



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

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: Monday, February 6, 2023

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

The Council intends to close part of the meeting to discuss consideration of the acquisition of real property for a public purpose. The public may attend the open session and observe the vote of Council to move into closed session at agenda item #18. The closing statement will be read into the record and will be available for public inspection. The Council will not reconvene in open session after the closed session.



COUNCIL MEETING AGENDA

February 6, 2023

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No 1095 concerning the Transfer of 700 Congress Avenue from Harford County to Havre de Grace

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Deaconess Renesha Robinson, Agape Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – January 17, 2023
 - B. City Council Public Work Session Meeting Minutes – January 23, 2023
6. Comments from Citizens
7. Appointments: None
8. Recognitions:
 - A. Havre de Grace Police Department Promotion to Sergeant
 - i. Cpl. Bertram Brown
9. Proclamations: None
10. Presentations:
 - A. Harford County Schools Growth Report (Director Tim Bourcier, Department of Planning)
 - B. Marina Commission Report (Director EJ Millisor, Department of Public Works)

11. Resolutions:

- A. **Resolution concerning Review and Approval of Criteria used to Characterize “Active” Status for the Basic Credit for Susquehanna Hose Company, Havre de Grace Ambulance Corps, and Havre de Grace Police Department (CM Boyer)**

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 REVIEW AND APPROVE CRITERIA USED TO CHARACTERIZE "ACTIVE" STATUS FOR THE BASIC CREDIT FOR QUALIFYING MEMBERS OF THE SUSQUEHANNA HOSE COMPANY, HAVRE DE GRACE AMBULANCE CORPS, AND HAVRE DE GRACE POLICE DEPARTMENT

12. Ordinances:

- A. **Ordinance No. 1093 concerning Amending City Code 25: Boards, Committees and Commissions: Second 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 AMEND CITY CODE 25: BOARDS, COMMITTEES AND COMMISSIONS, ARTICLE I, SECTION 25-0 DUTY TO REPORT/DUTY TO ATTEND WORK SESSION

- B. **Ordinance No. 1094 concerning Amending Section 127-10 Food Truck Requirements: Second 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 AMEND SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING

13. Old Business: None

14. New Business:

- A. Motion to take a Position on Legislation (CP Ringsaker)

- i. SB 287 State Board of Elections - Municipal Elections - Publication of Results on Website - Support

- B. Budget Amendment 2023-10: Acquire an Edson Pump Out System (CM Robertson)

- C. Special Events (Steve Gamatoria)

- i. Mardi Gras Parade, February 21, 2023
6:00 p.m.-7:00 p.m., Bourbon Street, Washington Street, St. John Street
- ii. Annual Easter Egg Hunt, April 8, 2023
12:00 p.m.-12:05 p.m., Concord Point Park
- iii. Pyrex & Vintage Fest, April 29, 2023
9:00 a.m.-4:00 p.m., Pennington Avenue between Lodge Lane, N. Washington & St. John Streets
- iv. First Fridays, May 5, June 2, July 7, August 4, September 1, October 6, 2023
5:00 p.m.-9:30 p.m., Downtown
- v. Pride of Baltimore II Visit, June 2-4, 2023
Time open to the public to be determined, Dock at Hutchins Memorial Park
- vi. Arts, Wine, Jazz & Soul Festival, August 12, 2023
11 a.m.-7:00 p.m., Concord Point Park.
- vii. Pyrex & Vintage Fest, September 16, 2023
9:00 a.m.-4:00 p.m., Pennington Avenue between Lodge Lane, N. Washington & St. John Streets

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

18. Motion to Move into Closed Session (CP Ringsaker)

- A. Consider the Acquisition of Real Property for a Public Purpose

19. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1095 to Transfer 700 Congress Avenue from Harford County to Havre de Grace**
(Public Hearing)

Date: **1/18/2023**

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 February 6, 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. 1095

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:

82

83

84

85 _____
86 Stephen J. Gamatoria
87 Director of Administration

87

88

89 Introduced/First Reading: 1/17/2023

90 Public Hearing: 2/6/2023

91 Second Reading/Adopted:

92

93 Effective Date:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

William T. Martin
Mayor

Public Hearing



**January 17, 2023
Public Hearing Proceedings**

Ordinance 1093 concerning Amending City Code 25: Boards, Committees and Commissions was called to order on January 17, 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.

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

Comments from Citizens: No comments
Public Hearing closed at 7:03 p.m.

Ordinance 1094 concerning Amending Section 127-10 Food Truck Requirements was called to order on January 17, 2023 at 7:03 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas and CM Zinner.

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

Comments from Citizens:

Will Nori, 719 Chesapeake Drive, Havre de Grace, spoke in opposition of the ordinance.

Andrew Chabalowski, co-owner of Market Street Brewery, spoke in favor of the ordinance.

Munir Sadiq, 113 N. Union Avenue, Havre de Grace, spoke in favor of the ordinance.

Public Hearing closed at 7:23 p.m.

**January 17, 2023
Council Meeting Proceedings**

The regular meeting of the Mayor and City Council was called to order on January 17, 2023, at 7:24 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 Pastor Yvonne Austin, Agape Church.

Approval of Minutes

City Council Meeting Minutes – CM Zinner moved to approve the Council Meeting minutes of January 3, 2023. Second by CM Boyer. Motion carried 6-0.

City Council Public Work Session Meeting Minutes – CM Zinner moved to approve the City Council Public Work Session Meeting minutes of January 10, 2023. Second by CM Schneegas. Motion carried 5-0 with CM Martin abstaining due to his absence at the meeting.

Comments from Citizens

Joe Lertch, 142 N. Washington Street, Havre de Grace, wished Mayor Martin a happy birthday and requested to give his comments at another Council meeting.

Appointment

CP Ringsaker made a motion to reappoint Philip Powell to the Board of Appeals. Second by CM Robertson. Motion carried 6-0.

Presentation

In compliance with City Code, members of the Independence Day Commission (Christy Silverstein, Taryn Martin, Nicky Fournier, Christina Bracknell), gave a presentation on the upcoming Independence Day events, which were on the agenda for approval. The events are on Sunday, July 2, 2023. Details were given for each event: Parade, Concert at Hutchins Memorial Park, and Concert and Fireworks at Concord Point Park. A thank you was given to the City of Havre de Grace, especially Steve Gamatoria, and Vulcan Materials Company for partnering with them to produce the amazing fireworks show. They are actively seeking sponsors and volunteers for the events. Their website is: hdguly4th.com and their Facebook page is Havre de Grace Independence Day Commission.

Resolution

Resolution concerning the Support of a Bond Initiative for the Havre de Grace STAR Centre

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

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. The resolution was given number 2023-01. A motion to adopt was made by CM Zinner. Second by CM Martin. After a roll call vote, motion carried 6-0.

Ordinance

Ordinance concerning the Transfer of 700 Congress Avenue from Harford County to Havre de Grace

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

A motion to introduce was made by CP Ringsaker. Second by CM Robertson. Motion carried 6-0. The ordinance was given number 1095. A motion to adopt was made by CM Martin. Second by CM Schneegas. After a roll call vote, motion carried 6-0. The public hearing will be on Monday, February 6, 2023 at 7:00 p.m.

New Business

Budget Amendment 2023-09: Purchase of Two Trolleys

A motion to approve was made by CM Robertson. Second by CM Martin. CM Robertson explained the reason for the amendment. CM Martin and CM Schneegas spoke in support of the additional trolleys. CM Boyer inquired if the route would change – it will not. Motion carried 6-0. CM Robertson read the amount into the record.

Special Events

Steve Gamatoria presented the special event applications:

River Sweep 2023, April 22, 2023, 8:30 a.m.-12:00 p.m., Tydings Memorial Park Gazebo (cleanup throughout the City). A motion to approve was made by CM Boyer. Second by CP Ringsaker. Motion carried 6-0.

Independence Day Parade, July 2, 2023, 2:00 p.m.-4:30 p.m., Warren Street, Union Avenue, Commerce Street. A motion to approve was made by CM Robertson. Second by CM Schneegas. Motion carried 6-0.

Independence Day Concert at Hutchins Park, July 2, 2023, 5:00 p.m.-10:00 p.m., Hutchins Memorial Park. A motion to approve was made by CM Zinner. Second by CM Robertson. Motion carried 6-0.

Independence Day Concert at Concord Point Park, July 2, 2023, 7:00 p.m.-10:00 p.m., Concord Point Park. A motion to approve was made by CM Zinner. Second by CM Robertson. Motion carried 6-0.

Directors Report

Steve Gamatoria, Director of Administration: Mr. Gamatoria thanked the Council for the budget amendment so the order can be placed for the trolleys. Renovations are being made at the former high school girl's locker room in order for it to become the home for the trolleys so they are in a climate controlled environment.

Tim Bourcier, Director of Planning: Mr. Bourcier reported there are two weeks left to receive public comment on the vision for the comprehensive plan; people can go to envisionhdg.com to give comments. There are comprehensive plan workshops after each Planning Commission meeting. Department staff will be attending the EDAB meeting to discuss the economic development element of the comprehensive plan; they can meet with other City commissions and boards to discuss the comprehensive plan if requested. The Maryland Historical Trust has begun webinars on their annual resources that are available for historic districts and historic properties. The department is continuing the open permits project to close out old permits – they will work with people if needed.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported there was a ribbon cutting on January 16 for Ultimate Drink Café at 811 Revolution Street. The public grand opening for Market Street Brewery is January 27. Wanda Boker met with the Economic Development Administration about the shuttle bus, which we should be ordering within the next couple weeks – it should be arriving in the spring, but we don't have a date. The bus has 15 seats and is ADA accessible. The route is being worked out – the intent is to have it go to the I-95 Park and Ride, Steppingstone Museum, the Community Center, and wherever we need it to go. The Economic Development Advisory Board will meet on January 18 at 4 p.m. The Tourism Advisory Board will meet on January 18 at 10 a.m. The public is invited to attend the meetings. The Maryland General Assembly session began January 11 and Economic Development & Tourism and the Havre de Grace Chamber of Commerce will be supporting Adam Rybczynski anyway they can on legislation. People were encouraged to visit our social media sites and Explore Havre de Grace to learn about all upcoming events, ribbon cuttings, etc.

George DeHority, Director of Finance: Mr. George DeHority thanked Tracey Conaway for filling in for him at the last meeting. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$5,955,700, which is \$615,000 above budget. The Water/Sewer Fund 9 is \$1,021,000, which is \$841,300 below budget. The Marina Fund 8 balance is \$1,304,800, which is \$186,200 above budget.

EJ Millisor, Director of Public Works: Mr. Millisor thanked Tim Whittie for filling in for him at the last meeting. DPW team members were recognized for taking on leadership roles and doing extra work while other staff are out. The dual launch boat ramp has been completed and Underwood is now working on the living shoreline by Water Street, which should address drainage issues in the area. The Veterans Administration at Perry Point is doing dye tests for leaks so people may see dye in the river. The sidewalk project on Juniata Street is wrapping up. DPW staff Roger Moyer and David Morrill were recognized for doing an excellent job on the nationally recognized FEMA course to help with disaster preparedness for debris management – they passed the 4-day course with flying colors and were the only attendees from Maryland.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported on more scams popping up. The IRS and law enforcement don't call you. They are starting to see rental scams – people were encouraged to do their due diligence on the owner of the property to make sure it is legitimate such as meeting them or the property management company in person, seeing the property in person, and check them on the Better Business Bureau for complaints. If you are asked for a deposit before signing a lease, do not do it. A very low rental price probably means there is an issue and the landlord not doing a background check on you is a red flag.

Business from Mayor Martin

Mayor Martin commented on the Winter Celtic Festival – it was a wonderful 3-day event – appreciation was given to the members of the Winter Celtic Festival non-profit group for sponsoring the event. The American Legion will be dedicating the bridge at I-95 on January 21 at 11 a.m. at the American Legion in honor of Army Specialist Ronald A. Spudis, a Specialist 4 in the 7th Calvary and a Havre de Grace resident who lost his life on December 11, 1971 at the age of 21 in Vietnam. The Mayor offered his condolences on the passing of Bob Greene – a purveyor of civility, a gentleman in every sense of the word, and an outstanding model citizen – he will be missed by his family, friends and community.

Business from Council

Council Member Boyer: CM Boyer thanked DPW for the sidewalk on Juniata Street. Kudos were given to the Independence Day Commission for all they do and people were encouraged to volunteer. The Green Team is having a board meeting on January 21 from 10 a.m.-12 p.m. at the Havre de Grace Public Library. The Green

Team will have a movie at the Opera House on January 19 at 7 p.m. titled, "Reflection: A Walk with Water" with discussion following. The Truck Traffic Workgroup will have their first meeting on January 24 virtually at 6:30 p.m. The Street & Traffic Safety Advisory Board will meet on January 30 at 6 p.m. at the Colored School. CM Boyer thanked the Lord for Mr. Greene – he was such a wonderful man and we were all blessed by his presence and his love for our City.

Council Member Zinner: CM Zinner offered her condolences to Mr. Greene's family and the members of the Historic Preservation Commission of which he was a member – she will miss his wit and kindness; she learned he was one of nineteen children. The members of the Winter Celtic Festival were congratulated for their event. She attended the ribbon cutting for the Ultimate Drink Café – it's in a good location for when the weather gets better and it has an extensive menu. CM Zinner commented on the parking situation discussed at the Toole Design presentation on January 10 – from an experience she had, she thinks the diagonal parking is a safety issue and she appreciated the parking overlays provided by Toole Design; people were encouraged to voice any concerns on the renovation project at the Council meetings.

Council Member Robertson: CM Robertson commented that he and his family had a great time at the Winter Celtic Festival and congratulated everyone involved with the festival. He offered his condolences on Mr. Greene's passing – Mr. Greene was one of the first people he met when he and his wife moved here and as a faithful member of the C.A.T. Club, any balls he found he would clean up and leave for CM Robertson's son; he was a pleasant person to be around and chat with and was a sweet, genuine person who will be missed.

Council Member Schneegas: CM Schneegas thanked the people in the audience for coming out and for being brave enough to come to the podium to give their insights – the Council members take the comments into consideration when casting their votes. Market Street Brewery was welcomed to the community – she looks forward to their grand opening. Ultimate Drink Café was also welcomed – they will do a great job and it's good there are alternative beverages available for families. The Marina Commission extends a thank you to the City and DPW for the beautiful lights throughout the City – it was very welcoming, calming, and beautiful to them. The Winter Celtic Festival was a great time to see our City evolve and use our new facility – the STAR Centre and to connect with our Twinning City of Mumbles; photos will be posted online. Condolences were given to Bob Greene's family – he took care of our streets, had a kind heart, and blessed our City as she is sure he has blessed his family throughout the years. She thanked Bob Greene for being a great member of the C.A.T. Club and may his legacy move on as we keep the streets of Havre de Grace clean.

Council Member Martin: CM Martin requested that the Mayor and Council allow an extension of one month for the Water & Sewer Commission report, which is due in February, because they couldn't get all the updates on their projects and finances; the extension was granted. The Maryland Municipal League (MML) President Denise Mitchell will be visiting the City on January 20 at 11 a.m. to go over our legislative requests and tour the City; the Council members were invited to attend. The Police Department was thanked for their support of the Winter Celtic Festival – the teams were fantastic and presented a friendly, positive attitude to all our visitors. Taryn Martin was thanked for working several hours as a volunteer – there were 182 volunteers for the event, so the City has the capability – people were encouraged to volunteer for the Independence Day Commission. An after-action review of the event will be done. A quick overview: they had 8 bands, 3 dance teams, 3 drum and pipe bands, and the sanctioned Highland games had 32 participants. Thanks were given to everyone who helped.

Council President Ringsaker: CP Ringsaker gave his condolences for the passing of Mr. Greene – a great man who contributed so much to the City and will be sorely missed. There will be a Council Work Session on January 23 at 6 p.m. on Ordinance No. 1091: Fee Schedule, it will be open to the public for observation only and will not be taped. The JV Girls Basketball team has won 5 games in a row by beating Perryville tonight 38-18 – congratulations to them. CP Ringsaker led everyone in singing happy birthday to Mayor Martin.

Adjournment

CP Ringsaker made a motion to adjourn at 8:51 p.m. Second by CM Martin. 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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **City Council Public Work Session Meeting Minutes –
January 23, 2023**

Date: **1/30/2023**

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 February 6, 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: Edits are in proper form with the Council's requested changes highlighted and additional "suggested" edits for the Community Center - Highlighted in Blue, for the Council's consideration.



Mayor and Council Work Session

Ordinance 1091, Concerning Amending Section 70 Fees, of the City Code

January 23, 2023

MINUTES:

1. Meeting was called to order by Council President Ringsaker at 6pm.
2. Roll Call
 - a. **ELECTED OFFICIALS PRESENT** - CM Zinner, CM Robertson, CM Martin, CP Ringsaker, CM Schneegas, CM Boyer and Mayor Martin
 - b. **STAFF PRESENT**
 - i. Tim Bourcier, Bridgette Johnson, Marisa Willis, EJ Millisor, Chief Teresa Walter, Steve Gamatoria, April Ishak, Bambi Johnson
 - c. **PUBLIC REVIEW**
 - i. Approximately 6 members of the public were present to view the proceedings
- Council President Ringsaker reminded the Council of the purpose of the meeting and also reminded the public that this was a work session of the elected officials and the public would not be permitted to provide input during the meeting, but encouraged the public to reach out and communicate with their elected officials should there be any specific questions, comments, suggestions or clarifications.
- Council President Ringsaker proceeded to review the ordinance beginning at Section 70-1 and proceeded section by section - without any input from Council.
 - o Upon reaching Section 70-4 "Definitions". Several Council had questions regarding the "Annual Use For-Profit and Annual Use Non Profit" whereby several council members were not clear on the intent of the section.
 - o Director of Administration Steve Gamatoria provided clarification, stating in part that several sections contained in Ordinance 1091 addressed "Lease and Licensing of City Property: Mr. Gamatoria suggested to the Council President and Council to simply "carve out" any language associated with "leases and Licensing" from 1091 and agree to establish another workgroup to draft a "Lease and Licensing Ordinance".
 - Council unanimously agreed to the suggestion
 - o Mr. Gamatoria also suggested that any changes the Council wishes to make within the ordinance would be captured and redrafted as a red lined version.
 - Council unanimously agreed to the suggestion
 - o The Council continued to address Ordinance 1091 section by section, providing a number of edits which are reflected in the attached document.
- The Meeting was adjourned at 19:51

Submitted by Director of Administration Steve Gamatoria

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1091

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 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

On: November 21, 2022

at: 7:00 p.m.

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

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 12/5/2022 at 7:03 p.m., and concluded on 12/5/2022 at 7:37 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.

36 **WHEREAS**, the Mayor and City Council of Havre de Grace declared with the passage of
37 Ordinance No. 850, on March 1, 2004, that it was desirable, and in the public interest to pass a
38 single ordinance for the purpose of establishing and setting forth a general schedule of the most
39 common fees charged by the City of Havre de Grace for various permits, licenses and other
40 services; and

41
42 **WHEREAS**, with the passage of Ordinance No. 856, on March 17, 2004, to amend and clarify
43 the general schedule of the fees charged by the City of Havre de Grace for various permits,
44 licenses, water and sewer capital costs, and other services; and

45
46 **WHEREAS**, with the passage of Ordinance No. 884, on April 16, 2007, several updates to City
47 Code 70 were implemented to include additional language referencing "fees not listed", a new
48 section that included definitions, and updating several fees; and

49
50 **WHEREAS**, the last such update was introduced and passed by the Mayor and City Council of
51 Havre de Grace on January 17, 2017 by Ordinance No. 986 to establish Race Event fees in the
52 City of Havre de Grace; and

53
54 **WHEREAS**, the Mayor and City Council of Havre de Grace find it necessary, desirable, and in
55 the best interest, health and general welfare of the City to amend Chapter 70 and clarify the
56 language, and update and add to the schedule of fees charged by the City for various permits,
57 licenses, water and sewer capital costs, and other services thereunder.

58
59 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, the Mayor and City Council of
60 Havre de Grace, in accordance with the authority vested in The Mayor and City Council of Havre
61 de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 70 of the
62 Code of the City of Havre de Grace by repealing Ordinance No. 986, adopted by the Mayor and
63 City Council on January 17, 2017, and enacting in its place this Ordinance No. 1091 as follows:

64
65 **70-1 General fee schedule established.**

66 The following is an enactment listing the specific fees collected from the various ordinances,
67 resolutions, and policies for the City as they shall be established as of the effective date of this
68 chapter.

69
70 **70-2 Professional services.**

71 The fee schedule in section 70-5 is for services provided exclusively by City Administration staff
72 personnel, unless otherwise noted. In the event services require professional services from an
73 independent organization as determined by the Director, the applicant will be responsible to
74 reimburse the City the total cost of the outside professional plus a \$100 administrative fee. In the
75 event the City must use an outside professional, the applicant will be notified of the cost before
76 any services are rendered. The applicant may withdraw their request for the service before the
77 parties enter into a binding agreement for the services. After contracting, the applicant will be
78 responsible for all costs incurred by the City by the outside contractor, including cancellation, plus
79 a \$100 administrative fee."

80
81 **70-3 Fees not listed in this chapter.**

82 This chapter represents a general compilation schedule of the most common fees charged by the
83 City of Havre de Grace for various permits, licenses and other services. Citizens are urged to

84 consult the specific ordinance, resolution, or policy for fees charged associated with permits,
 85 licenses, and other services not listed in this chapter. Additional State and County Codes may be
 86 applicable (Plumbing, Mechanical & Electric), as well as other City Ordinances or Codes (listed
 87 at the end of this section) that may include additional costs. The Director of Planning or designee
 88 may determine the applicability for a building permit and associated fee if not specifically covered
 89 by this fee schedule or other City ordinances.

- 90 1. Chapter 1 – General Provisions; Civil Sanctions
- 91 2. Chapter 38 – Cable Communications
- 92 3. Chapter 49 – Critical Areas
- 93 4. Chapter 61 – Elections
- 94 5. Chapter 81 – Forest Conservation
- 95 6. Chapter 112 – Open Air Markets
- 96 7. Chapter 120 – Nuisances
- 97 8. Chapter 127 – Peddling & Solicitation
- 98 9. Chapter 162 – Solid Waste
- 99 10. Chapter 166 – Special Assessments
- 100 11. Chapter 174 – Swimming, Fishing and Camping
- 101 12. Chapter 177 – Taxation
- 102 13. Chapter 180 – Taxicabs
- 103 14. Chapter 186 – Trees
- 104 15. Chapter 190 – Vehicles and Traffic
- 105 16. Chapter 196 – Water and Sewer Rates
- 106 17. Chapter 205 – Zoning

107 70-4 Definitions.

108 For the purposes of this chapter, the following words, terms and phrases shall, unless language or
 109 context indicates that a different meaning is intended, be given the meaning as herein set forth:
 110

111 **ANNUAL USE (FOR-PROFIT)**

112 **[The leased area will be used to generate income for the business (i.e. seating, entertainment,
 113 sale of food, beverages, goods or services) regardless of whether any portion of profits are
 114 shared with a non-profit.]**

115 **ANNUAL USE (NON-PROFIT)**

116 **[The property involves a lease with or for the benefit of the operation of a non-profit
 117 organization and the leased area is needed for safe ingress or egress, for example, an entry
 118 porch, steps, handicap ramp or walkway, but shall not include such encroachments as a
 119 driveway or parking pad. For other types of leases with the non-profit, the City Council
 120 must consider whether to pass an ordinance to enter a Lease or a boundary line agreement
 121 with the non-profit property owner expressly stating that such use of the property by the
 122 non-profit furthers the City's general purposes or aids in education or charity within City.]**

123 **BUILDINGS BUILT FOR HUMAN OCCUPANCY**

124 Shall include but not be limited to the following uses: all residential buildings, church, school,
 125 theater, lecture hall, restaurant, museum, nightclub, library, exhibition hall, terminal, recreation
 126 center, community center, gymnasium, physical fitness center, retail and/or sales, office, service
 127 and/or repair, personal care, animal care and boarding, manufacturing, industrial, hospital, health

131 care, nursing home, medical, dental, public utility structure, day care, hotel, motel, conference
 132 center, club, telecommunications, research and development, bank, and funeral care.

133

134 CARPORTS

135 Shall be designed such that there are a minimum of two open sides and shall be fire rated for a
 136 minimum of one-hour fire protection from the interior side of the structure when attached to an
 137 occupied structure. Subsequent storm water runoff from the structure shall not discharge within 10
 138 feet of any adjoining property line.

139

140 CONSTRUCTION DUMPSTER PERMITS

141 Not required when dumpsters are located on property under development where the City of Havre
 142 de Grace has not taken possession of the streets or rights-of-way on which a dumpster may be
 143 located. A permit is required for any construction dumpster proposed to be located on City property
 144 or City right-of-way or a public or private street (road, lane or alley) whereby that public or private
 145 street has been given final construction approval and accepted by the City of Havre de Grace
 146 whether maintained by the City or not. No dumpster shall block the use of any public sidewalk or
 147 any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any
 148 dumpster proposed or necessitated to use any street for its temporary location shall first obtain the
 149 approval of the City of Havre de Grace Chief of Police or designee and shall be required to obtain
 150 a permit from the Department of Planning. "Temporary" as contained in this chapter, shall mean
 151 no more than 60 days plus two thirty-day extensions granted by the Department of Planning upon
 152 written request within any one-year period[.], unless permitted by the Director of Planning due to
 153 extenuating circumstances.

154

155 DECKS

156 An attached or detached non-enclosed exterior structure for social use as a deck/porch/patio. Shall
 157 include any approved material (including masonry/brick/stone or other approved exterior finish
 158 material, elevated more than 24 inches above the immediate finished grade). May have a roof.
 159 Requires a permit at the deck rate.

160

161 DEMOLITION, FULL

162 The complete razing of a structure but may preclude the removal of the existing supporting
 163 foundation. At the discretion of the Code Official, a demolition permit may not be required for the
 164 removal of accessory buildings typically used for storage and which do not contain water or sewer
 165 connections made directly to City water and sewer distribution lines or composed of or containing
 166 hazardous material. Contact the City Code Official for determination on specific buildings.

167

168 DEMOLITION, PARTIAL

169 The removal of a specific section or portion of a structure which includes structural components
 170 with or without replacement.

171

172 [EXCLUSIVE USE]

173 **[The leased area is used exclusively by the applicant and their invited guests while excluding**
 174 **the public from the use and enjoyment of the property. Exclusive use leases shall only be**
 175 **allowed where such exclusive use predated the adoption of the City's Zoning Code on March**
 176 **15, 1982. No new exclusive use leases will be granted after the date of this Ordinance unless**
 177 **the City Council passes an ordinance expressly stating that the subject property is no longer**
 178 **needed for a public purpose and that the City will enter into a boundary line agreement with**

179 **the property owner for a price equal to the taxable amount attributable to the square footage**
 180 **of such property or the fair market value, whichever is greater. After the date of this**
 181 **Ordinance, any existing fences on City Property which permit exclusive use to a private**
 182 **property owner by an existing lease or license shall either be converted to boundary line**
 183 **agreements or such fences shall be removed and relocated to the property owner's lot line**
 184 **subject to any setbacks.]**

185
 186 FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING &
 187 SOLICITING)

188 Food Truck Operator: Any vendor that sells any sort of food product for consumption in the City
 189 limits from a truck, trailer, mobile smoker/grill or pull-behind cart such as a hot dog cart. Hawker:
 190 A peddler who sells his/her wares by outcry in the streets and public places. Itinerant Vendor or
 191 Transient Merchant: A person who is established in business in the City with the intention and
 192 determination to remain for a short period of one or more weeks or months, or until a particular
 193 stock of merchandise is disposed of or until the local market for the commodity handled by the
 194 dealer has been exhausted, and who, for such limited period, engages or occupies a lot of ground
 195 or the improvements thereon or a part thereof for the exhibition and sale of his goods or wares.
 196 Peddler: A person who goes from place to place and/or from house to house carrying for sale
 197 and/or exposing for sale goods, wares and merchandise which he/she carries; or a vendor of goods
 198 who sells and delivers to customers the identical goods which he/she carries. Solicitor: A person
 199 who, going from person to person, house to house, or place to place, seeks orders, subscriptions,
 200 contributions or any other kind of support, or who, without necessarily having the intention of
 201 making a direct sale, distributes literature, pamphlets, handbills, samples and the like for
 202 commercial purposes.

203
 204 FOR PROFIT

205 A business or other organization based on IRS determination whose primary goal is making money
 206 (a profit), and is concerned with money only as much as necessary to keep the organization
 207 operating.

208
 209 NEW WINDOW OR DOOR

210 Shall apply to newly cut openings or expanded openings into a structural or nonstructural exterior
 211 wall of an occupied structure. No permit is required for replacement windows or doors installed
 212 within an existing opening.

213
 214 [NON-EXCLUSIVE USE]

215 **[The leased area is needed for safe ingress or egress, for example, an entry porch, steps,**
 216 **handicap ramp or walkway, but shall not include such encroachments as a driveway or**
 217 **parking pad.]**

218
 219 NON-PROFIT (NPO) (also known as a "non-business entity")

220 An organization based on IRS determination the purpose of which is something other than making
 221 a profit, such as charity, education, history or the arts. In economic terms, a nonprofit organization
 222 uses any surplus income for the organization's purpose or mission and is not distributed to the
 223 organization's shareholders (or equivalents) as profit or dividends. This is known as the non-
 224 distribution constraint. The decision to adopt a nonprofit legal structure is one that will often have
 225 taxation implications, particularly where the nonprofit seeks income tax exemption, charitable
 226 status and so on or to obtain funds from others and provide an income deduction.

227 **PEDDLING AND SOLICITING**

228 **[Includes Food Trucks, Hawkers, Itinerant Vendors, Transient Merchants, Peddlers, and**
 229 **Solicitors.]**

230

231 PERMIT REISSUANCE FEE

232 Any building permit that is deemed to have been abandoned for any period of six months or longer,
 233 shall be deemed expired. The Code Official may grant one extension (upon a written request for
 234 an extension by the permit applicant received by the Code Official) for up to 90 days. Request for
 235 extension must be requested within 30 days of expiration notification. Work must be diligently
 236 pursued prior to extension expiration in order to keep the permit valid. Additional extensions will
 237 be reviewed on a case-by-case basis. All work must be completed and pass all final inspections
 238 before a permit is deemed Closed. Incomplete expired permits may be subject to Permit Violation
 239 Fees following written notice.

240

241 PERMIT VOIDED

242 Any building permit approved for any proposed work not commenced within six months of the
 243 issuance of the building permit shall be voided. After a permit has been applied for, but not issued
 244 due to additional documentation required, shall be voided if the required documentation has not
 245 been received within six months of application date.

246

247 RETAINING WALL

248 A wall subjected to or built to sustain lateral pressure other than wind pressure. A retaining wall
 249 built with an unbalanced fill exceeding three feet shall be designed and built in accordance with
 250 construction plans designed and sealed by a Maryland licensed engineer with applicable
 251 knowledge in such design; photocopied plans with the applicable seal are acceptable or as
 252 determined by the Code Official.

253

254 SCREEN ROOMS

255 Screen rooms are for seasonal use only, enclosed with screening only. Cannot have solid walls or
 256 windows which would create an addition or sunroom. No **interior** plumbing fixtures are permitted
 257 within a **[sunroom] Screen room**; electrical outlets **[and/or]** , ceiling fans **[or] and** lighting are
 258 permitted and shall be installed in accordance with all applicable electric code requirements and
 259 shall require an electrical permit.

260

261 SMALL CELL WIRELESS TOWER

262 "Small cells," which are low powered wireless base stations that function like traditional cell sites
 263 in a mobile wireless network, but typically cover targeted indoor or localized outdoor areas; have
 264 a "distributed antenna systems (DAS) which are numerous antennae, commonly known as nodes
 265 similar in size to small cells and are connected to and controlled by a central hub" may be attached
 266 to a support structure (new or an existing utility pole).

267

268 STORAGE CONTAINERS, TEMPORARY

269 No storage container shall be permitted in a City right-of-way nor on City property without City
 270 authorization and a permit; no storage containers shall be permitted to be placed in any portion of
 271 a front yard of a residential property other than a driveway; **[temporary storage containers as**
 272 **referenced in this fee schedule pertain to storage units limited in use to a maximum of 60**
 273 **calendar days starting on day of delivery. Permit fees based on each 60-day period, not to**
 274 **exceed 180 days]. A permit is required when the proposed location is on City property or City**

275 right-of-way or a public or private street (road, lane or alley) whereby that public or private street
 276 has been given final construction approval and accepted by the City of Havre de Grace whether
 277 maintained by the City or not. No storage unit shall block the use of any public sidewalk or any
 278 driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any
 279 storage container that necessitates the use of any street for its temporary location shall first obtain
 280 the approval of the City of Havre de Grace Chief of Police or designee and shall be required to
 281 obtain a permit from the Department of Planning. "Temporary" as contained in this chapter, shall
 282 mean no more than 60 days plus two thirty-day extensions granted by the Department of Planning
 283 upon written request within any one-year period[.], unless permitted by the Director of Planning due
 284 to extenuating circumstances.

287 STRUCTURES

288 (Designed and) built for human occupancy shall include those applicable classifications as listed
 289 in the International Building Code and the International Residential Code for One- and Two-
 290 Family Dwellings.

292 SUNROOMS

293 Sunrooms are fully enclosed structures with solid walls and/or windows, applied for as an addition,
 294 subject to property line setbacks as shown in Attachment I / Table I under Chapter 205, Zoning.
 295 No interior plumbing fixtures are permitted within a sunroom, electrical outlets, [and/or] ceiling
 296 fans [or] and lighting are permitted and shall be installed in accordance with all applicable electric
 297 code requirements and shall require an electrical permit.

299 WATER AND/OR SEWER DISCONNECTION/ABANDONMENT

300 In matters regarding structure demolitions, both water and sewer lines serving the structure to be
 301 razed shall be disconnected at the utility main if the utilities are no longer required, or need to be
 302 upgraded. All work performed within a City right-of-way shall be performed by City personnel,
 303 unless written permission is provided by the Director of Public Works and is subject to applicable
 304 disconnection fees chargeable to the property owner of the subject demolition

306 **70-5 Fee Schedule**

FEE TYPE	FEE CHARGE
RESIDENTIAL - New Construction	
1- and 2-family	\$.25 s/f - minimum \$450 -
Multi-family (condominiums)	Shell/Common Areas: \$.12 s/f - minimum \$200 Each Dwelling Unit: \$.25 s/f - minimum \$450
Multi-family (apartments)	\$.25 s/f entire building
[Hotel, Motel, Assisted Living, Rooming House, and similar type uses]	[Shell/Non-Sleeping Areas: \$.12 s/f - minimum \$300 Each sleeping room: \$100 up to 400 s/f (add \$.25 per s/f over 400)]
RESIDENTIAL – Other	
Additions (including sunroom)	\$.12 s/f – minimum \$350 :

Screen Room	\$.12 s/f – minimum \$100 was \$75.00 for the room; \$100. 00 if it included a new deck
Open deck (with or without roof)	\$.10 s/f – minimum \$75
Renovations / Alterations / Repairs	\$.10 s/f – minimum \$75 Non Structural alterations \$75.00 With Structural Alterations \$100.00;
Masonry, Brick, or Stone Exterior Façade	\$100 Masonry Fireplace \$50.00 ; Masonry [or] brick <u>or</u> stone siding \$50.00
Garage (attached or detached)	\$.25 s/f – minimum \$100
Storage building – under 200 sq ft	\$50
Storage building – over 200 sq ft	\$.25 s/f – minimum \$75
Retaining Wall – over 3 ft height	\$ 1 linear ft – minimum \$100
Miscellaneous Structures (Gazebos, Pergolas or Pavilions.	\$.25 s/f – minimum \$75
Impervious Patio	\$50 – over 200 sq. ft
Fencing	\$50
Driveway and/or Curb Cut	\$75
Demolition - FULL	\$500
Demolition - PARTIAL	\$100

307

WORK SESSION EDITS

Demolition (training exercise by Fire Department)	No Fee;
Swimming Pool - above ground	\$50
Swimming Pool - in-ground	\$100
Window or Door (new or enlarged opening)	\$75 first - \$10 each additional
COMMERCIAL - New Construction	
Hotel, Motel, Assisted Living, Rooming House, and similar type uses	Shell/Non-Sleeping Areas: \$.12 s/f - minimum \$300 Each sleeping room: \$100 up to 400 s/f (add \$.25 per s/f over 400)
Non-High Hazard Uses	\$.12 per s/f - minimum \$300
High Hazard Uses	\$.15 per s/f - minimum \$500
(Multiple occupancy buildings will require individual Use & Occupancy permits)	
Marina	\$500 plus \$20 per slip
COMMERCIAL - Other	
Use & Occupancy (no modifications)	\$100
Use & Occupancy (with modifications)	\$.12 per s/f - minimum \$200
Additions	\$.12 per s/f - minimum \$500;
Storage Buildings – Commercial Use	\$50.00 plus \$.1025 sq ft; \$.25 sq. ft.
Signs	\$50 each - up to 24 sq ft / \$75 each - over 24 sq ft:
Demolition - FULL	\$500 up to 5000 sq ft / \$750 over 5000 sq ft
Demolition - PARTIAL	\$200
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool (club - public or private / above ground or in-ground)	\$200
Miscellaneous Structures (Gazebos, Pergolas or Pavilions.	\$50.00, plus \$.25 s/f
Fencing	\$75 plus \$.05 per lin. Ft. over 250
Retaining Wall (any height)	\$1 linear ft - minimum \$100
Window or Door (new or enlarged opening)	\$75 first - \$10 each additional
Tank - above ground or below ground (requires MDE approval)	\$250
Driveway and/or Curb Cut	\$100
UTILITIES	
Small Cell Wireless Facilities	\$500 Application Fee (up to 5 devices) \$100 per device after first 5 \$270 Annual Fee
Utility or Communication Tower (new)	\$500

Utility or Communication Tower (replacement or addition of equipment on existing tower)	\$200
---	-------

308

WORK SESSION EDITS

NEW DEVELOPMENT	
Concept Plan	\$200 plus \$10 per acre up to 100 Acres Over 100 acres - \$1,000 plus \$20 per acre:
Site Plan Review - Residential	\$250 plus \$50 per dwelling lot
Site Plan Review - Commercial	\$400 plus \$50 per acre
Site Plan Revisions (Residential or Commercial)	\$150 plus \$10 per lot/unit/acre affected
Subdivision	\$250 plus \$50 per lot
Lot Consolidation	\$50
Stormwater Management Review (In-house)	\$300 plus \$50 per hour over 4 hours
Stormwater Management Review (3 rd party)	Third party reviewer invoice at market rate plus \$100 City administrative fee
Forest Stand Delineation (FSD)	Included under FCP permit
Forest Conservation Plan (FCP) (In-house)	\$300 plus \$10 per acre of conservation area
FSD and FCP (3 rd Party)	Third party reviewer invoice at market rate plus \$100 City administrative fee
Grading Permit	\$100
Landscape / Lighting Plans	\$200
CAPITAL COST RECOUPMENT FEES –	
Bulle Rock – Water	\$577 per unit
Bulle Rock Rt. 40 – Sewer	\$1,552 per unit
Bulle Rock Rt. 40 – Forced Sewer Main Non-Residential	\$27,625 per acre
Bulle Rock Rt. 40 – Forced Sewer Main, Residential	\$6,222 per unit
Greenway Farms – Water Main	\$1,210
MISCELLANEOUS	
Board of Appeals - hearing fee	\$350
Board of Appeals - minimum transcript fee	\$100 (balance due following transcribers invoice)
Construction Dumpster (in City right-of-way)	\$50 per maximum 14 calendar days
Temporary Storage Pod	\$50 per 60 calendar day period (180 days maximum)
Boat Pier (requires State approval)	\$50 New or Renovation of Existing
Bulkhead (requires State approval)	\$50 per 100 ft. New or Renovation of Existing
Administrative Fee for Permit Revisions	\$50
Reissue Expired Permit with Department Approval	\$75 or cost of original permit, whichever is less
Written notice of permit violation, working without a valid license or permit, issuance of a Stop Work Order (in addition to regular permit fees)	\$250 First occurrence \$300 Second occurrence \$350 Subsequent occurrence (with Administrative Hearing)

Property Maintenance Inspection Fee	\$55 [first and] second occurrence \$100 subsequent occurrences
Sewer Clean-Out Caps (Lost or Damaged)	4" Lid & Gasket = \$40
	6" Lid & Gasket = \$70
Water Meter Replacement Lid	\$150
[License Agreements: Residential]	
[This section should be removed and addressed in a separate Ordinance "Lease and Licensing of City Property " I have attached Resolution 2020-21 that establishes the Baseline Fees passed by Council on 12/7/2020. Resolution 2020-21 replaced Resolution 2007-10, passed on 3/19/07]	
[Administrative and Recordation Fees]	[\$300 Was \$50.00]
[Annual Use Fee]	[\$50]
[License Agreements: Commercial:]	
[Administrative and Recordation Fees]	[\$300 Was \$50.00]
[Annual Use Fee]	[\$50]
[Lease Agreements: Residential]	
[Administrative and Recordation Fees]	[\$300]
[Exclusive Use]	[\$1 per square foot per year]– [Lease cannot exceed 50 years]
[Non-Exclusive Use]	[No Annual Fee] [Lease cannot exceed 50 years]
[Lease Agreements: Commercial:]	
[Administrative and Recordation Fees]	[\$300]
[Annual Use (for profit)]	[\$1.25 per square foot]
[Annual Use (non-profit)]	[No Fee]
Document Copies (black & white only)	\$.30 per page - letter size \$.40 per page - legal size \$.50 per page - ledger size \$4 per page - 18" x 24" or larger
Large Document Scanning	\$2 per page
CITY BUILDING FACILITIES	
Community Center:	
Rental Fee (WEEKENDS- FRIDAY THROUGH SUNDAY)	\$1,100 per event 50% non-refundable deposit Balance due 60 days prior to the event
Rental Fee (MONDAY – THURSDAY)	\$400/ daily rental (8am,-4pm); \$50. Per Hr. – Evening Rental (2 hour Minimum);

REDUCED RATES	
<ul style="list-style-type: none"> Parks & Rec Dance Team – Summer Camp (M-F Full Days) 	\$500.00
<ul style="list-style-type: none"> City Employee Use (1X per year; Must be for the Employees Personal Use and the Employee must be on site for the entire event.) 	\$500.00
<ul style="list-style-type: none"> Chamber of Commerce; Community Projects of HDG, Inc.; Arts Collective (1X per year) 	\$250.00 Cleaning Fee Only
<ul style="list-style-type: none"> VULCAN 	No Charge (Anytime during Non Peak times Nov-Apr.- Responsible for set up and clean up)
<ul style="list-style-type: none"> Harford County Sheriff Dept. – Officer Training/Recognition Event Cub Scouts- Blue & Gold Dinner; Boy Scouts- Eagle Award Recognition; Red Cross Blood Drive; SHCO Membership Recognition Event (request only by the Fire Chief) HDGEMS Membership Recognition Event (request only by the EMS President) 	No Charge: 1X each annually: Must be during Non Peak times Nov-Apr.- Responsible for set up and clean up)
Key Deposit	\$100 Refundable if all conditions are met
Community Pavilion at Hutchins Memorial Park	\$250 per day

309

WORK SESSION MEMORANDUM

STAR Centre	
Large Gym	
ANY Ticketed Events	10% of Ticket Sales
Weekdays (available 6 am – midnight)	\$100 per hour (2 hour minimum) or \$750 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Housekeeping Fee	\$350 per event
Small Gym	
ANY Ticketed Events	10% of Ticket Sales
Weekdays (available 6 am – midnight)	\$60 per hour (2 hour minimum) or \$450 per day
Weekends (available 6 am – midnight)	\$150 per hour (2 hour minimum) or \$1,000 per day
Housekeeping Fee	\$350 per event
Auditorium	
ANY Ticketed Events	10% of Ticket Sales
Weekdays (available 6 am – midnight)	\$60 per hour (2 hour minimum) or \$450 per day
Weekends (available 6 am – midnight)	\$200 per hour (2 hour minimum) or \$1,500 per day
Technician	\$20 per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Housekeeping Fee	\$350 per event
Auditorium Classrooms	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
Housekeeping Fee	\$350 per event
Opera House	
Main Stage Theatre Rental	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
Studio Theatre Rental (Black Box)	\$50 per day
Technician	\$20 per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Custodial Services	\$100 one-day event \$200 weekend event

Film Production;	
Event Application Fee	\$2,500
Hourly Fee for DPW & PD	Wage rate with full benefits
Promenade Grille (New Section)	Negotiated Lease Contract with Mayor and City Council by [Resolution] Ordinance
Shooting Range (Police Rentals Only)- (New Section)	\$300-\$500 per day Based on operational and replacement costs
Tide Trolley: (New Section)	
Ridership	Donation
Roof Advertisement [(90-day cycle)] 30 day cycle	\$50 per Trolley plus cost of the Signage (one sign displayed on each of the trolleys)
Peddling & Soliciting (Non Food Truck)	
Per day	\$50
Per week	\$250
Per month	\$550
Up to six months	\$2,500
Up to one year	\$5,000
No group discounts will apply	
Food Trucks	\$50 per 90-day period
MARINA – CITY OWNED	
Users	
Marina Slip Season (January-December) Slip Fees	\$67/foot - FY24
	\$70/foot - FY 25
	\$72/foot - FY26
Slip Tax User Fee	5% of dockage (slip rental, dry/wet storage - not to exceed \$100 annually)
Unmetered Slip Holder Electric Fee	\$75 annually
Wait List	\$50 (two offers)
Dinghy, Canoe, Kayak Storage	\$50 annually- sticker issued by Marina Mgr.
Tydings Park Ramp Fee	\$10 per launch
Water Street Ramp Fee	\$10 per launch
Unpaid Ramp (day of launch)	\$25
Pump Out Fee	\$5

Transients	
Electric	\$10 per cord per day
Bathroom Key Deposit	\$20 refundable
Daily Slip (after 9 am)	\$1.50 per foot of boat length
Monthly Slip Rate	\$20 per foot of boat length
Hutchins Memorial Park Slip	\$115/foot (includes electric)
RUNNING & WALKING RACES Based on Ordinance 986 on 1-17-2017	
For Profit Organizations	\$3,000
Non- Profit Organizations	\$1,500
Havre de Grace Non Profit for the benefit of a Havre de Grace Organization	No Fee

312

313 **70-5 Review of Fee Schedule**

314 The fees and charges contained in this chapter shall be reviewed by City staff each year in
 315 coordination with the City’s General Fund and Enterprise Fund budgets.

316

317 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

318

319 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
 320 2023.

321

322

323 ATTEST:

MAYOR AND CITY COUNCIL
 OF HAVRE DE GRACE

324

325

326

327 _____
 328 Stephen J. Gamatoria
 329 Director of Administration

327 _____
 328 William T. Martin
 329 Mayor

330

331

331 Introduced/First Reading: 11/21/2022
 332 Public Hearing: 12/5/2022
 333 Second Reading: 12/19/2022
 334 Third Reading: 1/3/2023 (scheduled)
 335 Fourth Reading: 1/17/2023 (scheduled)

336

337 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Presentation - Harford County Schools Growth Report**

Date: **1/27/2023**

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 February 6, 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

MEMORANDUM

To: Mayor and City Council
City of Havre de Grace

From: Tim Bourcier, Director of Planning



Date: February 6, 2023

Re: December 2022 Harford County Schools Growth Report

Section 2-7 of the City Code requires the Director of Planning to submit the Harford County Schools Annual Growth report to the Mayor and Council in July every year, and any amendments in January. **Attachment 1** - is the 2020 – 2021 Annual Growth Report and **Attachment 2** – is the December 2022 Amendment to the 2021 Annual Growth Plan.

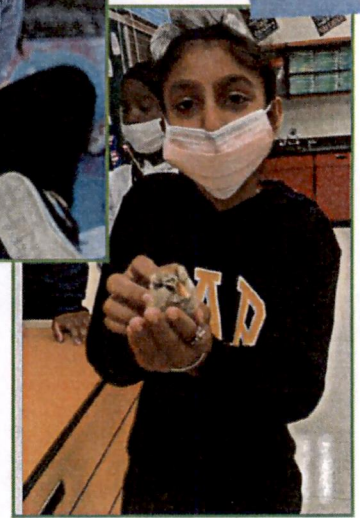
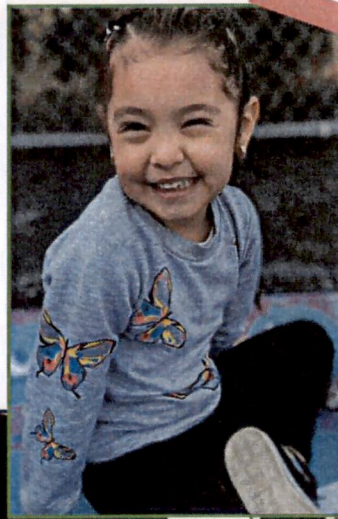
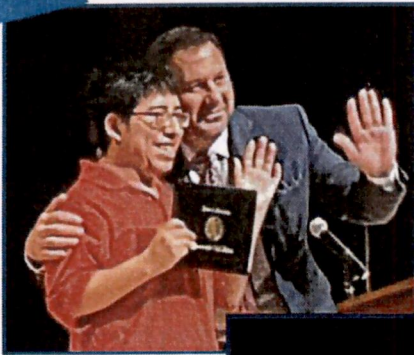
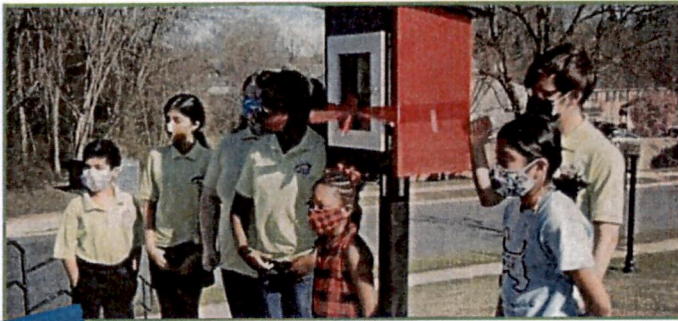
Section 2-7(B) requires, “acceptance of the annual growth report by Mayor and Council”. After reviewing the items in Attachments 1 and 2, the Department of Planning does not see any reason the Mayor and Council should not accept the 2020-2021 Annual Growth Report and December 2022 Amendment. The methodology for predicting future enrollment is sound. Furthermore, the data presented meets the requirements of Section 2-7(A)(2)(a-g) of the City Code.

Upon accepting the annual growth report, preliminary subdivision plans exceeding five lots and site plans for multifamily residential shall not be approved where, “the enrollment at the elementary school which then serves the site and all abutting elementary school attendance areas is greater than 110% of the rated capacity or is projected to be greater than 110% in three years” (Section 2-7(B)(1)(a)). The Amendment of the Annual Growth Report indicates Havre de Grace Elementary School will be at greater than 110% capacity in the third year of the analysis (2025/2026).

Havre de Grace Elementary School is abutting the Meadowvale Elementary School District and the Roye-Williams Elementary School District. **Attachment 3** – is a map of the three school districts being discussed. Neither of the abutting districts are slated to be at 110% rated capacity in the next three years. Per Chapter 2 of the City Code, the City will not need to place any restrictions on subdivision or site plan approvals for residential development in the Havre de Grace Elementary School District.

However, it is noteworthy that Meadowvale Elementary is predicted to grow to nearly 100% of its rated capacity over the three-year period. The County released its process for balancing enrollment (**Attachment 4**) to address capacity issues. On page four of the strategic plan, the County plans to open a 700 student combined special education and elementary school in the 2026/2027 school year. The report further states that no boundary changes will be made to the elementary school district boundaries until the opening of the new combined school. Based on this information, the Mayor and Council may want to consider limiting residential growth as discussed in the City’s Adequate Public Facilities Ordinance. This would affect large redevelopment projects in the downtown area and some non-approved parcels in Bulle Rock in the short term. However, limitations on residential development could help prevent burdening the elementary schools servicing the City.

Attachment 1
Harford County Public Schools
2020-2021 Annual Growth Report



2020-2021 ANNUAL REPORT



SUPERINTENDENT OF SCHOOLS

Sean Bulson, Ed. D.

BOARD OF EDUCATION

Rachel Gauthier *President* Dr. Carol Mueller *Vice President*

Dr. Joyce Herold
Dr. Roy Phillips
Patrice Ricciardi

Jansen Robinson
Dr. David Bauer
Ariane Kelly

Sonja Karwacki
Phoebe Bailey-Probst

SENIOR STAFF

Patrick Spicer, Esq.
General Counsel

Eric Davis
Chief of Administration

Deborah L. Judd
*Assistant Superintendent for
Business Services*

Benjamin D. Richardson
*Assistant Superintendent for
Human Resources*

Cornell S. Brown Jr
Assistant Superintendent for Operations

Susan P. Brown, Ed. D.
*Executive Director of Curriculum,
Instruction, and Assessment*

Renee Villareal
*Executive Director of
Elementary School Performance*

Patti Jo Beard
Executive Director of Facilities

Mike L. O'Brien
*Executive Director of
Secondary School Performance*

Bernard P. Hennigan
Director of Student Services

Eric G. Clark
Director of Budget

Dr. Dyann R. Mack
*Director of Elementary School
Instruction and Performance*

Jay G. Staab
Director of Finance

Jacqueline A. Tarbert
*Director of Organizational
Development*

Colin P. Carr
*Director of Secondary School
Instruction and Performance*

Michael J. Thatcher
Director of Special Education

H. Andrew Moore II
Director of Technology

Cathy E. Bendis
Director of Transportation

Mae M. Alfree
*Director of Staff
and Labor Relations*

Phillip Snyder
Supervisor of Accountability

Dr. Paula M. Stanton
*Supervisor of Equity
and Cultural Proficiency*

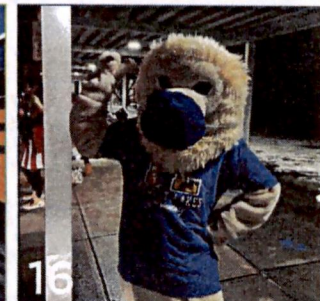
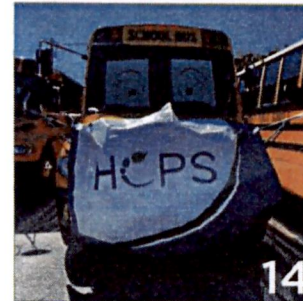
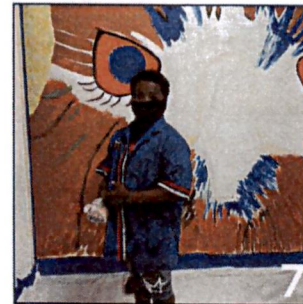
Donoven R. Brooks
Coordinator of Safety and Security

Jillian Lader
Manager of Communications

Yakoubou Ousmanou
*Manager of North Star Research
and Program Evaluation*

CONTENTS

2020-2021 / HCPS ANNUAL REPORT



Awards and Accolades

See our staff and student's latest and greatest achievements..... 7

Strategic Plan

The Board of Education of Harford County's vision, mission, and long term goals..... 8

Teacher of the Year

Meet our 2021 Teacher of the Year, from Hickory Elementary School..... 9

Financial Highlights

Compare and contrast our current and previous operating budgets..... 10

Administration Summary

Facts and figures about departments and students..... 14

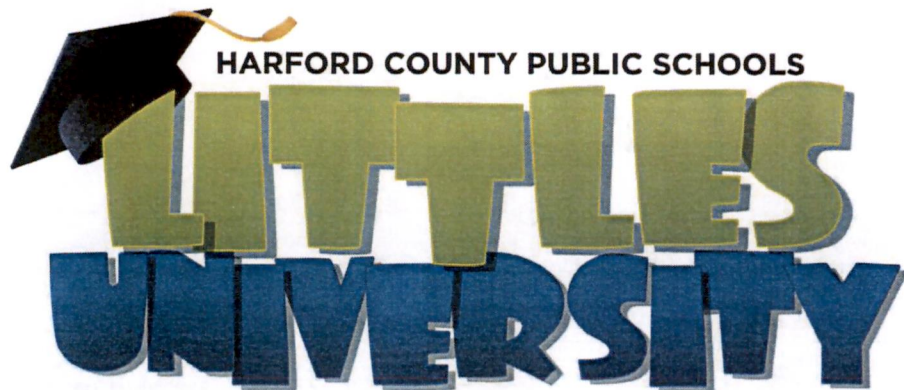
Capital Improvements

Our latest progress on new construction and program initiatives..... 16

Contact Us..... 16

www.HCPS.org





Welcome to
Littles University!

When you see this logo, join us for a book reading, a chat, and more, as we get to know children and families who will enter HCPS in the future!

Each month, tune into the HCPS Facebook page or Instagram for a story from Littles U!



Watch all episodes of Littles University on our YouTube channel!

www.hcps.org/parents/littlesuniversity

AWARDS AND ACCOLADES

Grace Callwood, Edgewood High School student in the IB Program, was honored live on YouTube by Hormel Foods as part of their inaugural 10 under 20 Food Heroes! Hormel Foods invested in one of the programs Grace created to help two Title I HCPS elementary schools meet some food needs for their students and their families over the summer. Her prize came with a \$2,000 check for her nonprofit, WeCancerve. Hormel Foods is also still hoping to host a trip for Grace to Harvard next Spring!

Team No Hungry Kid MD commended the work of HCPS Food and Nutrition staff (FNS), under the direction of **Gary Childress**. Because of the work of this dedicated staff, more than 870,000 meals were served to kids in Harford County since COVID-19 closures began. In addition, the FNS team jumped to action with continuing summer meals in September 2020.

Fallston High School student, **Mia Seergae**, won the National Security Language Initiative for Youth scholarship from the National Security Administration! Mia studied Arabic in the fall of 2020 through the U.S. Department of State's virtual program. She was inspired to take language by **Jennifer Brown** at Fallston Middle School, and intends to pair Arabic with biochemistry in college.

Lynne Thomas, graduate of North Harford High School and member of the North Harford High School Future Farmers of America (FFA) Chapter, was awarded the American FFA Degree at the 93rd National FFA Convention in October 2020. Each year, the National FFA Organization honors FFA members who show the utmost dedication to the organization through their desire to develop their potential for premier leadership, personal growth and career success through agricultural education. The American FFA Degree is bestowed upon a select group of students in recognition of their years of academic and professional excellence. This year 4,136 American Degrees were awarded.

Harford County's Future Business Leaders of America chapters of Aberdeen, Bel Air, Edgewood, and North Harford high schools competed in the first-ever virtual Regional Competition on Wednesday, January 20, 2021. Students could compete individually or in small teams against other schools and their own peers in over 50 business-related events for the chance to advance to state competition.

Edgewood High School Academy of Finance achieved "Distinguished Academy" status in 2020 through the National Academy Foundation.

Andrew Renzulli, Supervisor of Science, named a Leader in Northeastern Maryland Technology Council (NMTC) Visionary Awards.

Mr. Grant at Fallston High School received a \$24,000 James Madison Fellowship. He is Maryland's state winner this year and will be able to use the money for work on a Master's degree through Georgetown University. He is only the second HCPS Social Studies teacher to receive this honor.

Dr. Peter Carpenter was nominated and selected as an awardee of the Outstanding Educator in Gifted and Talented Education as a local school or school system program coordinator as part of the MSDE Advisory Council for Gifted and Talented Education, EGATE, or Excellence in Gifted and Talented Education awards.

The Harford County Branch of the American Association of University Women announced that **Dr. Paula Stanton**, Supervisor of Equity and Cultural Proficiency for HCPS, was named as their Woman of the Year.

The Bel Air Middle School ecology club, Panthers for the Planet, won first place in the Caring For Our Watersheds competition for the Chesapeake Bay region, which spanned across four states and involved high school and middle school proposals from hundreds of teams. **Mia Castellano**, **Ahrean Chung**, **Olivia Forties**, and **Emma Ingram**, presented in the final round to a panel of judges on April 22, 2021. The team, led by **Erin Baker** and **Kristie Smith**, won \$1,000 in prize money in addition to funding for the project.

Maura Logan, a senior Project Lead the Way Pre-Engineering student at C. Milton Wright High School was awarded an Amazon Future Engineer Scholarship.

Kylah C. was named the 2021 Maryland Youth of the Year winner by the Boys & Girls Clubs of Harford and Cecil Counties.



For more notable awards and accolades, visit www.hcps.org/departments/communications/archives/PressReleases.aspx

STRATEGIC PLAN

Board of Education members, with consideration of community input, established four goals:

VISION

We will *Inspire* and *prepare* each student to *achieve* success in college and career.

MISSION

Each student will attain academic and personal success in a safe and caring environment that honors the diversity of our students and staff.

CORE VALUES

- We empower each student to achieve academic excellence.
- We create reciprocal relationships with families and members of the community.
- We attract and retain highly skilled personnel.
- We assure an efficient and effective organization.
- We provide a safe and secure environment.

LONG TERM GOALS

GOAL 1

Prepare every student for success in postsecondary education and career.

GOAL 2

Engage families and the community to be partners in the education of our students.

GOAL 3

Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement.

GOAL 4

Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation.



TEACHER OF THE YEAR

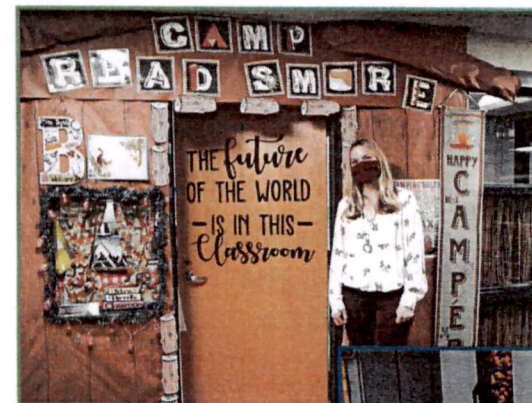
Lauren Byrd, 1st grade teacher at Hickory Elementary School with 17 years of teaching experience, nine in Harford County Public Schools (HCPS), was named the 2021 HCPS Teacher of the Year during a surprise announcement at the 27th Annual Harford County Teacher of the Year live event. This year, the virtual event included approximately 200 invited guests and was open to all community members to join in the celebration.

Superintendent of Schools Dr. Sean Bulson made the announcement to guests from all over the county, including elected officials, school administrators, educators, students, family, friends, and community sponsors.

Mrs. Byrd began her career with HCPS in 2012 at Royce-Williams Elementary School and currently teaches at Hickory Elementary School. Mrs. Byrd holds a master's degree from Loyola University as a reading teacher and a bachelor's degree in Early Childhood and Elementary Education from Juniata College. Mrs. Byrd was nominated for Harford County's Teacher of the Year by the Turner family.

"Mrs. Byrd can inspire her students to 'do hard things' because she has herself modeled this in her role as an educator, serving not only the first-grade students daily in her classroom, but providing models for new teachers, serving on committees, and writing curriculum to benefit her colleagues in Harford County Public Schools," said nominators Carl and Martha Turner. "She should be recognized as the 2021 Harford County Teacher of the Year due to her unwavering passion in meeting the needs of the individual student and the significant impact she has on the lives of young learners."

Enthusiastic support for her nomination came from Mr. Brad Stinar, principal of Hickory Elementary School.



"Mrs. Byrd exhibits confidence, compassion, knowledge of content, high expectations, and empathy. She is fully immersed in the school community; she wants to see her students in her neighborhood, she wants them to see her, and continuously be a part of the broader school community. This is all part of building strong relationships which foster strong academic achievement in her students. Mrs. Byrd can be found everyday standing at her classroom door, greeting the children, welcoming children into their shared classroom. She's built a community of learners who love to be in that special space; that classroom has been transformed into a campground, tropical rainforest, the arctic tundra... whatever the space needs to inspire the 6-and 7-year-old students who are there. Every time I go into that classroom, I do not want to leave! What Mrs. Byrd is doing with her students is magical; highly effective indeed."

As the Harford County Teacher of the Year, Mrs. Byrd received a free lease of a brand new 2021 Nissan Rogue for one year courtesy of Jones Junction; a Dell laptop; a watch from Saxon's Diamond Centers; and a big-screen TV from NTA Life, a Horace Mann Company. In addition, she was awarded multiple gift certificates; local merchant gift cards; and \$1,200 from HAR-CO Credit Union, which was provided to all five finalists.

Visit www.hcps.org for more information on 2021 HCPS Teacher of the Year Lauren Byrd, as well as the other four Harford County Teacher of the Year finalists.



The 2022 Teacher of the Year will be announced on April 12, 2022.

FINANCIAL HIGHLIGHTS

The operating budget for Harford County Public Schools is a constant, ever-changing process. Many members of the Harford County community take part in shaping the budget before it is finalized in June.

Beginning in the Fall, the Superintendent works to develop a proposed operating budget for the following fiscal year. The Superintendent meets with senior staff members within the organization, holds discussions with targeted focus groups, and accepts input from the community through public input sessions and email submissions. In December/January, the Superintendent presents the budget to the Board of Education.

The Board of Education conducts public input sessions and continues to receive email submissions as they work to build on the budget before presenting it to the Harford County Executive in February/March.

The Harford County Executive typically holds public hearings, and engages in dialogue with the community before sending the budget to the Harford County Council.

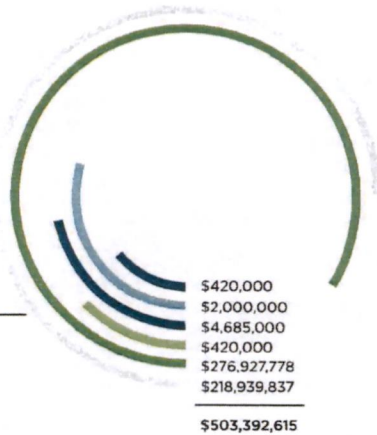
In April, when the Harford County Council members receive the budget, they continue to hold public hearings and engage with the community before finalizing the budget on or before June 15.

Submit your thoughts on the proposed operating budget by emailing: budget@hcps.org.

UNRESTRICTED OPERATING BUDGET

EXPENDITURES

	FY2021	Percent Change	FY2020	Percent Change	FY2019
Administrative services	\$11,485,806	5.40%	\$10,897,440	1.49%	\$10,737,230
Mid-level administration	27,809,169	5.42%	26,380,095	(2.79%)	27,338,167
Instructional salaries	181,139,788	5.45%	171,784,437	2.13%	168,207,577
Instructional textbooks and supplies	7,290,542	6.31%	6,858,042	0.01%	6,859,042
Other instructional costs	3,553,237	2714%	2,794,786	4.94%	2,663,286
Special education	49,235,965	5.30%	46,755,971	4.43%	44,771,309
Student personnel services	2,270,081	7.34%	2,114,848	16.23%	1,819,529
Student health services	4,316,000	3.83%	4,156,918	5.20%	3,951,315
Student transportation	35,056,382	3.96%	33,720,039	-4.81%	32,173,433
Operation of plant	28,373,082	2.05%	27,803,017	2.38%	27,155,852
Maintenance of plant	14,346,081	2.92%	13,938,964	3.26%	14,408,708
Fixed charges	137,339,017	5.77%	129,849,346	7.65%	120,617,405
Community services	551,803	0.69%	548,005	0.62%	544,653
Capital outlay	625,662	3.12%	606,753	2.13%	619,943
Total expenditures	\$503,392,615	5.27%	\$478,208,661	3.58%	\$461,667,449



REVENUES

- Earnings on Investments (0.08%)
- Federal Government (0.08%)
- Prior Year Fund Balance (0.40%)
- Harford County (55.01%)
- Other Sources (0.93%)
- State of Maryland (43.49%)



PER PUPIL FUNDING

State/Local - \$811

Federal - \$29

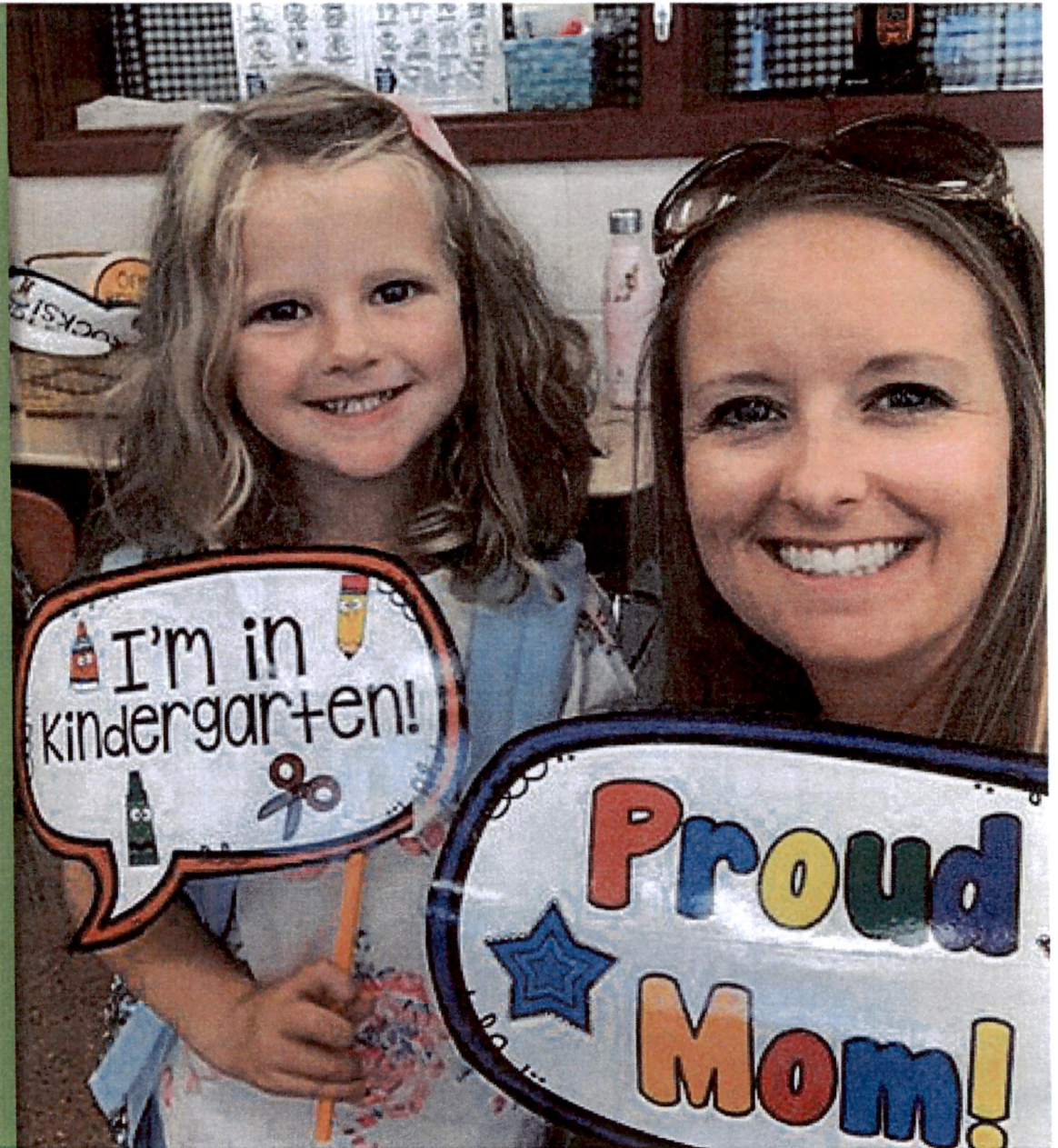
\$840

Sources: Unrestricted Operating Budget: Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (NON-GAAP BASIS) and Actual - General Fund for the year ended June 30, 2021, June 30, 2020, and June 30, 2019. These statements are published in the annual Harford County Public Schools Comprehensive Annual Financial Report. Per Pupil Funding: Data may be found in the MD School Report Card, Demographics, Per Pupil Funding FY2020.

HCPS **parents** are students'
first and **best** teachers.



Like us on Facebook!
[@HCPSParentAcademy](#)



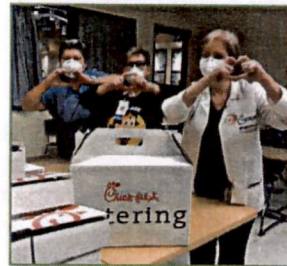
ADMINISTRATION SUMMARY

37,333 students are currently enrolled in Harford County Public Schools. The school system has the eighth largest student enrollment of the 24 public school systems in Maryland. 5,366 people are employed by the school system to provide the necessary educational programs and supporting services for the students.

Currently, in the Harford County public school system, there are 33 elementary schools, nine middle schools, the John Archer School (a separate public day school for students with disabilities), Harford Technical High School and Swan Creek School - a total of 54 schools.

Based upon firm beliefs in the value of youth and the obligations of public education to educate each of them effectively, the Harford County public school system provides comprehensive instructional programs and related student activities for the youth who are currently enrolled. Half-day prekindergarten classes are available for four-year-olds at 11 of the Harford County public elementary schools. Full-day prekindergarten classes are available for four-year-olds at eight of the Harford County public elementary schools. A systemwide kindergarten program begins public education for five-year-olds with all 33 elementary schools offering full-day kindergarten.

A carefully planned and appropriately sequenced curriculum extends learning from elementary, middle and high school grades toward graduation. Special programs and services are provided to accommodate the unique needs of each student, including those who possess exceptional abilities, talents and/or disabilities.



OUR STAFF

- 5,366 total number of employees
- 4,838 school-based employees
- 528 non-school-based employees
- 321 teachers hired in FY2020-2021
- 72% of teachers have a Masters or Doctorate



ENROLLMENT DATA

American Indian or Alaska Native	97
African American	7,537
Asian	1,259
Hispanic	3,002
Native Hawaiian or Other Pacific Islander	69
White	22,681
Two or more races	2,688
Male	19,029
Female	18,304

TOTAL ENROLLMENT 37,333

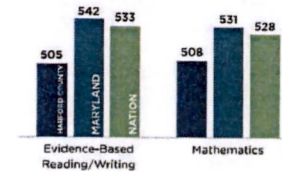
OUR STUDENTS

- 35% of elementary students are eligible to receive free/reduced meals
- 94.9% of students attend school regularly
- 7,089 total enrollment in AP courses
- 51.7% AP student test-taker pass rate

GRADUATION RATE

90.2%

SAT SCORES



TRANSPORTATION

- 500 number of buses
- 156,848.91* number of hours driven
- 3,296,415* number of miles traveled
- 31,382 number of students transported
- \$34,565,107* total transportation costs

*Impacted by COVID-19

FACILITIES

- 190 total buildings
- 2,142 total classrooms
- 1881.43 acres of property
- 309 total custodians
- \$1,359,441,720 total property value

FOOD SERVICES

- 1,092,025 breakfasts served
- 1,469,786 lunches served
- \$19,700,69 a la carte sales
- 337 staff members
- 216,716 summer meals
- \$12,712,404.36 total sales and revenue

SAFETY AND SECURITY

- 2,175 surveillance cameras in 64 school system buildings
- ALL schools have remote door access
- 10 schools with vestibules directing all visitors to main office
- 442 buses with surveillance cameras
- 449 hand-held radios distributed to schools during the 2020-2021 school year
- ALL schools have a computer visitor management system
- 54 Critical Incident Plans specifically designed for each individual school. Each plan is reviewed and revised annually.

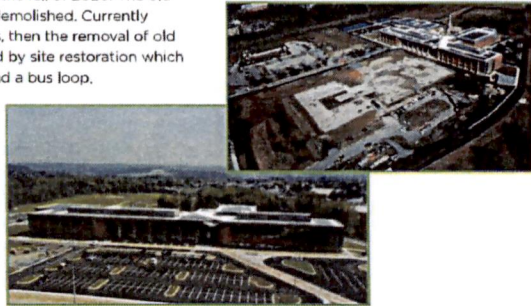


Sources: Our Staff: Total number of teachers hired between October 16, 2020 and October 15, 2021. Total Enrollment is as of 9/30/2020. Graduation Rate is for the class of 2020. Official data lags one school year. Student Facts: Many students are enrolled in multiple AP courses. This information can be found on www.mcreportcard.org. Facilities: Total buildings figure includes portables. Summer Food Service Program (SFSP) includes breakfasts and lunches. SAT Scores: These results are the average of all SAT scores for the class of 2020.

CAPITAL IMPROVEMENTS

HAVRE DE GRACE MIDDLE/HIGH SCHOOL

Havre de Grace Middle/High School opened in the fall of 2020. The old middle school and old high school have been demolished. Currently work continues to set up stormwater measures, then the removal of old concrete slabs and footings will begin, followed by site restoration which includes parking areas, sidewalks, playfields, and a bus loop.



MAGNOLIA ELEMENTARY SCHOOL

On Wednesday, February 10, 2021 Magnolia Elementary School accepted a donation of \$1,000 with the help of the general manager Kyle Nemeec, through the Home Depot Parkville store. In addition, Home Depot has donated two new refrigerators, two microwaves, a dryer and lots of other materials to improve the Magnolia Elementary School building!



Conversation for parents,
by parents.

Real Talk is a taped show featuring both subject matter experts and parents discussing relevant topics in an informal, conversational format.

CONTACT US

Employment Opportunities	
Human Resources - Staff Management	410-588-5238
Substitute Teaching	410-809-6541
General Information and Inquiries	
Communications Office	410-588-5203
TTY	7-1-1
Website/Emergency Notifications	www.hcps.org
Fraud Hotline	410-809-6056
HCPS Central Office	
Local Number	410-838-7300
Toll Free	1-866-588-4963

Psychological Services, Student Services	
Maryland Youth Crisis Hotline	1-800-422-0009
Office of Student Services	410-588-5334
Hickory Elementary (Child Find)	410-638-4386
Curriculum, Instruction and Assessment	410-588-5298
Elementary School Performance	410-588-5207
Middle and High School Performance	410-588-5226
Grants and Business and Community Partnerships www.hcps.org/partnership	410-809-5263
Special Education	410-588-5246
Transportation	410-638-4092
Use of School Facilities - www.hcps.org/UCFonline	410-588-5256

WATCH THESE VIDEOS AND MORE
ON OUR YOUTUBE CHANNEL
[@HCPSSchools](https://www.youtube.com/@HCPSSchools)



Attachment 2
Harford County Public Schools
2022 Annual Growth Report December 2022
Amendment

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



SHANE P. GRIMM, AICP
Director of Planning & Zoning

December 12, 2022

MEMORANDUM

TO: The Honorable Patrick Vincenti, President, Harford County Council
The Honorable Dion F. Guthrie, Councilman, District A
The Honorable Aaron D. Penman, Councilman, District B
The Honorable Tony Giangliordano, Councilman, District C
The Honorable James Reilly, Councilman, District D
The Honorable Jessica Boyle-Tsottles, Councilwoman, District E

FROM: Shane P. Grimm, AICP *SPG*
Acting Director of Planning and Zoning

RE: Amendment to Adequate Public Facilities 2021 Annual Growth Report

In accordance with the Harford County Adequate Public Facilities provisions (Section 267-126) of the Harford County Code, testing for adequate school capacities shall occur on June 1 and December 1 of each year. Therefore, amendments to the 2021 Annual Growth Report are required and include updated enrollment figures and projections based on September 30, 2022 enrollment figures. Attached, please find the Amendment to the 2021 Annual Growth Report.

If you have any questions or need additional information, please do not hesitate to contact my office.

SPG/DP/sc

Encl:

cc: The Honorable Robert Cassilly, Harford County Executive
Robert McCord, Director of Administration
Jefferson Blomquist, County Attorney
Meaghan Alegi, Senior Assistant County Attorney
Deborah E. Price, Planner

Harford County Celebrates 250 Years ~ 1773-2023

410.638.3103 | 410.879.2000 | 220 South Main Street, Bel Air, Maryland 21014 | www.harfordcountymd.gov

© 2022 HARFORD COUNTY, MARYLAND. ALL RIGHTS RESERVED.

AMENDMENT TO 2021 ANNUAL GROWTH REPORT

In accordance with the Harford County Adequate Public Facilities provisions of the Harford County Code (§267-126), testing for adequate school capacities shall occur on June 1 and December 1 of each year. The school system updates their enrollment figures and projections after Maryland State Department of Education certifies the official September 30, 2022 enrollment. Tables A and B below list school attending areas with plan restrictions based upon the updated figures provided by Harford County Public Schools. Tables 6B, 10B, and 14B in Appendix B now reflect enrollment as of September 30 and include revised projections through the 2025/2026 school year. These changes replace the 2021 Annual Growth Report previously issued May 31, 2022 and fulfill the required update.

The adopted adequacy standard for the Harford County Public School system is for projected enrollment not to exceed 110% of the rated capacity within three years for both elementary and secondary schools. Preliminary plans for new subdivisions of greater than five lots, or site plans for multi-family residential development exceeding five units, cannot be approved where the standard is exceeded.

Thirty of thirty-three elementary schools in Harford County currently meet established adequacy standards to permit approval of residential subdivisions. (§ 267-126 B (2)(a)[1]) All nineteen middle and high schools in Harford County meet these adequacy standards. Subdivision and residential site plans within the attendance areas listed in Tables A and B will not be approved because the standard is not met. Plans for these areas submitted on or after December 1, 2022 will be placed on a waiting list until school capacity is available.

Table A – Elementary Attending Areas with Plan Restrictions			
School	Year	Actual/ Projected Enrollment	Utilization Rate
Bel Air	2023/2024	541	111%
Havre de Grace	2025/2026	598	110.33%
Homestead/Wakefield	2022/2023	1,057	115%

Table B – Secondary Attending Areas with Plan Restrictions			
School	Year	Actual/ Projected Enrollment	Utilization Rate
N/A	N/A	N/A	N/A

Table 6B

Harford County Elementary Schools 2022 Utilization Chart									
ELEMENTARY SCHOOLS		ACTUAL ENROLLMENT 2022		PROJECTIONS					
SCHOOL NAME	CAP	ENR	% CAP	2023/2024		2024/2025		2025/2026	
				PROJ	% CAP	PROJ	% CAP	PROJ	% CAP
Abingdon ²	863	658	76%	663	77%	669	78%	660	76%
Bakerfield ¹	500	463	93%	466	93%	468	94%	471	94%
Bel Air ²	486	532	109%	541	111%	545	112%	550	113%
Church Creek ²	819	725	89%	727	89%	732	89%	737	90%
Churchville	411	374	91%	376	91%	378	92%	380	92%
Darlington	157	101	64%	101	64%	101	64%	101	64%
Deerfield ¹	788	728	92%	732	93%	748	95%	735	93%
Dublin ²	294	212	72%	205	70%	204	69%	204	69%
Edgewood ²	461	399	87%	405	88%	409	89%	409	89%
Emmorton	570	548	96%	547	96%	559	98%	551	97%
Forest Hill	530	471	89%	487	92%	488	92%	499	94%
Forest Lakes	569	428	75%	443	78%	463	81%	435	76%
Fountain Green ¹	548	477	87%	486	89%	496	91%	510	93%
G. Lisby at Hillsdale ¹	473	503	106%	506	107%	508	107%	510	108%
Hall's Cross Roads ¹	552	454	82%	452	82%	457	83%	456	83%
Havre de Grace ²	542	566	104%	574	106%	584	108%	598	110.33%
Hickory	668	657	98%	665	100%	684	102%	679	102%
Homestead/Wakefield ²	920	1,057	115%	1,066	116%	1,076	117%	1,080	117%
Jarrettsville	525	488	93%	485	92%	481	92%	490	93%
Joppatowne ¹	663	500	75%	494	75%	513	77%	522	79%
Magnolia ¹	561	500	89%	519	93%	527	94%	530	94%
Meadowvale ²	568	541	95%	548	96%	556	98%	564	99%
Norrisville	274	212	77%	212	77%	224	82%	226	82%
North Bend ²	498	428	86%	442	89%	456	92%	433	87%
North Harford ¹	500	386	77%	391	78%	392	78%	396	79%
Prospect Mill ²	611	587	96%	589	96%	591	97%	592	97%
Red Pump	737	754	102%	762	103%	770	104%	775	105%
Ring Factory	548	534	97%	541	99%	548	100%	555	101%
Riverside ¹	588	440	75%	462	79%	474	81%	484	82%
Roye-Williams ¹	703	443	63%	450	64%	442	63%	448	64%
Old Post ¹	984	844	86%	852	87%	856	87%	844	86%
Wm S. James	526	497	94%	507	96%	517	98%	525	100%
Youth's Benefit	1,120	1,123	100%	1,130	101%	1,154	103%	1,160	104%
TOTALS³:	19,357	17,630	90%	17,826	91%	18,070	92%	18,109	93%

*Note: preliminary subdivisions and residential site plans of greater than five lots/units will not be approved in attendance areas that are

Source: Harford County Public Schools & Dept. of Planning and Zoning, December 2022.

Table 10B

Harford County Middle Schools 2022 Utilization Chart									
MIDDLE SCHOOLS		ACTUAL ENROLLMENT 2022		PROJECTIONS					
SCHOOL NAME	CAP	ENR	% CAP	2023/ 2024		2024/2025		2025/2026	
				PROJ	% CAP	PROJ	% CAP	PROJ	% CAP
Aberdeen	1,624	1,086	67%	1,077	66%	1,100	68%	1,106	68%
Bel Air	1,243	1,138	92%	1,072	86%	1,160	93%	1,200	97%
Edgewood	1,295	1,000	77%	955	74%	984	76%	1,002	77%
Fallston	1,104	1,007	91%	1,037	94%	1,067	97%	1,072	97%
Magnolia	1,028	731	71%	717	70%	718	70%	736	72%
North Harford	1,210	848	70%	859	71%	854	71%	882	73%
Southampton	1,444	1,175	81%	1,238	86%	1,239	86%	1,270	88%
TOTALS:³	8,948	6,385	78%	6,955	78%	7,122	80%	7,268	81%

COMBINATION MIDDLE / HIGH SCHOOLS		ACTUAL ENROLLMENT 2022		PROJECTIONS					
SCHOOL NAME	CAP	ENR	% CAP	2023/ 2024		2024/2025		2025/2026	
				PROJ	% CAP	PROJ	% CAP	PROJ	% CAP
Havre de Grace	1,597	1,444	90%	1,498	94%	1,506	94%	1,506	94%
Patterson Mill	1,723	1,579	92%	1,616	94%	1,635	95%	1,655	96%
TOTALS:³	3,320	3,023	91%	3,114	94%	3,141	95%	3,161	95%

*Note: preliminary subdivisions and residential site plans of greater than five lots/units will not be approved in attendance areas that are highlighted.

Source: Harford County Public Schools & Dept. of Planning and Zoning, December, 2022.

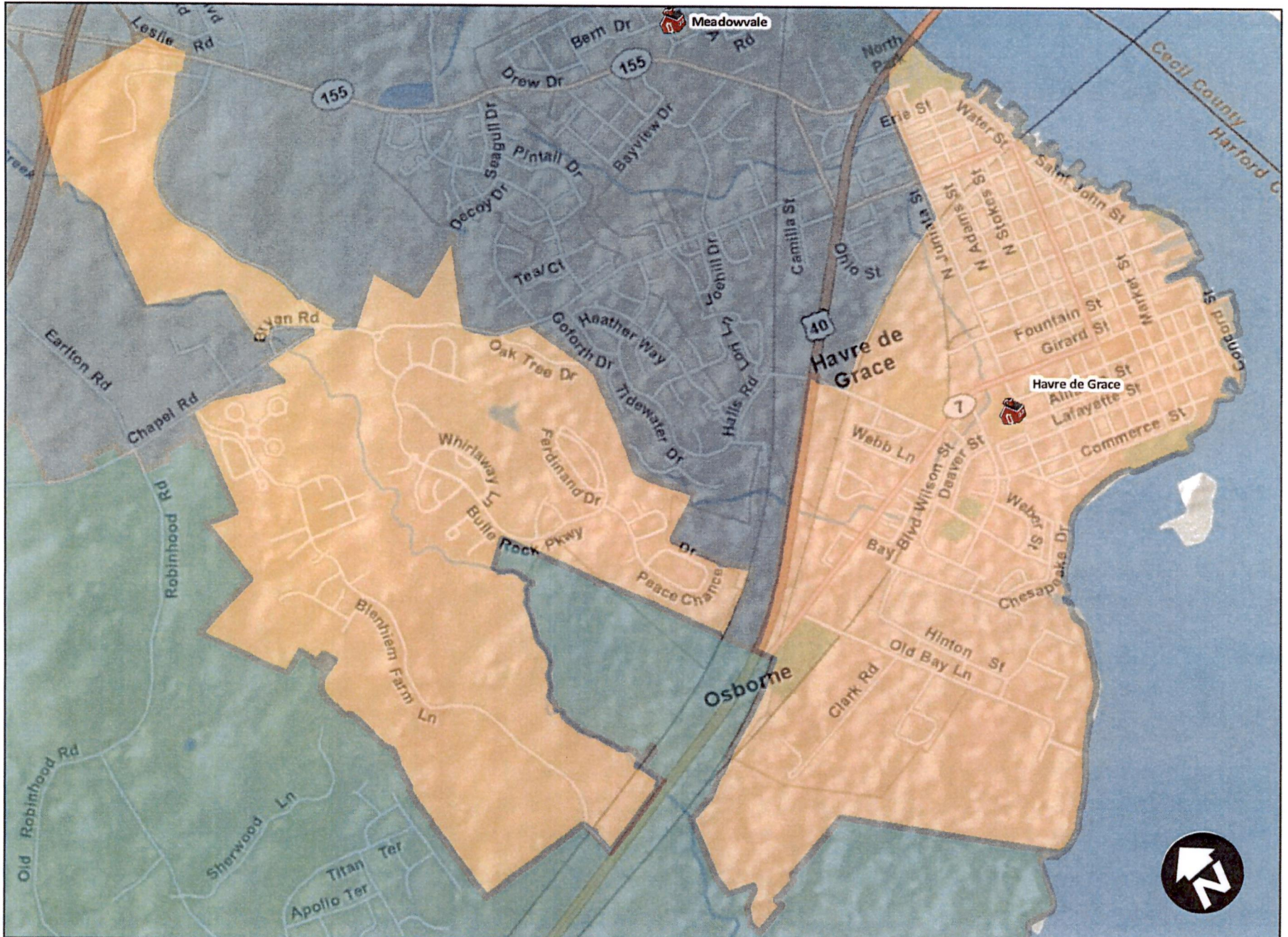
Table 14B

Harford County High Schools 2022 Utilization Chart									
HIGH SCHOOLS		ACTUAL ENROLLMENT 2022		PROJECTIONS					
SCHOOL NAME	CAP			2023/2024		2024/2025		2025/2026	
		ENR	% CAP	PROJ	% CAP	PROJ	% CAP	PROJ	% CAP
Aberdeen	1,720	1,499	87%	1,536	89%	1,539	89%	1,529	89%
Bel Air	1,768	1,489	84%	1,479	84%	1,471	83%	1,487	84%
C. Milton Wright	1,613	1,269	79%	1,293	80%	1,333	83%	1,349	84%
Edgewood	1,716	1,418	83%	1,383	81%	1,443	84%	1,422	83%
Fallston	1,573	1,045	66%	1,067	68%	1,048	67%	1,038	66%
Harford Technical	1,135	979	86%	979	86%	984	87%	980	86%
Joppatowne	1,056	834	79%	840	80%	851	81%	836	79%
North Harford	1,538	1,222	79%	1,186	77%	1,217	79%	1,204	78%
TOTALS:³	12,119	9,755	80%	9,763	81%	9,886	82%	9,845	81%

Source: Harford County Public Schools & Dept. of Planning and Zoning, December, 2022.
See table 10B for Havre de Grace and Patterson Mill combination middle/high schools.

Attachment 3
Harford County Public Schools
Havre de Grace Elementary and Abutting School District
Map


HAVRE DE GRACE ELEMENTARY DISTRICT

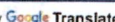


0 0.125 0.25 0.5 0.75 1 Miles

March 15, 2011

Attachment 4
Harford County Public Schools
Balancing Enrollment Process Strategic Plan

Select Language 

Powered by  Google Translate



- [CALENDARS](#)
- [HOME ACCESS CENTER](#)
- [SCHOOL/BUS LOCATOR](#)
- [TECHNOLOGY RESOURCES](#)
- [MENUS](#)
- [PAYMENT OPTIONS](#)
- [PARENT PORTAL](#)
- [OFFICE 365](#)
- [EMPLOYMENT OPPORTUNITIES](#)

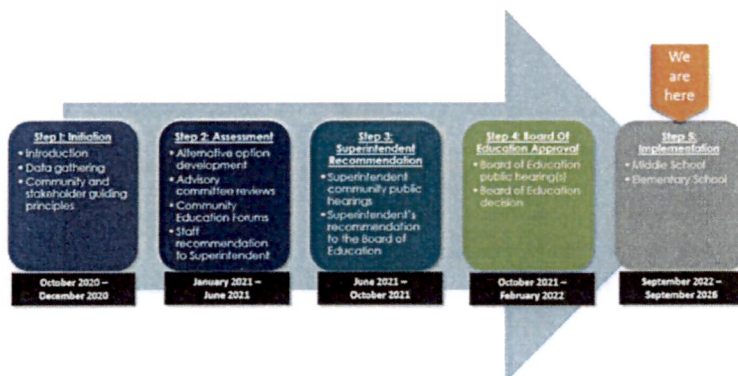
Balancing Enrollment Process

INTRODUCTION

At the Business meeting on February 14, 2022; the Board of Education of Harford County approved a balancing enrollment plan for Harford County Public Schools. The plan consists of 4 major components.

- I: ADDRESS MIDDLE SCHOOL CAPACITY CONCERNS
IMPLEMENTATION 2022/2023 SCHOOL YEAR**
- II: ADDRESS ELEMENTARY SCHOOL CAPACITY CONCERNS
IMPLEMENTATION 2026/2027 SCHOOL YEAR**
- III: PLAN FOR FUTURE GROWTH**
- IV: POLICY / PROCEDURE**

BACKGROUND



Harford County Public Schools (HCPS) has recently seen an increase in enrollment after multiple years of relatively flat enrollment. Much of this growth has been seen in schools located in the Bel Air area; however, it is also expanding into other areas of the County's growth envelope. Harford County has an Adequate Public Facilities Ordinance (APFO); if a

school is at or is projected to reach 110% of the state rated capacity in the next three years, preliminary plans for subdivisions with more than five lots cannot be approved. During the 2019-2020 school year, four (4) elementary schools and one (1) middle school are at, or above, the threshold to trigger APFO restrictions on new development.

The Board of Education (BOE) approved the contract with FLO Analytics at the business meeting held on August 10, 2020, starting the initiation phase (Step 1) of the balancing enrollment process. During the first phase, FLO Analytics collected data and completed a comprehensive review of HCPS' existing facility capacities and enrollments. In January 2021, the assessment phase (Step 2) of the process began. During the assessment phase, phone surveys were conducted by FLO Analytics' subcontractor, Critical Data, to obtain community input on priorities for balancing enrollment. Additionally, an Advisory Team made up of HCPS leadership, parents, and principals was developed to review and refine boundary adjustments. The Advisory Team held two (2) Public Education Forums. On June 23, 2021, the Advisory Team completed their assessment and provided the Superintendent recommendations to balance enrollment with boundary adjustments. This concluded the second phase of the process.

The third phase of the process was the Superintendent's evaluation. Starting in June of 2021, working with Flo Analytics and HCPS staff, the Superintendent evaluated the Advisory Team's recommendations in conjunction with public concerns expressed through public comment at BOE meetings and written communications (e-mail, HCPS web page, etc.). With the goal to impact as few students as possible, the Superintendent developed draft recommendations to balance enrollment and plan for future growth within the County. On September 14, 2021, the Superintendent released draft recommendations to address overcrowding within HCPS. Three (3) virtual, public engagement forums were held. On October 25, 2021, the Superintendent presented the BOE the final recommendation for consideration. The BOE held two public input sessions prior to making the final decision on February 14, 2022.

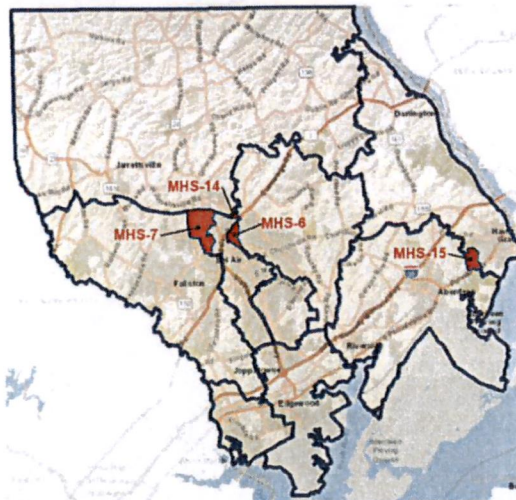
APPROVED BALANCING ENROLLMENT PLAN

I: ADDRESS MIDDLE SCHOOL CAPACITY CONCERNS

IMPLEMENTATION 2022-2023 SCHOOL YEAR

BOUNDARY CHANGES FOR THE 2022-2023 SCHOOL YEAR

Middle and High School attendance area changes will be implemented for the 2022-2023 school year. Please see the approved change area descriptions below. Click [here](#) to see the maps or visit the [Interactive web map](#) to view the approved boundary adjustment for the 2022-2023 school year.



If you have questions about the implementation of the boundary changes, please refer to the [FREQUENTLY ASKED QUESTIONS \(FAQ\) DOCUMENT](#).

Description: Bel Air Middle or High School students residing in Irwin's Choice, Village Green, Kelly Glen neighborhoods will change to Southampton Middle School and C. Milton Wright High School:

[Click here to see Full Map](#)

[Click here to view in the Interactive Web Map](#)

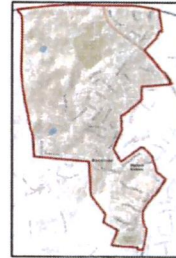


MHS-7

Description: Bel Air Middle or High School students residing in Blakes Legacy, Cedarwood, Harford Estates neighborhoods, includes Bernadette Dr. Further north, Rock Spring Church Rd. to the east of Grafton Shop Rd., Deer Spring, and Rock Spring Rd. across from Deer Spring will change to Fallston Middle or High School

[Click here to see Full Map](#)

[Click here to view in the Interactive Web Map](#)

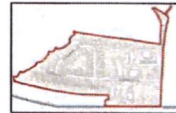


MHS-14

Description: Southampton Middle School or C. Milton Wright High School students residing in Hickory Village Mobile Home Park neighborhood will change to Bel Air Middle or High School.

[Click here to see Full Map](#)

[Click here to view in the Interactive Web Map](#)

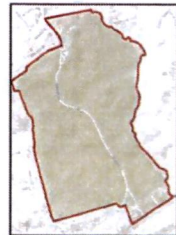


MHS-15

Description: Current area zoned for Havre de Grace Middle / High School on the side of Blenheim Ln. (not yet developed) will change to Aberdeen Middle and High Schools.

[Click here to see Full Map](#)

[Click here to view in the Interactive Web Map](#)



Any parent or guardian of a middle or high school student eligible to remain at the same school under the grandfathering provisions must complete a declaration form mailed to their home or linked below and either submit online or mail to the address below by March 31, 2022. Click [HERE](#) if you are unsure if your student is eligible.

[Access the declaration form through online forms.](#)

Mailing information

Bernard Hennigan
Executive Director
Office of Student Support Services
102 S. Hickory Avenue
Bel Air, Maryland 21014

MINIMIZE IMPACT TO FALLSTON SCHOOLS' CAPACITY

The boundary adjustments being made to the Bel Air attendance area could put Fallston Middle School (FAMS) over capacity. The Advisory Team recommended adjusting the Fallston attendance area to accommodate the incoming students from Bel Air; subsequently moving current Fallston students to adjacent schools.

To minimize the impact on the students in the Fallston attendance area, the approved balancing enrollment plans will keep the current Fallston students at the middle and high school. Initially, portable classrooms will be utilized at the middle school to accommodate the increase in enrollment caused by adjustments to the Bel Air Middle and High Schools' attendance areas. Enrollment at Fallston Middle School will continue to be monitored. If the middle school

reaches 105% capacity, it is recommended the high school capacity be utilized. To keep cohorts together, the Fallston Middle School's 8th grade class would move to Fallston High School. Moving the 8th grade students to the high school would eliminate the need to alter the attendance areas for current Fallston Middle and High School students therefore minimizing the number of students impacted by boundary adjustment.

REQUEST STATE RATED CAPACITY ADJUSTMENTS AT PATTERSON MILL MIDDLE/HIGH SCHOOL

Currently, Patterson Mill Middle/High School has two separate State Rated Capacities (SRC): one for the Middle School (731) and another for the High School (992). The Middle School is at capacity; and projected to increase. The school's administration is utilizing two high school classrooms to accommodate the increase in middle school enrollment.

The approved balancing enrollment plan is to coordinate with Maryland Department of Planning (MDP) to develop a single facility capacity to keep the school under the APF ordinance threshold. Portables will be utilized to accommodate space shortfalls. This recommendation will keep all current students at Patterson Mill Middle/High School.

II: ADDRESS ELEMENTARY SCHOOL CAPACITY CONCERNS

IMPLEMENT 2026-2027 SCHOOL YEAR

BUILD A COMBINED SPECIAL EDUCATION AND ELEMENTARY EDUCATION FACILITY

As part of the balancing enrollment process, HCPS directed Flo Analytics (balancing enrollment consultant) to evaluate the impact of building a new 700 capacity elementary school on the Campus Hills site (Schuck's Road Property) to be occupied in the 2026-2027 school year. As part of that process, Flo Analytics developed a preliminary boundary scenario for the proposed facility. The results show that adding this school would increase the capacity within the County's growth envelope and would help meet the needs related to expansion of Pre-Kindergarten and Special Education programs.

The approved balancing enrollment plans include building a combined special education and elementary education facility. Building a combined special education and elementary school facility would:

- assist with addressing current and future capacity issues within elementary schools.
- keep HCPS in line with the current county administration funding trends of completing one major capital project at a time.
- prevent the current major capital priorities from being deferred.
- not require forward funding; the project would be eligible for State funding.
- provide Harford Academy students direct access to learning opportunities with their typical developing peers.
- potential lab school for current HCPS students aspiring to be teachers.

Implementation of the elementary school boundary adjustments will start the 2026-2027 school year to align with the completion of the new school.

ELEMENTARY SCHOOL BOUNDARY ADJUSTMENT DEFERRED UNTIL 2026 WITH THE OPENING OF THE NEW SCHOOL

In conjunction with the development of the new school attendance area, all Advisory Team's recommended elementary school change areas, will be reassessed, and revised based on updated enrollment data. The resulting change areas will be implemented in coordination with the new school opening, at the start of the 2026-2027 school year.

III: PLAN FOR FUTURE GROWTH

COUNTY PROPERTY ACQUISITION IN HAVRE DE GRACE FOR FUTURE SCHOOL SITE

Due to the significant amount of development planned for the Havre de Grace and Aberdeen area impacting Elementary, Middle, and High School capacities, the BOE is working with the county to identify and obtain property in the Havre de Grace and Aberdeen area for future school site.

ADD CAPACITY TO BEL AIR MIDDLE SCHOOL

Although boundary adjustments will help alleviate some of the capacity concerns, it is anticipated that development and growth will continue in the area. Bel Air Middle School is 60 years old. The school has been identified by facilities staff as having major systemic issues. This school will be added to the major capital project timeline to address the systemic and capacity issues at the school. A feasibility study would be required to determine the best way to address the needs; but it would be either a modernization and addition project, or a full replacement. With the current timeline of one major project at a time, the project could be complete and occupied for the 2030-2031 school year.

IV: POLICY / PROCEDURE

BOUNDARY EXCEPTIONS

Currently, boundary exceptions are granted by a school's principal. The approved balancing enrollment plan designates a threshold for a school's capacity; and once a school reaches that threshold, all boundary exception requests will be reviewed by the Department of Student Services. The Department of Student Services would evaluate the request in conjunction with capacity data of the student's home school attendance area and the school the student has requested to attend.

GRANDFATHERING

Grandfathering will allow some of the existing students to remain at their current schools. When evaluating the students eligible for grandfathering the implementation year and current school capacities were considered. Below outlines the grandfathering recommendations. **All families wanting to take advantage of these provisions must provide their own transportation.**

MIDDLE AND HIGH SCHOOL STUDENT GRANDFATHERING ELIGIBILITY - IMPLEMENTATION 2022-2023 SCHOOL YEAR

- **Students residing in a middle or high school change area:** Students enrolled in Bel Air Middle School, Bel Air High School, Southampton Middle School, or C. Milton Wright High School on the last day of school, June 2022, with an active address within a change area will be eligible to continue at the school they were enrolled in as of June 2022.
- **Middle to high school:** If a student takes advantage of the grandfathering provisions in the middle school, they may continue through the feeder system into the associated high school. (Bel Air Middle School to Bel Air High School or Southampton Middle School to C. Milton Wright High School)
- **Younger siblings:** Students starting 6th grade in September 2022 (2022-23 school year), with an older sibling attending the middle school during the 2021-22 school year and taking advantage of the above secondary grandfathering options to remain at that middle school, will be eligible to attend that same middle school and continue within the same feeder system. A boundary exception application will need to be completed and submitted to the Pupil Personnel Worker for the requested school.

ELEMENTARY SCHOOL STUDENT GRANDFATHERING ELIGIBILITY - IMPLEMENTATION 2026-2027 SCHOOL YEAR

- **Students residing in the new school attendance area:** All elementary students enrolled as of June 2026, with an active address within the new school attendance area will be eligible to continue at the school they were enrolled in as of June 2026.
- **Elementary school change areas for existing schools:** All students enrolled in 4th grade as of June 2026 with an active address within a change area will be eligible to continue at the school they were enrolled in as of June 2026.
- **Younger siblings:** If an older sibling is taking advantage of one of the above elementary school grandfathering options, younger siblings will be eligible to continue at the same school as their older siblings.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution to Review and Approve Criteria used to Characterize Active Status for the Basic Credit**

Date: **2/2/2023**

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 February 6, 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

RESOLUTION NO. 2023-_____

Introduced by _____ Council Member Boyer _____

**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 REVIEW AND APPROVE CRITERIA USED TO
CHARACTERIZE "ACTIVE" STATUS FOR THE BASIC CREDIT
FOR QUALIFYING MEMBERS OF THE SUSQUEHANNA HOSE
COMPANY, HAVRE DE GRACE AMBULANCE CORPS, AND
HAVRE DE GRACE POLICE DEPARTMENT**

WHEREAS, the City Council adopted Ordinance No. 1065 on March 7, 2022 to Repeal and Amend Chapter 177, Article V. Tax Credit for Qualifying First Responders of the Police Department, Susquehanna Hose Company, Inc., and Havre de Grace Ambulance Corps, Inc.; and

WHEREAS, §177-21 Eligibility states, "Revised rosters shall be annually submitted by each organization, removing deceased members or employees from the list where no surviving spouse is eligible for the tax credit, and removing or changing status of members or employees based on eligibility criteria. The criteria by which each respective organization characterizes "active" status qualifying members of the SHCO, HDGAC, and PD for the Basic Credit shall be reviewed and approved annually no later than February 1 of each year by resolution of the City Council."; and

WHEREAS, the organizations have submitted their revised rosters; and

WHEREAS, the basic credit for the Havre de Grace Ambulance Corps and the Susquehanna Hose Company is \$500 and the enhanced credit is an additional \$500, with a maximum credit of \$1,000 that may be earned; and

WHEREAS, the basic credit for the Havre de Grace Police Department is \$1,000; and

WHEREAS, the organizations have submitted the criteria by which they characterize "active" status for the basic credit for qualifying members; and

42 WHEREAS, the criteria is as follows:

43

44 **Criteria for Active Status for Basic Credit**

45

46 Havre de Grace Ambulance Corps and the Susquehanna Hose Company

47 Eligibility is determined by active members having earned the necessary points required for the
48 State of Maryland, Louis L. Goldstein Volunteer Fire, Rescue, and Emergency Medical Services
49 tax modification, which is based on earning the required points in the different LOSAP categories,
50 as follows: training hours, drills attended, meetings attended, collateral/EMS duty hours,
51 responses, and elected officer points (2 points per month); members are required to earn a
52 minimum of 50 points combined in these categories. Points may be earned in all LOSAP
53 categories.

54

55 Life members of the Havre de Grace Ambulance Corps must have 15 years of service to receive
56 the basic tax credit. Life members receiving the lifetime member tax credit as of January 1, 2022
57 (for the 2022 tax liability) will continue to receive the credit as they are grandfathered into the
58 previous legislation.

59

60 Havre de Grace Police Department

61 Eligibility is determined by being an employee of the Havre de Grace Police Department and living
62 in the City of Havre de Grace.

63

64 **Criteria for Active Status for Enhanced Credits**

65

66 The eligibility for the enhanced credit for the Havre de Grace Ambulance Corps and the
67 Susquehanna Hose Company as described in Ordinance No. 1065 is as follows:

68

69 Members of the Havre de Grace Ambulance Corps and the Susquehanna Hose Company, must
70 meet the eligibility requirement for the basic credit or lifetime credit for each respective
71 organization, and who annually meets the following additional service requirements:

72

73 a. On an annual basis, such a member has at least 75 apparatus runs or rides on an actual piece
74 of equipment responding to a dispatch call, whether or not such call is in the home box.

75

76 b. Up to approximately 30% of the rides or runs eligible for enhanced credit (25 rides) may
77 be comprised of duty hours equal to three duty hours per ride or run if the member was on-
78 call and available to respond on any apparatus at the station but no calls were dispatched
79 for that piece of equipment during the on-call time.

80

81 **NOW, THEREFORE**, it is determined, decided, and resolved by the City Council that the criteria
82 for each organization has been reviewed and is 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
91
92

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

93

94 _____
95 Stephen J. Gamatoria
96 Director of Administration

William T. Martin
Mayor

96

97 Introduced: 2/6/2023

98 Passed/Adopted:

99

100 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

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

Date: **1/18/2023**

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 February 6, 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

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 1/17/2023 at 7:00 p.m., and concluded on 1/17/2023 at 7:03 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.

35 **WHEREAS**, the City Code Chapter 25 Boards, Committees and Commissions sets out the
36 establishment of several City commissions and their general duties, powers and structure; and
37

38 **WHEREAS**, the Mayor and City Council have determined that it is in the public interest to have
39 the City boards, committees and commissions appear before Council at a regular City Council
40 meeting at least once each year and report, and
41

42 **WHEREAS**, the Mayor and City Council have found that when City related groups appear at a
43 regular City Council meeting and present their reports or presentations, public awareness of their
44 organization increases; and
45

46 **WHEREAS**, the Mayor and City Council have found that a joint public work session with
47 representatives of all of the boards, commissions and committees is an undue burden on the
48 volunteers serving on the City boards, committees and commissions;
49

50 **NOW THEREFORE**, be it decided, determined and ordained that the City Code Chapter 25
51 Boards, Committees and Commissions be amended as follows:
52

53 **§25-0 Duty to report[/duty to attend work session].**

54 Each board, commission or committee in this chapter by its chairmen or designee shall appear
55 before the Mayor and City Council at a regular City Council meeting at least once each year and
56 report on the board's or commission's or committee's activities, present copies of the prior year's
57 meeting minutes, and account for any funds raised, including funding received from the City, and
58 expenses paid, and any other information requested by the Mayor and City Council related to its
59 operations. **[In addition, each City board or commission or committee by its chairmen or
60 designee shall attend at least one annual joint public work session with the Mayor and City
61 Council along with all of the other City boards, committees or commissions to facilitate the
62 coordination of activities and other goals or concerns of the Mayor and City Council. The
63 Mayor and City Council specifically reserve the right to add any other City-related
64 organization that receives funds from the City, but which are not listed within this chapter
65 or are listed elsewhere in the City Charter or City Code to the list of attendees for the joint
66 public work session in order to facilitate the coordination of activities.]**
67

68 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2023.
69

70 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
71 ____, 2023.
72

73
74 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

75
76
77 _____
78 Stephen J. Gamatoria
79 Director of Administration
80

William T. Martin
Mayor

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

Second Reading

CITY COUNCIL

READ FILE COVER SHEET

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

(Second Reading)

Date: **1/18/2023**

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 February 6, 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

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 1/17/2023 at 7:03 p.m., and concluded on 1/17/2023 at 7:23 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
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114

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

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

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

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of _____, 2023.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____, 2023.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Stephen J. Gamatoria
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 1/3/2023
Public Hearing: 1/17/2023
Second Reading/Adopted:

Effective Date:

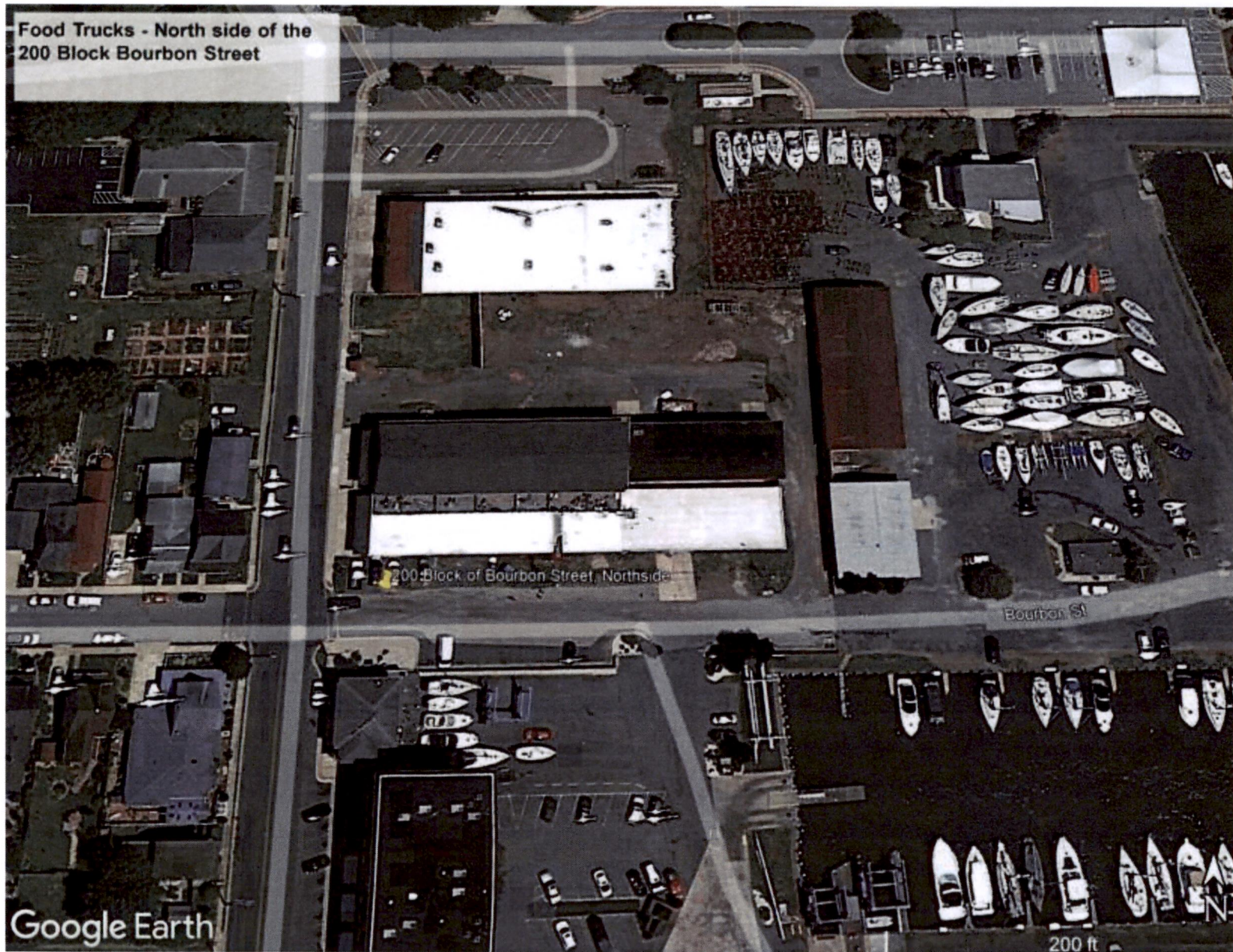
Legislative History

Ordinance No. 1090, As Amended, enacted 12/6/2022
Ordinance No. 1039 As Amended, enacted 8/17/2020
Ordinance No. 987, enacted 3/20/2017
Ordinance No. 732, enacted 6/5/1989
Ordinance No. 604, enacted 1/5/1981
Ordinance No. 506, enacted 7/6/1959
Ordinance No. 463, enacted 4/19/1948
Ordinance No. 408, enacted 3/2/1936
Ordinance No. 270
Ordinance No. 188 enacted 12/18/1905

Exhibit A







CITY COUNCIL

READ FILE COVER SHEET

Subject: **Motion to take a Position on Legislation**
SB 287 State Board of Elections - Municipal Elections
Publication of Results on Website

Date: **2/1/2023**

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 February 6, 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

SENATE BILL 287

G1, L3

3lr2225
CF 3lr1773

By: **Senator Gallion**

Introduced and read first time: January 27, 2023

Assigned to: Education, Energy, and the Environment

A BILL ENTITLED

1 AN ACT concerning

2 **State Board of Elections – Municipal Elections – Publication of Results on**
3 **Website**

4 FOR the purpose of requiring the State Board of Elections to maintain a portal on its
5 website through which municipalities submit election results; requiring the State
6 Board to publish municipal election results on its website; and generally relating to
7 the publication of municipal election results by the State Board of Elections.

8 BY adding to
9 Article – Local Government
10 Section 4–108.5
11 Annotated Code of Maryland
12 (2013 Volume and 2022 Supplement)

13 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
14 That the Laws of Maryland read as follows:

15 **Article – Local Government**

16 **4–108.5.**

17 **(A) IN THIS SECTION, “STATE BOARD” MEANS THE STATE BOARD OF**
18 **ELECTIONS.**

19 **(B) THE STATE BOARD SHALL:**

20 **(1) ESTABLISH AND MAINTAIN AN ELECTRONIC PORTAL ON THE**
21 **STATE BOARD’S WEBSITE THROUGH WHICH MUNICIPALITIES SUBMIT ELECTION**
22 **RESULTS; AND**

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 **(2) IMMEDIATELY AFTER A MUNICIPALITY SUBMITS ITS ELECTION**
2 **RESULTS, PUBLISH THE ELECTION RESULTS ON THE STATE BOARD'S WEBSITE.**

3 **(C) WITHIN 30 DAYS AFTER A MUNICIPAL ELECTION IS HELD, THE**
4 **MUNICIPALITY SHALL SUBMIT TO THE STATE BOARD ELECTION RESULTS FOR EACH**
5 **OFFICE OR QUESTION VOTED ON AT THE ELECTION, INCLUDING:**

6 **(1) VOTE TOTALS FOR EACH OFFICE OR QUESTION REPORTED**
7 **SEPARATELY BY EACH OF THE FOLLOWING VOTING METHODS, IF APPLICABLE:**

8 **(I) IN-PERSON EARLY VOTING;**

9 **(II) MAIL-IN VOTING OR VOTE-BY-MAIL;**

10 **(III) PROVISIONAL VOTING; AND**

11 **(IV) IN-PERSON ELECTION DAY VOTING; AND**

12 **(2) IF THE MUNICIPALITY CONDUCTS PARTISAN ELECTIONS, THE**
13 **PARTY AFFILIATION OF EACH CANDIDATE.**

14 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
15 October 1, 2023.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Budget Amendment 2023-10: Acquire an Edson Pump Out System**

Date: **1/27/2023**

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 February 6, 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: 1/20/2023
RE: Proposed Budget Amendment 2023-10

As noted in the attached memorandum, the Marina Manager has obtained a DNR Award to replace the pump out system at the Marina.

As noted by the Manager, the current pump out system is both old, expensive to maintain and marginally functional. Further, the DNR has agreed to fully fund the replacement.

I am therefore requesting that expenditure account #08-1839-6501 "Marina Capital Projects" be increased by \$14,700. To fund this increase, I am requesting revenue account #08-0809-48-63 "DNR Grants" be increased by the same \$14,700.

Please contact George DeHORITY or Marina Manager Steve Young if you have any questions or require additional information regarding this budget amendment request.

City Council,

I would like to create a budget amendment for the replacement of the Marina's pump out system. The current system is more than 13 years old and doesn't even operate at "marginal" capacity. The Marina staff continues to maintain the unit (rebuilding and repairing as necessary); however the unit routinely requires maintenance for loss of prime, as well as not having the ability to service port a pots.

The replacement system will be located at the same site (on the bulkhead in front of the marina) and will discharge to the existing sanitary system connection. There is no suction piping required, as the pump will be located at the point of pump-out.

We have secured a MD DNR Grant to replace the system. The estimated cost is \$14,675.88.



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary

December 7, 2022

Mr. Steve Young
City of Havre de Grace Yacht Basin
711 Pennington Avenue
Havre de Grace, MD 21078

Dear Mr. Young,

Thank you for submitting an application to install a pumpout at the City of Havre de Grace Yacht Basin. I am happy to approve the application, and award the City of Havre de Grace Yacht Basin \$14,675.88 towards the purchase of an Edson #28631 as requested in your proposal and application:

The marina will be eligible for reimbursement by submitting paid invoices and proof of payments (e.g. copy of canceled checks or credit card statements) to the Maryland Department of Natural Resources.

Please notify me when the project is complete to schedule a final inspection. In the meantime, attached is a blank invoice form to use for the marina's reimbursements. You may submit for a partial reimbursement(s), however, the final invoice or 25% of the total project cost, will be reimbursable only after an inspection has been conducted.

As outlined in the terms and conditions, the applicant agrees to charge no more than \$5.00 per pumpout; maintain the pumpout in operating condition for a minimum of ten years; make the pumpout available to the general public during reasonable hours; and notify the Maryland Department of Natural Resources when the pumpout is out of service.

Thank you for providing pumpout service to boaters and for ensuring that your pumpout facilities are properly maintained. I can be reached at 410.260.8772 or celeste.anderson@maryland.gov if you have any questions.

Sincerely,

Celeste Anderson

Celeste Anderson
Chesapeake and Coastal Service

BUDGET AMENDMENT

January 20, 2023

Amendment # 2023-10

SOURCE OF FUNDS

Account Number	Account Title	Amount
	Marina Fund 8	
08-1809-48-63	DNR Grant	\$14,700.00
Total Sources		\$14,700.00

USE OF FUNDS

Account Number	Account Title	Amount
	Marina Fund 8	
08-1839-6501	Edson Pump Out System	\$14,700.00
Total Uses		\$14,700.00

REASON FOR ADJUSTMENT

To acquire an Edson Pump Out System

AUTHORITY

City Council on 2/6/23.

APPROVAL

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

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Mardi Gras Parade**

February 21, 2023

Date: **1/27/2023**

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 February 6, 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 1/17/23
Tracking # 1011-19-0010

EVENT NAME: Mardi Gras Parade

Sponsor Organization: Historic Preservation Commission

Business Address: 711 Pennington Avenue, Havre de Grace MD 21078

On-Site Contact Person: Bambi Johnson

Contact Information Phone: _____ Email: bambij@havredegracemd.com

Back-Up On-Site Contact Person: Barbara Hartzell

Contact Information Phone: _____ Email: babarah@havredegracemd.com

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:

- 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: 2/21/23 Begin Time: 4:30 PM

Event Starts Date: 2/21/23 Time: 6:00 PM

Event Ends Date: 2/21/23 Time: 7:00 PM

Breakdown Date: 2/21/23 End Time: 7:30 PM

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

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 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)

Parade Route: Bourbon St behind STAR Centre to LEFT on Washington and onto St. John. End at American Legion.

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

Anticipated Attendance: 3000

Admission Fee (if any): 0

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.

- Street closures and no parking on parade route 4:30-7:30 PM.
- Need police officers at Union Avenue & Bourbon Street to cross parade over Union Avenue.
- Police officers at intersecting streets during parade.

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:

Requesting additional trash cans 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: Lt. Everett Humphrey Badge # 7690

Date Contacted: 1/17/23

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.

First aid kit at STAR Centre (starting point of parade). Susquehanna Hose Co/EMS made aware of the event in case of an emergency.



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: Mardi Gras Parade

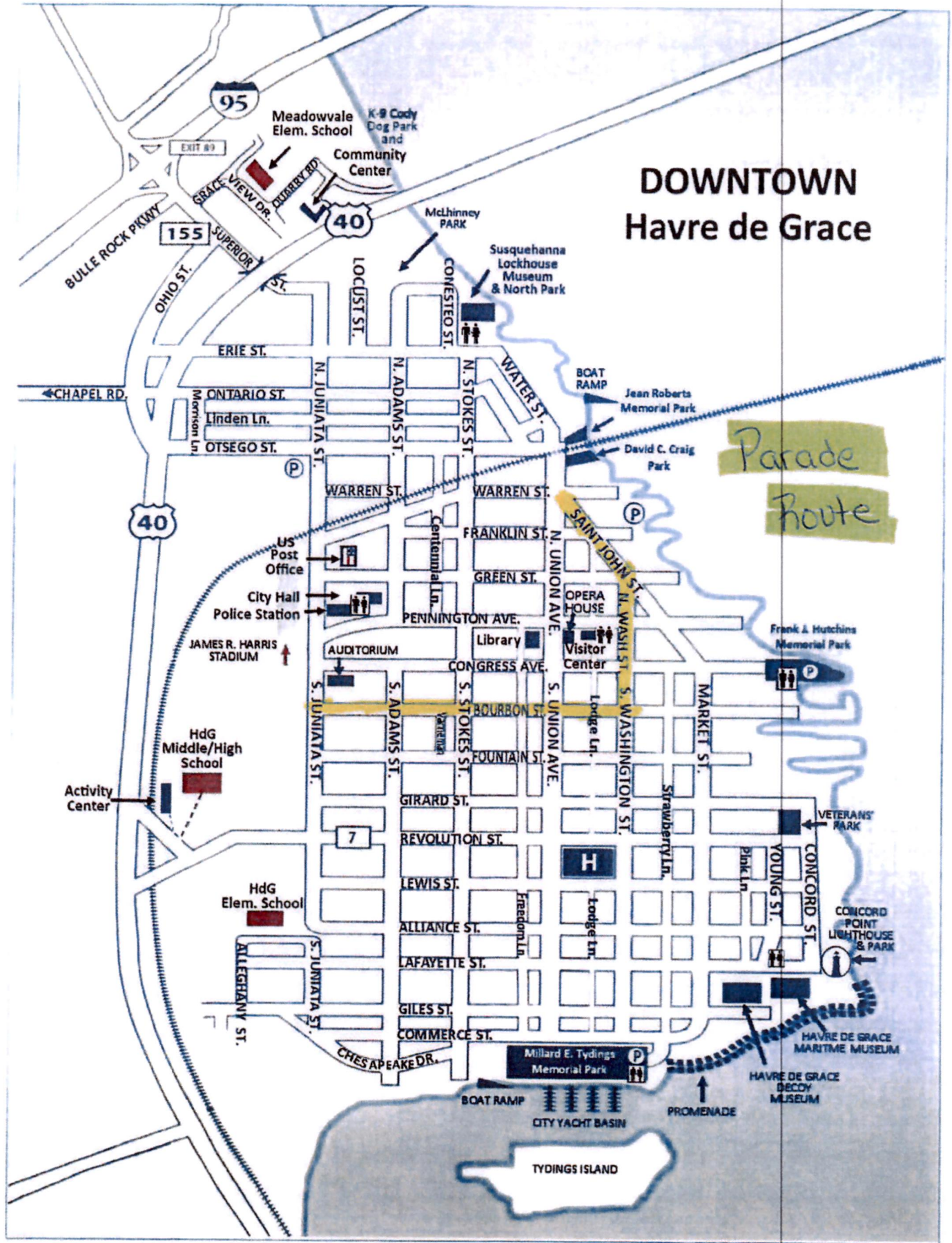
Print Name of Event Sponsor Kathy Lee

Title Vice Chair

Phone _____ Email _____

Signature Kathy Lee Date 1/17/23

Received by  Date 1/17/23
City Official



DOWNTOWN Havre de Grace

Parade
Route

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Annual Easter Egg Hunt**

April 8, 2023

Date: **1/26/2023**

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 February 6, 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 1/13/23
Tracking # 1011-19-0011

EVENT NAME: Havre de Grace Recreation Committee Annual Easter Egg Hunt

Sponsor Organization: Havre de Grace Recreation Committee

Business Address: 351 Lewis Lane, Havre de Grace, MD 21078

On-Site Contact Person: Lewis Fillinger

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Jim Nemeth

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 # 52-1224397 (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:

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

Easter Egg Hunt

* 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: 8 April 2023 Begin Time: 0800 AM
 Event Starts Date: 8 April 2023 Time: 12:00 noon
 Event Ends Date: 8 April 2023 Time: 12:05 PM
 Breakdown Date: 8 April 2023 End Time: 1:00 PM
 Rain Date Date: N/A

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 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.)

Anticipated Attendance: 250

Admission Fee (if any): -0-

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:

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:

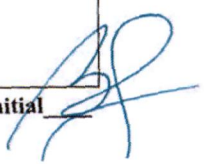
Yes No Will there be raffles, 50/50 or other gambling games?

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.

HdG Police will have a "on duty" officers present for the event.



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 Recreation Committee Annual Easter Egg Hunt

Print Name of Event Sponsor Havre de Grace Recreation Committee

Title Lewis Fillinger (President)

Phone _____ Email _____

Signature Lewis A Fillinger Date 13 Jan 2023

Received by [Signature] Date 1/13/23
City Official Date

SPECIAL EVENTS WORK SHEET

	Event:	Annual Easter Egg Hunt	1011190011			
	Dates:	4/8/23				
	Time of set up:	8:00 AM				
	Take down time:	12:05 - 1:00 pm				
	Time of actual event:	12:00 to 12:05 pm				
	Location:	Concord Point Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						
	This event will be handled by patrol units on duty. Revised 01/17/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	1	0	\$60.00	1	\$60.00
Notes	Bathrooms restocked and cleaned prior to and following event. Unlock electric panel. Completed: 01/17/23					
	1	1	0	\$60.00	1	\$60.00
Grand Total						
REVISION 1/10/2020	*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 – Pyrex & Vintage Fest**

April 29, 2023

Date: **1/26/2023**

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 February 6, 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 1-20-23
Tracking # 1011140025

EVENT APPLICATION CHECKLIST

EVENT NAME: Pyrex & Vintage Fest

Sponsor Organization: Havre de Grace Alliance

Business Address: 137 N Washington Street

On-Site Contact Person: Jolene Forrester

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Luke Forrester

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 # 47-5585317 (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 | Vintage Shopping Event |
| <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>4/29/2023</u>	Begin Time: <u>7:00am</u>
Event Starts	Date: <u>4/29/2023</u>	Time: <u>9:00am</u>
Event Ends	Date: <u>4/29/2023</u>	Time: <u>4:00pm</u>
Breakdown	Date: <u>4/29/2023</u>	End Time: <u>5:00pm</u>

Rain Date Date: N/A Is timeframe the same? Yes No
If no, include new times: _____

Location: (see attached map)

- | | |
|--|---|
| <input type="checkbox"/> Millard E. Tydings Memorial Park
(352 Commerce Street) | <input type="checkbox"/> Community Pavilion at
Frank J. Hutchins Memorial Park (100 Congress Avenue) |
| <input type="checkbox"/> Concord Point Park (701 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) |

Pennington Avenue between Lodge Lane and N. Washington and Saint John Street.

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

Anticipated Attendance: 1200

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.

Street closure on the 2 blocks of Pennington Ave on both sides of N. Washington St. up to Lodge Lane. Closure from 7:00am to 5:00pm

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:

2 Trash Containers

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.

N/A

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: CAPTAIN JOHN KRASS Badge # 7761

Date Contacted: 1/18/23

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.

JoRetro has a first aid kit

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.

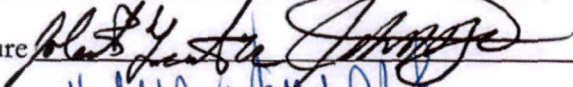
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

Event Name: Pyrex & Vintage Fest

Print Name of Event Sponsor Jolene Forrester/ Johnny Boker

Title Owner JoRetro/ President of HdG Alliance

Phone _____ Email _____

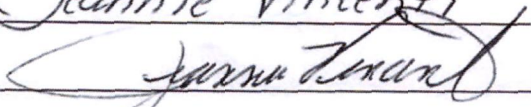
Signature  Date _____

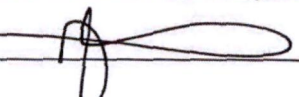
Received by  City Official _____ Date 1-23-23

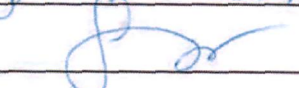
Pyrex & Vintage Fest April 29, 2023
Sponsored by Havre de Grace Alliance, Inc and cohost JoRetro

I understand and approve that PENNINGTON AVE. next to my business can be closed to traffic and parking on Saturday, April 29 from 7:00 am to 5:00 pm. I have been offered a Vendor space to participate in the Fest at no charge.

Business Owner Approval:

Business: Vintage Decay
Name: Jeannie Vincenti
Signature:  Date: 1/13/23

Business: THE VINEYARD WINE BAR
Name: JOE GERTON
Signature:  Date: 1/13/2023

Business: Fossil
Name: Jimmy Ben
Signature:  Date: 1/14/2023

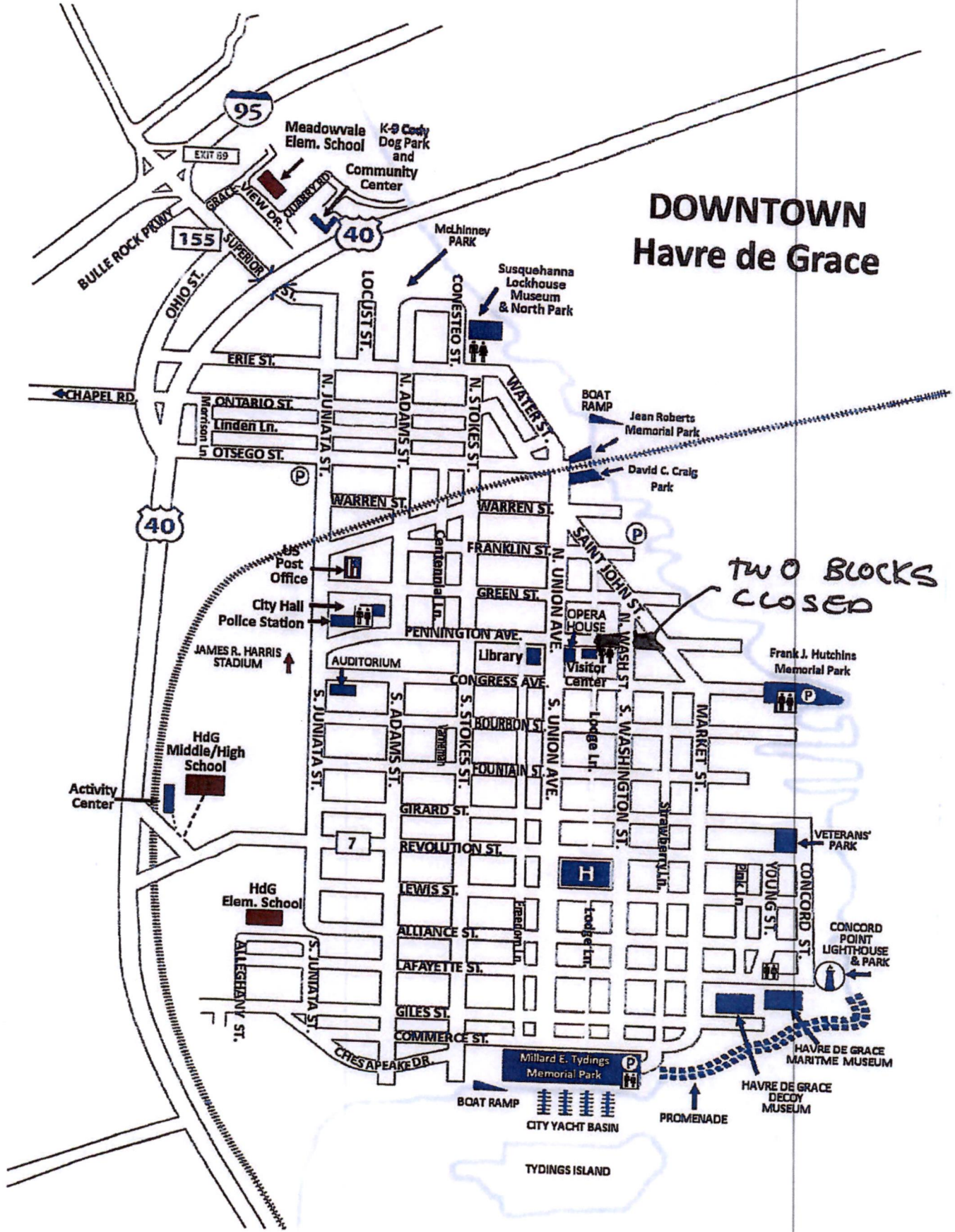
Business: River Dental
Name: Shannon Norris
Signature: Shannon Norris Date: 1/10/23

Business: _____
Name: _____
Signature: _____ Date: _____

Business: _____
Name: _____
Signature: _____ Date: _____

DOWNTOWN Havre de Grace

*TWO BLOCKS
CLOSED*



Pyrex & Vintage Fest 2023
Saturday,
April 29 & September 16

Sponsored by Havre de Grace Alliance, Inc.
Host JoRetro Vintage Market

This will be our seventh year hosting the event with the Alliance.
The Fest attracts Vendors and Collectors from several states and is a fun shopping day for all that attend.

We estimated over 1500 people attended the Fest last September, and that number increases each year.
Many merchants and restaurant owners mention having additional visitors to their businesses during the previous events. The Antique Malls especially show an increase in traffic and sales during the weekend of the festival.

The Havre de Grace Alliance has been a wonderful partner helping us to promote and grow the event. Vendor fees from the festival total over two thousand dollars, benefiting local merchants through the non-profit organization.

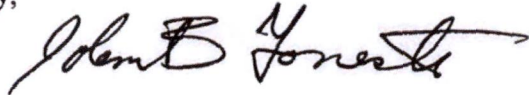
The event brings many first-time visitors to our town who share stories on social media.
These posts help promote all the positive reasons to visit, stay, shop and dine in Havre de Grace.

The Havre de Grace Alliance and JoRetro are requesting two road closures on Pennington Avenue. The first between Lodge Lane and N. Washington Street and the second N. Washington Street and St. John Street. This would allow for approximately 50 vendors. This has been our previous footprint for the event

The street would be closed from 7:00 am to 5:00 pm on Saturday, April 29 and September 16.

Thank you for considering our request.

Sincerely,



Jolene B. Forrester
JoRetro Vintage Market
137 N. Washington Street
Havre de Grace, MD 21078
301-980-4881



↑ ONLY SIGNS USED DAY OF FEST ONLY
AT INTERSECTIONS

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 20 2016**

HAVRE DE GRACE ALLIANCE, INC.
C/O MARYLAND NONPROFITS
PADRAIC MCSHERRY MORTON, ESQUIRE
1500 UNION AVENUE, SUITE 2500
BALTIMORE, MD 21211

Employer Identification Number:
47-5585317

DLN:
17053110353046

Contact Person:
MIKE M KERR

Contact Telephone Number:
(877) 829-5500

ID# 31611

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
November 13, 2015

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "43201-80" in the search bar to view Publication 4320-01, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

SPECIAL EVENTS WORK SHEET

SPECIAL EVENTS WORK SHEET						
	Event:	Pyrex & Vintage Fest			Tracking ID: 1011190025	
	Dates:	4/29/23				
	Time of set up:	7:00 AM				
	Take down time:	4-5:00:00 PM				
	Time of actual event:	9 am - 4 pm				
	Location:	Pennington Avenue between Lodge Lane and N. Washington and St. John Street				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						
	This event will be handled by patrol units on duty. Updated: 01/23/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	6		\$61.62	6	\$369.72
Notes	Services provided include: prepping/posting signs, delivering cones, barricades and 2 extra trash and recycling barrels. Bathrooms - cleaned and stocked throughout event. Completed: 01/26/23					
	3	6	0	\$61.62	6	\$369.72
Grand Total						
REVISION 1/10/2020	*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 – First Fridays 2023**

5/5, 6/2, 7/7, 8/4, 9/1, 10/6

Date: **1/27/2023**

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 February 6, 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 1/10/23
Tracking # 1011-19-0004

EVENT NAME: First Friday May through October

Sponsor Organization: City of Havre de Grace

Business Address: 711 Pennington Ave 21078

On-Site Contact Person: Lauri Orzewicz

Contact Information Phone: _____ Email: LauriO@havredegracemd.com

Back-Up On-Site Contact Person: _____

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:

- 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: _____

Begin Time: 2:30pm

Event Starts Date: _____

Time: 5:00pm

Event Ends Date: _____

Time: 9:30pm

Breakdown Date: _____

End Time: 10:00pm

Rain Date Date: NO

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 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)

Downtown HdG, see map

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

Anticipated Attendance: 5000

Admission Fee (if any): no

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).

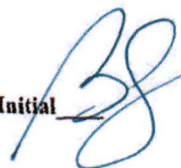
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- 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:

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.

Beer garden fencing is required for any cafe seating, it is the reponsibility of the restaurant to man the garden and check IDs
Sample tasting of alcohol will be given at some of the vendor loactions...customs must stand at the vendor location when tasting.

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: Chief Walter Badge # 720

Date Contacted: 1-10-23

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://hartfordsheriff.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.

EMT's set up on site...when they are not available we have a fire station within blocks of the event

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: First Friday May through October

Print Name of Event Sponsor City of Havre de Grace

Title Lauri Orzewicz, Tourism Manager

Phone _____

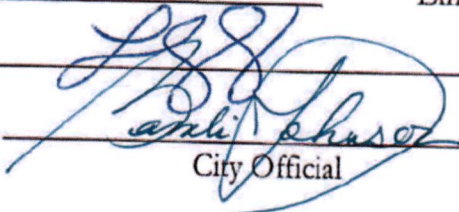
Email LauriO@havredegracemd.com

Signature _____

Date

1-10-23

Received by _____


City Official

1/10/23

Date

Dates for First Fridays

Streets closed from 2:30pm- 10pm

May 5

June 2

July 7

Aug. 4

Sept. 1

Oct. 6

Closed streets

St. John- from Franklin to Pennington

Washington- from Congress to Green.

Green- need first 4 spaces off Washington coned off.

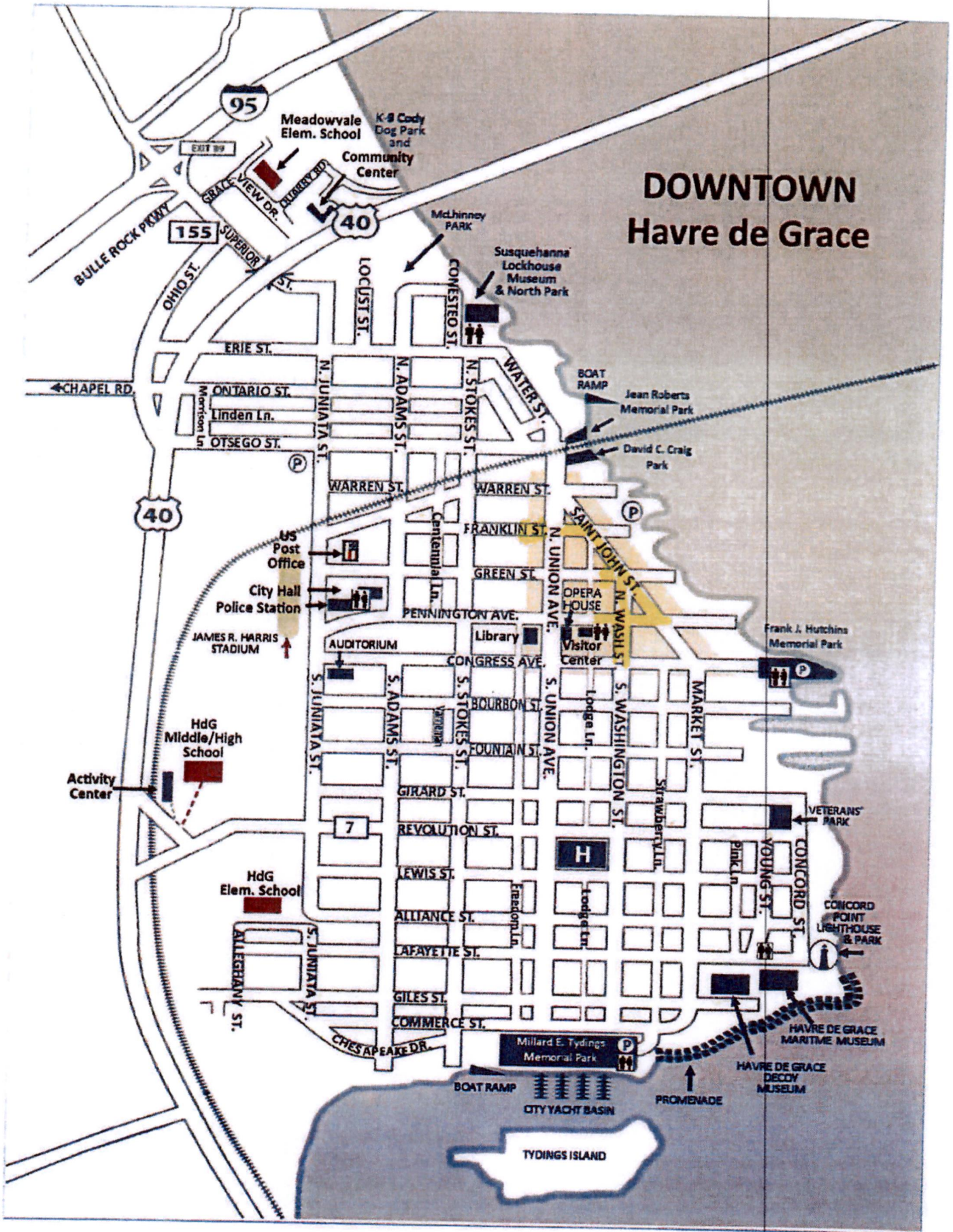
Franklin St- from St. John to Union **and** spaces on side of Creole up to their parking lot

Pennington- from Lodge Lane to St. John

Handicap Parking on Pennington on any spaces from Lodge Lane to Union that are not designated for Fire Co

Barricades at Congress and St. John

Please put date at top of No Parking signs



SPECIAL EVENTS WORK SHEET

	Event:	First Friday			Tracking ID 1011190004	
	Dates:	5/5, 6/2, 7/7, 8/4, 9/1, 10/6				
	Time of set up:	2:30 pm street closure / 3:30 pm set up for vendors				
	Take down time:	9:30 pm - 10:00 pm				
	Time of actual event:	5:00pm to 9:30pm				
	Location:	See Map with Application				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	6	288		\$115.00		\$33,120.00
Notes						
	Completed 01/11/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	4	96	168	\$61.62	264	\$21,443.76
Notes	6 events. Service includes prepping and posting 95 No Parking Signs, cones, barricades, place additional barrels for trash/recycling, set-up kid games, clean/stock public restrooms, provide support throughout event as needed, etc. Clean-up at event end. Completed: 01/27/2023					
Grand Total						

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Pride of Baltimore II Visit**

June 2-4, 2023

Date: **1/27/2023**

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 February 6, 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 1-24-23
Tracking # 1011 21 0006

EVENT NAME: PRIDE OF BALTIMORE II Visit

Sponsor Organization: Pride of Baltimore, Inc.

Business Address: Mailing: 841 E. Fort Ave. #352, Baltimore, MD 21230

On-Site Contact Person: Captain Jan Miles or Captain Jeff Crosby

Contact Information Phone: _____

Email: _____

Back-Up On-Site Contact Person: Senior Mate Shevawn Innes

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 # 52-1189136 (attach non-profit status documentation to application)

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

Tall ship visit in partnership w/NPS/Star-Spangled Banner National Historic Trail & Lower Susquehanna Heritage Greenway

Event Category:

Athletic/Recreation

Concert/Performance

Other (explain)

Festival

Carnival

Tall ship visit

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: June 1, 2023, arrival

Begin Time: Arrival time TBD

Event Starts Date: June 2, 2023

Time: _____

Event Ends Date: June 4, 2023

Time: _____

Breakdown Date: June 5, 2023, departure

End Time: Morning departure

Rain Date Date: _____

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

Millard E. Tydings Memorial Park
(352 Commerce Street)

Community Pavilion at
Frank J. Hutchins Memorial Park (100 Congress Avenue)

Concord Point Park (701 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)

Dock at park

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

Anticipated Attendance: 600/day

Admission Fee (if any): free

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. **See attachment**

- Other:** Please explain:

Water Supply Needed: 3/4" hookup for garden hose to provide water to ship

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.

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: PRIDE OF BALTIMORE II Visit

Print Name of Event Sponsor Erica Denner, Pride of Baltimore, Inc.

Title Assistant Director

Phone _____ Email _____

Signature *Erica Denner* Date January 24, 2023

Received by *Kiley Ernest* Date 1-24-23
City Official



PRIDOFB-01

RROBINSON

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
1/24/2023

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Allen Insurance and Financial 34 Elm Street Camden, ME 04843	CONTACT NAME: PHONE (A/C, No, Ext): (800) 439-4311 E-MAIL ADDRESS: info@allenif.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Pride of Baltimore Inc 841 E Fort Ave #352 Baltimore, MD 21230	INSURER A : Safe Harbor Pollution Ins	NAIC # 40045
	INSURER B : StarNet	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			V-17300-22	7/2/2022	7/2/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pollution						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PRODUCTS - COMP/OP AGG \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y <input type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				COMBINED SINGLE LIMIT (Ea accident) \$
B	Commercial Hull		X	CHA0351702-22	8/9/2022	8/9/2023	BODILY INJURY (Per person) \$
							Protection & Indemnity
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is an additional insured June 1-5, 2023

CERTIFICATE HOLDER**CANCELLATION**

City of Havre de Grace
 711 Pennington Avenue
 Havre De Grace, MD 21078

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]



OGDEN UT 84201-0038

In reply refer to: 0441728362
Mar. 12, 2010 LTR 4168C EO
52-1189136 000000 00
00030719
BODC: TE

PRIDE OF BALTIMORE INC
% PAULA J BELLETIERE
1801 S CLINTON ST STE 250
BALTIMORE MD 21224

.8891

Employer Identification Number: 52-1189136
Person to Contact: Ms. Hunt
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 03, 2010, request for information regarding your tax-exempt status.

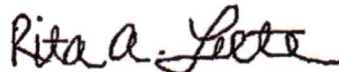
Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1981.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

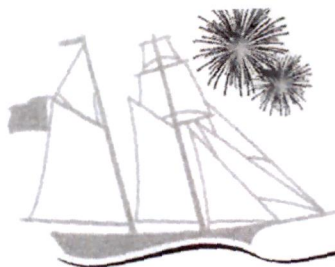
Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Rita A. Leete
Accounts Management II



PRIDE OF BALTIMORE, INC.
America's Star-Spangled Ambassador

Pride of Baltimore II Specifications

Flag:	USA
Rig:	Square Topsail Schooner
Home Port:	Baltimore, Maryland
Normal Cruising Waters:	East and Gulf Coasts, Canada, Great Lakes and Europe
Sparred Length:	157'
LOA:	105'
LOD:	100'
LWL:	91'
Draft:	12' 6"
Beam:	26' 4"
Rig Height:	107'
Deck Freeboard:	4' 4"
Sail Area:	9,018 Square Feet
Tons:	97 GRT
Power:	2 x 160 hp Caterpillar diesel engines
Hull:	Wood
Gangway Dimensions:	10' 1 x 28" w, set perpendicular to ship at "mid-ships" location
Gangway Height Above Water:	6' (freeboard of attachment point of gangway to ship)

Pride of Baltimore II

Pride of Baltimore II is a topsail schooner built to the lines of an 1812-era Baltimore Clipper. Operated by Pride of Baltimore, Inc., a 501(c)(3) nonprofit, her mission is threefold: to promote historical maritime education, foster economic development and tourism, and represent the people of Baltimore and Maryland in every port she visits. She is available for dockside receptions and sailing charters and offers deck tours and public day sails. She accommodates up to six paying guest crew between ports of call. *Pride of Baltimore II* maintains an international sailing schedule. She is commanded by two professional captains and sailed with a crew of eleven. Crew positions are open to qualified male and female sailors.

Who Sails: Minimum professional crew age is 18; overnight guest crew minimum age is 15. Day sail minors must be accompanied by an adult and supervised one-on-one. There is no maximum age limit.

Program Type: U.S. historical education; charters; day sails; team building; and overnight guest crew
Season: Spring, Summer, Fall (occasionally year-round)

Designer: Thomas C. Gillmer **Built:** 1986-1988; Baltimore, Maryland **Builder:** G. Peter Boudreau

Coast Guard Certification: U.S. Coast Guard Small Passenger Vessel (Subchapter T)

Crew: 12 Professionals: 6 paying guest crew for overnight sails; 32 day sail guests; 100 guests dockside

Contact: Erica Denner, Assistant Director, Pride of Baltimore, Inc., erica@pride2.org

Phone: 410.539.1151 **Fax:** 443.377.3897 **E-Mail:** pride2@pride2.org **Web Site:** www.pride2.org



www.facebook.com/pridell/



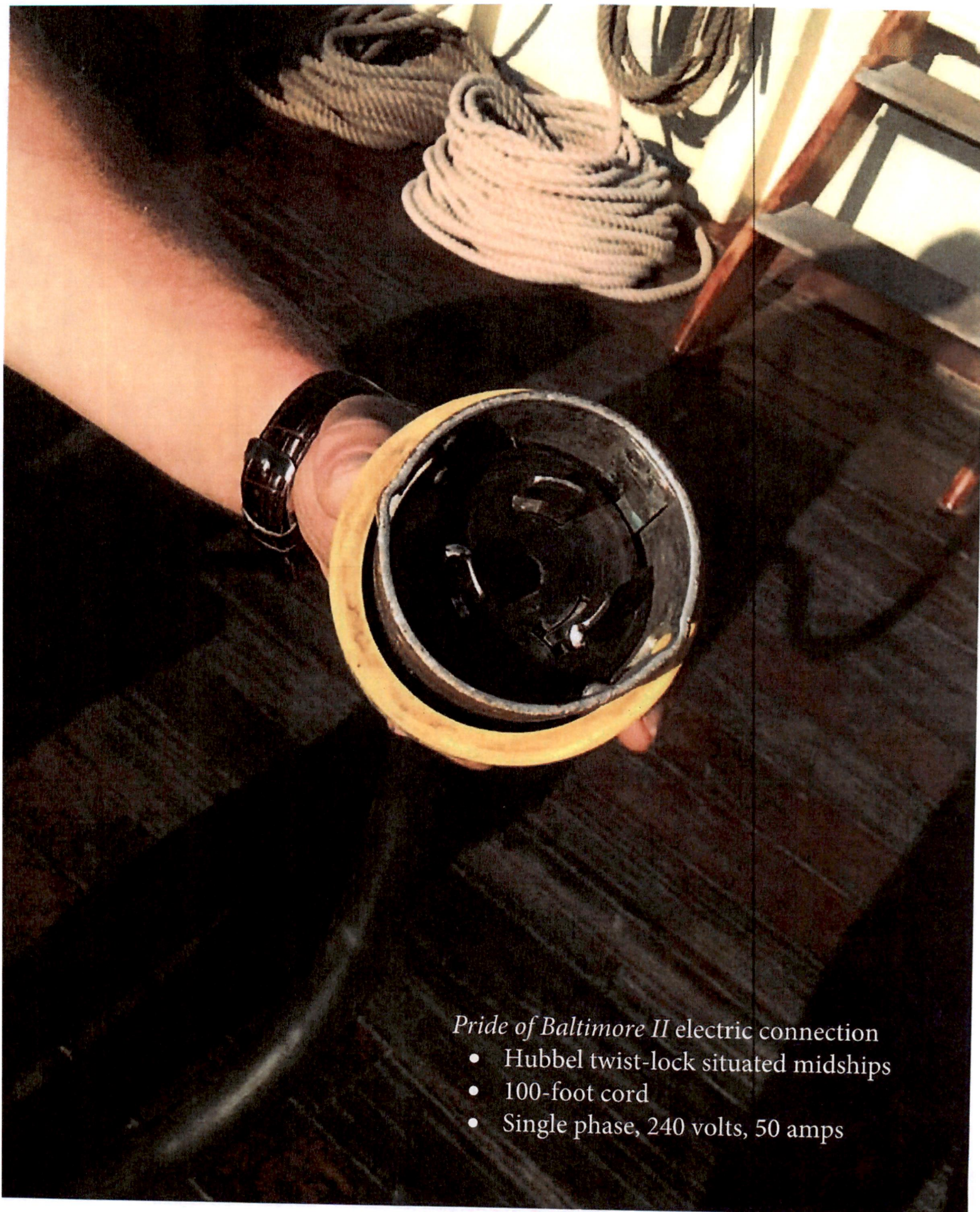
twitter.com/prideofbalt



www.youtube.com/user/PRIDEOFBALTIMOREII



www.instagram.com/prideofbaltimore/



Pride of Baltimore II electric connection

- Hubbel twist-lock situated midships
- 100-foot cord
- Single phase, 240 volts, 50 amps

SPECIAL EVENTS WORK SHEET

	Event: Pride of Baltimore II Visit	Tracking ID: 1011 21 0006				
	Dates: 6/1-5/2023					
	Time of set up: 6/1 - Arrival time TBD					
	Take down time: 6/5- Morning Departure					
	Time of actual event: 6/2-6/4					
	Location: Hutchins Park Dock					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						
	This event will be handled by partol units on duty. Completed 01/27/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	10	2	\$61.62	12	\$801.06
Notes	5 days on-site = Clean and stock bathrooms, provide access to water and electricity. Regular weekend trash removal from existing trash/recycling containers will be handled as usual. Applicant is not requesting any further resources from DPW. Completed: 01/27/2023					
	2	10	2	\$61.62	12	\$801.06
Grand Total						
REVISION 1/10/2020	*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 – Arts, Wine, Jazz & Soul Festival**

August 12, 2023

Date: **1/26/2023**

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 February 6, 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 1-23-23
Tracking # 1011 19 0043

EVENT NAME: The Arts, Wine, Jazz & Soul Festival

Sponsor Organization: The Havre de Grace Colored School Museum and Cultural Center, Inc.

Business Address: 555 Alliance Street, Havre de Grace, MD 21078

On-Site Contact Person: Patricia Cole

Contact Information Phone: _____ Email: hdgcoloredschool@gmail.com

Back-Up On-Site Contact Person: Turshandah Cole

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 # 84-2019323 (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 type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | |
| <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: 8/11/2023 Begin Time: 10pm

Event Starts Date: 8/12/2023 Time: 11am

Event Ends Date: 8/12/2023 Time: 7pm

Breakdown Date: 8/12/2023 End Time: 9pm

Rain Date Date: N/A Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- | | |
|--|---|
| <input type="checkbox"/> Millard E. Tydings Memorial Park
(352 Commerce Street) | <input type="checkbox"/> Community Pavilion at
Frank J. Hutchins Memorial Park (100 Congress Avenue) |
| <input checked="" type="checkbox"/> Concord Point Park (701 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 type="checkbox"/> Other location (explain) |

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

Anticipated Attendance: 2,000

Admission Fee (if any): \$25 - \$85

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.

See attached	
--------------	--

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:

--	--

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.

All attendees will be screened at the entry point. Individuals will receive armbands to indicate those who are authorized to enter and participate in the wine/spirits sampling. Paid security guards and volunteers will be provided.

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: Capt. John Krass Badge # 7761

Date Contacted: ~~1-6-2022~~ 1-6-2023

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.

A first aid station and a medical professional will be designated inside the perimeter at the front entrance.

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: Arts, Wine, Jazz & Soul Festival

Print Name of Event Sponsor Patricia D. Cole

Title President

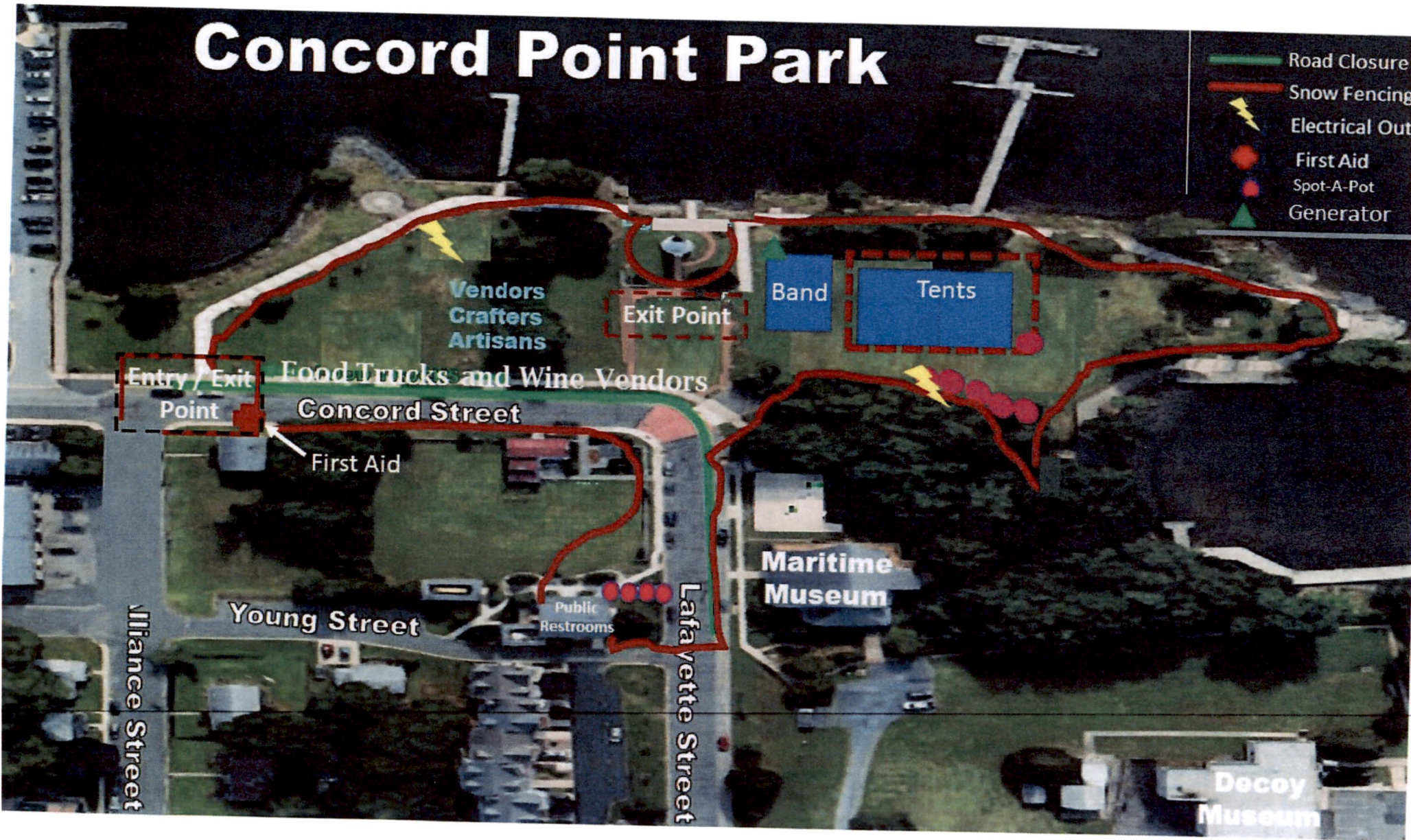
Phone _____ Email hdgcoloredschool@gmail.com

Signature Patricia Cole Date 1/23/2023

Received by Kiley Ernest Date 1-23-2023
City Official

Concord Point Park

- Road Closure
- Snow Fencing
- ⚡ Electrical Out
- First Aid
- Spot-A-Pot
- ▲ Generator





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/23/2023

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Lassen, Marine & Webster, Inc. PO Box 70 Churchville MD 21028		CONTACT NAME: Paul Hoffman PHONE (A/C, No, Ext): (410) 838-2277 E-MAIL ADDRESS: phoffman@lmwins.com FAX (A/C, No): (410) 836-2754	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Brethren Mutual Ins. Co.	NAIC # 13501
INSURED		INSURER B:	
HAVRE DE GRACE COLORED SCHOOL MUSEUM & 555 ALLIANCE ST HAVRE DE GRACE MD 21078-3437		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 22-23 MASTER**REVISION NUMBER:**

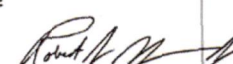
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 OTHER:	Y	Y	CPP0025980	09/02/2022	09/02/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CPP0025980	09/02/2022	09/02/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUL0074781	09/02/2022	09/02/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Havre de Grace is included as an Additional Insured with respects to General Liability as their interest may appear per written contract and policy specifications. Waiver of Subrogation applies.

CERTIFICATE HOLDER**CANCELLATION**

City of Havre de Grace, Maryland 711 Pennington Avenue Havre de Grace MD 21078	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 25 2013

THE HAVRE DE GRACE COLORED SCHOOL
MUSEUM AND CULTURAL CENTER INC
C/O ELIZABETH F MATORY
224 NORTH WASHINGTON ST
HAVRE DE GRACE, MD 21078

Employer Identification Number:
84-2019323
DLN:
29053253321019
Contact Person:
FAITH E CUMMINS ID# 31534
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 30, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

THE HAVRE DE GRACE COLORED SCHOOL

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

SPECIAL EVENTS WORK SHEET

	Event:	Arts, Wine, Jazz & Soul Festival - HDG Colored School Museum			Tracking ID: 1011 19 0043	
	Dates:	8/12/2023 (set up on 8/11/23)				
	Time of set up:	10:00:00 PM on 8/11/23				
	Take down time:	7pm-9pm on 8/12				
	Time of actual event:	11 am - 7 pm on 8/12				
	Location:	Concord Point Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	2	18		\$115.00	18	\$2,070.00
Notes						
	Completed 01/26/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	10	2	\$61.62	12	\$801.06
Notes	Clean and stock city bathroom. Provide extra trash barrels and recycling cans. Prep and post then remove No Parking Signs. Completed: 01.25.23					
	5	28	2	\$176.62	30	\$2,871.06
Grand Total						
REVISION 1/10/2020	*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 – Pyrex & Vintage Fest**

September 16, 2023

Date: **1/26/2023**

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 February 6, 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 1-20-23
Tracking # 101190025

EVENT NAME: Pyrex & Vintage Fest

Sponsor Organization: Havre de Grace Alliance

Business Address: 137 N Washington Street

On-Site Contact Person: Jolene Forrester

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Luke Forrester

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 # 47-5585317 (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:

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

Vintage Shopping Event

* 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>9/16/2023</u>	Begin Time: <u>7:00am</u>
Event Starts	Date: <u>9/16/2023</u>	Time: <u>9:00am</u>
Event Ends	Date: <u>9/16/2023</u>	Time: <u>4:00pm</u>
Breakdown	Date: <u>9/16/2023</u>	End Time: <u>5:00pm</u>
Rain Date	Date: <u>N/A</u>	

Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 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)

Pennington Avenue between Lodge Lane and N. Washington and Saint John Street.

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

Anticipated Attendance: 1200

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.

Street closure on the 2 blocks of Pennington Ave on both sides of N. Washington St. up to Lodge Lane. Closure from 7:00am to 5:00pm

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:

2 Trash Containers

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.

N/A

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: CAPTAIN JOHN KRASS Badge # 7761

Date Contacted: 1/18/23

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.

JoRetro has a first aid kit

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: Pyrex & Vintage Fest

Print Name of Event Sponsor Jolene Forrester/ Johnny Boker

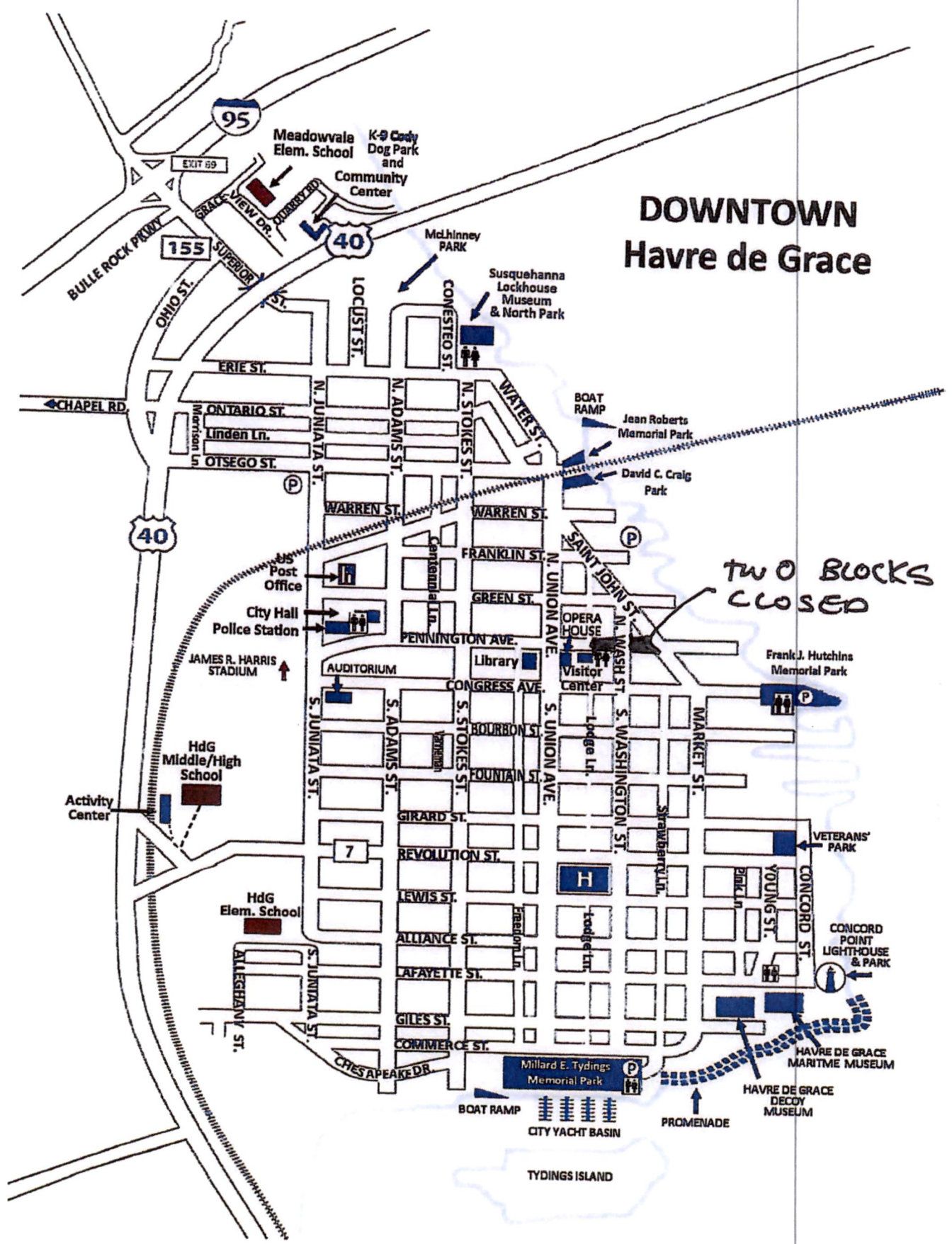
Title Owner JoRetro/ President of HdG Alliance

Phone _____ Email _____

Signature [Handwritten Signature] Date _____

Received by [Handwritten Signature] City Official _____ Date 1-23-23

DOWNTOWN Havre de Grace



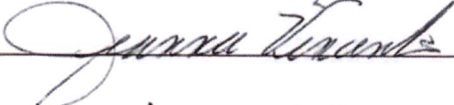


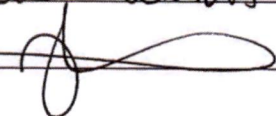
↑ ONLY SIGNS USED DAY OF FEST ONLY
AT INTERSECTIONS

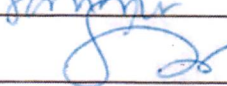
Pyrex & Vintage Fest September 16, 2023
Sponsored by Havre de Grace Alliance, Inc and cohost JoRetro

I understand and approve that PENNINGTON AVE. next to my business can be closed to traffic and parking on Saturday, September 16 from 7:00 am to 5:00 pm. I have been offered a Vendor space to participate in the Fest at no charge.

Business Owner Approval:

Business: Vintage Decay
Name: Jeannie Vincenti
Signature:  Date: 4/13/23

Business: THE VINEYARD WINE BAR
Name: JOE GORDON
Signature:  Date: 4/13/2023

Business: Ford
Name: Angela Bell
Signature:  Date: 1/14/23

Business: River Dental
Name: Shannon Morris
Signature: Shannon Morris Date: 1/16/23

Business: _____
Name: _____
Signature: _____ Date: _____

Business: _____
Name: _____
Signature: _____ Date: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 20 2016**

HAVRE DE GRACE ALLIANCE, INC.
C/O MARYLAND NONPROFITS
PADRAIC MCSHERRY MORTON, ESQUIRE
1500 UNION AVENUE, SUITE 2500
BALTIMORE, MD 21211

Employer Identification Number:
47-5585317

DIAN:
17053110353046

Contact Person:
MIKE M KERR

ID# 31611

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b) (1) (A) (vi)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
November 13, 2015

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a non-exempt organization, go to www.irs.gov/charities. Enter "501(c)(3)" in the search bar to view Publication 4709, "Small Tax Guide for 501(c)(3) Public Charities," which describes your reporting, recordkeeping, and disclosure requirements.

SPECIAL EVENTS WORK SHEET

	Event:	Pyrex & Vintage Fest			Tracking ID: 1011190025	
	Dates:	9/16/22				
	Time of set up:	7:00 AM				
	Take down time:	4-5:00:00 PM				
	Time of actual event:	9 am - 4 pm				
	Location:	Pennington Avenue between Lodge Lane and N. Washington and St. John Street				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						
	This event will be handled by patrol units on duty. Updated: 01/23/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	6		\$61.62	6	\$369.72
Notes	Services provided include: prepping/posting signs, delivering cones, barricades and 2 trash and recycling barrels. Bathrooms at VC and Hutchins Park will be cleaned and stocked throughout event.. Completed: 01/26/23					
	3	6	0	\$61.62	6	\$369.72
Grand Total						
REVISION 1/10/2020	*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)					