  
Mayor

90 Introduced: 1/17/2023

91 Passed/Adopted:

92

93 Effective Date:

## SUPPLEMENTAL INFORMATION

### Maryland General Assembly Legislative Bond Initiative Request Form

[Click here for Guidelines](#)

**Project Information**

Project Name: Havre de Grace STAR (Sports, Theatre, Arts, Recreation) Centre  
 Project Location County: Harford   
 Project Location Address: 700 Congress Ave (Street)  
Havre de Grace, MD 21078 (City, MD Zip)

Please list the year of any previous bond bills or initiatives for this project:  
2020

Total Amount Requested: \$ 500,000

Briefly describe the purpose and reason for the project:  
 Update the STAR Centre to bring the facility into ADA compliance, address safety concerns, and meet industry standards.

**Applicant Information**

Legal Name of Grantee: Mayor and City Council of Havre de Grace  
*(If a corporation or non-profit organization, give name exactly as registered with the State Department of Assessments and Taxation: <https://egov.maryland.gov/BusinessExpress/EntitySearch>. If a local government, give legal name as chartered.)*

Legal Status of Grantee:  Corporation  Non-profit  Local government  Other  
 If other, please explain: \_\_\_\_\_  
 Grantee is governed by:  Board of Directors  Board of Trustees  Other  
 If other, please explain: \_\_\_\_\_

Does the project, project property or recipient have any religious affiliation or involvement?  Yes  No

Project Contact Information:  
 Project Contact Name: adamr@havredegracemd.com Address: 711 Pennington Ave, Havre De Grace, MD 210  
 Project Contact Email: steveg@havredegracemd.com 711Pennington Ave, Havre De Grace, MD 210  
 Project Contact Phone: \_\_\_\_\_

**Please submit this form to your Legislator for review.**

**Sponsor Information – TO BE FILLED-IN BY SPONSOR STAFF ONLY**

Sponsor  Senator or  Delegate  
 Sponsor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsors Information (2 max)  
 Co-Sponsor 1 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Co-Sponsor 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Opposite Chamber)*  
 Cross-File Sponsor Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Cross-File Sponsor 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Cross-File Sponsor 3 Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Legislators, please submit this form to [LegislativeBondInitiative@mlis.state.md.us](mailto:LegislativeBondInitiative@mlis.state.md.us).**



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Transfer of 700 Congress Avenue  
from Harford County to Havre de Grace  
(1<sup>st</sup> Reading)**

Date: **1/11/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council President Ringsaker

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO RATIFY, AFFIRM, AND ACCEPT THE TRANSFER OF 700 CONGRESS AVENUE, HAVRE DE GRACE, MARYLAND 21078, FROM HARFORD COUNTY, MARYLAND, TO THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE**

On: 1/17/2023

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

**PUBLIC HEARING**

A Public Hearing is scheduled for February 6, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

**[Bold Brackets]** indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

34 **WHEREAS**, 700 Congress Avenue, Havre de Grace, Maryland 21078 (“700 Congress Ave”),  
35 more particularly described in the deed recorded among the Land Records of Harford County,  
36 Maryland, in Liber 14943 at Folio 440, had been owned by the Harford County Board of Education  
37 (“the Board”) from 1958 until 2021; and  
38

39 **WHEREAS**, pursuant to Chapter 227 of the *1999 Laws of Maryland*, if the Board determines that  
40 any land, school site, or building is no longer needed for school purposes, the land, school site, or  
41 building shall be transferred by the Board to Harford County, Maryland; and  
42

43 **WHEREAS**, on July 12, 2021, the Board determined 700 Congress Avenue was no longer needed  
44 for school purposes; and  
45

46 **WHEREAS**, on August 5, 2021, the Board transferred 700 Congress Avenue to Harford County,  
47 Maryland, recorded among the Land Records of Harford, Maryland, in Liber 14943 at Folio 435;  
48 and  
49

50 **WHEREAS**, on August 5, 2021, Harford County, Maryland, transferred 700 Congress to the  
51 Mayor and City Council of Havre de Grace in fee simple, recorded among the Land Records of  
52 Harford County, Maryland, in Liber Liber 14943 at Folio 440; and  
53

54 **WHEREAS**, since accepting the transfer of 700 Congress Avenue, the City has used the property  
55 for general public purposes, that is, for recreational and entertainment purposes for the benefit of  
56 its citizens and is now called the Havre de Grace STAR (Sports, Theatre, Arts, Recreation) Centre;  
57

58 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the  
59 following items and actions are hereby unconditionally ratified and affirmed.  
60

- 61 1. The transfer of 700 Congress Avenue, Havre de Grace, Maryland, from Harford County,  
62 Maryland, to the Mayor and City Council of Havre de Grace, recorded among the Land  
63 Records of Harford County, Maryland, in Liber Liber 14943 at Folio 440 is accepted by  
64 the Mayor and City Council for a public purpose.  
65
- 66 2. 700 Congress Avenue is a City recreational and performing arts facility named the Havre  
67 de Grace STAR (Sports, Theatre, Arts, Recreation) Centre.  
68
- 69 3. The Mayor and City Council may establish and collect fees or charges or a range of fees  
70 or charges associated with the use of the Havre de Grace STAR (Sports, Theatre, Arts,  
71 Recreation) Centre to defray costs associated with the maintenance and repairs of the  
72 facility.  
73

74 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_\_, 2023.  
75

76 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of  
77 \_\_\_\_\_, 2023.  
78

79 (Signatures to follow on the next page.)  
80

81 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

82

83

84

85 \_\_\_\_\_  
86 Stephen J. Gamatoria  
87 Director of Administration

85 \_\_\_\_\_  
86 William T. Martin  
87 Mayor

87

88

89 Introduced/First Reading: 1/17/2023

90 Public Hearing:

91 Second Reading/Adopted:

92

93 Effective Date:

First Reading

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Budget Amendment 2023-09: Purchase of Two Trolleys**

Date: **1/11/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A



## INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 1/11/2023  
RE: Proposed Budget Amendment 2023-09

After nearly four years of planning and developing specifications, including changing State of Maryland legislation to allow an electric trolley to operate on City streets in Havre de Grace The new trolley service, known as "The Tide," began service on May 15, 2022.

Since May, the Tide electric trolley service actively transported visitors safely around Havre de Grace in an environmentally responsible manner, allowing the City to maintain its focus on environmental stewardship.

Both citizens and visitors feedback was overwhelmingly positive and its implementation has increased the use of satellite parking locations, reduced the north to the south traffic flow, and improved pedestrian access to the many City Events, including our Arts and Entertainment District and to locations from the North Park to the Tydings Park and the Concord Point Lighthouse in between.

In its inaugural year, the Tide operated 972 hours in 86 days and transported a total of 17,505 passengers, traveling more than 12,264 miles and most importantly did so without one single incident. In addition, the trolley program is a "job creator" – creating 10 part time "Ambassador" positions for our citizens.

Due to the success of the program, and the anticipated increase in operations, it is necessary to increase the fleet from four trolley's to six trolleys. The two additional trolleys will be ADA accessible, and each will immediately be placed in the daily operational rotation.

I am therefore requesting the expenditure be funded using "ARPA" funding, by means of transferring \$145,000.00 from account 01-0001-4900 to a new line item under Capital Projects titled "Trolley" with a new account number 01-1091-6501

Please contact Stephen Gamatoria if you have any questions or require additional information regarding this budget amendment request.

**BUDGET AMENDMENT**

January 11, 2023

Amendment # 2023-09

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-0001-4900	Fund Transfers (Fund 4 ARPA)	\$145,000.00
	<b>Total Sources</b>	<b>\$145,000.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-1091-6501	Trolley Purchase ( 2 Trolley's)	\$145,000.00
	<b>Total Uses</b>	<b>\$145,000.00</b>

**REASON FOR ADJUSTMENT**

To acquire two additional ADA accessible Trolley's,

**AUTHORITY**

City Council on 1/17/2023

**APPROVAL**

MAYOR	_____	Date: _____
ADMINISTRATION	_____	Date: _____
FINANCE	_____	Date: _____

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event – River Sweep 2023**

April 22, 2023

Date: **1/9/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI
- Read and Comment as Needed**
- Action Required by January 17, 2023**
- In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A



Office Use Only  
Date Received 1-4-2023  
Tracking # 106 19 0015

**EVENT APPLICATION CHECKLIST**

**EVENT NAME:** River Sweep 2023

**Sponsor Organization:** Lower Susquehanna Heritage Greenway

**Business Address:** Darlington, MD 21034

**On-Site Contact Person:** Peter Green

**Contact Information Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Back-Up On-Site Contact Person:** Brigitte Carty

**Contact Information Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Note:** *The on-site contact must be at the event the entire duration to include set-up and break-down.*

**Is the Sponsor Organization a Havre de Grace 501 C3?**  Yes  No

**Is the Sponsor Organization a 501 C3?**  Yes  No

**Tax ID #** \_\_\_\_\_ (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**Event Category:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain)                |
| <input type="checkbox"/> Festival            | <input type="checkbox"/> Carnival            | 23rd annual<br>community cleanup<br>event in honor of<br>Earth Day |
| <input type="checkbox"/> Parade              | <input type="checkbox"/> 5K/10K/Walk *       |  |
| <input type="checkbox"/> Rally               | <input type="checkbox"/> Fishing Tournament  |  |

\* a fee may be charged

**Date/Time:**

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>4/22/2023</u>	Begin Time: <u>7:30am</u>
Event Starts	Date: <u>4/22/2023</u>	Time: <u>8:30am</u>
Event Ends	Date: <u>4/22/2023</u>	Time: <u>12:00pm</u>
Breakdown	Date: <u>4/22/2023</u>	End Time: <u>1:00pm</u>
Rain Date	Date: <u>NONE</u>	

Is timeframe the same?  Yes  No

If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Millard E. Tydings Memorial Park<br>(325 Commerce Street) | <input type="checkbox"/> Community Pavilion at<br>Frank J. Hutchins Memorial Park (100 Congress Avenue) |
| <input type="checkbox"/> Concord Point Park (710 Concord Street)                              | <input type="checkbox"/> David Craig Park (553 N. Union Avenue)   |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street)                                 | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane)   |
| <input type="checkbox"/> Veteran's Park (418 Concord Street)                                  | <input checked="" type="checkbox"/> Other location (explain)  |

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

We'd like to request the Gazebo as the event center. Cleanup is throughout City.

Anticipated Attendance: 100

Admission Fee (if any): \_\_\_\_\_

**Requested City Services:**

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below**: **Note: Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

**Note:** Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

DPW services are requested, as in years past, to assist with the removal of the bags of collected debris.

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

**Food Service:**

Yes  No Will there be food sold at your event?

Yes  No Will there be food given away at your event?

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

**Security:**

Yes  No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

Yes  No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

We will have a first aid kit on-site for minor abrasions and will contact EMS for other medical issues.

**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Event Name: River Sweep 2023

Print Name of Event Sponsor Brigitte Carty

Title Executive Director

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Brigitte Carty Date 1/04/2023

Received by Tammy Binkman Date 1-4-2023  
City Official



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/03/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Crothers Insurance Agencies Inc PO Box 470  Rising Sun MD 21911	<b>CONTACT NAME:</b> Joyce Ragan	
	<b>PHONE (A/C, No, Ext):</b> 410-658-5200	<b>FAX (A/C, No):</b> 410-658-9570
	<b>E-MAIL ADDRESS:</b> joycer@crothersagency.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Nautilus Insurance Company	<b>NAIC #</b> 17370
	<b>INSURED</b> Lower Susquehanna Heritage Greenways Inc 4948 Conowingo Road Darlington MD 21034	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES                                  CERTIFICATE NUMBER:                                  REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	NN1491995	01/07/2023	01/07/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER														
E.L. EACH ACCIDENT	\$														
E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Trail Conservation

Certificate holder is listed as Additional Insured with a Waiver of Subrogation per forms L803 (10/19) & L609 (5/09).

**CERTIFICATE HOLDER    CANCELLATION**

City Of Havre De Grace 711 Pennington Ave Havre De Grace MD 21078	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"><i>Danielle S. Wade</i></p>
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INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 12 1988

Employer Identification Number:  
31-1542913

DLN:  
318029471

LOWER SUSQUEHANNA HERITAGE GREENWAY,  
INC  
259 BROAD ST  
PERRYVILLE, MD 21903

Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199

Accounting Period Ending:  
December 31

Form 990 Required:  
YES

Addendum Applies:  
YES

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CO)

LOWER SUSQUEHANNA HERITAGE GREENWAY

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

LOWER SUSQUEHANNA HERITAGE GREENWAY

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Paul A. Livingston".

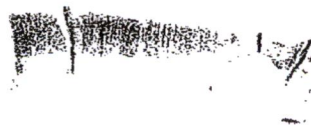
District Director

Enclosure(s):  
Addendum



LOWER SUSQUEHANNA HERITAGE GREENWAY

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.



## **SPECIAL EVENTS WORK SHEET**

	<b>Event:</b>	River Sweep 2023	<b>Tracking ID:</b> 1011 19 0015			
	<b>Dates:</b>	4/22/2023				
	<b>Time of set up:</b>	7:30 am - 8:30 am				
	<b>Take down time:</b>	12 pm - 1 pm				
	<b>Time of actual event:</b>	8:30 am - 12 pm				
	<b>Location:</b>	Tydings Park Gazebo (cleanup throughout the City)				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>					0	\$0.00
<b>Notes</b>						
	This event will be handled by units on duty.					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	2		4	\$63.25	4	\$379.50
<b>Notes</b>	2 employees, 4 hours overtime. Pick up trash and debris from various locations around the City. <b>Completed: 01.04.23</b>					
<b>Grand Total</b>	2	0	4	\$63.25	4	\$379.50
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event – Independence Day Parade**

July 2, 2023

Date: **1/9/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- FYI
- Read and Comment as Needed**
- Action Required by January 17, 2023**
- In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

**EVENT APPLICATION CHECKLIST**

Office Use Only  
Date Received 1/4/23  
Tracking # 1011-19-0022

**EVENT NAME:** Havre de Grace Independence Day Parade

**Sponsor Organization:** Havre de Grace Independence Day Commission

**Business Address:** PO Box 765 Havre de Grace MD 21078

**On-Site Contact Person:** Taryn Martin

**Contact Information Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Back-Up On-Site Contact Person:** Christy Silverstein

**Contact Information Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Note:** *The on-site contact must be at the event the entire duration to include set-up and break-down.*

**Is the Sponsor Organization a Havre de Grace 501 C3?**  Yes  No

**Is the Sponsor Organization a 501 C3?**  Yes  No

**Tax ID #** \_\_\_\_\_ (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**HdG Independence Day Commission is a City of Havre de Grace Commission.  
Insured and overseen by the City of Havre de Grace.**

**Event Category:**

- Athletic/Recreation
- Festival
- Parade
- Rally
- Concert/Performance
- Carnival
- 5K/10K/Walk \*
- Fishing Tournament
- Other (explain)

\* a fee may be charged

**Date/Time:**

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

**Setup** Date: 7/2/23 **Begin Time:** 8:00 a.m.

**Event Starts** Date: 7/2/23 **Time:** 2:00 p.m.

**Event Ends** Date: 7/2/23 **Time:** 4:30 p.m.

**Breakdown** Date: 7/2/23 **End Time:** 6:00 p.m.

**Rain Date** Date: None **Is timeframe the same?**  Yes  No

If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- Millard E. Tydings Memorial Park (325 Commerce Street)
- Concord Point Park (710 Concord Street)
- McLhinney Park (811 N. Adams Street)
- Veteran's Park (418 Concord Street)
- Community Pavilion at Frank J. Hutchins Memorial Park (100 Congress Avenue)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

Parade - Warren Street, Union Avenue, Commerce Street  
Lineup Area - Juniata, Stokes, Pennington, Congress, Bourbon - See map attached.

Anticipated Attendance: 5000

Admission Fee (if any): None

**Requested City Services:**

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below**: Note: **Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Road closures the same as in past years. See map for specifics. Commission will work with HdG Police Department, HdG City Administration and DPW to coordinate specifics. Traffic control meetings to be held in June 2023.  
Close Union Avenue to traffic at 1:00 p.m.

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

Many City of Havre de Grace staff members serve on the Parade Committee and will work to support the event. DPW support for road barriers, stage setup and breakdown, trash collection, and other issues. Police presence along Parade route.

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

**Food Service:**

Yes  No Will there be food sold at your event?

Yes  No Will there be food given away at your event?

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

**Security:**

Yes  No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

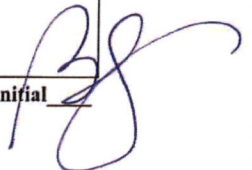
Yes  No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

Havre de Grace Ambulance Corps will provide emergency medical services as needed before, during, and after the Parade.



**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.


I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Event Name: Havre de Grace Independence Day Parade

Print Name of Event Sponsor Taryn Martin

Title Co-Chair, HdG Ind. Day Commission

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J. Martin  Date 1/1/2023

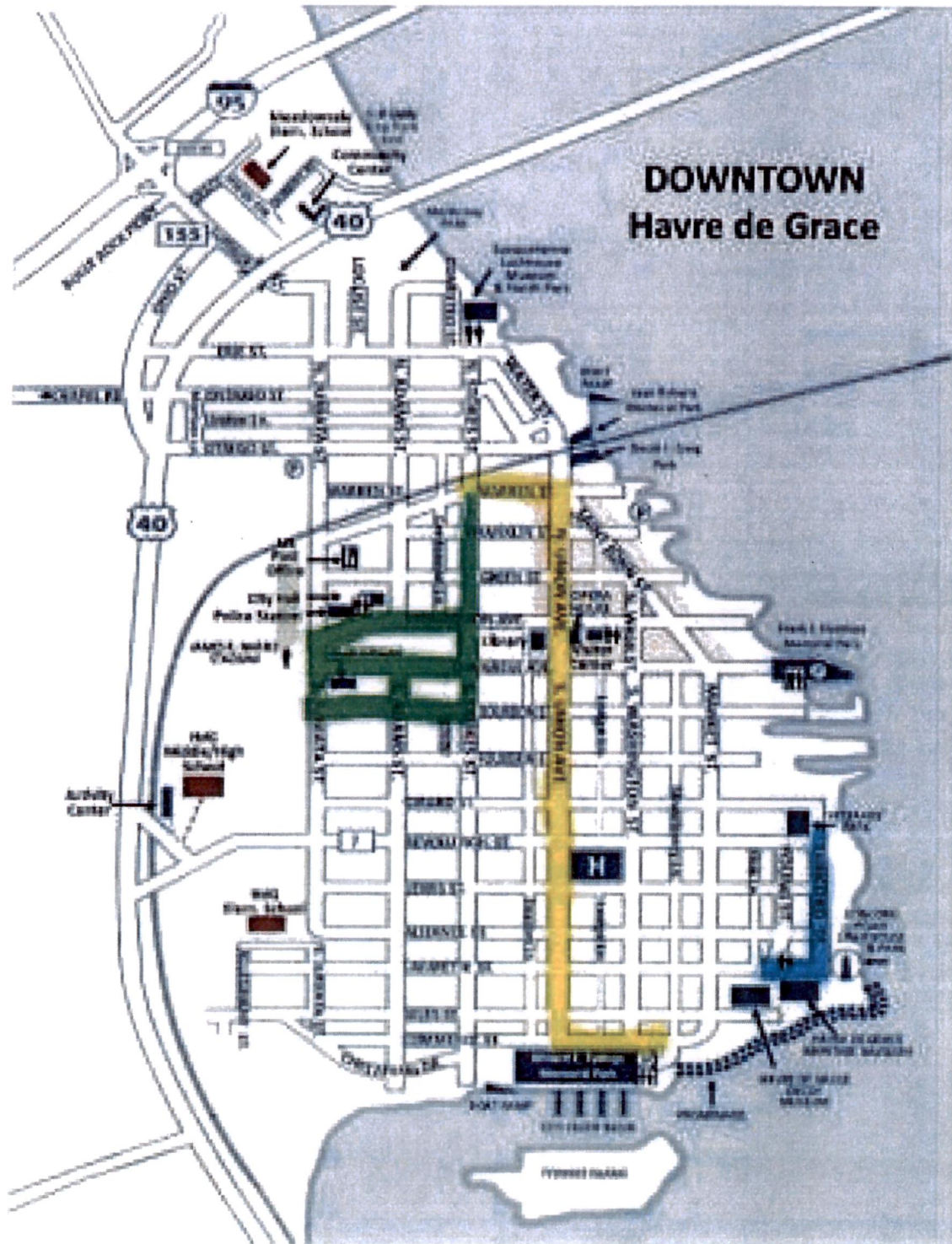
Received by  Date 1/4/23  
City Official \_\_\_\_\_ Date \_\_\_\_\_

Lineup Area

Parade Route

Bus Parking

**Havre de Grace Independence Day Parade**  
**Sunday, July 2<sup>nd</sup>, 2023 – 2:00 p.m. start.**





## **Havre de Grace Independence Day Parade - Sunday, July 2nd, 2023**

- Setup by Commission members and volunteers to begin at 8:00 a.m. - or earlier.
- Lineup area roads (Juniata Street, Stokes Street, Warren Street, Pennington Avenue, Congress Avenue, Bourbon Street, Fountain Street, Concord Street) to close at 11:00 a.m.
- Parade entrants to arrive and stage from 11:30 a.m. - 1:30 p.m.
- Union Avenue to be closed at 1:00 p.m.
- Parade Grandstand Stage to be setup on grass at intersection of Union Avenue and Pennington Avenue. \*\*Setup Friday if possible.
- Hospitality tent for participants to be set up at Warren Street.
- Parade Start - 2:00 p.m.
- Anticipated parade entries - approximately 100 entries, to include marching bands, community organizations, youth groups, antique vehicles, fire companies, elected officials, and much more.
- Food truck vendors to be set up at intersections of Union Avenue and cross-streets. \*\*Will need "NO PARKING" Signs for Vendor spots. Exact layout to be provided to Havre de Grace Administration and DPW Departments at meeting in June.
- Cooling station and first aid station to be set up at Commerce Street. Supervised by Havre de Grace Ambulance Corps. Additional first aid support provided by Ambulance Corps along parade route.
- Security provided along parade route by Havre de Grace Police Department and Police Auxiliary Members.
- Road closure and cleanup support provided by Havre de Grace DPW Department.
- STAR Center - to be open for parade participants for restrooms and cooling center 10:00 a.m. - 4:00 p.m.
- Havre de Grace Opera House - Parade Sponsors Reception and Commission Operations Base 10:00 a.m. - 5:00 p.m.
- VIP Parking for Parade - City Hall parking lot. Cars parked here must have VIP parking pass provided by Commission.

- Portapots to be placed along parade route. Exact locations to be coordinated with City of Havre de Grace Administration and DPW Department. \*Should be delivered on Friday from Don Ewing. All other City restrooms to be open and available to participants and visitors.
- No parking signs - follow previous years' parking plan. No parking all along the parade route and along additional streets as directed by Havre de Grace Police Department. Detailed map to be coordinated between Commission, City of Havre de Grace Administration, Havre de Grace Police Department, and DPW Department. No parking signs will also be needed for Vendor spots on side streets intersecting Union Avenue.
- Trash and recycling containers needed along parade route and at hospitality tent.
- Marching band buses to be parked along Concord Street, with the exception of the Ravens bus which will park on Commerce Street. Commission member and Havre de Grace Police officers to direct bus parking in this area.
- Cleanup of parade infrastructure to begin immediately after the parade ends.
- Thanks to the many City of Havre de Grace staff members who work diligently to support the success of this event. In addition, we are forever thanks to the huge number of awesome volunteers who work together to celebrate Independence in Havre de Grace.

## SPECIAL EVENTS WORK SHEET

	<b>Event:</b> Independence Day Parade	<b>Tracking ID:</b> 1011190022				
	<b>Dates:</b> 7/2/23					
	<b>Time of set up:</b> 8:00 a.m.					
	<b>Take down time:</b> 4:30 pm - 6 pm					
	<b>Time of actual event:</b> 2 pm to 4:30 pm					
	<b>Location:</b> See map with application for bus parking, lineup area, and parade route					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	18	90		\$115.00	90	\$10,350.00
<b>Notes</b>						
	Completed 01/09/2023					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	11	24	165	\$64.75	189	\$17,579.63
<b>Notes</b>	Prep and post signs, curb painting, street sweeping, tree trimming, stage set-up, barricades placed along route, assist with port-o-pot placement, place trash/recycling barrels along parade rout, clean-up at Event end. <b>Completed: 01.09.23</b>					
	<b>29</b>	<b>114</b>	<b>165</b>	<b>\$179.75</b>	<b>279</b>	<b>\$27,929.63</b>
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event – Independence Day Concert at Hutchins Park**

July 2, 2023

Date: **1/9/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

**EVENT APPLICATION CHECKLIST**

Office Use Only  
Date Received 1/4/23  
Tracking # 1011-19-0044

EVENT NAME: Independence Day Concert at Hutchins Park

Sponsor Organization: Havre de Grace Independence Day Commission

Business Address: PO Box 765 Havre de Grace MD 21078

On-Site Contact Person: Nicky Fournier

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Back-Up On-Site Contact Person: Christy Silverstein

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Note: *The on-site contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a Havre de Grace 501 C3?  Yes  No

Is the Sponsor Organization a 501 C3?  Yes  No

Tax ID # \_\_\_\_\_ (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

HdG Independence Day Commission is a City of Havre de Grace Commission.  
Insured and overseen by the City of Havre de Grace.

**Event Category:**

- Athletic/Recreation
  - Concert/Performance
  - Festival
  - Carnival
  - Parade
  - 5K/10K/Walk \*
  - Rally
  - Fishing Tournament
- \* a fee may be charged
- 

**Date/Time:**

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>7/2/23</u>	Begin Time: <u>12:00 p.m.</u>
Event Starts	Date: <u>7/2/23</u>	Time: <u>5:00 p.m.</u>
Event Ends	Date: <u>7/2/23</u>	Time: <u>10:00 p.m.</u>
Breakdown	Date: <u>7/2/23</u>	End Time: <u>11:00 p.m.</u>
Rain Date	Date: <u>None</u>	

Is timeframe the same?  Yes  No  
If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- Millard E. Tydings Memorial Park (325 Commerce Street)
- Community Pavilion at Frank J. Hutchins Memorial Park (100 Congress Avenue)
- Concord Point Park (710 Concord Street)
- David Craig Park (553 N. Union Avenue)
- McLhinney Park (811 N. Adams Street)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Veteran's Park (418 Concord Street)
- Other location (explain)

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

\_\_\_\_\_  
City Representative Initial

Anticipated Attendance: 1000

Admission Fee (if any): \$20

**Requested City Services:**

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below:** **Note: Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Hutchins Park closed to traffic and parking. Market Street and other side streets closed to traffic. No Parking signs in Hutchins Park also. Other street closures as needed and as determined by Havre de Grace Police Department. Specifics to be discussed in meetings in June 2023.

**Note:** Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

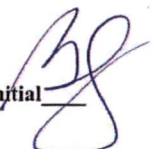
- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

DPW to install temporary fencing around park, as boundary in accordance with Liquor Board requirements.

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.



**Food Service:**

Yes  No Will there be food sold at your event?

Yes  No Will there be food given away at your event?

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the **Harford County Health Department Regulations**. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see **Trash and Recycling Collection and Disposal** on page 4 of this application).

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Liquor license to be held by Celebrate the 4th Foundation, a Committee of Community Projects of Havre de Grace, Inc. See attached map and written document for details for alcohol management plan.

**Security:**

Yes  No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

Yes  No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

Havre de Grace Ambulance Corps will provide emergency medical services as needed.



**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.


Event Name: Independence Day Concert at Hutchins Park

Print Name of Event Sponsor Taryn Martin

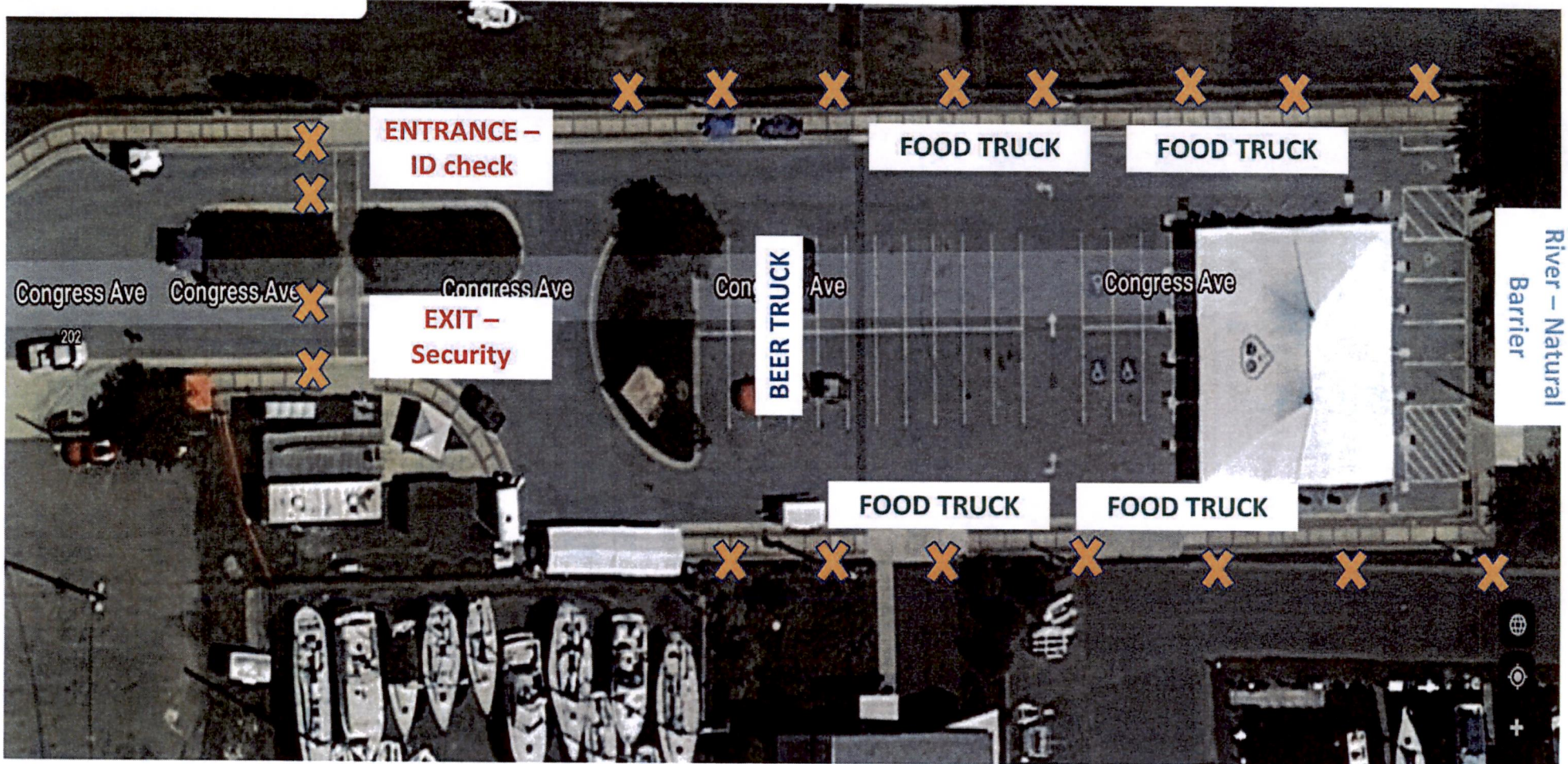
Title Co-Chair, HdG Ind. Day Commission

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J. Martin  Date 1/1/2023

Received by  Date 1/4/23  
City Official Date





## Independence Day Concert at Hutchins Park - Sunday, July 2nd, 2023

- Setup by Commission members and volunteers to begin at 12:00 p.m.
- Park to be fenced as before, with one entrance and one exit. DPW to provide and install fencing.
- Adjoining streets to be closed to traffic and parking as directed by the Havre de Grace Police Department.
- Include NO PARKING signs in Hutchins Park. (Starting at 12:00 p.m.)
- Gates open at 5:00 p.m.
- Concert to include two musical groups: Under the Covers and Doc Marten and the Flannels
  - Tickets \$15 in advance. \$20 at the gate.
- Food trucks (4-5) will be located around the park
- Beer (canned) and wine (in single serve glasses) to be sold. Harford County Liquor License to be held by “Celebrate the 4th Foundation”, a committee of the Community Projects of Havre de Grace Foundation, Inc. Foundation members and volunteers to ID guests at the entrance gate. Guests over 21 years of age will be given a wristband to wear, identifying them to be of legal drinking age. Drink tickets to be purchased from table next to beverage truck. Ticket sellers will check for wristbands before selling tickets to guests. Tickets redeemed at beverage truck for beverage of choice. Volunteers at beverage truck will also check for wristbands before handing beverages to guests. Volunteers positioned at exit gate to ensure that no alcoholic beverages leave the designated drinking area.
- TIPS certified and professional event staff from B Scene Events will help manage the event. In addition, Foundation Member Christy Silverstein is TIPS certified.
- Beverage sales end at 9:00 p.m.
- Fireworks to begin at approximately 9:15 p.m. or when dark.
- Park closes at 10:00 p.m.
- Needs from City of Havre de Grace: temporary fencing installed around park as security for alcohol service, multiple trash and recycling containers and staff to empty, security presence from HdG Police Department, electrical setup for bands.

## **SPECIAL EVENTS WORK SHEET**

	Event:	Independence Day Concert at Hutchins Park		Tracking ID: 1011190044		
	Dates:	7/2/23				
	Time of set up:	12:00 PM				
	Take down time:	10 pm - 11 pm				
	Time of actual event:	5 pm to 10 pm				
	Location:	Community Pavilion at Frank Hutchins Memorial Park				
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	4	16		\$115.00	16	\$1,840.00
<b>Notes</b>						
	Completed 01/09/2023					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	5	65	44	\$64.75	109	\$8,482.25
<b>Notes</b>	Set up and take down at event end: Barricades, trash & recycle barrels, bathrooms, install safety fencing with tire poles. Provide electricity. Empty trash and recyclables as needed. <i>Completed: 01/09/23</i>					
	<b>9</b>	<b>81</b>	<b>44</b>	<b>\$179.75</b>	<b>125</b>	<b>\$10,322.25</b>
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event – Independence Day Concert at  
Concord Point Park**

July 2, 2023

Date: **1/9/2023**

**Notice:** Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

- Purpose:
- FYI
  - Read and Comment as Needed**
  - Action Required by January 17, 2023**
  - In Confidential File Drawer

Approve:

Casi Boyer  Yes  No  No Comment

Comment: \_\_\_\_\_

Dave Martin  Yes  No  No Comment

Comment: \_\_\_\_\_

Jim Ringsaker  Yes  No  No Comment

Comment: \_\_\_\_\_

Jason Robertson  Yes  No  No Comment

Comment: \_\_\_\_\_

Tammy Lynn Schneegas  Yes  No  No Comment

Comment: \_\_\_\_\_

Carolyn Zinner  Yes  No  No Comment

Comment: \_\_\_\_\_

Note: N/A

**EVENT APPLICATION CHECKLIST**

Office Use Only  
Date Received 1/4/23  
Tracking # 101-19-0023

**EVENT NAME:** Independence Day Concert at Concord Point Park

**Sponsor Organization:** Havre de Grace Independence Day Commission

**Business Address:** PO Box 765 Havre de Grace MD 21078

**On-Site Contact Person:** Taryn Martin

Contact Information **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Back-Up On-Site Contact Person:** Christy Silverstein

Contact Information **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Note:** *The on-site contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a **Havre de Grace 501 C3?**  Yes  No

Is the Sponsor Organization a **501 C3?**  Yes  No

Tax ID # \_\_\_\_\_ (attach non-profit status documentation to application)

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:

HdG Independence Day Commission is a City of Havre de Grace Commission.  
Insured and overseen by the City of Havre de Grace.

**Event Category:**

- Athletic/Recreation
  - Concert/Performance
  - Festival
  - Carnival
  - Parade
  - 5K/10K/Walk \*
  - Rally
  - Fishing Tournament
- Other (explain)
- 

\* a fee may be charged

**Date/Time:**

If this is a **multi-day event**, please **attach a detailed summary with applicable dates and times.**

Setup Date: 7/2/23 Begin Time: 4:00 p.m.

Event Starts Date: 7/2/23 Time: 7:00 p.m.

Event Ends Date: 7/2/23 Time: 10:00 p.m.

Breakdown Date: 7/2/23 End Time: 11:00 p.m.

Rain Date Date: None Is timeframe the same?  Yes  No

If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- Millard E. Tydings Memorial Park (325 Commerce Street)
- Community Pavilion at Frank J. Hutchins Memorial Park (100 Congress Avenue)
- Concord Point Park (710 Concord Street)
- David Craig Park (553 N. Union Avenue)
- McLhinney Park (811 N. Adams Street)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Veteran's Park (418 Concord Street)
- Other location (explain)

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

\_\_\_\_\_  
City Representative Initial

Anticipated Attendance: 1000

Admission Fee (if any): None

**Requested City Services:**

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. If your event needs assistance from the City for services, **please check the appropriate boxes below**: **Note: Only those services approved prior to the event will be provided.**

- Traffic Control:** Please describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

No traffic and no parking on Concord Street and on adjacent side streets. Additional street closures to be determined by Havre de Grace Police Department to comply with public safety, traffic management, and crowd control measures. Specifics to be determined in meetings held in June 2023.

**Note:** Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a map the areas to be designated for Parking/No Parking (include Handicap Parking).

- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

Parks and Rec Showmobile Stage to be set up in grass at park for concert.

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.



**Food Service:**

Yes  No Will there be food sold at your event?

Yes  No Will there be food given away at your event?

**It is the responsibility of the EVENT SPONSOR to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the EVENT SPONSOR to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).**

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

**It is the responsibility of the EVENT SPONSOR to contact the Liquor Board for the appropriate permit.** The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

**Security:**

Yes  No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**Gambling:**

Yes  No Will there be raffles, 50/50 or other gambling games?

**It is the responsibility of the EVENT SPONSOR to contact the Harford County Sheriff’s Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

Havre de Grace Ambulance Corps will provide emergency medical services as needed.



**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Event Name: Independence Day Concert at Concord Point Park

Print Name of Event Sponsor Taryn Martin

Title Co-Chair, HdG Ind. Day Commission

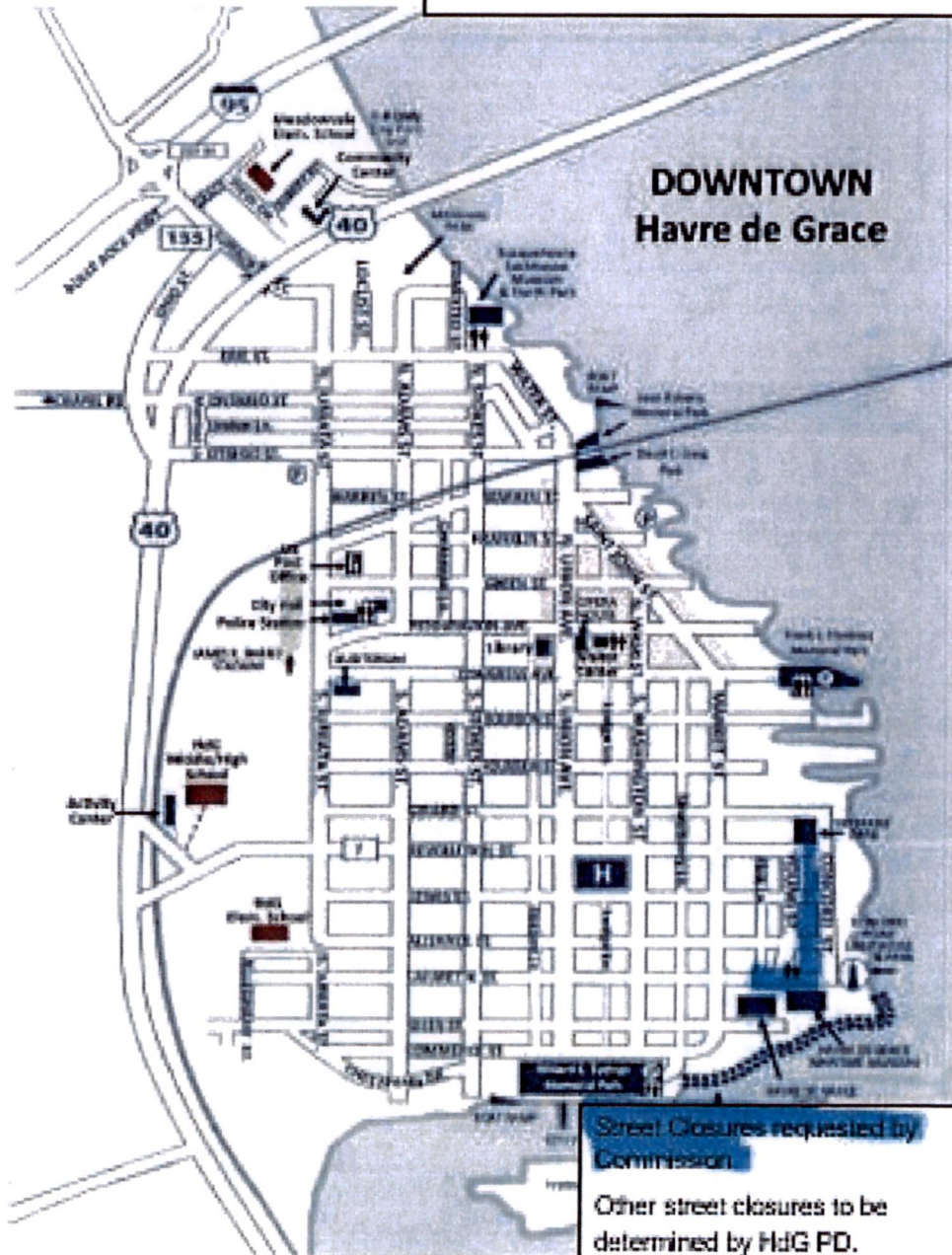
Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Taryn J. Martin  Date 1/1/2023

Received by  Date 1/4/23  
City Official \_\_\_\_\_ Date \_\_\_\_\_



**Havre de Grace Independence Day  
Concert at Concord Point Park**  
Sunday, July 2<sup>nd</sup>, 2023 – 7:30 p.m. start.



## Independence Day Concert at Concord Point Park - Sunday, July 2nd, 2023

- Setup by Commission members and volunteers to begin at 4:00 p.m..
- Stagemobile from Parks and Rec to be set up in park
- Concert from the Maryland Military Band - 7:30-9:30 p.m.
- Band members to park in grass lot by Maritime Museum
- Electric needed for stage
- Food trucks (6-8) will be located on Concord Street. Will begin setting up after Parade ends - approx. 4:30 p.m.
- Commission will order portapots to be placed near City restrooms. To be delivered on Friday by Don Ewing.
- Fireworks to begin at approximately 9:15 p.m. or when dark
- No parking along Concord Street and along side streets as directed by Havre de Grace Police Department
- Needs from City of Havre de Grace: multiple trash and recycling containers and staff to empty, security presence from Havre de Grace Police Department, electrical setup for band.

## **SPECIAL EVENTS WORK SHEET**

<b>Event:</b>		Independence Day Concert & Fireworks at Concord Point Park			<b>Tracking ID: 1011190023</b>	
<b>Dates:</b>		7/2/23				
<b>Time of set up:</b>		4:00 PM				
<b>Take down time:</b>		10 pm - 11 pm				
<b>Time of actual event:</b>		7:00 pm - 10 pm				
<b>Location:</b>		Concord Point Park				
<b>Summary</b>						
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	18	72		\$115.00	72	\$8,280.00
<b>Notes</b>	Completed 01/09/2023					
<b>Summary</b>						
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	6	12	42	\$64.75	54	\$4,856.25
<b>Notes</b>	Prep & Post No Parking Signs. Provide barricades. Clean & stock bathrooms throughout event. Electricity needed. Deliver extra trash and recycling containers. DPW to provide trash collection and disposal throughout event. Set-up barge for fireworks: ladder, gangwalk, port-o-pot. Clean-up following event. <b>Completed: 01/09/23</b>					
	<b>24</b>	<b>84</b>	<b>42</b>	<b>\$179.75</b>	<b>126</b>	<b>\$13,136.25</b>
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	<p><b>*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits &amp; Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)</b></p>					