



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, April 17, 2023

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



COUNCIL MEETING AGENDA

April 17, 2023

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No. 1102 concerning Amending City Code 70: Fees

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 REPLACING ORDINANCE NO. 1091 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

Public Hearing for Ordinance No. 1103 concerning Approving an Extension of the Temporary Moratorium on Short-Term Rentals

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 AND THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO EXTEND THE TEMPORARY MORATORIUM ON THE APPROVAL AND ISSUANCE OF PERMITS WITHIN THE CITY'S MUNICIPAL LIMITS FOR SHORT TERM RENTALS

Public Hearing for Ordinance No. 1104 concerning Approving, Affirming, and Ratifying the Agreement to Supply Municipal Water to the City of Aberdeen

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF APPROVING, AFFIRMING, AND RATIFYING THE AGREEMENT TO SUPPLY MUNICIPAL WATER TO THE CITY OF ABERDEEN

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Rev. Dr. Lynne Humphries-Russ, Hopewell United Methodist Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – April 3, 2023
 - B. City Council Public Work Session Meeting Minutes on Proposed FY '24 Budget – April 10, 2023
6. Comments from Citizens
7. Appointments: None
8. Recognitions: None

9. Proclamations: None

10. Presentations: None

11. Resolutions:

A. Charter Amendment Resolution concerning Requiring Budget Amendments by Ordinance: First Reading (CP Ringsaker)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 F. AND 19 A. OF THE CITY CHARTER, GENERALLY PERTAINING TO BUDGET AMENDMENTS; REPEALING THE REQUIREMENT THAT BUDGET AMENDMENTS BE APPROVED BY RESOLUTION; REQUIRING BUDGET AMENDMENTS BE APPROVED BY ORDINANCE

B. Charter Amendment Resolution concerning Authorizing Certain Personnel to Enter into Certain Agreements: First Reading (CP Ringsaker)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 G. OF THE CITY CHARTER, GENERALLY PERTAINING TO THE EXECUTION OF THE ANNUAL BUDGET ORDINANCE; AUTHORIZING CERTAIN PERSONNEL TO ENTER INTO CERTAIN AGREEMENTS; AUTHORIZING THE CREATION OF ADMINISTRATIVE RULES AND PROCEDURES TO CARRY OUT SUBSECTION

12. Ordinances:

A. Ordinance No. 1100 concerning Accepting a Deed of Easement for Sanitary Sewer to include Sewer Pump Station and Force Main at the Maryland National Guard: Second Reading (CM Zinner)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO SANITARY SEWER TO INCLUDE SEWER PUMP STATION AND FORCE MAIN LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

B. Ordinance No. 1101 concerning Accepting a Deed of Easement for a Waterline at the Maryland National Guard: Second Reading (CM Zinner)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO A WATERLINE LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

C. Ordinance concerning Amending City Code Chapter 25: Board, Committees and Commissions: First Reading (CP Ringsaker)

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

- D. **Ordinance concerning Delegating Additional Administrative Duties to the Director of Administration: First Reading (CP Ringsaker)**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 18, 33, 34 AND 48 OF THE HAVRE DE GRACE CITY CHARTER TO DELEGATE TO THE DIRECTOR OF ADMINISTRATION ADDITIONAL ADMINISTRATIVE DUTIES

13. Old Business: None

14. New Business:

A. Special Events (Steve Gamatoria)

- i. Golden Rule Peace Boat Welcome, May 4-7, 2023
1:00 p.m.-4:00 p.m., 5:30 p.m.-8:00 p.m. for Peace Picnic on 5/5/23, Hutchins Memorial Park
- ii. Jazz by the Bay, May 12, 2023
6:00 p.m.-7:00 p.m. Concord Point Park
- iii. 2nd Sunday Hymn Sing, June 11, July 9, August 13, & September 10, 2023
5:00 p.m.-6:00 p.m., Tydings Memorial Park
- iv. American Legion Riders Poker Run, August 26, 2023
9:00 a.m.-5:00 p.m., David Craig Park

15. Directors Report:

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

16. Business from Mayor Martin

17. Business from Council:

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

18. Adjournment

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1102 concerning Amending City Code 70: Fees**

(Public Hearing)

Date: **4/5/2023**

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 April 17, 2023**
- In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: 3/30/23 - Supplemental material lists the updates made between Ordinance No. 1091 and this ordinance. 4/5/23 - Updates made to supplemental material from first reading copy to public hearing copy (highlighted).

Supplemental Material for Fee Schedule Ordinance

On February 21, 2023, Ordinance No. 1091 approving fees was passed. Since then, updates were needed. Below is a list of the updates in the attached ordinance repealing and replacing Ordinance No. 1091; underlining indicates matter added to existing law, and **[bold brackets]** indicates matter deleted from existing law. Note: Updates were made to this supplemental material from the first reading copy to the public hearing copy - **highlighted** indicates changes made from first reading copy to public hearing copy (will be amendments at final adoption if accepted).

70-4 Definitions.

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

STORAGE CONTAINERS, TEMPORARY

No storage container shall be permitted in a City right-of-way nor on City property without City authorization and a permit; no storage containers shall be permitted to be placed in any portion of a front yard of a residential property other than a driveway. A permit is required for all non-residential properties and when the proposed location is on City property or City right-of-way or a public or private street (road, lane or alley) whereby that public or private street has been given final construction approval and accepted by the City of Havre de Grace whether maintained by the City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any storage container that necessitates the use of any street for its temporary location shall first obtain the approval of the City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than 60 days plus two thirty-day extensions granted by the Department of Planning upon written request within any one-year period, unless permitted by the Director of Planning due to extenuating circumstances.

70-5 Fee Schedule

FEE TYPE	FEE CHARGE
<u>RESIDENTIAL - Rentals</u>	
<u>Annual Application Fee</u>	<u>\$200/unit for two or fewer dwelling units in same structure (single-family, townhouses, duplexes)</u> <u>\$150/unit for three or more dwelling units in same structure (multi-family)</u> <u>\$150 for interior common area in multi-family units</u>
<u>Inspections</u>	<u>No fee for initial inspection</u> <u>\$50/unit or common area in multi-family re-inspection</u> <u>\$100 missed inspection</u>
<u>RESIDENTIAL – Other</u>	
Renovations / Alterations / Repairs	\$.10 s/f – minimum \$75 Non Structural alterations [\$75] With Structural Alterations \$100 <u>minimum</u>
Miscellaneous Structures (Gazebos, Pergolas, [or] Pavilions, Carports or Other)	\$.25 s/f – minimum \$75
Swimming Pool - above ground <u>or hot tub</u>	\$50

COMMERCIAL - Other	
Community Playground	\$200
NEW DEVELOPMENT	
Lot Consolidation or Lot Line Adjustment	\$50
General Engineering Review (Plans, Utilities, Streets)	\$300 plus \$50 per hour over 4 hours
MISCELLANEOUS	
Temporary Storage Pod or Container	\$50 per 60 calendar day period (180 days maximum)
Administrative Fee for Permit Revisions	[\$50] \$75
Reissue Expired Permit with Department Approval	[\$75] \$50 or cost of original permit, whichever is less
CITY BUILDING FACILITIES	
Community Center	
<ul style="list-style-type: none"> • Harford County Sheriff's Office Officer Training/Recognition Event • Cub Scouts - Blue & Gold Dinner • Boy Scouts - Eagle Award Recognition or troop fundraiser • 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 1 time each per year Must be during non-peak times November-April Responsible for set up and clean up
Community Pavilion at Hutchins Memorial Park	\$250 per day
<u>Reduced Rates for Community Pavilion at Hutchins Memorial Park</u>	
<ul style="list-style-type: none"> • <u>Havre de Grace Youth Sailing Program</u> 	<u>Summer Camp – no rental fee or trash disposal fee charged</u> <u>Fundraising events – no rental fee charged, responsible for the trash disposal fee</u>
STAR Centre	
Large Gym	
Housekeeping Fee	[\$350] Required: \$475 per event day Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash

Small Gym	
	[Required \$450 per event day]
[Housekeeping Fee]	[Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Auditorium	
Weekdays (available 6 am – midnight)	[\$60] \$100 per hour (2 hour minimum) or [\$450] \$750 per day
Housekeeping Fee	[\$350] Required: \$475 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium Classrooms	
	[Required: \$450 per event day]
[Housekeeping Fee]	[Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Opera House	
<u>Main Stage Theatre Rental – Events/Performances</u>	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
<u>Main Stage Theater Rental – Non-Events/Performances</u> (Weekdays 6 a.m. – midnight) (Firehouse not included)	\$100 per hour (4 hour minimum)
[Custodial Services] Housekeeping Fee	[\$100 one-day event] [\$200 weekend event] Required: \$175 per event day
	[Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash]
Film Production	
<u>Use of City Property</u> (not listed in the Fee Schedule)	\$500 per day

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1102

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 REPLACING ORDINANCE NO. 1091 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

On: April 3, 2023

at: 7:00 p.m.

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

PUBLIC HEARING

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

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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

39
40 **WHEREAS**, with the passage of Ordinance No. 856, on March 17, 2004, the City Council
41 amended and clarified the general schedule of the fees charged by the City of Havre de Grace for
42 various permits, licenses, water and sewer capital costs, and other services; and

43
44 **WHEREAS**, with the passage of Ordinance No. 884, on April 16, 2007, the City Council adopted
45 several updates to City Code 70 to include additional language referencing “fees not listed”,
46 enacting a new section that included definitions, and updating several fees; and

47
48 **WHEREAS**, with the passage of Ordinance No. 986 on January 17, 2017, the City Council
49 established Race Event fees in the City of Havre de Grace; and

50
51 **WHEREAS**, the last such update to Chapter 70 was introduced and passed by the Mayor and City
52 Council of Havre de Grace on February 21, 2023 by Ordinance No. 1091; and

53
54 **WHEREAS**, it is necessary, desirable, and in the best interest, health and general welfare of the
55 City to repeal and replace Ordinance 1091 to clarify the language, and further update the schedule
56 of fees charged by the City for various permits, licenses, and other services thereunder.

57
58 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, the Mayor and City Council of
59 Havre de Grace, in accordance with the authority vested in the Mayor and City Council of Havre
60 de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 70 of the
61 Code of the City of Havre de Grace by REPEALING in its entirety Ordinance No. 1091, adopted
62 by the Mayor and City Council on February 21, 2023, and ADOPTING in its place this Ordinance
63 No. 1102 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
 108 **70-4 Definitions.**

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

111
 112 BUILDINGS BUILT FOR HUMAN OCCUPANCY

113 Shall include but not be limited to the following uses: all residential buildings, church, school,
 114 theater, lecture hall, restaurant, museum, nightclub, library, exhibition hall, terminal, recreation
 115 center, community center, gymnasium, physical fitness center, retail and/or sales, office, service
 116 and/or repair, personal care, animal care and boarding, manufacturing, industrial, hospital, health
 117 care, nursing home, medical, dental, public utility structure, day care, hotel, motel, conference
 118 center, club, telecommunications, research and development, bank, and funeral care.

119
 120 CARPORTS

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

125 CONSTRUCTION DUMPSTER PERMITS

126 Not required when dumpsters are located on property under development where the City of Havre
 127 de Grace has not taken possession of the streets or rights-of-way on which a dumpster may be
 128 located. A permit is required for any construction dumpster proposed to be located on City property

129 or City right-of-way or a public or private street (road, lane or alley) whereby that public or private
130 street has been given final construction approval and accepted by the City of Havre de Grace
131 whether maintained by the City or not. No dumpster shall block the use of any public sidewalk or
132 any driveway or obstruct or otherwise affect any emergency response vehicle or personnel. Any
133 dumpster proposed or necessitated to use any street for its temporary location shall first obtain the
134 approval of the City of Havre de Grace Chief of Police or designee and shall be required to obtain
135 a permit from the Department of Planning. "Temporary" as contained in this chapter, shall mean
136 no more than 60 days plus two thirty-day extensions granted by the Department of Planning upon
137 written request within any one-year period, unless permitted by the Director of Planning due to
138 extenuating circumstances.

139

140 DECKS

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

145

146 DEMOLITION, FULL

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

152

153 DEMOLITION, PARTIAL

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

156

157 FOOD TRUCK OPERATOR/HAWKER/VENDOR/PEDDLER/SOLICITOR (PEDDLING &
158 SOLICITING)

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

174 FOR PROFIT

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

178

179 NEW WINDOW OR DOOR

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

183

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

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

192

193 PERMIT REISSUANCE FEE

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

202

203 PERMIT VOIDED

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

208

209 RETAINING WALL

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

215

216 SCREEN ROOMS

217 Screen rooms are for seasonal use only, enclosed with screening only. Cannot have solid walls or
218 windows which would create an addition or sunroom. No interior plumbing fixtures are permitted
219 within a screen room; electrical outlets, ceiling fans and lighting are permitted and shall be installed
220 in accordance with all applicable electric code requirements and shall require an electrical permit.

221

222 SMALL CELL WIRELESS TOWER

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

228
229 STORAGE CONTAINERS, TEMPORARY

230 No storage container shall be permitted in a City right-of-way nor on City property without City
231 authorization and a permit; no storage containers shall be permitted to be placed in any portion of
232 a front yard of a residential property other than a driveway. A permit is required for all non-
233 residential properties and when the proposed location is on City property or City right-of-way or
234 a public or private street (road, lane or alley) whereby that public or private street has been given
235 final construction approval and accepted by the City of Havre de Grace whether maintained by the
236 City or not. No storage unit shall block the use of any public sidewalk or any driveway or obstruct
237 or otherwise affect any emergency response vehicle or personnel. Any storage container that
238 necessitates the use of any street for its temporary location shall first obtain the approval of the
239 City of Havre de Grace Chief of Police or designee and shall be required to obtain a permit from
240 the Department of Planning. "Temporary" as contained in this chapter, shall mean no more than
241 60 days plus two thirty-day extensions granted by the Department of Planning upon written request
242 within any one-year period, unless permitted by the Director of Planning due to extenuating
243 circumstances.

244
245 STRUCTURES

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

249
250 SUNROOMS

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

256
257 WATER AND/OR SEWER DISCONNECTION/ABANDONMENT

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

263

264 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
RESIDENTIAL - Rentals	
Annual Application Fee	\$200/unit for two or fewer dwelling units in same structure (single-family, townhouses, duplexes) \$150/unit for three or more dwelling units in same structure (multi-family) \$150 for interior common area in multi-family units
Inspections	No fee for initial inspection \$50/unit or common area in multi-family re-inspection \$100 missed inspection
RESIDENTIAL – Other	
Additions (including sunroom)	\$.12 s/f – minimum \$350
Screen Room	\$.12 s/f – minimum \$100 \$100 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 With Structural Alterations \$100 minimum
Masonry, Brick, or Stone Exterior Façade	\$100 Masonry fireplace \$50 Masonry, brick or stone siding
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, Pavilions, Carports or Other)	\$.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
Demolition (training exercise by Fire Department)	No Fee
Swimming Pool - above ground or hot tub	\$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 plus \$.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
Community Playground	\$200
Miscellaneous Structures (Gazebos, Pergolas or Pavilions)	\$50, 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
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 or Lot Line Adjustment	\$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	\$450 includes video costs
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 or Container	\$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	\$75
Reissue Expired Permit with Department Approval	\$50 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 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
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 (8 am – 4 pm) \$50 per hour evening rental (2 hour minimum)
Reduced Rates for Community Center	
<ul style="list-style-type: none"> • Parks & Rec Dance Team – Summer Camp (Monday-Friday, Full Days) 	\$500
<ul style="list-style-type: none"> • City Employee Use 	\$500 1 time per year Must be for the employee’s personal use and the employee must be on site for the entire event
<ul style="list-style-type: none"> • Chamber of Commerce, Community Projects of HDG, Inc., Arts Collective 	\$250 Cleaning Fee Only 1 time per year
<ul style="list-style-type: none"> • Vulcan 	No Charge Anytime during non-peak times November-April Responsible for set up and clean up
<ul style="list-style-type: none"> • Harford County Sheriff’s Office Officer Training/Recognition Event • Cub Scouts - Blue & Gold Dinner • Boy Scouts - Eagle Award Recognition or troop fundraiser • 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 1 time each per year Must be during non-peak times November-April 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
Reduced Rates for Community Pavilion at Hutchins Memorial Park	
<ul style="list-style-type: none"> Havre de Grace Youth Sailing Program 	Summer Camp – no rental fee or trash disposal fee charged Fundraising events – no rental fee charged, responsible for the trash disposal fee
STAR Centre	
Large Gym	
ANY Ticketed Events	10% of Ticket Sale Not Applicable to HDG Non-Profits
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	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Small Gym	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
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	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium	
ANY Ticketed Events	10% of Ticket Sales Not Applicable to HDG Non-Profits
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
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)

Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Auditorium Classrooms	
Weekdays/Weekends (available 6 am – midnight)	\$40 per hour (2 hour minimum) or \$300 per day
Housekeeping Fee	Required: \$450 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Opera House	
Main Stage Theatre Rental – Events/Performances	\$700 per performance day (this fee includes "tech week" for theatre company rentals)
Main Stage Theater Rental – Non-Events/Performances (Weekdays 6 a.m. – midnight) (Firehouse not included)	\$100 per hour (4 hour minimum)
Studio Theatre Rental (Black Box)	\$50 per day
Technician	Market Rate per hour (4 hour minimum)
House Manager	\$20 per hour (4 hour minimum)
Housekeeping Fee	Required: \$175 per event day
	Additional (optional): \$30 per hour to have an attendant onsite during event to service restrooms and empty trash
Reduced Rates for Opera House	
<ul style="list-style-type: none"> Havre de Grace Arts Collective 	Four dates per year (one in each quarter) during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> Havre de Grace Colored School Foundation 	Annual Langston Hughes presentation during a non-peak time. No rental fee charged. Responsible for the cleaning fee. First or Second Saturday afternoon in February.
<ul style="list-style-type: none"> Havre de Grace Green Team 	Environmental film every other month during non-peak times. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date(s).
<ul style="list-style-type: none"> Havre de Grace Friends of Harford County Public Library and Harford County Public Library 	Annual Black Gospel Music Experience during a non-peak time. No rental fee charged. Responsible for the cleaning fee. Must be flexible should a full-priced rental request be the same date.
<ul style="list-style-type: none"> Friends of the Concord Point Lighthouse 	The Shank Lecture Series during non-peak times. No rental fee charged. Responsible for the cleaning fee.

	Must be flexible should a full-priced rental request be the same date(s).
Film Production	
Event Application Fee	\$2,500
Hourly Fee for DPW & PD	Wage rate with full benefits
Use of City Property (not listed in the Fee Schedule)	\$500 per day
Promenade Grille	
	Negotiated lease contract with Mayor and City Council by ordinance
Shooting Range (Police Rentals Only)	
	\$300-\$500 per day based on operational and replacement costs
Tide Trolley	
Ridership	Donation
Roof Advertisement - 30 day cycle	\$50 per Trolley plus cost of the Signage (only one sign displayed on each of the trolleys per advertiser)
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 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 Manager
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

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70-5 Review of Fee Schedule

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

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: 4/3/2023
Public Hearing:
Second Reading:
Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1103 concerning Approval of Extension of
Temporary Moratorium on Short Term Rentals
(Public Hearing)**

Date: **4/5/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1103

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 AND THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO EXTEND THE TEMPORARY MORATORIUM ON THE APPROVAL AND ISSUANCE OF PERMITS WITHIN THE CITY’S MUNICIPAL LIMITS FOR SHORT TERM RENTALS

On: 4/3//2023

at: 7:00 p.m.

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

PUBLIC HEARING

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

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

29 **WHEREAS**, the City Council of Havre de Grace, Maryland (the “City Council”) is
30 authorized under the Local Government Article and the Land Use Article of the Annotated Code
31 of Maryland to enact and administer zoning and land use ordinances and a Comprehensive Plan;
32 and

33 **WHEREAS**, the Comprehensive Plan includes growth management goals designed and
34 intended to promote the public health, safety, and welfare; and

35 **WHEREAS**, the City Council desired to review existing requirements of the
36 appropriateness of short term rentals in certain zoning districts in the City in light of the
37 proliferation of such uses in the City and surrounding areas; and

38 **WHEREAS**, the City of Havre de Grace has recently experienced a positive trend in the
39 housing market and an increase in assessed property values that has contributed to downtown
40 revitalization and redevelopment efforts, as well as the annexation of additional properties for
41 residential and commercial development; and

42 **WHEREAS**, the City needs time to determine how to incorporate the modern trend in
43 short term rentals consistent with the Comprehensive Plan in view of the positive housing market;
44 and

45 **WHEREAS**, by Ordinance No. 1072, the City Council established a six-month
46 moratorium on approval or establishment of short term rentals until the City had time to consider
47 a long term policy with respect to such rentals; and

48 **WHEREAS**, the moratorium expired by its terms on October 4, 2022; and

49 **WHEREAS**, by Ordinance No. 1084, the City Council extended the temporary
50 moratorium for six-months on approval or establishment of short term rentals until the City had
51 time to consider a long term policy with respect to such rentals; and

52 **WHEREAS**, the extended moratorium will expire by its terms on April 4, 2023; and

53 **WHEREAS**, the City would like to extend the moratorium to July 1, 2023 when Ordinance
54 No. 1098 will take effect.

55 **NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council for Havre de
56 Grace, Maryland, that:

- 57 1. For the purposes of this temporary moratorium, a short term rental shall be defined as
58 *“Any dwelling or portion thereof that is available for use or is used for*
59 *accommodations or lodging of guests, paying a fee or other compensation for a period*
60 *of less than thirty consecutive days.”* Short term rentals shall not include legally
61 permitted hotels and motels.
- 62 2. Nothing in this temporary moratorium shall restrict the continued use of existing short
63 term rentals, such as legally permitted bed and breakfast uses.

- 64 3. A temporary moratorium on the issuance of approvals or permits relating in any way
- 65 to short term rentals in Havre de Grace shall be implemented until July 1, 2023.
- 66 4. Purpose. The purpose is to extend the moratorium to July 1, 2023 when Ordinance No.
- 67 1098 will take effect.
- 68 5. New and pending applications. The City hereby declares a moratorium on the
- 69 application for, or issuance of, zoning permits or certificates of occupancy for short
- 70 term rentals until July 1, 2023.
- 71 6. For the period between April 4, 2023 and June 30, 2023, the City, the Planning
- 72 Commission, the Board of Appeals, the Department of Planning, and the Zoning
- 73 Administrator shall not permit, accept, process, interpret, deliberate upon, decide, or
- 74 approve any application for a short term rental subject to this Ordinance.
- 75 7. Effective date. This temporary moratorium shall be effective upon adoption of this
- 76 Ordinance.
- 77 8. Authority. This Ordinance was adopted in accordance with the authority authorized
- 78 under the Local Government Article and the Land Use Article of the Annotated Code
- 79 of Maryland and City Charter Sections 33 and 34.

80 **AND BE IT FURTHER ORDAINED** that staff, Boards and Commissions are directed
 81 and requested to act in a manner consistent with the provisions of this temporary moratorium
 82 regarding the activity covered herein;

83 **AND BE IT FURTHER ORDAINED** that nothing in this Ordinance shall be interpreted
 84 as waiving, or contradicting the City Council’s authority or power to institute such a moratorium
 85 at any time, or to extend any such moratorium if necessary to protect the health, safety, and welfare
 86 of the City and its residents. This moratorium shall be effective immediately on the effective date.

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

88 SIGNED by the Mayor and attested by the Director of Administration this ___ day of ____,
 89 2022.

90 ATTEST: MAYOR AND CITY COUNCIL
 91 OF HAVRE DE GRACE

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 93
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 95 _____
 96 Stephen J. Gamatoria
 97 Director of Administration

William T. Martin
 Mayor

98 Introduced/First Reading: 4/3/2023

99 Public Hearing:

100 Second Reading/Adopted:

101 Effective Date:

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1104 concerning Approving, Affirming, and Ratifying the Agreement to Supply Municipal Water to the City of Aberdeen**
(Public Hearing)

Date: **4/5/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1104

Introduced by Council President Ringsaker

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF APPROVING, AFFIRMING, AND RATIFYING THE AGREEMENT TO SUPPLY MUNICIPAL WATER TO THE CITY OF ABERDEEN

On: April 3, 2023
at: 7:00 p.m.

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

PUBLIC HEARING

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

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

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32

33 **WHEREAS**, the Mayor and City Council of Havre de Grace (“Havre de Grace”) and the
34 City of Aberdeen (“Aberdeen”) (the “Parties”) were engaged in negotiations over the course of
35 two years beginning in 2018, concerning the terms and conditions by which Havre de Grace would
36 provide Aberdeen access to its municipal water supply at a cost savings from what was previously
37 paid under a contract with Harford County.
38

39 **WHEREAS**, after months of negotiation the Parties entered into an agreement effective
40 June 16, 2020, outlining the acceptable terms and conditions by which Havre de Grace could
41 supply Aberdeen with municipal water, which agreement attached as Exhibit A (“Water
42 Agreement”).
43

44 **WHEREAS**, the Agreement was approved by a City Council vote of 6-0 upon a motion
45 from Council Member Martin at the June 15, 2020 Havre de Grace City Council meeting.
46

47 **WHEREAS**, due to unforeseen delays in the supply chain and unexpected price increases,
48 the installation of the Havre de Grace portion of the water transmission line, which is a prerequisite
49 to supplying Aberdeen with municipal water under the terms and conditions set forth in the
50 Agreement, has not been completed.
51

52 **WHEREAS**, Havre de Grace is currently in the process of completing installation of the
53 Havre de Grace portion of the water transmission line as part of its obligation under the Water
54 Agreement, and is negotiating access to the County water meter vault located off Robinhood Road.
55

56 **WHEREAS**, in an abundance of caution in view of the above referenced delays, and due
57 to recent case law clarifying the scope of municipal authority, Havre de Grace seeks to approve,
58 affirm, and ratify the Water Agreement by adoption of this Ordinance.
59

60 **NOW THEREFORE**, it is this ___ day of _____ 2023, determined,
61 decided, and ordained by a majority of the City Council members that:
62

63 The Agreement between Havre de Grace and Aberdeen dated June 16, 2020 is
64 hereby approved, affirmed, and ratified in all respects and the Mayor and City
65 Council of Havre de Grace, through the Mayor and Director of Public Works, shall
66 proceed with completion of the project as promptly as possible.
67

68 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____,
69 2023.
70

71 SIGNED by the Mayor and attested by the Director of Administration this __ day of
72 _____, 2023.
73

74 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

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78 _____
79 Stephen J. Gamatoria
80 Director of Administration

William T. Martin
Mayor

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Introduced/First Reading: 4/3/2023

Public Hearing:

Second Reading/Adopted:

Effective Date:

Legislative History:

See Minutes of City Council Meetings dated January 6, 2020, June 16, 2020, January 24, 2021, March 1, 2021, and October 7, 2022.

Public Hearing

EXHIBIT A

**Aberdeen – Havre de Grace
Memorandum of Agreement
Water Purchase**

THIS MEMORANDUM OF AGREEMENT (Agreement”), made this 16th day of June, 2020, and entered into between the **CITY OF ABERDEEN**, a municipal corporation of the State of Maryland (hereinafter “the Purchaser”) and the **MAYOR AND CITY COUNCIL OF HAVRE DE GRACE**, a municipal corporation of the State of Maryland (hereinafter the “Provider”) (the “Purchaser” and the “Provider” individually referred to as a “party” and collectively referred to as the “parties”).

WHEREAS, the Purchaser and the Provider recognize that an available water supply is prerequisite to continued economic growth and that continued economic growth is in the best interest of both parties; and

WHEREAS, through mutual cooperation and coordination, both parties wish to optimize their respective water production and supply capabilities to meet water demands associated with economic growth; and

WHEREAS, both parties desire to provide for the design and construction of a water transmission and distribution line and related appurtenances between the City of Aberdeen corporate limits and the City of Havre de Grace (“the Provider Capital Improvements”); and

WHEREAS, the water transmission and distribution line (“Transmission Line”) will include construction of a line between Blenheim Run Road at Bulle Rock to Robinhood Road at the intersection of Old Post Road/Route 40 and a portion of the Transmission Line and related appurtenances to be installed as part of the Provider Capital Improvements will serve other properties in the City of Havre de Grace in addition to serving Purchaser; and

WHEREAS, the Purchaser desires to provide an interconnection and receive, and the Provider desires to provide, an interconnection and furnish potable water for use of the Purchaser through this water transmission and distribution line in accordance with the terms and conditions of this Agreement; and

WHEREAS, the Provider will need to design and construct the Provider Capital Improvement in order to transmit and distribute potable water for the use of Purchaser; and

WHEREAS, the Purchaser will need to design and construct a water distribution line and related appurtenances (“the Purchaser Capital Improvements”) in order to receive and distribute to its customers potable water furnished by Provider; and

WHEREAS, the Provider Capital Improvements and the Purchaser Capital Improvements collectively are referred to as “the Capital Improvements.”

NOW THEREFORE, in consideration of the foregoing Recitals that are a material part of this Agreement and other good and valuable considerations, the Provider and the Purchaser agree as follows:

THE PROVIDER OBLIGATIONS AND REQUIREMENTS:

1. **OBLIGATION TO FURNISH:** The Provider agrees to furnish the Purchaser at the Point of Delivery (near the intersection of Route 40 and Robin Hood Road, Aberdeen, Maryland, as depicted on Exhibit A to this Agreement), during the term of this Agreement potable, treated finished water

meeting the applicable drinking water standards of the Maryland Department of Environment, from time to time, in such quantity as agreed by both the Purchaser and Provider. The Provider's obligation to furnish water and the Purchaser's obligation to receive water furnished by Provider are dependent and contingent upon the design, construction and acceptance of the Capital Improvements as provided for in this Agreement.

- a. **CAPACITY:** The Provider agrees to provide an initial daily amount as requested by Purchaser of no less than 500,000 gallons of water per day (GPD - 347 GPM), and, as provided in paragraph 1.b., up to a maximum of 900,000 gallons of water per day (GPD - 624 GPM), at a reasonably consistent delivery pressure rate of at least eighty (80) psi.
 - b. **ADDITIONAL CAPACITY:** The Provider agrees to provide up to an additional 400,000 GPD to the Purchaser, for a maximum of 900,000 GPD, upon written notification by the Purchaser to the Provider as specified in Paragraph 1.d.
 - c. **ESTABLISHED DAILY REQUIREMENT:** The capacity provided to the Purchaser under Paragraph 1.a. and the additional capacity requested by and provided to the Purchaser under Paragraph 1.b. comprise the Purchaser's Established Daily Requirement.
 - d. **DECREASE AND INCREASE OF USAGE (NON-EMERGENCIES):** The parties agree that the Purchaser may request, and the Provider shall grant, an increase in the Established Daily Requirement not to exceed 900,000 GPD subject to availability of capacity, or a decrease in the Established Daily Requirement. Any change in the Established Daily Requirement shall be subject to a corresponding rate adjustment under Paragraph 6 below. Any decrease or increase shall be in increments of 50,000 gallons. The Purchaser and Provider may agree to increase the Established Daily Requirement above 900,000 GPD by amendment in accordance with paragraph 24 of this Agreement. The Purchaser shall provide the Provider ninety (90) days prior written notice of the effective date of any requested change in the Established Daily Requirement.
2. **REQUIRED WATER PRESSURE:** The Provider agrees to furnish water at a reasonably constant pressure of eighty (80) psi at the Point of Delivery (which Point of Delivery is depicted on Exhibit A attached hereto). Water delivery system failures of pressure or supply as a result of unforeseen events such as power failure, flood, fire, use of water to fight fire, earthquake or other catastrophes shall excuse the Provider from the requirement of this paragraph for such a reasonable period of time as may be necessary to restore full service. The Provider shall make every reasonable effort to restore the system to the defined operating parameters as quickly as possible and keep the Purchaser apprised of the efforts towards restoration.
 3. **MEASUREMENT OF WATER:** The Provider agrees to purchase, furnish and maintain the necessary equipment and required devices of standard type for measuring and recording the quantity and pressure of water delivered to the purchaser at the Point of Delivery.
 4. **INVOICING:** The Provider shall furnish the Purchaser a monthly itemized invoice for the amount of water delivered to the Purchaser during the previous month. The invoice shall be payable within thirty (30) days of Purchaser's receipt of the invoice or such later date as otherwise stated on the invoice.

THE PURCHASER REQUIREMENTS AND OBLIGATIONS:

5. **OBLIGATION TO PAY:** The Purchaser agrees to pay the Provider for water delivered in accordance with the established rate schedule below and reasonable payment terms in effect at the time of invoicing and agreed to by Purchaser.
6. **INITIAL RATE SCHEDULE:** The Purchaser agrees to pay for the quantity of water delivered to Purchaser's system by the Provider, and metered at the Point of Delivery, utilizing the following rate structure:
 - a. The first 500,000 gallons per day @ \$4.00/1,000 gallons so long as at least 500,000 gallons are purchased.
 - b. The next 50,000 gallons per day @ \$3.90/1,000 gallons.
 - c. The next 50,000 gallons per day @ \$3.80/1,000 gallons.
 - d. All remaining gallons per day @ \$3.70/1,000 gallons.
 - e. These standard usage charges set forth in subsections a through d above include any operation and maintenance costs to produce and deliver finished water to the Point of Delivery, any Provider Capital Improvement, and any other costs incurred to deliver finished water to the Point of Delivery during the billing period.
 - f. Provider may adjust the water usage rate solely in proportion to the percentage change in rate of tariff charged to Provider's citizens as determined and approved by the Havre de Grace City Council, in accordance with provisions established by law. Any change in the water usage rates are subject to the Purchaser's approval or Purchaser's right to terminate this Agreement pursuant to the procedure set forth in Paragraph 18 of this Agreement.
 - g. At least 60 days before the effective date of any change in the water usage rate the Provider shall provide to the Purchaser a copy of the water usage rate study and any other documentation that establishes the basis and justification for the rate adjustment for water provided to Purchaser.

EXAMPLE OF RATE CALCULATION:

- a. 500,000 gal/day would be calculated at: 500,000 gal/day x \$4.00/1,000 gal
- b. 550,000 gal/day would be calculated at: 500,000 gal/day x \$4.00/1,000 gal + 50,000 gal/day x \$3.90/1,000 gal
- c. 600,000 gal/day would be calculated at: 500,000 gal/day x \$4.00/1,000 gal + 50,000 gal/day x \$3.90/1,000 gal + 50,000 gal/day x \$3.80/1,000 gal
- d. 650,000 gal/day would be calculated at: 500,000 gal/day x \$4.00/1,000 gal + 50,000 gal/day x \$3.90/1,000 gal + 50,000 gal/day x \$3.80/1,000 gal + 50,000 gal/day x \$3.70/1,000 gal

GENERAL CONDITIONS

7. **CONSERVATION:** Provider may at any future time institute a water conservation program to protect its water resources or to avert a water shortage due to a system calamity. If such a program is instituted, the Purchaser shall comply with the same water conservation measures as relate to water drawn from the Point of Delivery by the Purchaser that apply to all users within the city limits of Provider.

8. **TRANSFERABILITY:** This Agreement is not transferable or assignable, in whole or in part. Water purchased pursuant to the terms of this Agreement may not be sold or distributed to any business, residence, or agency of any kind outside of the city limits of Aberdeen without the express written consent and approval of Provider.
9. **CONTINUOUS SERVICE:** This Agreement does not guarantee that the Provider will supply an uninterrupted water supply meeting the requirements of this Agreement in the event of a system failure or act of God. A temporary loss of finished water caused by the Provider's maintenance operation, a broken water line or deficiencies in the water source or in the water treatment process shall not be considered a material breach of this Agreement, provided that the same is not caused by the negligence or willful act or omission by the Provider.
10. **QUALITY OF FINISHED WATER:** The finished water supplied to the Point of Delivery shall meet all parameters required by the Safe Drinking Water Act (SDWA), the Environmental Protection Agency (EPA), Maryland Department of the Environment (MDE), and the Provider's operation specific to Public Water System (PWS) Identification Number 012-0012. If any finished water supplied by the Provider does not meet SDWA, EPA or MDE required parameters, the Provider will notify the Purchaser within twenty-four (24) hours of occurrence or when the Provider is aware of the nonconformance or when directed by any of the agencies with oversight including the SDWA, EPA or MDE.
11. **OWNERSHIP, MAINTENANCE AND SERVICE RESPONSIBILITIES:**
 - a. The Provider's responsibility for service and maintenance of the water distribution system shall include all of the pipe, components, meters and valves upstream (Eastward) from the Point of Delivery.
 - b. The Purchaser's water system distribution system responsibility for service and maintenance shall include the meter vault and the pipe exiting the meter vault at the Point of Delivery and everything in the delivery system downstream from the Point of Delivery, including the nearby booster station.
 - c. If the criteria requiring public notification specified in COMAR 26.04.01.20 (Public Education for Lead) are met, the Provider will notify the Purchaser. The Provider will supply monthly operating reports regarding water quality to the Purchaser in a timely manner.
 - d. Any additional requirements by the Purchaser, downstream of the Point of Delivery, as per SDWA, EPA, MDE or Purchaser's Department of Public Works, shall be the responsibility of the Purchaser. Such additional requirements may include but not be limited to, specific corrosion control, system bacteriological monitoring, lead and copper monitoring, chlorine residual requirements or any other distribution system specific needs.
12. **OPERATION & MAINTENANCE RECORDS:** The Purchaser shall have the right to review and reproduce the Provider's operation and maintenance procedures and reports for Provider's Water Treatment Plant. Any costs incurred for such review and reproduction shall be borne exclusively by the Purchaser.

13. **INSPECTION OF PROVIDER'S WATER FACILITIES & RECORDS:** The premises of the Provider's water facility may be entered and inspected by the Purchaser with prior written notice from the Purchaser and consent by the Provider, accompanied by an authorized Provider representative, during normal business hours. The Purchaser shall have access to plant operations and flow data, meter records, water plant and pipeline maintenance records and schedules, and all costs records and files related to the Provider's water facility for review purposes only. Any costs or expenses incurred to provide such records to the Purchaser shall be paid by the Purchaser. The Purchaser agrees to exercise prudence and caution with the information that it reviews and hold such information confidential, understanding that this information could compromise the safe and secure operation of the Provider's facility and system.
14. **EMERGENCY SITUATION:** Water Plant equipment failure, transmission line break, or some other similar catastrophic event within the water production or delivery system could cause an emergency situation. In that type of event, the Director of Public Works for either the Provider or Purchaser or their designee may declare a water state of emergency. In such an event, the Directors of Public Works agree to coordinate efforts to maintain essential services by utilizing all water sources or limiting the amount of water sales through the interconnection.
15. **DESIGN AND APPROVAL OF THE CAPITAL IMPROVEMENTS:** Provider and Purchaser each shall select and pay for their respective engineering consultants ("Consultants") to design and provide construction plans and specifications and construction bid documents for the Provider Capital Improvement and the Purchaser Capital Improvement in accordance with the following:
- a. The selection and engagement of the Consultants shall require the Consultants to complete all work under the engagement within 365 days after the date of this Agreement.
 - b. The Provider and Purchaser both must approve and accept the work of the Consultants, and neither may withhold approval unreasonably.
 - c. If Provider and Purchaser are unable to approve and accept Consultants' work, either party, by written notice to the other, may terminate this Agreement. In the event of termination of this Agreement under this paragraph after Consultants have commenced work, Provider and Purchaser shall remain liable for payment of their respective Consultant's costs.
16. **JOINT CONSTRUCTION OF CAPITAL IMPROVEMENTS:** This paragraph 16 applies if Provider and Purchaser agree to undertake the Capital Improvements jointly. Upon completion and acceptance of construction plans and specifications and construction bid documents for the Provider Capital Improvements and the Purchaser Capital Improvements, Provider and Purchaser jointly shall select and pay for a construction contractor ("Contractor") to construct the Capital Improvements and a Project Administrator ("Administrator") to oversee the construction of the Capital Improvements, in accordance with the following:
- a. Within 90 days after the date of this Agreement, Provider and Purchaser shall agree on a procurement process to select the Contractor and Administrator. The procurement process shall comply with procurement requirements of Provider and Purchaser.

- b. Provider and Purchaser shall share the fees of the Contractor and Administrator as follows:
 - i. Provider shall be responsible for paying the portion of the Contractor's and Administrator's fees attributable to their respective work for the Provider's Capital Improvements;
 - ii. Purchaser shall be responsible for paying the portion of the Contractor's and Administrator's fees attributable to their respective work for the Purchaser's Capital Improvements; and
 - iii. Purchaser and Provider shall share equally the portion of the Contractor's and Administrator's fees attributable to their respective work that Provider and Purchaser agree is of common benefit to the Provider's Capital Improvements and the Purchaser's Capital Improvements.
 - iv. The Provider and Purchaser shall agree, in writing, to the apportionment of fees set forth in subparagraphs i, ii and iii.
- c. The selection and engagement of the Contractor and Administrator shall require the completion of all work under the engagement within 365 days after the issuance of a notice to proceed with the work.
- d. The Provider and Purchaser each shall designate one individual to be that party's representative to oversee the Contractor's and Administrator's work, although the Provider's representative shall be primarily responsible for overseeing the work associated with the Provider's Capital Improvements and the Purchaser's representative shall be primarily responsible for overseeing the work associated with the Purchaser's Capital Improvements.
- e. The Provider and Purchaser both must approve any revision to the Contractor's or Administrator's contracts that increases the cost of work or time for performance.
- f. Provider and Purchaser both must approve and accept the work of the Contractor and the Administrator.

17. CONSTRUCTION OF CAPITAL IMPROVEMENTS – NOT JOINT: This paragraph 17 applies if Provider and Purchaser do not agree to undertake the Capital Improvements jointly. Upon completion and acceptance of construction plans and specifications and construction bid documents for the Provider Capital Improvements and the Purchaser Capital Improvements, Provider and Purchaser each shall select and pay for its own construction contractor ("Contractor") to construct the Provider Capital Improvements and Purchaser Capital Improvements, respectively, and Project Administrators ("Administrator") to oversee the construction of the Provider Capital Improvements and the Purchaser Capital Improvements, in accordance with the following:

- a. Unless, and to the extent that, Provider and Purchaser agree otherwise in writing, Provider and Purchaser shall be responsible for all costs and expenses of their respective Contractors and Administrators.

- b. The selection and engagement of the Contractors and Administrators shall require the completion of all work under the engagement within 365 days after the issuance of a notice to proceed with the work.
- c. The Provider and Purchaser each shall designate one individual to be that party's representative to oversee those portions of the Contractors' and Administrators' work as necessary to ensure the proper interconnection of the Provider's Capital Improvements and the Purchaser's Capital Improvements, although the Provider's representative shall be primarily responsible for overseeing the work associated with the Provider's Capital Improvements and the Purchaser's representative shall be primarily responsible for overseeing the work associated with the Purchaser's Capital Improvements.
- d. Provider and Purchaser both must approve and accept the work of the Contractors and the Administrators.

18. TERMINATION OF AGREEMENT FOR CONVENIENCE AND RECOUPMENT:

- a. This Agreement shall continue in full force and effect for no less than two hundred forty (240) months beginning on the first day of the first billing cycle and continuing without interruption, terminating at the end of the 240 month period of time unless Provider or Purchaser terminates this Agreement sooner pursuant to paragraph 18.b. or paragraph 19.
- b. Except as otherwise provided in this Agreement, Purchaser may terminate this Agreement for convenience upon one year prior written notice, except that Purchaser may not terminate this Agreement for convenience until Provider has recovered the debt service for all engineering, permitting and construction costs incurred by the Provider for the construction of those portions of the Provider Capital Improvements that are for the exclusive benefit of Purchaser ("the recoupment amount"), or until Purchaser and Provider agree upon terms for Purchaser to pay any remaining balance of the recoupment amount, reduced as provided in paragraph 18.c., over the remainder of the 240 month period of time specified in paragraph 18.a.
- c. Before Provider commences the delivery of water to Purchaser under this Agreement, the Purchaser and Provider shall agree upon the recoupment amount. The recoupment amount shall be reduced by (i) charges for water paid by Purchaser under Paragraph 5 of this Agreement, (ii) any capital recovery fees collected by the Provider from other parties connecting to the water transmission line based on standards and rates in effect from time to time applicable to users of the Provider's water system, and (iii) other revenues provided or available to Provider to pay down debt service (collectively "recoupment credits").
- d. Provider annually, but not later than March 31, shall provide Purchaser with an accounting of recoupment credits from the prior calendar year and the amount of debt service remaining to be recovered. Purchaser, at its expense and with 30 days prior written notice to Provider, may review and obtain copies of Provider's books, records and accounts as reasonably necessary to verify the accuracy of Provider's accounting.

19. **TERMINATION OF AGREEMENT FOR MATERIAL BREACH:** The Purchaser or Provider may terminate this Agreement as a result of a material breach by the other party as provided in this paragraph. A party shall provide to the breaching party written notice of the breach, the action required to cure the breach, the effective date of termination if the breach is not cured, and a reasonable period of time, not to exceed 30 days, within which the breaching party may cure the breach and rescind the termination. The termination of this Agreement shall be deemed rescinded if the breach is cured within the time specified in the written notice.
20. **DISPUTE RESOLUTION:** In the event of a dispute between Provider and Purchaser regarding the interpretation of this Agreement, or the rights and obligations of the parties under this Agreement, including any breach of this Agreement, the parties first shall attempt to resolve the dispute through non-binding mediation under the auspices of the American Arbitration Association, or such other organization or individual as the parties may agree. If the parties are unable to resolve the dispute through mediation, the dispute shall be submitted to binding arbitration under the auspices of the American Arbitration Association, or such other organization or individual as the parties may agree, unless the parties agree in writing to submit the dispute to resolution through State courts having jurisdiction in Harford County. The costs of any mediation or arbitration shall be divided equally between the parties, except that each party shall pay its own attorney fees. The parties shall pay their own costs and expenses, including attorney fees, in any judicial proceeding except as otherwise may be taxed or awarded by the court.
21. **TIME OF ESSENCE:** Time is of the essence in this Agreement.
22. **SUBJECT TO APPROPRIATION:** The financial obligations of the parties under this Agreement are subject to appropriation of funds by their respective City Councils.
23. **EFFECTIVE DATE:** This Agreement shall become effective upon due execution by Provider and Purchaser following the adoption of any legislation approving this Agreement and authorizing its execution by the City Council of the City of Aberdeen and the Mayor of the City of Havre de Grace.
24. **AMENDMENT:** This Agreement may only be amended in writing and signed by both Parties. Material amendments may require subsequent approval by the Parties' respective legislative bodies. Amendments related to Paragraph 1.d. of this Agreement shall not be deemed material amendments.
25. **COUNTERPARTS:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have signed their names and affixed their seals on the day and year first above written.

[signatures follow on next page]

WITNESS/ATTEST

Patrick Sypolt

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE

By: William T. Martin
William T. Martin
Mayor

SANDY E. JOBERTSON
CITY CLERK

CITY OF ABERDEEN

By: Patrick McGrady
Patrick McGrady
Mayor

FOR MAYOR AND CITY COUNCIL OF HAVRE DE GRACE

Approved as to form and legal
Sufficiency this 16th day of
June, 2020

April Ishak
April Ishak, Esq.
City Attorney

Recommended for approval this
16 day of June, 2020

Tim Whittic
Tim Whittic, P.E.
Director of Public Works

Approved for financial sufficiency this
16 day of JUNE, 2020

George DeHerty
George DeHerty
Director of Finance

Reviewed and concurred on this
16 day of JUNE, 2020

Patrick Sypolt
Patrick Sypolt
Director of Administration



April 3, 2023

Public Hearing Proceedings

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

Public Hearing for Ordinance No. 1100 concerning Accepting a Deed of Easement for Sanitary Sewer to include Sewer Pump Station and Force Main at the Maryland National Guard was called to order on April 3, 2023 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO SANITARY SEWER TO INCLUDE SEWER PUMP STATION AND FORCE MAIN LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

Comments from Citizens:

Catherine Mater with the Maryland Department of General Services commented that the final document is still being tweaked, but nothing substantive. Once approved here, it will go to the Maryland Board of Public Works for approval. If there are any substantive changes they will be able to be amended before the second reading. Public Hearing closed at 7:06 p.m.

Public Hearing for Ordinance No. 1101 concerning Accepting a Deed of Easement for a Waterline at the Maryland National Guard was called to order on April 3, 2023 at 7:06 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO A WATERLINE LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

Comments from Citizens: No comments.

Public Hearing closed at 7:07 p.m.

April 3, 2023

Council Meeting Proceedings

The regular meeting of the Mayor and City Council was called to order on April 3, 2023, at 7:08 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 Elder Harry Lee, Jr. of Gospel Tabernacle Church.

Approval of Minutes

City Council Meeting Minutes – CM Zinner moved to approve the Council Meeting minutes of March 20, 2023. Second by CM Schneegas. Motion carried 4-0. CM Martin and CM Robertson abstained due to their absence.

City Council Closed Session Meeting Minutes – CM Zinner moved to approve the Council Closed Session Meeting minutes of March 20, 2023. Second by CP Ringsaker. CP Ringsaker read the vote from the closed session into the record: Motion made by Council President to deny the request for relief from the moratorium under City Code Section 1-16 as good cause had not been shown. Second by Council Member Schneegas. Motion passes by vote of 4-0. City is directed to pursue possible settlement subject to further review by Council. Motion to approve closed session minutes carried 4-0. CM Martin and CM Robertson abstained due to their absence.

Comments from Citizens

Julie Ruhnke, 311-D Red Head Way, Havre de Grace, spoke in support of the Matilda's Run/Kayak Poker Run.

Donna Mandl, 1725 Tower Road, Aberdeen, spoke in support of the Havre de Grace Farmer's Market. Thanked Chief Walter for her Police Officer's support – they were wonderful last year.

Carol Allen, 814 Market Street, Havre de Grace, spoke as Director of Concord Point Lighthouse regarding a concern with the map for Oktoberfest and requested a small modification, which she had spoken about to Steve Gamatoria earlier in the day. She spoke in support of the Havre de Grace Art Show.

Proclamation

Mayor Martin read a proclamation for Flood Awareness Month. The Mayor and City Council, in coordination with Maryland Resiliency Partnership, proclaim April 2023 as Flood Awareness Month in the City and encourages the citizens to increase their knowledge of how to protect themselves and their property from flooding.

Resolutions

Calendar Resolution concerning Approval of a License Agreement for Reconstruction of Stairs at 617 Bourbon Street

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE RECONSTRUCTION OF STAIRS AT 617 BOURBON STREET RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

A motion to introduce was made by CM Schneegas. Second by CP Ringsaker. Motion carried 6-0. The resolution was given number 2023-04. A motion to adopt was made by CP Ringsaker. Second by CM Zinner. After a roll call vote, motion carried 6-0.

Calendar Resolution concerning Approval of a License Agreement for Reconstruction of Stairs at 619 Bourbon Street

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE RECONSTRUCTION OF STAIRS AT 619 BOURBON STREET RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

A motion to introduce was made by CM Schneegas. Second by CM Robertson. Motion carried 6-0. The resolution was given number 2023-05. A motion to adopt was made by CP Ringsaker. Second by CM Zinner. After a roll call vote, motion carried 6-0.

Ordinances

Ordinance No. 1099 concerning Amending Sections of City Code 205 Zoning: Second Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND SECTIONS OF CITY CODE 205 ZONING

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

Ordinance concerning Amending City Code 70: Fees: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CITY CODE 70: "FEES" BY REPEALING AND REPLACING ORDINANCE NO. 1091 TO UPDATE THE DEFINITIONS AND GENERAL SCHEDULE OF FEES CHARGED BY THE CITY FOR VARIOUS PERMITS, LICENSES, AND OTHER SERVICES THEREUNDER

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. The ordinance was given number 1102. A motion to adopt was made by CM Martin. Second by CM Schneegas. Discussion followed. After a roll call vote, motion carried 6-0. The public hearing will be April 17, 2023 at 7:00 p.m.

Ordinance concerning Approving an Extension of the Temporary Moratorium on Short-Term Rentals: First Reading

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE AND THE LAND USE ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO EXTEND THE TEMPORARY MORATORIUM ON THE APPROVAL AND ISSUANCE OF PERMITS WITHIN THE CITY'S MUNICIPAL LIMITS FOR SHORT TERM RENTALS

A motion to introduce was made by CP Ringsaker. Second by CM Schneegas. Motion carried 6-0. The ordinance was given number 1103. A motion to adopt was made by CM Martin. Second by CP Ringsaker. After a roll call vote, motion carried 6-0. The public hearing will be April 17, 2023 at 7:00 p.m.

Ordinance concerning Approving, Affirming, and Ratifying the Agreement to Supply Municipal Water to the City of Aberdeen: First Reading

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF APPROVING, AFFIRMING, AND RATIFYING THE AGREEMENT TO SUPPLY MUNICIPAL WATER TO THE CITY OF ABERDEEN

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 6-0. The ordinance was given number 1104. 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 April 17, 2023 at 7:00 p.m.

New Business

Special Events

Steve Gamatoria presented the special event applications:

Havre de Grace Farmer's Market, May 6 – December 23, 2023, 8:30 a.m.-12:00 p.m., 100 Block of St. John Street. A motion to approve was made by CM Martin. Second by CM Robertson. Motion carried 6-0.

Matilda's Run/Kayak Poker Run, June 24, 2023 (rain date – 6/25/23), 8:00 a.m.-12:00 p.m., Water Street Boat Ramp & Piers by Lock House, Lighthouse, City Marina. A motion to approve was made by CM Boyer. Second by CM Zinner. Motion carried 6-0.

The Waterfront Festival, September 8-9, 2023, 5:00 p.m.-11:00 p.m. (9/8), 3:00 p.m.-9:00 p.m. (9/9), Concord Point Park. A motion to approve was made by CM Robertson. Second by CM Schneegas. Motion carried 6-0.

60th Annual Havre de Grace Art Show, September 30, 2023 (setup – 9/29/23), 10:00 a.m.-5:00 p.m., Tydings Memorial Park & Concord Point Park. A motion to approve was made by CP Ringsaker. Second by CM Boyer. Motion carried 6-0.

Havre de Grace Oktoberfest, October 14, 2023 (rain date – 10/15/23), 12:00 p.m.-7:00 p.m., Concord Point Park. The map will be adjusted to accommodate the Concord Point Lighthouse opening. A motion to approve was made by CP Ringsaker. Second by CM Zinner. Motion carried 6-0.

Havre de Grace Out of the Darkness Walk, November 4, 2023, 8:00 a.m.-11:00 a.m., starting and ending at Tydings Memorial Park. A map showing the walking route will be added to the packet. A motion to approve was made by CM Martin. Second by CP Ringsaker. Motion carried 6-0.

Directors Report

Steve Gamatoria, Director of Administration: Mr. Gamatoria commented that Mr. Bourcier was at a conference, so he reported for him on connections: at this time in FY '21 there were 52 connections and in FY '22 we had 48 connections, and in FY '23 we have 49 connections, so we are ahead of 2022 and lagging from 2021, but there are a number of connections on the table now; primarily at Greenway Farms and there is a major renovation going on at Old Bay Lane that will come up with 5-6 additional commercial connections – the industrial park is alive and well. Mr. Gamatoria requested feedback from the Council members before the next Council meeting on eliminating some of the information printed in the agenda packets, specifically in the special event packets such as 501c3 certification and certificate of insurance, in order to conserve resources; the electronic version will still provide the information.

Tim Bourcier, Director of Planning: Mr. Bourcier was at a conference and not in attendance.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson reported their quarterly newsletter, "Havre de Grace Business Beat" went out last week. In the Downtown, there have been 4 ribbon cuttings, 1 business moved locations within downtown, 1 business closed, and Crazy 8 Hair Salon celebrated 30 years in business. We were awarded \$44,705 for FY '23 from the Maryland Energy Smart grant (this is a 5-year grant and we are on year 2), which pays for the new LED lighting in City buildings; this award will include the Community Center, Water Treatment Plant, Department of Public Works, and the Wastewater Management building; funds from FY '24 will be for the STAR Centre. In January 2021 the City used 42,869kw and in January 2023 we used 31,906kw, which is a 26% reduction; the BGE bill was \$1,978 in January 2021 to \$605 in January 2023, which is a 68% reduction. The electronic shuttle bus has been ordered and delivery will be August/September of this year; it will join our fleet of trolleys. The contract for the pier on Green Street is in the process of being approved and construction will begin November/December of this year. They are researching and in the process of completing several grants – \$48,000 for an audio walking trail from Chesapeake Gateway National Park Service; a grant was submitted to MHAA for \$100,000 for a bathroom renovation at the Visitor Center; the Community Legacy grant is due in June and they are writing a grant for bathrooms at Hutchins Memorial Park; the FY '24 CDBG grant is due June 7; FY '21-'24 CDBG funding is being used for sidewalks at Lafayette Street beginning at Market Street to the Maritime Museum.. The Route 40 corridor has more businesses coming. In Tourism, the Harvey Agency was contracted in January to deliver a marketing/branding report – the first step was to conduct a quality of life survey – it had a good response and they are analyzing the information now; the winner of gift basket was Sakeenah Graham. The City-wide Yard Sale will be April 22 – call the Visitor Center by April 17 to have your name added. Two historical ships are coming to the City – Pride of Baltimore II on June 1-5 and Maryland Dove on June 23-25; call the Visitor Center for information or tour tickets. The First Friday is May 5. The updates to the Explore Havre de Grace website are 80% completed.

George DeHority, Director of Finance: Mr. George DeHority reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$4,069,900, which is \$1,633,300 above budget. The Water/Sewer Fund 9 balance is a deficit of \$1,661,200, which is \$489,800 below budget. The Marina Fund 8 balance is \$932,100, which is \$284,700 above budget. We're ahead, but due to supply delays and busy contractors – there are over \$6 million in delayed capital projects that can't get done in the General Fund and about \$3 million delayed capital projects in the Water/Sewer Fund.

EJ Millisor, Director of Public Works: Mr. Millisor reported on the Water Street parking lot, the fuel tank at the Yacht Basin is coming along nicely and they are moving ahead of schedule. The Susquehanna Hose Company had a successful control burn training exercise. They've begun restriping in some areas. He thanked Ricky Hickman, who is going to work for Amtrak, for his decade of hard work and effort with the City. He congratulated Nick Muzaca on his promotion to DPW Operations Specialist.

Chief Teresa Walter, Havre de Grace Police Department: Chief Walter reported the Susquehanna Ministerium will hold their Way of the Cross Walk on April 7; the Police Department will assist with traffic control. The Police Department will attend the Housing Authority's annual Community Cleanup on April 15 at Stansbury Court from 8 a.m.-12 p.m. – the public is welcome to help. The National Prescription Drug Take Back is April 22 from 10 a.m.-2 p.m. – drop offs are at the Havre de Grace Police Department, Aberdeen Police Department, Bel Air Town Police Department, Maryland State Police Bel Air Barracks in Fallston, County Office Building, and Wegman's. The First Christian Church congregation was thanked for inviting all first responders to their service on March 26 with fellowship afterwards.

Business from Mayor Martin

Mayor Martin had the preliminary budget for FY 2024 distributed to the Council members by Mr. DeHority. It will be posted on the City website. The Mayor read the cover letter into the record and shared the tentative schedule (both attached). The Mayor recognized that staff try to save taxpayer funds and Wanda Boker has done this through a grant to install LED lights in City occupied buildings; the Mayor recognized the amount saved. Harford County and the City uses Blackboard Connect to communicate alerts to residents; there are less than 7,000 contacts signed up and 60% aren't answering or don't have accurate contact information, so we are only reaching 40% of the contacts – residents can sign up by going to www.harfordcountymbcportal.com or the City website - be connected in case there is an emergency. The new trash collection agency is Bartenfelder – they start early and are efficient, so trash has to go out the night before – the trucks have cameras, so they know if the trash wasn't out when they came by. Havre de Grace resident Mabel Hart was recognized for her 104th birthday.

Business from Council

Council Member Boyer: CM Boyer thanked the Mayor and staff for their effort in putting the budget together. April is Sexual Assault Awareness Month; SARC is in need of household items for their 40-bed shelter – you can go to their wish list on Amazon and use their address to have it delivered directly to them.

Council Member Zinner: CM Zinner reported the Historic Preservation Commission meets April 11 at 7 p.m. The Arts Commission meets April 25 at 6:30 p.m. The Independence Day Commission is working hard on contracts with bands, the Hutchins Memorial Park concert and entertainment for the parade; they need more volunteers – let CM Zinner know if you would like to volunteer and she will pass it on.

Council Member Robertson: CM Robertson commented he was away for the Army Reserve and is back now. Wished everyone a Happy Easter. Let's Go O's.

Council Member Schneegas: CM Schneegas reported the Green Team had the tree adopters prep their trees for the spring; they have hazelnut, fig, elderberry, peach, apple, blueberries, and paw paw; the Green Team was thanked for making the food forest available and residents were encouraged to come out in a couple months for fresh fruit. The Marina Commission will meet April 5 at 4:30 pm. The Planning Commission will meet April 11 at 6:30 p.m.

Council Member Martin: CM Martin reported the Defenders Day event needs volunteers. He thanked the Air Force for performing at the STAR Centre; he was concerned that night to see people driving along the handicap walkway and requested that Administration work with DPW and the Board of Education to put up barricades so people don't drive on the walkway.

Council President Ringsaker: CP Ringsaker reported the Easter Egg Hunt is Saturday, April 8 at Concord Point Lighthouse. The Susquehanna Hose Company Banquet is April 8 at Level Hall. The Ducks Unlimited Bull Roast will be April 15 at the Community Center – it raises money to increase flock sizes in the area. He will be with the Boy Scouts the morning of April 15 to pick up trash along Route 155 for the Adopt-a-Highway program. A correction was made to the date for the second reading/adoption of the FY '24 Budget – it will be June 20, not June 19.

Adjournment

CM Martin made a motion to adjourn at 9:05 p.m. Second by CM Schneegas. Motion carried 6-0.

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

Submitted by: Tamara Brinkman



MEMORANDUM

To: Havre de Grace City Council and Citizens
From: Mayor William T. Martin
Date: April 3, 2023
RE: Fiscal 2024 Preliminary Budget

Citizens of Havre de Grace and Honorable Members of the City Council:

Enclosed is my preliminary budget for fiscal 2024 for your consideration. The City was awarded \$13.8 million from the federal government under the American Rescue Plan Act (ARPA) in late fiscal 2021. We received our allotment in fiscal years 2023 and 2022, and will be investing about \$6.4 million of those funds toward the downtown restoration and resiliency project in fiscal 2024.

The City also anticipates receiving \$500,000 from the State legislature which will be used for the continued renovation of the STAR Centre. Together, the downtown revitalization and the STAR Centre represents an \$8.5 million investment to address overdue improvements at the STAR Centre and to our historic downtown and enable thriving social and economic engagement for the benefit of citizens, visitors and merchants. My commitment to these efforts has generated tremendous interest in our City throughout the eastern seaboard.

The City is also well on its way to using the \$15 million Citizen approved bond proceeds that was borrowed for water and sewer infrastructure rehabilitation. We expect to fully use the proceeds by the end of next fiscal year.

Additionally, I am continuing our investment in water delivery and sales to the City of Aberdeen. Our section of the Aberdeen pipeline is complete and I expect Aberdeen to be prepared to receive water late in fiscal 2024.

The City of Havre de Grace continues to attract new residents as an increasingly desirable community. I am making large investments in water distribution and wastewater collection infrastructure to ensure we can supply safe and reliable drinking water and collect and treat wastewater as our City welcomes new

homeowners. The fiscal 2024 water and sewer capital projects include over \$5.4 million toward that goal.

The 2024 budget is a fiscally responsible and sustainable budget and, with your approval, we will keep property tax rates at the 2023 levels. Unfortunately, rising prices and material shortages make it impossible for us to keep water and sewer metered rates at their current levels. For the first time since 2019, I am forced to raise rates to responsibly address inflation. Additionally, the Marina slip rental will be increased in accordance with Ordinance 1091.

The 2024 budget reflects our continued shared commitment to make Havre de Grace the most desired place in Harford County and, in my view, the entire region, to live, work and enjoy.

General Fund 1

The General Fund 1 is expected to begin the fiscal year with almost \$1.75 million. Expenditures and fund transfers are projected to exceed revenues by this same amount leaving the General Fund 1 balanced at year end, as required by our Charter.

Budgeted revenues are expected to be \$17.5 million in fiscal 2024 – an \$869,000 decrease from the current year projected revenues, primarily due to a \$1.5 million decrease in anticipated County grant funds. As noted last year, these 2023 grants were targeted for development of our living shoreline, as well as the City's commitment toward the improvement of the Chesapeake Bay water quality, through remediation of our storm water impact along the waterfront. These grants were one time awards and have resulted in a shoreline that has become the leading example of Chesapeake Bay stewardship throughout the State.

The Maryland State Department of Assessments and Taxation (SDAT) estimates the net assessable real property tax base for Havre de Grace will increase \$41.85 million for fiscal 2024. SDAT is suggesting the tax rate be reduced from \$0.565 to \$0.5512 to keep real property tax revenues constant (i.e., the Constant Yield Tax Rate). I am, however, proposing to maintain the real property tax rate at its current \$0.565 per \$100 of assessed value. The sizable growth in both population and residences place a greater demand on City infrastructure and services. The \$236,500 estimated additional property tax revenues will only partially offset the increased operating costs created by this increased demand. Overall spending is budgeted to be almost \$26 million, an increase of \$2.8 million over projected spending for fiscal 2023. The capital program is budgeted to be \$7.4 million in fiscal 2024, a \$1.2 million increase over the current year's projected spending. Most of the increase can be attributed to ARPA-funded projects totaling \$5.2 million that are expected to carry forward into fiscal 2024.

Budgeted personnel costs, including salaries, overtime, healthcare, pension and other employee insurances, will decrease \$166,000 from the current personnel budget, a 0.9% decrease. As we all know, inflation rates over the past year have reached levels not seen in decades. To combat current economic challenges and long-term sustainability, I intend to continue using outside professional services, when appropriate, instead of permanent staffing level increases.

Water and Sewer Fund 9

The Water and Sewer Fund 9 is expected to begin the year with a \$340,000 fund deficit. This deficit is attributed to the City experiencing dramatic cost increases in both operating supplies and capital project materials. The same inflation being experienced by our residents, is impacting our costs as well. This condition was highlighted by our Water & Sewer Commission in their latest annual report.

As a result, I am proposing to increase metered fees in fiscal 2024 by ten percent (10%). Metered water usage will increase from \$6.20 per 1,000 gallons to \$6.80. Likewise sewer rates are increasing from \$9.30 per 1,000 gallons to \$10.20. This is the first metered rate increase since fiscal 2019, five years ago. Operating costs are expected to increase \$500,000, due mainly to increased costs to maintain the facilities at both the water and wastewater treatment plants.

Combined with the anticipated start of our providing water service to Aberdeen in the second half of the year, the rate increase will generate adequate revenues to overcome the anticipated cost increases and provide \$1.35 million towards the capital program. This contribution is essential as the City anticipates over \$1.6 million less in capital revenues as we complete the \$15 million bond issue authorized in fiscal 2020 later this fiscal year.

Anticipated residential development for fiscal 2024 is expected to continue at a slightly slower pace than we are experiencing in fiscal 2023. New connections have been set at 100 units, based on the anticipated development during the year.

Marine Facilities Fund 8

The Marine Facilities Fund 8 is budgeted to begin fiscal 2024 with a surplus of \$411,000. We anticipate the Marine Facilities Fund 8 will end fiscal 2024 with only a \$208,000 surplus. As noted below, the decline in fund balance can be attributed to the replacement of our fuel system which was originally scheduled for fiscal 2023 but which has been delayed by the manufacturer.

I am, therefore, proposing to increase our slip fee rate to \$67.00 per linear foot, as legislated by Ordinance 1091. Operating revenues are expected to exceed budgeted expenses by \$54,000. The City plans on expending \$258,000 in capital projects, primarily to complete the replacement of the fuel tanks.

I trust you will find this preliminary budget is a solid foundation for our joint efforts to continue improving Havre de Grace by managing growth and protecting our critical water resources. I thank you for your continued partnership and stewardship.

**CITY OF HAVRE DE GRACE PROPOSED BUDGET
ADMINISTRATIVE / LEGISLATIVE CALENDAR FOR FY 2024
(SOME DATES SUBJECT TO CHANGE)**

Administrative	
Submission of Preliminary Budget to Administration/Finance 1st Draft	January 27, 2023 by end of business day.
Director's Group Review of 1st Draft of Budget	February 24, 2023 @ 9 am
Director's Group Review of 2nd Draft of Budget	March 10, 2023 @ 9 am
Legislative	
Submission of Preliminary Budget to City Council	April 3, 2023 @ 7 pm
Public Work Sessions	April 10, 2023 @ 6 pm (All Funds) April 24, 2023 @ 6 pm (Final Review)
Constant Yield Tax Rate Public Hearing Advertisement	April 14, 2023 April 21, 2023
1. Tax Rate Ordinance 1st Reading and Adoption	May 1, 2023 @ 7 pm
2. Water/Sewer Rate 1st Reading and Adoption	
1. Tax Rate Ordinance Public Hearing	May 8, 2023 @ 6 pm
2. Water/Sewer Rate Public Hearing	
1. Tax Rate Ordinance 2nd Reading and Adoption	May 15, 2023 @ 7 pm
2. Water/Sewer Rate 2nd Reading and Adoption	
Budget Ordinance 1st Reading and Adoption	June 5, 2023 @ 7 pm
Budget Ordinance Public Hearing	June 12, 2023 @ 6 pm
Budget Ordinance 2nd Reading and Adoption	June 20, 2023 @ 7 pm



April 10, 2023
Council Work Session
Public Hearing Proceedings
711 Pennington Avenue, Havre de Grace, Maryland
6:00 p.m.

TOPIC: Fiscal Year 24 Budget Review
(Open to the Public; Public not permitted to interact)

Work Session Proceedings

The Council Work Session of the Mayor and City Council was called to order on April 10, 2023, at 6:01 p.m. with Council President Ringsaker presiding.

Council Members present: CP Ringsaker, CM Boyer, CM Martin, CM Robertson, CM Schneegas, and CM Zinner.

Mayor Martin was present to answer questions, along with the following staff members:

City Staff present: Steve Gamatoria, Director of Administration; Tim Bourcier, Director of Planning; Bridgette Johnson, Director of Economic Development & Tourism; George DeHority, Director of Finance; EJ Millisor, Director of Public Works; Chief Teresa Walter, Havre de Grace Police Department; City Engineer – Tim Whittie and Police Captain Joe Alton.

Council President Ringsaker welcomed everyone and asked the Director of Administration to provide a brief overview of the Budget Process. Director Gamatoria provided Council with the Budget process and internal reviews to arrive at a balanced budget that was presented to Council by the Mayor on April 3, 2023.

Council President Ringsaker reviewed each page, asking Council for input and /or questions for each line item in the budget beginning with “General Fund 2022-2023-2024 Comparisons; General Fund Operating Revenues; and budgets for “Mayor, City Council , Administrative Offices, Information Technologies, Special Events, Registration and Elections, Legal Services and Insurance; Economic Development & Tourism; Finance; Planning and Code Enforcement; Police Administration; Police Patrol and Investigation; Public Works Administration, including Public Works, Highways and Streets; Shop Operations; Volunteer Organizations; General Debt Service; and Capital Budget worksheets. All Council members interacted and asked questions and/or requested clarity and logic on a variety of line items.

The meeting ended at 7:50pm with the agreement that Funds 8 & 9 would be reviewed on April 24th at 6pm in the Council Chambers. (Follow up to questions included on page 2 & 3 of this document.)

Minutes taken by Stephen Gamatoria – Director of Administration

The following requests required follow up:

- Further detail on Revenue line item 0001-46-04 Contributions and Donations which increased from 2023 projected levels of \$8,500.00 to Projected 2024 levels of \$162,000.

Details from work sheets reveal - due to the paving projects that also include 3 major residential projects occurring in FY24 (and other City Capital Projects depicted in the Capital Budget Worksheet), Professional Inspections services will need to be hired and paid up front). The offset is captured in the Paving Budget 01-1251-7013.

- Further detail on expense line item 01-1031-6283 Public Relations which increased from 2023 projected levels of \$29,100.00 to Projected 2024 levels of \$35,000.

As was discussed at the Budget work session, that Public Relations was increased by \$5,900 in the Mayor's budget and Public Relations was decreased in the Council's Budget by \$6,900, due to the Mayor's budget accounting for Volunteer Appreciation Dinner/Event Tickets Mayor & Council; Wreaths Across America; Sympathy Bouquets; Get Well Flowers; City Flags; MACO; Promotional Giveaways; Twinning Reception & Charter; Harford 250;

Conversely - Council's budget Council Meeting Video Production/Misc. expenses including Council Attire; Chamber Luncheons; Public notices for work sessions.

- Current vacant positions include: 12 Full Time 4 Part Time 7 Seasonal
 - *Administration:*
 - *5 Seasonal Ambassador/Trolley Drivers*
 - *Executive Assistant to the Mayor will become vacant as of May 1, 2023*
 - *Economic Development:*
 - *Part Time Tourism Office Assistant*
 - *Part Time Visitor Center Weekend Customer Service*
 - *Finance:*
 - *Deputy Director of Finance (Offer Accepted by Candidate)*
 - *Accounting Clerk Tax Billing/Customer Service. Tax Billing function will be vacant as of May 1, 2023, Customer Service function will be vacant as of July 1, 2023 (Currently Recruiting)*
 - *Marina:*
 - *2 Seasonal Marina Attendants*
 - *Planning:*
 - *0 Vacancies*
 - *Police Department:*
 - *IT Manager*
 - *4 Sworn Police Officers. An additional vacancy will occur May 28, 2023. (Currently Recruiting)*
 - *Public Works:*
 - *Part Time MS4 Permit Coordinator will become vacant July 1, 2023*
 - *Part Time Laborer*
 - *Water Plant Operator*
 - *3 Driver/Laborers*

- Consider of an IT Apprentice

The Administration will discuss this as an option (as an addition to) the IT Manager

- 01-1131-6290 – Additional SHCo Contributions:

The additional allocation is to assist in the cost of Insurance (\$90K/yr.) and to establish an account for “Emergency Vehicle Replacement Fund “ (\$140K); this additional allocation will assist in relieving financial stress from the SHCo operating budget which is funded by legislation. Allocations have only grown by \$47,000 since 2012... (2012 mandated allocation was \$321,600; in 2024 the mandated allocation is \$368,000

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution concerning Requiring Budget
Amendments by Ordinance**

(1st Reading)

Date: **4/13/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL

OF

HAVRE DE GRACE, MARYLAND

Charter Amendment Resolution _____

Introduced by _____ Council President Ringsaker _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 F. AND 19. A OF THE CITY CHARTER, GENERALLY PERTAINING TO BUDGET AMENDMENTS; REPEALING THE REQUIREMENT THAT BUDGET AMENDMENTS BE APPROVED BY RESOLUTION; REQUIRING BUDGET AMENDMENTS BE APPROVED BY ORDINANCE

NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the foregoing is hereby approved.

1. Section 37 F. of the City Charter is to be amended as follows, with the words underscored to be added and the words in [**bold and brackets**] to be deleted.

Repealing in part section 37 F. and adding in part to section 37 F. Budget Ordinance; how made.

F. Funds not encumbered at the end of the fiscal year shall be directed to fund balance, considered anticipated revenue for the following fiscal year, or may be expended after passage of a budget amendment approved in the form of a [**resolution**] budget amendment ordinance. No public money may be expended without having been appropriated by the budget ordinance or by the Council by a budget amendment. Budget amendments shall be in the form of an ordinance. Budget amendment ordinances may be passed after receiving a public hearing and passed upon second reading. Budget amendment ordinances may be adopted on second reading at a meeting on the same date at which it received a public hearing. Interdepartmental transfers and transfers between the three (3) expenditure categories noted in Section 37B, including those within a department, can only be approved by the passage of a budget amendment [**resolution**] ordinance.

2. Section 19 A. of the City Charter is to be amended as follows, with the words underscored to be added and the words in bold and brackets to be deleted.

Repealing in part section 19 A. and adding in part to section 19 A. Resolutions and Ordinance; passage, veto power.

Charter Amendment Resolution

45
46 All resolutions, except Charter amendment resolutions, shall be adopted by a majority of
47 affirmative votes of the City Council members present and voting by roll call vote. All Charter
48 amendment resolutions shall be introduced by a majority voice vote and then shall be adopted by
49 at least four affirmative votes of the City Council members by roll call. Any Charter amendment
50 purporting to change the term of office of the Mayor or the City Council shall be effective only
51 after approval of a majority of legal voters casting ballots at a general or special election held for
52 that purpose. Public notice of such Charter change shall be made in a newspaper having general
53 circulation in the City, published for three (3) consecutive weeks, once per week, immediately
54 prior to the election. All ordinances shall be introduced for a first reading by a majority voice vote
55 and then shall be adopted on first reading by at least four affirmative votes of the City Council
56 members by roll call. All ordinances shall be introduced for a second reading by a majority voice
57 vote and then shall be adopted by at least four affirmative votes of the City Council members by
58 roll call. No ordinance shall have a second reading and be adopted at the meeting at which it is
59 first introduced or at a meeting held on the same day as the public hearing. In cases of an
60 emergency the provision that an ordinance may not be adopted at a meeting at which it is first
61 introduced or on the same day as the public hearing may be suspended by the affirmative vote of
62 at least four members of the City Council by roll call. This section does not apply to a budget
63 amendment ordinance.

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65
66 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2023.

67
68 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
69 2023.

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72 ATTEST: MAYOR AND CITY COUNCIL
73 OF HAVRE DE GRACE
74
75
76 _____ William T. Martin
77 Stephen J. Gamatoria Mayor
78 Director of Administration

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80 Introduced/First Reading: 4/17/2023
81 Public Hearing:
82 Second Reading/Adopted:
83
84 Effective Date:

85
86 The effective date is the 50th day after adoption by City Council if a referendum is not presented
87 40 days after the Charter amendment. Council cannot suspend the time requirements as this is a
88 State law requirement.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Charter Resolution Authorizing Certain Personnel to
Enter into Certain Agreements**
(1st Reading)

Date: **4/13/2023**

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 April 13, 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

Charter Amendment Resolution _____

Introduced by _____ Council President Ringsaker

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE HAVRE DE GRACE CITY CHARTER SECTION 19, AMENDING IN PART SECTION 37 G. OF THE CITY CHARTER, GENERALLY PERTAINING TO THE EXECUTION OF THE ANNUAL BUDGET ORDINANCE; AUTHORIZING CERTAIN PERSONNEL TO ENTER INTO CERTAIN AGREEMENTS; AUTHORIZING THE CREATION OF ADMINISTRATIVE RULES AND PROCEDURES TO CARRY OUT SUBSECTION

NOW, THEREFORE, it is determined, decided, and resolved by the City Council that the foregoing is hereby approved.

- 1. Section 37 G. of the City Charter is to be amended as follows, with the words underscored to be added and the words in **[bold and brackets]** to be deleted.

Adding in part to section 37 G. Budget ordinance; how made.

G. The Director of Administration, or an officer or an employee under his direction, may expend money and/or enter into a contract for the purpose of obtaining goods or services that the City Council approved budget ordinance has appropriated for the respective fiscal year. No officer or employee of the City shall expend money that is not appropriated or contract or incur a liability for any purpose which would cause proposed expenditures to rise above anticipated revenues or would have required the passage of a budget amendment transfer prior to the expenditure, contract or liability. The Charter does not permit any such expenditure; contract or liability and the City may declare the same null and void. This section does not apply to the spending of money for the bonding of the capital improvements or contracts for leases or services that exceed the length of the budget year. The mayor or the directors established in the City Charter may establish administrative rules and procedures to carry out the provisions found in this subsection.

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

Charter Amendment Resolution

43 SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____,
44 2023.

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ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

51 _____
52 Stephen J. Gamatoria
53 Director of Administration

54 _____
55 William T. Martin
56 Mayor

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58
59
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Introduced/First Reading: 4/17/2023
Public Hearing:
Second Reading/Adopted:

61

Effective Date:

62 The effective date is the 50th day after adoption by City Council if a referendum is not presented
63 40 days after the Charter amendment. Council cannot suspend the time requirements as this is a
State law requirement.

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1100 Accept Deed of Easement for Sanitary Sewer to include Sewer Pump Station & Force Main**
(2nd Reading)

Date: **4/5/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1100

Introduced by _____ Council Member Zinner

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO SANITARY SEWER TO INCLUDE SEWER PUMP STATION AND FORCE MAIN LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

On: March 20, 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 April 3, 2023 at 7:02 p.m., and concluded on April 3, 2023 at 7:06 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**, State of Maryland, Department of Militia, otherwise known as the Maryland
36 Army National Guard (“MDANG”) desires to execute a deed of easement (substantially in the
37 form attached hereto) with respect to sanitary sewer to include a sewer pump station and force
38 main on property identified as Tax Account Number 06-034667 and more specifically shown on
39 the attached Deed of Easement (Exhibit 1) and Exhibits A and B attached thereto (“Easement
40 Area”); and
41

42 **WHEREAS**, the Mayor and City of Council of Havre de Grace (“City”) desires to accept
43 the Deed of Easement to provide the City with access for ongoing maintenance and repair and
44 operation of the sanitary sewer system, including the sewer pump station and force main located
45 in the Easement Area; and
46

47 **WHEREAS**, the MDANG intends to execute a Deed of Easement in substantially the form
48 that is attached hereto as Exhibit 1; and
49

50 **WHEREAS**, the City’s acquisition of the easement is for a public purpose.
51

52 **NOW THEREFORE**, it is this ____ day of _____ 2023, determined,
53 decided, and ordained by a majority of the City Council members that:
54

55 The Mayor is authorized to sign a deed of easement in substantially similar form that
56 is attached hereto as Exhibit 1 and take such other action needed to acquire the
57 easement from the Maryland Army National Guard as set forth in this ordinance.
58

59 The foregoing Ordinance is hereby approved by the City Council.
60

61 ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of _____, 2023.
62

63 SIGNED by the Mayor and attested by the Director of Administration this __ day of _____,
64 2023.
65

66
67 ATTEST:

68 MAYOR AND CITY COUNCIL
69 OF HAVRE DE GRACE
70

71 _____
72 Stephen J. Gamatoria
73 Director of Administration
74

75 _____
76 William T. Martin
77 Mayor
78

79 Introduced/First Reading: 3/20/2023

 Public Hearing: 4/3/2023

 Second Reading/Adopted:

 Effective Date:

EXHIBIT 1

DEED OF EASEMENT
WITH RESPECT TO SANITARY SEWER TO INLCUDE
SEWER PUMP STATION AND FORCE MAIN
Tax Account 06-034667

THIS DEED OF EASEMENT AGREEMENT (this “**Agreement**”) is made this ____ day of _____, 2023, by and among the **STATE OF MARYLAND**, Department of Militia also known as Maryland Army National Guard (as “**Grantor**”); and **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND**, a Maryland Municipal corporation (“**City**”).

WHEREAS, the Grantor is the owner in fee simple of a certain tract of land consisting of 0.4638 acres more or less and being part of that land conveyed by the Harford Agricultural and Breeders Association, Incorporated, to the State of Maryland for the use of the Militia Department by Deed dated October 9, 1951, and recorded in the land records of Harford County, Maryland in liber 363, folio 560 (“**Easement Area**”); and

WHEREAS, the City desires to replace, construct, maintain, and use a sewage pump station and force main together with associated pipes and underground facilities to accommodate the operation of the sewage pump station and force main (“**Public Utilities**”) which will be located on the Property; and,

WHEREAS, the City desires to obtain rights of access to and over the Easement Area and the Grantor is willing to grant such right;

NOW THEREFORE, in consideration of the premises, which are incorporated herein by reference, the sum of One Dollar (\$1.00), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor does hereby grant and convey unto the City, its successors and assigns, a perpetual utility easement with the right to lay, construct,

28 maintain, and use pipes and other municipal utility facilities and services, including a sewage
29 pumping station and force main, in and through the land of the Grantor, situate within the
30 boundaries of the City of Havre de Grace, SIXTH ELECTION DISTRICT of Harford County,
31 Maryland, said water pipes and other municipal facilities defined as the Public Utilities above to
32 be laid in the Easement Area which is described as follows:

33 See Exhibit A for legal description metes and bounds and
34 Exhibits B-1, B-2 and B-3 for the engineered surveys
35 which are incorporated herein and made a part hereof by reference.

36 BEING part of that tract or parcel of land conveyed by and described in a deed dated
37 October 9, 1951, from the Harford Agricultural and Breeders' Association, Incorporated to the
38 State of Maryland, for the use of the Department of Militia, its successors and assigns, in fee
39 simple, and recorded among the Land Records of Harford County in Liber 363, folio 560.

40 **TO HAVE AND TO HOLD** said easement unto the City, its successors and assigns,
41 forever subject to the following terms and conditions:

42 1. The Grantor does hereby agree that the City, its successors and assigns, shall have the
43 right and privilege of entering upon the aforesaid land, whenever it may be necessary,
44 to make openings and excavations and to lay, construct and maintain said municipal
45 utilities and appurtenances; and it is further agreed that no buildings or similar
46 structures of any kind shall be erected in, or over the said perpetual easement by any of
47 the parties hereto, their successors, or assigns.

48 2. The City agrees to the following:

49 a. To install a stub from any manhole for future connection, as determined by the
50 City;

- 51 b. If any fencing belonging to Grantor is removed during installation of the Public
- 52 Utilities, to erect a temporary fence for security during hours when no actual
- 53 work is in progress;
- 54 c. Replace any macadam removed or damaged.
- 55 d. Substantially restore the land to its original condition except to the extent
- 56 permanent alterations in the landscape are required to maintain the Public
- 57 Utilities within the standards issued by Federal, State or local governments or
- 58 agencies as determined by an engineer retained by the City, or as otherwise may
- 59 be agreed by the parties in writing.

60 AS WITNESS, the due execution hereof by the aforementioned parties:

61
 62 WITNESS/ATTEST: STATE OF MARYLAND
 63
 64
 65
 66 _____ (SEAL)
 67 Name: [type name here]
 68 Title: Authorized Person
 69
 70

71
 72 ATTEST: THE MAYOR AND CITY COUNCIL OF
 73 HAVRE DE GRACE
 74
 75
 76 By: _____ (SEAL)
 77 Stephen J. Gamatoria William T. Martin
 78 Director of Administration Mayor
 79

80
 81 Approved for legal sufficiency: Recommended for approval:
 82
 83
 84 _____
 85 City Attorney, E.J. Millisor
 86 April C. Ishak Director of Department of Public Works

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Recommended for approval:

Timothy Whittie, PE
City Engineer

[THIS SPACE INTENTIONALLY BLANK]

Second Reading

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STATE OF _____, CITY/COUNTY OF _____, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2023, before me, the subscriber, a Notary Public of the State of Maryland, personally appeared _____, who acknowledged himself/herself to be an Authorized Person of _____, Owner, and that, being authorized to do so, he executed the foregoing document on behalf of said Owner, and in my presence signed and sealed the same.

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

STATE OF MARYLAND, CITY/COUNTY OF HARFORD, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared William T. Martin, who acknowledged himself to be the Mayor of the City of Havre de Grace, Maryland, a Maryland Municipal Corporation, duly authorized and empowered to act on behalf of the Mayor and City Council of Havre de Grace, and who acknowledged the foregoing to be the act and deed of **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE.**

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

CERTIFICATION

This is to certify that the within instrument was prepared by the undersigned Maryland attorney.

April Ishak, Esquire
224 N. Washington Street
Havre de Grace, Maryland 21078
(443) 502-5558

RETURN TO:
April Ishak, Esquire
224 N. Washington Street
Havre de Grace, Maryland 21078
(443) 502-5558

Second Reading

EXHIBIT A



700 East Pratt Street, Suite 500 | Baltimore, MD 21202 | P 410.728.2900 | T 800.787.3755 | www.rkk.com

Exhibit "A"

**Description of
Sanitary Sewer Easement
State of Maryland, Militia Department
(Maryland National Guard)
Tax Account # 034667
Liber 363 Folio 560
Sixth Election District
City of Havre de Grace
Harford County, Maryland**

Being part of that land conveyed by the Harford Agriculture and Breeders Association, Incorporated, to the State of Maryland for the use of the Militia Department by the deed dated October 9th, 1951, and recorded in the land records of Harford County, Maryland in liber 363, folio 560.

Beginning for the same at a point on the North 46° 20' 35" West 845.72 foot line, on the plat entitled 'MARYLAND NATIONAL GUARD PROPERTY - 1.4427 Ac. PARCEL OF LAND & 0.3242 PARCEL OF LAND - TO BE CONVEYED TO THE CITY OF HAVRE de GRACE', as recorded in plat book 103, page 82 of the land records of Harford County, Maryland, said line being shown as 'New Line of Division' on said plat, said point of beginning being a distant North 46° 31' 14" West 66.25 feet from the beginning of said line, thence through the property of the State of Maryland, with all bearings being related to North American Datum 1983/2011 (NAD 83/11),

1. South 48° 15' 49" West, 392.00 feet;
2. South 41° 42' 54" East, 100.40 feet;
3. South 52° 57' 58" East, 19.22 feet;
4. North 48° 17' 03" East, 21.22 feet;
5. South 41° 42' 58" East, 104.41 feet;
6. South 48° 06' 08" West, 122.66 feet;
7. North 41° 53' 51" West, 67.35 feet;
8. North 48° 17' 02" East, 88.91 feet;
9. North 52° 57' 58" West, 56.39 feet;



- 10. North 41° 42' 58" West, 109.86 feet;
- 11. North 03° 17' 02" East, 16.29 feet;
- 12. North 48° 15' 49" East, 398.80 feet; to a point on the above mentioned North 46° 20' 35" West 845.72 foot line, thence binding reversely on said line,
- 13. South 46° 31' 14" East, 20.07 feet to the POINT OF BEGINNING.

CONTAINING 20,201 square feet or 0.4638 acres of land, more or less, and shown on Exhibit B-1, B-2, and B-3 attached hereto and made a part hereof.

A licensee either personally prepared this description or was in responsible charge over its preparation and the surveying work reflected in it, all in compliance with requirements set forth in COMAR Regulation 09.13.06.12.

Frederick Greim III

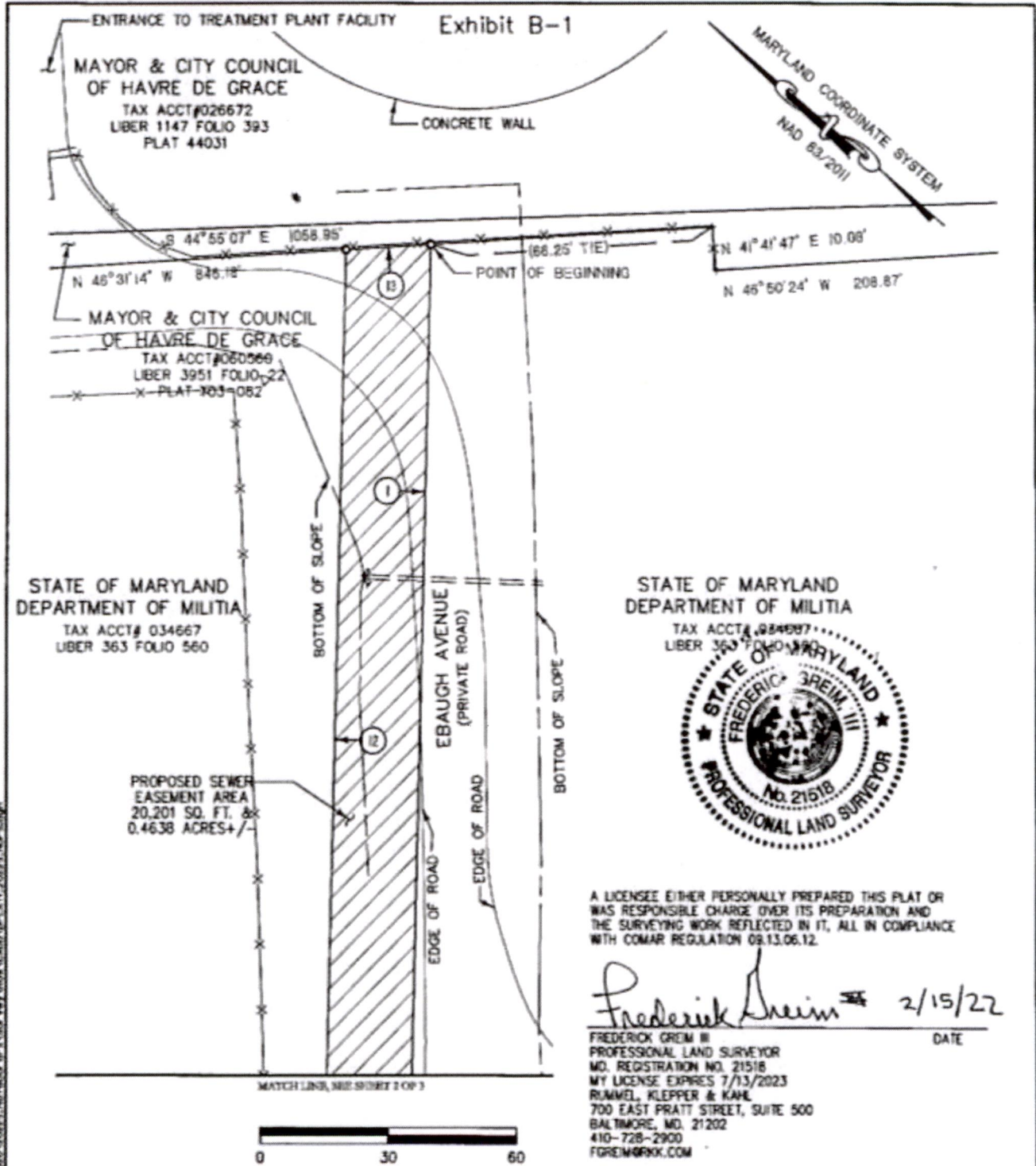
2/15/22

Frederick Greim III
Maryland Licensed Professional Land Surveyor # 21518
License Expires July 13, 2023

Date

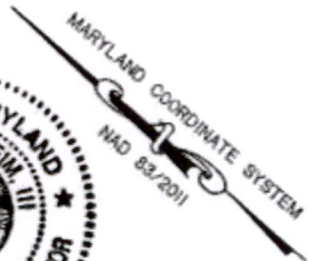
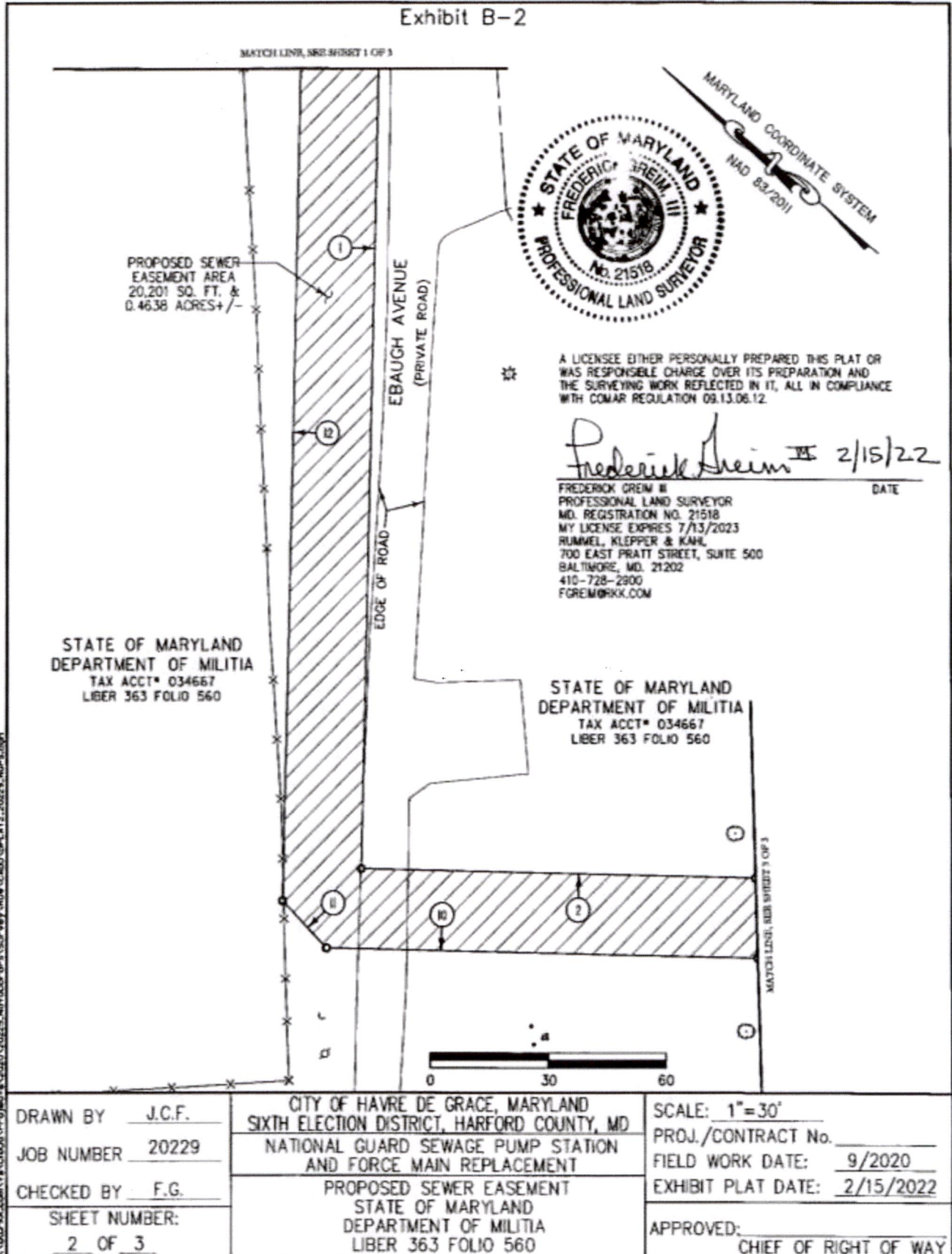


EXHIBIT B



DRAWN BY <u>J.C.F.</u> JOB NUMBER <u>20229</u> CHECKED BY <u>F.G.</u> SHEET NUMBER: <u>1</u> OF <u>3</u>	CITY OF HAVRE DE GRACE, MARYLAND SIXTH ELECTION DISTRICT, HARFORD COUNTY, MD NATIONAL GUARD SEWAGE PUMP STATION AND FORCE MAIN REPLACEMENT PROPOSED SEWER EASEMENT STATE OF MARYLAND DEPARTMENT OF MILITIA LIBER 363 FOLIO 560	SCALE: <u>1"=30'</u> PROJ./CONTRACT No. _____ FIELD WORK DATE: <u>9/2020</u> EXHIBIT PLAT DATE: <u>2/15/2022</u> APPROVED: _____ CHIEF OF RIGHT OF WAY
--	---	---

Exhibit B-2



A LICENSEE EITHER PERSONALLY PREPARED THIS PLAT OR WAS RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED IN IT, ALL IN COMPLIANCE WITH COMAR REGULATION 09.13.06.12.

Frederick Greim III 2/15/22
 DATE

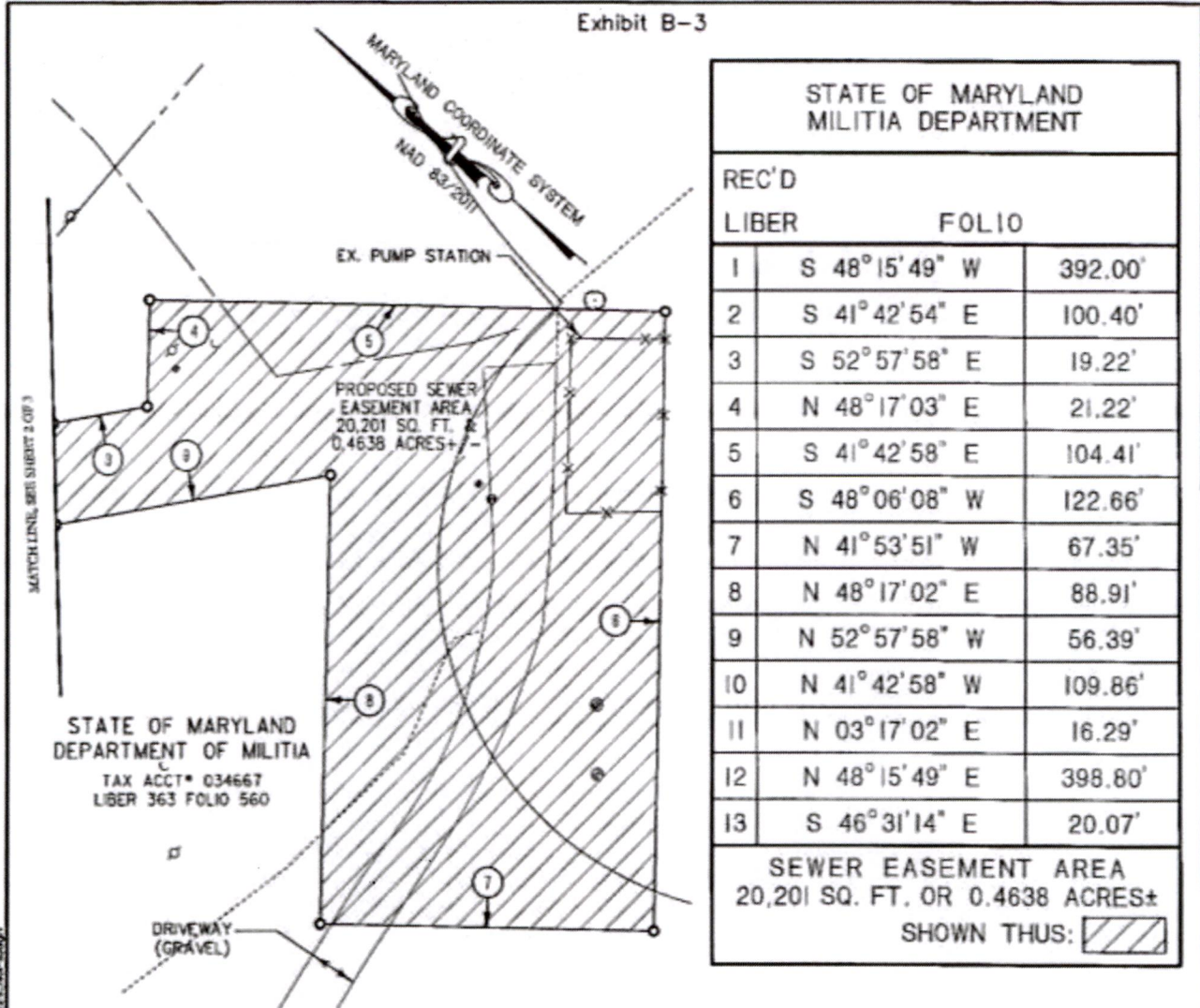
FREDERICK GREIM III
 PROFESSIONAL LAND SURVEYOR
 MD. REGISTRATION NO. 21518
 MY LICENSE EXPIRES 7/13/2023
 RUMMEL, KLEPPER & KAHL
 700 EAST PRATT STREET, SUITE 500
 BALTIMORE, MD. 21202
 410-728-2900
 FGREIM@RKK.COM

STATE OF MARYLAND
 DEPARTMENT OF MILITIA
 TAX ACCT* 034667
 LIBER 363 FOLIO 560

STATE OF MARYLAND
 DEPARTMENT OF MILITIA
 TAX ACCT* 034667
 LIBER 363 FOLIO 560

DRAWN BY <u>J.C.F.</u>	CITY OF HAVRE DE GRACE, MARYLAND SIXTH ELECTION DISTRICT, HARFORD COUNTY, MD	SCALE: 1"=30'
	JOB NUMBER <u>20229</u>	NATIONAL GUARD SEWAGE PUMP STATION AND FORCE MAIN REPLACEMENT
CHECKED BY <u>F.G.</u>	PROPOSED SEWER EASEMENT STATE OF MARYLAND DEPARTMENT OF MILITIA LIBER 363 FOLIO 560	FIELD WORK DATE: <u>9/2020</u>
SHEET NUMBER: <u>2 OF 3</u>		EXHIBIT PLAT DATE: <u>2/15/2022</u>
		APPROVED: _____ CHIEF OF RIGHT OF WAY

Exhibit B-3



A LICENSEE EITHER PERSONALLY PREPARED THIS PLAT OR WAS RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED IN IT, ALL IN COMPLIANCE WITH COMAR REGULATION 09.13.06.12.

Frederick Greim III 2-15-22
DATE

FREDERICK GREIM III
PROFESSIONAL LAND SURVEYOR
MD. REGISTRATION NO. 21518
MY LICENSE EXPIRES 7/13/2023
RUNNEL, KLEPPER & KAHL
700 EAST PRATT STREET, SUITE 500
BALTIMORE, MD. 21202
410-726-2500
FGREIM@RKK.COM



DRAWN BY <u>J.C.F.</u>	CITY OF HAVRE DE GRACE, MARYLAND SIXTH ELECTION DISTRICT, HARFORD COUNTY, MD NATIONAL GUARD SEWAGE PUMP STATION AND FORCE MAIN REPLACEMENT	SCALE: 1"=30'
JOB NUMBER <u>20229</u>		PROJ./CONTRACT No. _____
CHECKED BY <u>F.G.</u>	PROPOSED SEWER EASEMENT STATE OF MARYLAND DEPARTMENT OF MILITIA LIBER 363 FOLIO 560	FIELD WORK DATE: <u>9/2020</u>
SHEET NUMBER: <u>3 OF 3</u>		EXHIBIT PLAT DATE: <u>2/15/2022</u>
		APPROVED: _____ CHIEF OF RIGHT OF WAY

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1101 Accept Deed of Easement for MDANG Waterline**

(2nd Reading)

Date: **4/5/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1101

Introduced by _____ Council Member Zinner

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ACCEPTING A DEED OF EASEMENT WITH RESPECT TO A WATERLINE LOCATED ON PROPERTY OF THE MARYLAND NATIONAL GUARD

On: March 20, 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 April 3, 2023 at 7:06 p.m., and concluded on April 3, 2023 at 7:07 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.

EXHIBIT 1

DEED OF EASEMENT

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5 **THIS DEED OF EASEMENT AND AGREEMENT** (this “**Agreement**”) is made this
6 ____ day of _____, 2023, by and among **STATE OF MARYLAND, to the use of**
7 **THE MARYLAND MILITARY DEPARTMENT, formerly known as the Department of**
8 **Militia** (as “**Owner**”); and **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE,**
9 **MARYLAND,** a Maryland Municipal Corporation, (as “**City**”).

10 **WHEREAS,** the City desires to install, construct, maintain, and use water pipes, meters,
11 vaults, drains and other municipal water facilities that will service the Owner’s Military
12 Installation. (the “**Water Facilities**”) under a 20-foot-wide strip of land hereinafter described, and
13 the Owner is willing to grant such right (the “**Perpetual Easement**”); and

14 **WHEREAS,** the City also desires the grant of additional temporary construction
15 easements (the “**Temporary Construction Easements**”) which run parallel with at a width of 20
16 feet, adjacent to and bind on the Perpetual Easement. The Temporary Construction Easements will
17 terminate upon acceptance by the City of the Water Facilities or one (1) year from the date of this
18 Agreement, whichever comes first (the “**Temporary Construction Easement Term**”).

19 **NOW THEREFORE,** in consideration of the premises, which are incorporated herein by
20 reference, the sum of One Dollar (\$1.00), and other good and valuable consideration, the receipt
21 and sufficiency of which are hereby acknowledged, the Owner does hereby grant and convey unto
22 the City, its successors and assigns, the Perpetual Easement with the right to install, construct,
23 maintain, and use the Water Facilities located under Owner’s Tract (as defined below), situate
24 within the boundaries of the City of Havre de Grace, **SIXTH ELECTION DISTRICT** of Harford
25 County, Maryland, said Water Facilities to be installed sub-surface within the Perpetual Easement
26 which is described as follows: See Exhibit A.

27 The Owner further grants to the City the Temporary Construction Easement for the duration of the
28 Temporary Construction Easement Term.

29 Easements are shown on engineered surveys attached as B-1, B-2 and B-3 are intended to
30 be recorded among the Land Records of Harford County herewith and are incorporated herein by
31 reference.

32 BEING part of that tract or parcel of land conveyed by and described in a deed dated
33 October 9, 1951, from the Harford Agricultural and Breeders' Association, Incorporated to the
34 State of Maryland, for the use of the Department of Militia, its successors and assigns, in fee
35 simple, and recorded among the Land Records of Harford County in Liber 363, folio 560 (the
36 "Owner's Tract").

37 **TO HAVE AND TO HOLD** said Perpetual Easement unto the City, its successors and
38 assigns, forever, subject to the following terms and conditions:

39 1. The Owner does hereby agree that the City, its successors and assigns, shall have the
40 right and privilege of entering upon the Owner's Tract, whenever it may be necessary,
41 to make openings and excavations and to install, construct, repair and maintain the
42 Water Facilities; and it is further agreed that no concrete, buildings or similar structures
43 of any kind shall be erected in, or over the said Perpetual Easement by any of the parties
44 hereto, their successors, or assigns.

45 2. The City agrees to the following:

- 46 a. To install a stub from any manhole for future connection, as determined by the
47 City;
- 48 b. If any fencing belonging to Owner is removed, to erect a temporary fence for
49 security during hours when no actual work is in progress;
- 50 c. Replace any macadam removed or damaged.

- 51 d. Substantially restore the land to its original condition except to the extent
- 52 permanent alterations in the landscape are required to maintain the Water
- 53 Facilities within the standards issued by Federal, State or local governments or
- 54 agencies as determined by an engineer retained by the City, or as otherwise may
- 55 be agreed by the parties in writing.
- 56 e. Release the Temporary and/or Perpetual Easement when they are no longer
- 57 needed.

58 **AS WITNESS**, the due execution hereof by the aforementioned parties:

59
60 ATTEST:

**THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE**

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63
64 _____
65 Stephen J. Gamatoria
66 Director of Administration

By: _____ (SEAL)
William T. Martin
Mayor

67
68
69 Approved for legal sufficiency:
70
71
72 _____
73 April C. Ishak
74 City Attorney

Recommended for approval:

E.J. Millisor
Director of Department of Public Works

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76
77 Recommended for approval:
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80 _____
81 Timothy Whittie, PE
82 City Engineer

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84
85 **SIGNATURES CONTINUE ON THE FOLLOWING PAGE**
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**STATE OF MARYLAND TO THE USE
OF THE MARYLAND MILITARY
DEPARTMENT**

Date

MAJOR GENERAL, MDARNG (SEAL)
The Adjutant General

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

Second Reading

**BOARD OF PUBLIC WORKS OF
THE STATE OF MARYLAND**

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Attest:

(SEAL)
WESTLEY WATENDE OMARI MOORE
Governor

John T. Gontrum, Esq.
Executive Secretary

DERECK E. DAVIS
Treasurer

(SEAL)
BROOKE ELIZABETH LIERMAN
Comptroller

Approved by the Board of Public Works of the State of Maryland at a meeting held on the
____th day of _____, 2023, as Item ____-RP, DGS.

Approved as to form.
and legal sufficiency:

Steven R. Brown
Assistant Attorney General
Department of General Services

139 STATE OF MARYLAND, CITY/COUNTY OF HARFORD, to wit:

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I HEREBY CERTIFY, that on this ____ day of _____, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared William T. Martin, who acknowledged himself to be the Mayor of the City of Havre de Grace, Maryland, a Maryland Municipal Corporation, duly authorized and empowered to act on behalf of the Mayor and City Council of Havre de Grace, and who acknowledged the foregoing to be the act and deed of **THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE.**

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

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Second Reading

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STATE OF MARYLAND, CITY/COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this _____ day of _____, 2023, before me, the undersigned, a Notary Public of the State and County aforesaid, personally appeared _____ of the **STATE OF MARYLAND DEPARTMENT OF THE MILITARY**, known to me (or satisfactorily proven) to be the person whose signature is subscribed to the within Deed of Easement and who signed the same in my presence and acknowledged that he executed the same for the purposes therein contained.

Witness my hand and Notarial Seal.

Notary Public

My Commission Expires: _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

Second Reading

188 STATE OF MARYLAND, CITY/COUNTY OF _____

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191 I HEREBY CERTIFY that on this _____ day of _____, 2023,
192 before me, the subscriber, a Notary Public of the State and City/County aforesaid, personally
193 appeared Westley Watende Omari Moore, Governor of the State of Maryland, known to me (or
194 satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument, who
195 signed the same in my presence, and acknowledged that he executed the same for the purposes
196 therein contained.

197

198 WITNESS my hand and Notarial Seal.

199

200

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202

Notary Public

203 My Commission Expires: _____

204

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208 STATE OF MARYLAND, CITY/COUNTY OF _____

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210 I HEREBY CERTIFY that on this _____ day of _____, 2023,
211 before me, the subscriber, a Notary Public of the State and City/County aforesaid, personally
212 appeared Dereck E. Davis, Treasurer of the State of Maryland, known to me (or satisfactorily
213 proven) to be the person whose name is subscribed to the foregoing instrument who signed the
214 same in my presence, and acknowledged that he executed the same for the purposes therein
215 contained.

216

217 WITNESS my hand and Notarial Seal.

218

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221

Notary Public

222 My Commission Expires: _____

223

224 STATE OF MARYLAND, CITY/COUNTY OF _____

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226 I HEREBY CERTIFY that on this _____ day of _____, 2023,
227 before me, the subscriber, a Notary Public of the State and City/County aforesaid, personally
228 appeared Brooke Elizabeth Lierman, Comptroller of the State of Maryland, known to me (or
229 satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument who
230 signed the same in my presence, and acknowledged that she executed the same for the purposes
231 therein contained.

232

233 WITNESS my hand and Notarial Seal.

234

235

236

237

Notary Public

238 My Commission Expires: _____

239

Second Reading

CERTIFICATION

240
241
242 This is to certify that the within instrument was prepared by the undersigned Maryland
243 attorney.
244

245
246 _____
247 April Ishak, Esquire
248 224 N. Washington Street
249 Havre de Grace, Maryland 21078
250 (443) 502-5558
251

252 RETURN TO:
253 April Ishak, Esquire
254 224 N. Washington Street
255 Havre de Grace, Maryland 21078
256 (443) 502-5558

Second Reading

EXHIBIT A

EXHIBIT A Description of 20-foot-wide Waterline easement over and across the lands of State of Maryland, Militia Department (owner) Liber 353, Folio 560

Commencing at an iron rod found at the northwesterly corner of the lands of the city of Havre de Grace, point being found on the end of the N 47° 56' 26" W, 209.79 plat line, as shown on the plat titled Final Plat Maryland National Guard Property and recorded at Plat Book 103 at page 82 and recorded among the land records of Harford County Maryland, said point being on the eastern boundary line of the lands of the State of Maryland Militia Department, of which the lands are described Liber 363 at Folio 560, thence running reversely along and binding with the aforementioned plat line, the following course and distance:

(i) South 47°56'26" East 170.55 feet to the **Point of Beginning**, said point being located at the centerline of a proposed 20-foot wide easement for water line, thence running over and across the lands of the State of Maryland Militia Department, the following nine (9) bearings and distances;

- (1) South 44°10'35" West, 6.99 feet to a point, thence;
- (2) South 21°40'35" West, 146.91 feet to a point, thence;
- (3) South 67°45'30" West, 110.34 feet to a point, thence;
- (4) South 65°23'46" West, 85.63 feet to a point, thence;
- (5) South 21°40'35" West, 36.28 feet to a point, thence;
- (6) South 63°56'09" West, 55.11 feet to a point, thence;
- (7) South 45°07'03" West, 68.23 feet to a point, thence;
- (8) South 41°58'52" West, 63.12 feet to a point, thence;
- (9) South 41°38'13" West, 202.60 feet to a point on the approximate center line of old Bay Lane, a variable width private right-of-way, said 20-foot wide easement containing 15,522 square feet or 0.35633 acres more or less, as shown on Exhibits B-1 & B-2 & B-3 attached hereto and made part of this reference.

The undersigned, being a licensed surveyor, personally prepared or was in responsible charge of the preparation of this metes and bounds description, the accompanying sketch and the survey work reflected in it, and is in compliance with the requirements set forth in COMAR Title 09, Subtitle 13, Chapter 06, Regulation .12 of the Minimum Practice for Land Surveyors, as to the establishment of easement lines.

By: *Tristan Stewart*
Professional Land Surveyor
Maryland Registration No. 21306
License Renewal Date: 06/26/22
Bowman Consulting Group,
13461 Sunrise Valley Drive, Suite 500
Herndon, VA 20171

date:

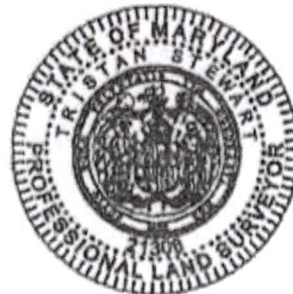


EXHIBIT B-1

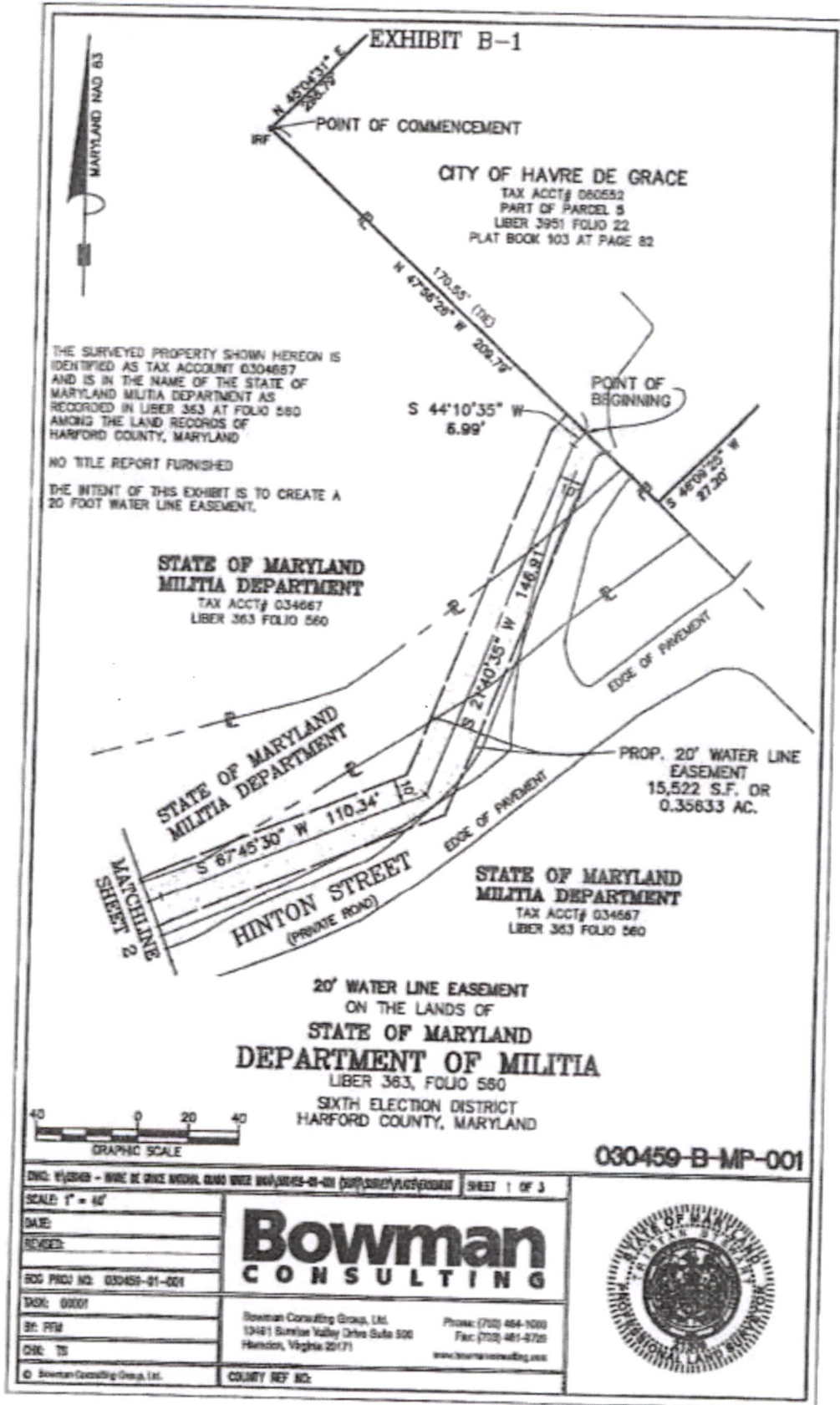
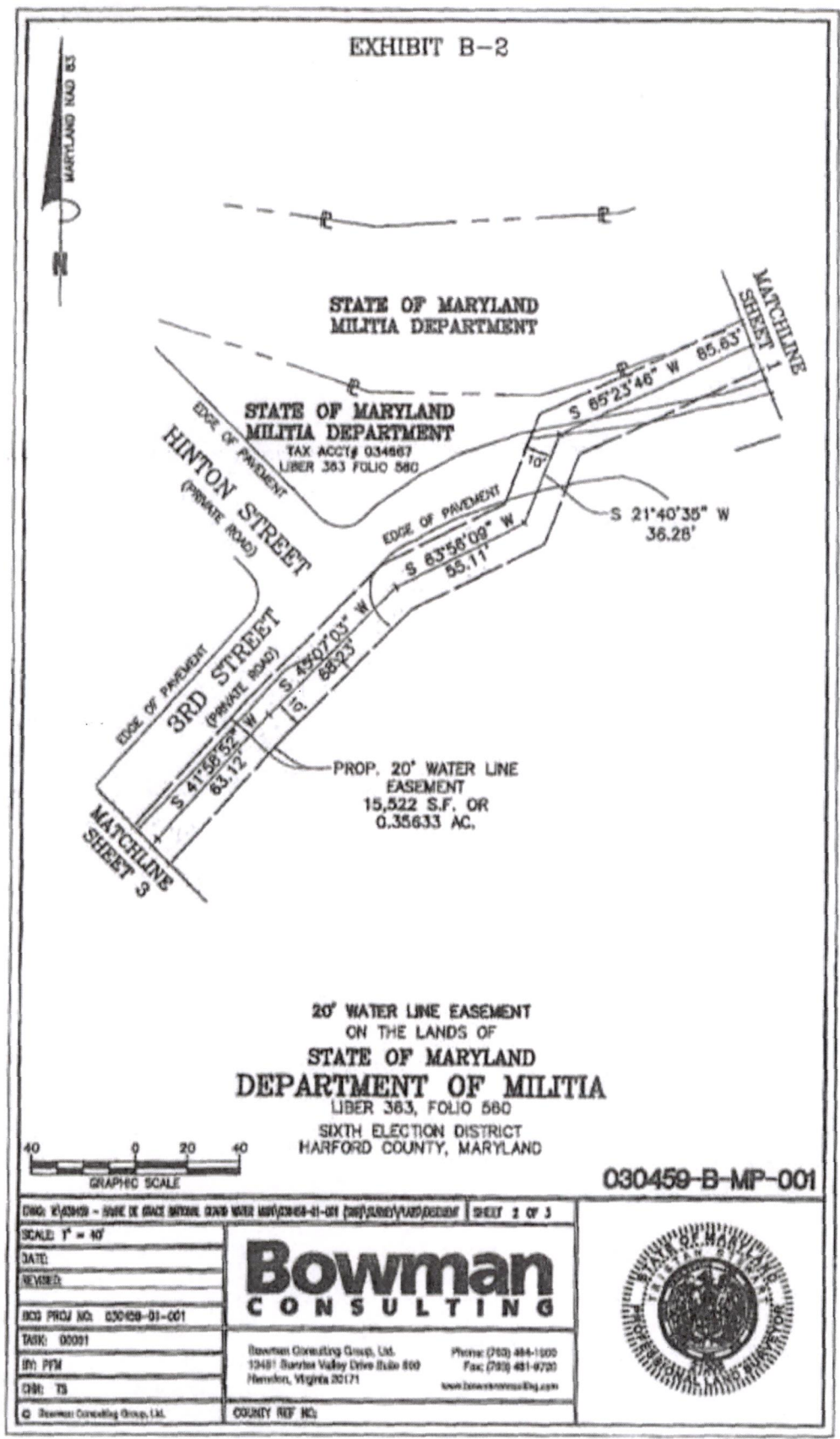


EXHIBIT B-2



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Chapter 25 -
Boards, Committees and Commissions - Duty to Report
(1st Reading)**

Date: **4/13/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council President Ringsaker

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

On: 4/17/2023

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for May 1, 2023 at 7:00 p.m.

<p><u>EXPLANATION</u></p> <p><u>Underlining</u> indicates matter added to existing law.</p> <p>[Bold Brackets] indicate matter deleted from existing law.</p> <p>Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.</p>

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

WHEREAS, the Mayor and City Council have determined that annual reporting requirements are achieved through other means such as the minutes obtained through the Open Meetings Act and financial information obtained through the budget process; and

WHEREAS, the Mayor and City Council have found that an annual reporting requirement is an undue burden on the volunteers serving on the City boards, committees and commissions;

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

§25-0 Duty to report

Each board, commission or committee in this chapter by its chairperson[men] or designee shall appear before or submit a written report at a time and place to be determined in the discretion of the Mayor and City Council. **[at a regular City Council meeting at least once each year and report on the board's or commission's or committee's activities, present copies of the prior year's meeting minutes, and account for any funds raised, including funding received from the City, and expenses paid, and any other information requested by the Mayor and City Council related to its operations.]** Notwithstanding this provision, the chairperson or designee of a board, commission or committee in this chapter is obligated to adhere to specific reporting requirements in the applicable section of City Code Chapter 25.

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: 4/17/2023

Public Hearing:

Second Reading/Adopted:

Effective Date:

Legislative History

Ordinance No. 1093 enacted 2/7/2023

Ordinance No. 953 enacted 3/17/2014

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Delegating Additional Administrative Duties to the Director of Administration**
(1st Reading)

Date: **4/13/2023**

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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

Introduced by _____ Council President Ringsaker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 18, 33, 34 AND 48 OF THE HAVRE DE GRACE CITY CHARTER TO DELEGATE TO THE DIRECTOR OF ADMINISTRATION ADDITIONAL ADMINISTRATIVE DUTIES

On: April 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 May 1, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

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

32
33

34 **WHEREAS**, under Section 18 of the City of Havre de Grace ("City") Charter the Mayor is the
35 Chief Executive Officer of the City and shall have the duty of general supervision of the City,
36 its employees, and its property; and
37

38 **WHEREAS**, under Section 33 of the City Charter the City Council ("Council") has the authority
39 to assign to all officers named in the Charter such other and further duties not otherwise provided;
40 and
41

42 **WHEREAS**, under Section 48 of the City Charter, the Director of Administration, shall perform
43 all duties required under the laws of the state, the Charter, and City ordinances, and shall be
44 responsible for all matters relating to personnel, procurement, information technology, elections,
45 public notices, leases, and the sale, transfer or conveyance of City property; and
46

47 **WHEREAS**, the City enters into many contracts, agreements, and similar documents that are
48 routine in nature or, in certain circumstances, involve specific expenditures, that have already
49 been approved by the City Council in the annual budget process or by ordinance; and
50

51 **WHEREAS**, in order to establish a process by which the City can operate in a cost-effective
52 and timely manner, the City Council desires to expressly delegate to the Director of
53 Administration and his or her designee (under the direct supervision and with approval of the
54 Director of Administration), subject to review for legal sufficiency by the City Attorney, the
55 authority to negotiate, prepare, and execute final agreements and other supporting documents
56 necessary to accomplish these routine and/or otherwise Council-approved items of City business
57 or matters already appropriated through budget expenditures in the interest of efficient
58 administration of governmental operations in the City; and
59

60 **WHEREAS**, the Mayor shall continue to sign the City's ordinances, the resolutions of the
61 Council, and the documents which he or she is obligated by the Charter or state law to sign; and
62

63 **WHEREAS**, any matter which is required to be adopted by ordinance pursuant to the Local
64 Government Article of the Maryland Code or other state law shall not be affected by this
65 ordinance;
66

67 **NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**
68 **HAVRE DE GRACE:**

- 69 1. The Council grants authority to the Director of Administration and his or her designee
70 (under the direct supervision of and subject to the approval of the Director of
71 Administration) to sign on behalf of the City all contracts and agreements approved by
72 Council. In addition, subject to compliance with any state law that requires adoption of an
73 ordinance, the Director of Administration is authorized to approve and execute a contract
74 for the purchase of goods and services selected through the City's procurement process if
75 such expenditure has been approved by City Council in the annual budget.
- 76 2. The authority granted to the Director of Administration and his or her designee herein with
77 respect to signing or entering into any contracts shall also include the authority to terminate
78 such contracts as permitted under the contract (after consultation with the City Attorney
79 and review for legal sufficiency) and to sign amendments to such contract so long as such

80 amendments do not result in increased expenditures which exceed the amount allocated to
81 such item in the approved annual budget.

82 3. The Council hereby grants authority to the Director of Administration or his/her designee
83 (under the direct supervision of and subject to approval by the Director of Administration)
84 to negotiate and execute contracts on behalf of the City (after consultation with the City
85 Attorney and review for legal sufficiency, or on a standard form approved by City Council)
86 provided that the funding for the contract, if any, is contained in a City Council approved
87 budget ordinance.

88
89
90 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2023.

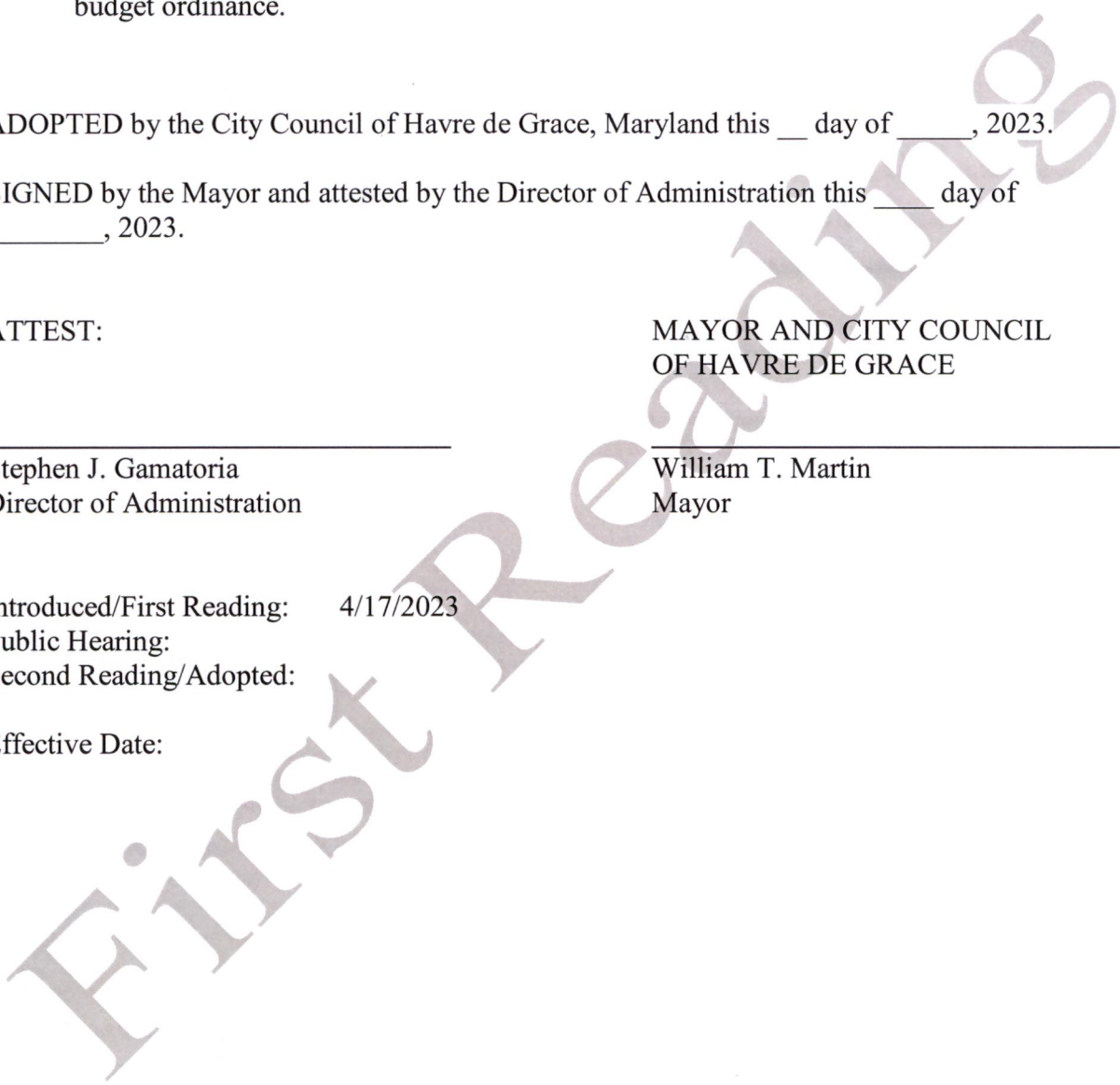
91
92 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
93 _____, 2023.

94
95
96 ATTEST: MAYOR AND CITY COUNCIL
97 OF HAVRE DE GRACE

98
99
100 _____
101 Stephen J. Gamatoria
102 Director of Administration

100 _____
101 William T. Martin
102 Mayor

103
104 Introduced/First Reading: 4/17/2023
105 Public Hearing:
106 Second Reading/Adopted:
107
108 Effective Date:



CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Golden Rule Peace Boat Welcome**

Date: **4/13/2023**

May 4-7, 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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 4-5-23
Tracking # 1095 23 0033

EVENT NAME: GOLDEN RULE PEACEBOAT WELCOME

Sponsor Organization: VETERANS FOR PEACE

Business Address: _____

On-Site Contact Person: BECCA GARDNER

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: BOB RHODY

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:

VETERANS FOR PEACE GOLDEN RULE PROJECT

Event Category:

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

HISTORIC BOAT VISIT

* 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: MAY 4 2023 Begin Time: NOON MAY 4-7 1pm-4pm
 Event Starts Date: MAY 4 2023 Time: 1 PM MAY 5 5:30pm-8 picnic
 Event Ends Date: MAY 7 Time: 4 PM
 Breakdown Date: MAY 7 End Time: 5 PM

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)

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

Anticipated Attendance: 80-100 *

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.

Possible

- 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.

[Empty box for security plan description]

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: Joe Alton Badge # 7762

Date Contacted: 4-7-23

Gambling: May have a raffle.

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 AVAILABLE
WILL CONTACT EMS IF NECESSARY

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: Golden Rule Peace Boat Welcome

Print Name of Event Sponsor REBECCA GARDNER

Title VOLUNTEER

Phone _____

Email _____

Signature Rebecca Gardner

Date 4/4/23

Received by Kiley Ernest
City Official

Date 4-6-23

☮ SAILING FOR A NUCLEAR FREE



A WEEKEND OF PEACE
COMMUNITY & EDUCATION

The Golden Rule will open for visits at
Frank J Hutchins Memorial Park
Daily, May 4 - 7, 1:00 - 4:00 pm

100 Congress Ave. Havre de Grace MD 21078

Join us for a Peace Picnic / Potluck in the Park

Friday May 5, 5:30 - 8:00 pm

For more information about public events and sailing, contact:

Helen Jaccard 206-992-6364, vfpgoldenruleproject@gmail.com

Becca Gardner 443-866-1389 deersingerlw@yahoo.com

Bob Rhudy 443-890-6548 bobrhudy@yahoo.com

WORLD AND A PEACEFUL, SUSTAINABLE FUTURE

WORLD AND A PEACEFUL, SUSTAINABLE FUTURE

☮ SAILING FOR A NUCLEAR FREE

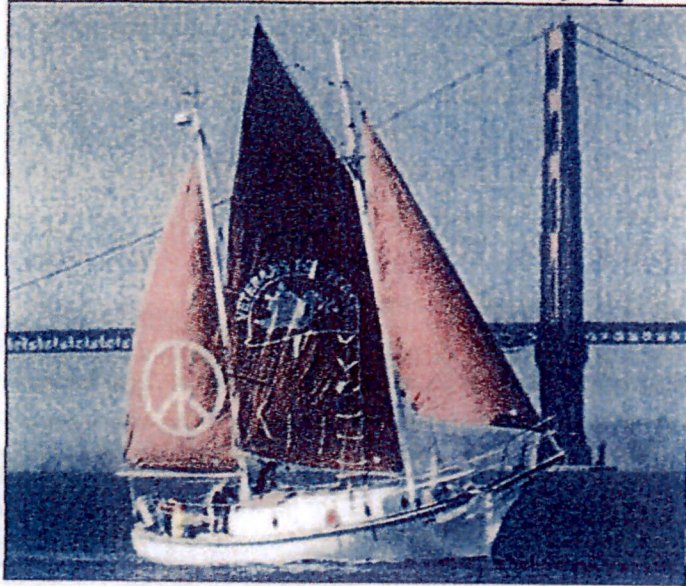
The Golden Rule comes to Havre de Grace May 4th
Visit her at Frank Hatchens Park 100 Congress Ave 21078
Join the crew for boat tours, sails, festivities May 4-7



Golden Rule News



HUTCHINS PARK MAY 4-7 HAVRE DE GRACE



Golden Rule Sails Again for a Nuclear-Free World!

In 1958 four Quaker peace activists sailed the *Golden Rule* toward the Marshall Islands in an attempt to halt nuclear weapons testing. The US Coast Guard boarded her in Honolulu and arrested her crew, causing an international outcry.

Arrest of the crew and rising awareness of the dangers of radiation led to worldwide demands to stop nuclear testing. This spurred the U.S., the U.S.S.R. and the U.K. to sign the Limited Nuclear Test Ban Treaty of 1963.

In 2010 the *Golden Rule* sank in Northern California. For five years, dozens of Veterans for Peace, Quakers and other volunteers restored her.

Nuclear Abolition Mission Restored!

From 2015 - 2022 the *Golden Rule* sailed the West Coast between British Columbia and San Diego and to Hawai'i and back.

The Golden Rule Project has given hundreds educational presentations about nuclear issues and led many peace flotillas. Thousands of people visited the *Golden Rule* during four wooden boat shows.

The *Golden Rule* now sails for a nuclear-free world and a peaceful, sustainable future.

The Great Loop Voyage Begins in Minneapolis!

From September 2022 through December 2023 the Golden Rule will sail "The Great Loop". Starting in the Minneapolis / St Paul area (see schedule on reverse side), she will sail down the entire Mississippi River, along the Gulf states, up the east coast to Maine, through the Hudson River and Erie Canal, around the Great Lakes, and down the center of the country back to the Gulf of Mexico.

This 15-month voyage will take the Golden Rule into 100 towns and cities and cover 11,000 miles. Along the way, Golden Rule representatives will speak to many groups about how their actions can bring about nuclear disarmament and stop the possibility of nuclear war.

In this time of war, bringing hope through action is a great antidote to the fearful messages that governments and media spread.

Golden Rule events also highlight local environmental, climate change and peace & justice issues by giving others a chance to speak and connecting their issues to the need to stop all war.



Golden Rule Peace Boat Coming to Havre de Grace
Historic Sailboat Supports UN Treaty to Ban Nuclear Weapons



May 4th, 5th, 6th, 7th

The storied *Golden Rule* anti-nuclear sailboat will arrive at Frank J. Hutchins Memorial Park, 100 Congress Ave., Havre de Grace, MD 21078, on May 4 2023 kicking off a series of local events to raise awareness about the growing danger of nuclear war and to build support for the abolition of nuclear weapons. The 34-foot wooden ketch is sailing on a 15-month voyage around the "Great Loop" of the central, southern and eastern United States, making 100 ports-of-call. The *Golden Rule* is a national project of Veterans For Peace, which owns the boat. You can follow the boat's progress on this map that updates every ten minutes: share.garmin.com/goldenrule.

The public is invited to see this historic peace boat, to hear about nuclear issues today, and to learn how we can stop the possibility of nuclear war!

Groups can schedule an educational presentation by contacting the Golden Rule Project Manager, Helen Jaccard, at vfpgoldenruleproject@gmail.com or 206-992-6364

Scheduled activities for the public:

Welcome the *Golden Rule*! The crew will arrive mid day on May 4th at the dock by Frank J. Hutchins Memorial Park.

Boat tours and sails are available May 4th, 5th, 6th and 7th Join us for a potluck/picnic Friday afternoon at Hutchins Memorial Park, 100 Congress Ave. Havre de Grace, MD 21078!

Presentations will be made in and around Havre de Grace.

Contact: Becca Gardner 443 866 1389 deersingerlw@yahoo.com

Bob Rhudy 443 890 6548 bobrhudy@yahoo.com

"We are sailing for a nuclear-free world and a peaceful, sustainable future," says project manager Helen Jaccard. "Our mission is all the more urgent now that the two nuclear superpowers are confronting one another in Ukraine, greatly increasing the possibility of nuclear war"

History of Golden Rule

From 1946 to 1958 the U.S. dropped 67 nuclear bombs in the Marshall Islands, displacing the indigenous inhabitants and spreading radiation around the globe. The concerned public tried to stop the nuclear weapons testing, but their efforts were unsuccessful. Finally, in 1958, four Quaker peace activists tried to sail *Golden Rule* to the Marshall Islands to interfere with the tests. They left out of Los Angeles and stopped for supplies in Honolulu, where the crew was arrested and prevented from continuing. The arrests sparked worldwide awareness of the dangers of radiation, which was also being found in mother's milk. In 1963, President Kennedy, along with leaders of the UK and the USSR, signed the Partial Nuclear Test Ban Treaty, banning nuclear testing in the air, the water, or space, but allowed it to continue underground. Today, most nuclear testing is done via computer simulation.

In 2010 *Golden Rule* was found as a sunken, derelict wreck in northern California's Humboldt Bay. Over the following five years, she was lovingly restored by members of Veterans For Peace, Quakers and wooden boat lovers. Her original mission was also restored – sailing for a world free of nuclear weapons. Since 2015 the *Golden Rule* has plied the waters of the West Coast, in British Columbia, Washington, Oregon, California and Mexico, even sailing to all the Hawaiian islands.

Press interviews encouraged! Crew members are available for radio, TV and newspaper interviews.

Please contact the Golden Rule Project Manager, Helen Jaccard, at vfpgoldenruleproject@gmail.com or 206-992-6364 or contact Becca Gardner, 443-866-1389, deersingerlw@yahoo.com or Bob Rhudy, 443-890-6548, bohrhudy@yahoo.com, to schedule an interview.

For more information about the Golden Rule Project and its Great Loop Voyage, please see the website, vfpgoldenrule.org

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

DEC 31 1986

Date:

Employer Identification Number:
01-0415961

Accounting Period Ending:
August 31st

Form 990 Required: Yes No

Person to Contact:

S. Horowitz

Contact Telephone Number:
(718) 780-6138

▷ Veterans For Peace, Inc.
P.O. Box 3881
164-3 Washburn Avenue
Portland, ME 04104

Dear Applicant:

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

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

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

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.

Letter 947(DO)(5-77)

The line checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000*, or \$25,000 for years ended on or after December 31, 1982. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

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

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

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

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

Sincerely yours,



District Director

cc:

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000, are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2023

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 HOLLIDA INSURANCE AGENCY LLC 1018 S Westwood Blvd Ste 3 Poplar Bluff, MO 63901	CONTACT NAME: PHONE (A/C, No, Ext): (573)727-9700 E-MAIL ADDRESS: johnnyrhowe@gmail.com	FAX (A/C, No): (573)727-9701
	INSURER(S) AFFORDING COVERAGE	
INSURED Veteran's For Peace, Inc 3407 S. Jefferson #219 St. Louis, MO 63118	INSURER A: Alliance of Nonprofits	NAIC # 10023
	INSURER B: Hartford	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

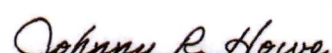
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 SUBR INSD 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"/> PROJECT <input type="checkbox"/> LOC OTHER:	X X	2023-43410	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
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	X X	2023-43410	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X X	2023-43410	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	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 N/A	84WBCAD1DRL	4/19/2023	4/19/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

With the exception of work comp certificate holder is an additional insured to the extent of the insureds' involvement. This document does not afford coverage for wharfing or marine exposure.

CERTIFICATE HOLDER Attn: Bambi Johnson, Chief of Parks, Events & Recreation City of Havre de Grace 711 Pennington Avenue Havre de Grace, MD 21078	CANCELLATION 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 
--	--

SUSQUEHANNA BAY

GOLDEN
RULE
BOAT

SITE MAP

FOR

GOLDEN RULE
PEACE BOAT

VISIT MAY 4-7 2023

AT

FRANK HUTCHENS PARK
100 Congress Ave.

This is a Veterans For Peace Project

Contact: Becca Gardner

443 866 1389

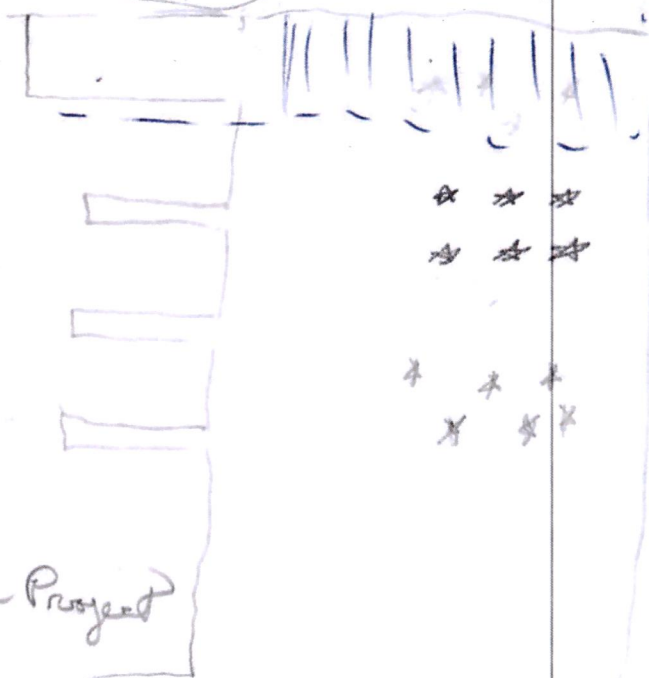
deersingerlw@yahoo.com

X CREW + VOLUNTEERS
PICNIC AREA

PARKING

MARKET ST

CONGRESS ST



SPECIAL EVENTS WORK SHEET

	Event:	Golden Rule Peaceboat Welcome			Tracking ID 1095 23 0033	
	Dates:	5/4/23-5/7/23				
	Time of set up:	on 5/4 noon-1pm				
	Take down time:	on 5/7 4-5PM				
	Time of actual event:	May 4-7 1PM-4PM on May 5 picnic from 5:30PM-8PM				
	Location:	Frank J. Hutchins Memorial Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD						
Notes	Patrol units on duty will handle this event. Completed 04/11/23					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	8		61.62	8	492.96
Notes	Public Restrooms cleaned and stocked throughout 3-day event. Provide extra barrels for picnic/pot luck. Completed: 4.13.23					
	2	8	0	\$61.62	8	\$492.96
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 – Jazz by the Bay**

Date: **4/12/2023**

May 12, 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 April 17, 2023**
- In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 4-3-23
Tracking # 1011 19 0040

EVENT NAME: Jazz by the Bay

Sponsor Organization: Havre de Grace HS Music Department

Business Address: 445 Lewis Lane

On-Site Contact Person: Richard Hauf

Contact Information Phone: _____ Email: _____

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
- Concert/Performance
- Festival
- Carnival
- Parade
- 5K/10K/Walk *
- Rally
- Fishing Tournament

Other (explain)

* a fee may be charged

Date/Time:

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

Setup Date: 5/12 Begin Time: 2pm

Event Starts Date: 5/12 Time: 6pm

Event Ends Date: 5/12 Time: 7pm

Breakdown Date: 5/12 End Time: 8pm

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)
- 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: 100

Admission Fee (if any): _____

Requested City Services:

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

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

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

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

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

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

- Other:** Please explain:

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: Jazz by the Bay

Print Name of Event Sponsor Richard Hauf

Title Band Director

Phone _____ Email _____

Signature Richard Hauf Date _____

Received by Kelsey D Ernest Date 4-6-23
City Official Date

SPECIAL EVENTS WORK SHEET

Event:	Jazz by the Bay (HHS Music Department)	Tracking ID: 1011 19 0040
Dates:	5/12/2023	
Time of set up:	2:00 PM	
Take down time:	7 PM - 8 PM	
Time of actual event:	6 pm - 7 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

Officers on patrol will handle this event. **Completed 04/10/2023**

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	0.5		\$60.00	0.5	\$30.00

Notes

Bathrooms cleaned and stocked. No other City Services requested. **Completed: 4/7/23**

	1	0.5	0	\$60.00	0.5	\$30.00
--	---	-----	---	---------	-----	---------

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 – 2nd Sunday Hymn Sing**

June 11, July 9, August 13, September 10, 2023

Date: **4/12/2023**

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 April 17, 2023**
- In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 3-27-23
Tracking # 1011 21 0013

EVENT NAME: 2nd Sunday Hymn Sing

Sponsor Organization: Susquehanna Ministerium

Business Address: PO Box 567, Havre de Grace, MD 21078

On-Site Contact Person: Jeanne Weaver

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Wilbur Jones

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 # 52-1761633 (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)

Community gathering to sing hymns

* 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: 6/11, 7/9, 8/13, 9/10 Begin Time: 4:00pm

Event Starts Date: Same as above Time: 5:00pm

Event Ends Date: Same as above Time: 6:00pm

Breakdown Date: Same as above End Time: 6:30pm

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)

Need use of the gazebo in the upper part of the park (not the one at the beginning of the promenade).

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

Anticipated Attendance: 25-100

Admission Fee (if any): N/A

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, Orsego 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: Joe Alton Badge # 7762

Date Contacted: 4-7-23

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.

A portable first aid kit will be on hand. Will call EMS's if needed. Will have a nurse or retired nurse on hand.

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: 2nd Sunday Hymn Sing

Print Name of Event Sponsor Jeanne M. Weaver

Title Event Organizer

Phone _____ Email _____

Signature Jeanne M. Weaver Date 03/23/23

Received by Kiluy Ernest Date 04-6-23
City Official

ELECTRICAL SITE PLAN FOR 2ND SUNDAY HYMN SING

LOCATION: TYDINGS PARK GAZEBO

ANTICIPATED AMPERAGE DRAW: LESS THAN 100 AMPS

EQUIPMENT: ONE TO TWO EXTENSION CORDS WITH SURGE SUPPRESSORS WILL BE USED TO PROVIDE A POWER SUPPLY TO AN AUDIO MIXER AND ELECTRIC PIANO.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2023

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: Robin Lee	
	PHONE (A/C, No, Ext): (410) 838-2277	FAX (A/C, No): (410) 836-2754
	E-MAIL ADDRESS: rlee@lmwins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Selective Ins Co of America	12572
INSURED SUSQUEHANNA MINISTERIUM GRACE PLACE FEEDING CENTER PO BOX 371 HAVRE DE GRACE MD 21078-0371	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 22-23 COIs 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			S 2244241	09/22/2022	09/22/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 15,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	DIRECTORS & OFFICERS			S 2244241	09/22/2022	09/22/2023	LIMIT \$1,000,000
							DEDUCTIBLE \$ 1,000

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

Event: May 6, 2023
Blessing By The Bay
700 Concord St
Havre De Grace, MD 21078

CERTIFICATE HOLDER

CANCELLATION


City of Havre De Grace
711 Pennington Street

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

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248423268
Jan. 21, 2009 LTR 4168C E0
52-1761633 000000 00 000
00011799
BODC: TE


SUSQUEHANNA MINISTERIUM ASSOCIATION
INC
PO BOX 567
HVRE DE GRACE MD 21078-0567

15503

Employer Identification Number: 52-1761633
Person to Contact: Kathy Masters
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 08, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1993, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate 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)(i).

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.

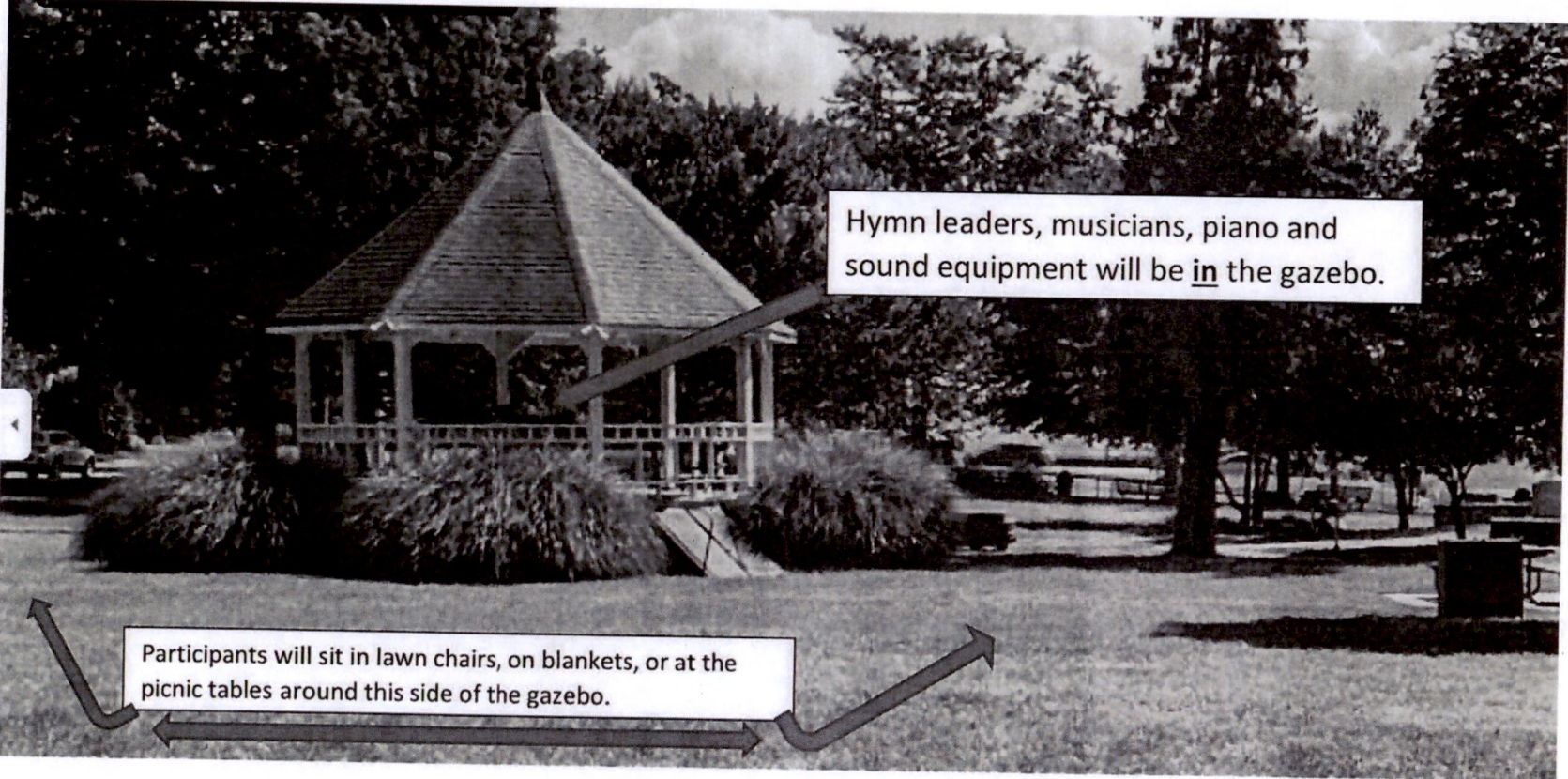
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

SITE PLAN FOR 2ND SUNDAY HYMN SING



SPECIAL EVENTS WORK SHEET

Event:	2nd Sunday Hymn Sing	Tracking ID: 1011 21 0013
Dates:	6/11 7/9 8/13 9/10, 2023	
Time of set up:	4:00 PM	
Take down time:	6 pm - 6:30 pm	
Time of actual event:	5 pm - 6 pm	
Location:	Tydings Memorial Park (Gazebo)	

	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 units on duty. Revised 04/10/2023

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	4		\$60.00	4	\$240.00

Notes

Clean and stock bathrooms, provide access to electricity for their musical equipment. Completed: 4.7.23

	1	4	0	\$60.00	4	\$240.00
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Grand Total

REVISION 1/10/2020	<p>*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)</p>					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – American Legion Riders Poker Run**

Date: **4/6/2023**

August 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 April 17, 2023**
 - In Confidential File Drawer

Approve:

Casi Boyer Yes No No Comment

Comment: _____

Dave Martin Yes No No Comment

Comment: _____

Jim Ringsaker Yes No No Comment

Comment: _____

Jason Robertson Yes No No Comment

Comment: _____

Tammy Lynn Schneegas Yes No No Comment

Comment: _____

Carolyn Zinner Yes No No Comment

Comment: _____

Note: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 3-23-23
Tracking # 1011 21 0017

EVENT NAME: American Legion Riders Poker Run

Sponsor Organization: Joseph L Davis American Legion Post No 47

Business Address: 501 Saint John St

On-Site Contact Person: Mike Waid

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: Jason Robertson

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:

Organization is an HDG non-profit 501C19 (Veterans Service organization).

Event Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input 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: <u>08/26/2023</u>	Begin Time: <u>0800</u>
Event Starts	Date: <u>08/26/2023</u>	Time: <u>0900</u>
Event Ends	Date: <u>08/26/2023</u>	Time: <u>1700</u>
Breakdown	Date: <u>08/26/23</u>	End Time: <u>0700 1800</u>

Rain Date Date: NA 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 checked="" 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: 100

Admission Fee (if any): \$20

Requested City Services:

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

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

Only need the entrance/ exit for David Craig park closed for the motorcycles to park, and band to perform. No need for personnel.

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.

Alcohol will only be consumed on the Legion property adjacent to the DC Park. The request for the park is to place the band oriented toward the Legion back yard, and to park excess motorcycles. Security will be provided by American Legion Rider members and volunteers.

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 Krass Badge # 7761

Date Contacted: 3-24-23

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.

Will call EMS as necessary.

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: American Legion Riders Poker Run

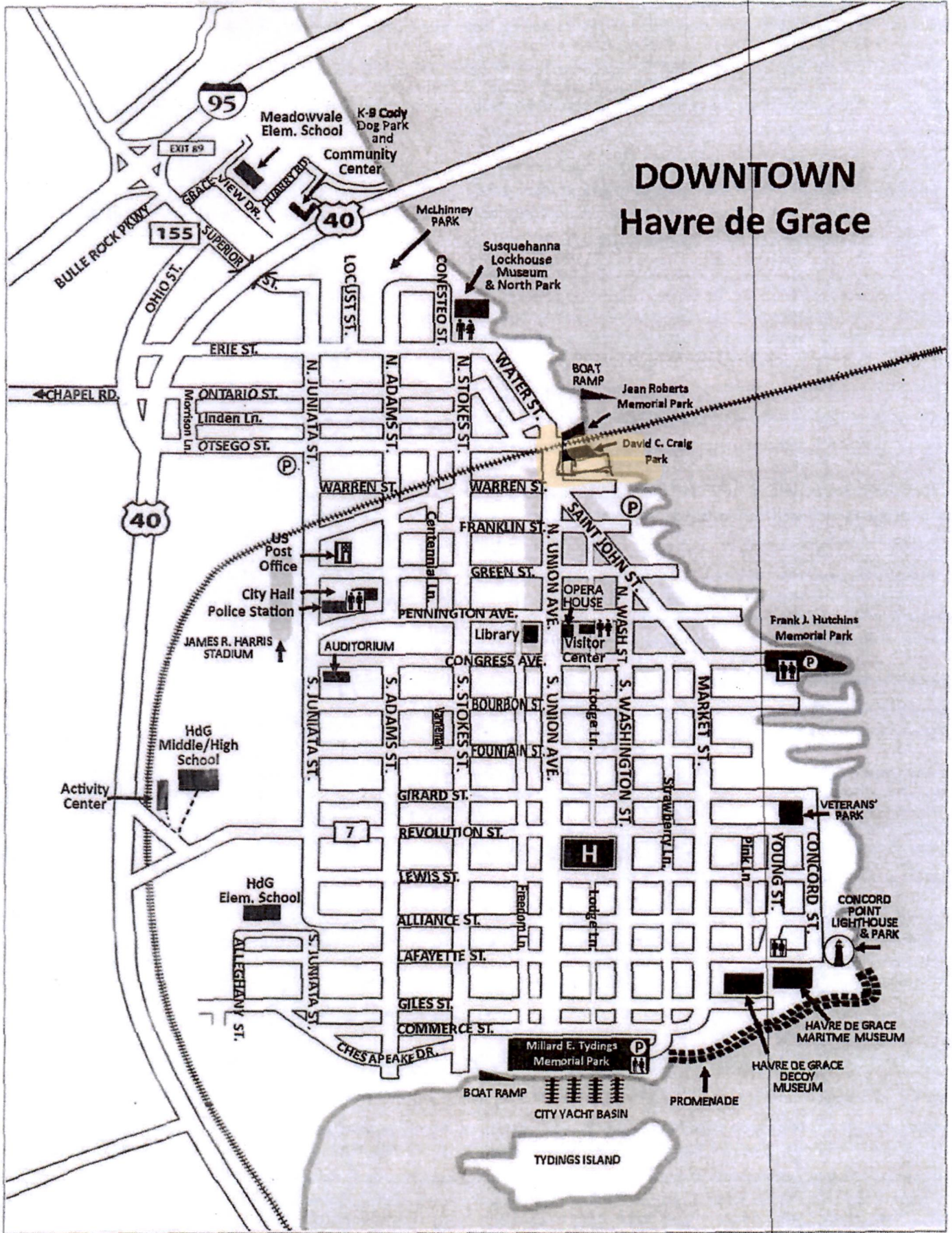
Print Name of Event Sponsor Joseph L Davis American Legion Post No 47

Title Jason Robertson, 1st Vice Commander

Phone _____ Email _____

Signature [Handwritten Signature] Date 03/23/2023

Received by [Handwritten Signature] Date 03/24/23
City Official _____



DOWNTOWN Havre de Grace

Legion

POKER RUN



9 AM
Registration

Open to the Public \$20 Per Hand

Saturday August 26th 2023

3 Trophies Awarded for Best Hand, Second Place & Worst Hand

